**List of Acceptable File Types**

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| File Name | Description | Acceptable File Formats |
| Précis\*† | All manuscript submissions must include a précis of 35 words or less summarizing the main finding/outcome of the study. The précis should not duplicate the abstract conclusion. Please refrain from using abbreviations/acronyms in the précis. | .doc, .docx |
| Manuscript\* | The article file for the submission should include the full title page, structured abstract, text, and references (no more than 50 references). Embedded tables and figures should not be included in the file. Please add continuous line numbering to the manuscript file. Refer to our Guide for Authors for detailed formatting instructions (<http://www.aaojournal.org/authorinfo>) | .doc, .docx |
| Manuscript with corrected references by editorial office | Only for use by the editorial office. If the paper is revised or accepted for publication, our in-house librarian will check the references for formatting style and will upload the revised version to the submission. | Only for use by the editorial office. |
| Table | Used for tables to be published in the print article. Tables may be submitted separately or in a single Word file. Do not use embedded table images in the file. Tables must be built in Microsoft Word. Include the table legend(s) in the file(s). Refer to our Guide for Authors for detailed formatting instructions (<http://www.aaojournal.org/authorinfo>) | .doc, .docx |
| Table – Online Only | Used for tables to be published online only. All online only files must be uploaded as PDF files. Table legends must be included in the PDF file. | .pdf |
| Figure | Used for figures to be published in the print article. Figures must be uploaded individually, one figure per file. For initial submission purposes, authors may upload lower resolution files. For revised or accepted submissions, authors must upload high-resolution .tif or .eps figure files. Word Document figures are acceptable for line art or charts built in Microsoft Word. Do not include the legends in the figure files. Refer to our Guide for Authors for detailed formatting instructions (<http://www.aaojournal.org/authorinfo>) | .tif, .eps. Word documents are acceptable for line art. |
| Figure – Online Only | Used for figures to be published online only. All online only files must be uploaded as PDF files. Figure legends must be included in the figure PDF files. | .pdf |
| Legends | Figure legends must be submitted in a single Word document file. Do not include online only figure legends in this file. Online only figure legends should be included in the online only figure PDF files. | .doc, .docx |
| Conflict of Interest Form (ICMJE COI) † | ICMJE forms are required for all revised or accepted papers. Each co-author must fill out the form and return it to the corresponding author to be uploaded with the revised submission. The form can be found at <http://cdn.elsevier.com/promis_misc/icmje_coi_ophtha.pdf>. | .pdf |
| Study Design Worksheet | If the study is a Randomized Control Trial, the corresponding author must fill out and upload the Study Design Worksheet found at <http://cdn.elsevier.com/promis_misc/ophtha_rct.pdf>. | .pdf |
| Related File (not for publication) | Authors may upload any additional file(s) they wish to share with the editors, reviewers, and staff as a Related File. Any file uploaded as a Related File will not be used for publication. PDF is the preferred format for Related Files. | Most any common file format can be used for Related Files, but PDF is preferred. |
| Multimedia (permission required from journal office) | Multimedia files are used for video clip submissions. Refer to our Guide for Authors for detailed video submission instructions (<http://www.aaojournal.org/authorinfo>) | .mpg (MPEG-1 or 2), .avi, .mov |
| Video Still | A single screenshot or still image from must be uploaded to accompany each video file submitted. | .eps, .tif, .pdf |
| Appendix – Online Only | The Appendix file type should be used for any supplemental text file to be published online only. All online only files must be uploaded as PDF files. | .pdf |

Additional File Types for revised submissions

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| File Name | Description | Acceptable File Formats |
| Point-by-point response† | Authors are required to respond to the reviewer and editor comments when submitting a revised manuscript. Please use the table response template found at  <http://cdn.elsevier.com/promis_misc/oph-template-form.docx>. | .doc, .docx, |
| Copyright† | A copyright form is required when submitting a revised article. All coauthors must sign the Copyright form upon acceptance for publication of the article. The form can be found at <http://cdn.elsevier.com/promis_misc/620418copy.pdf>. | .pdf |
| Revised manuscript file with track changes† | The revised manuscript with the track changes on to show the revisions made to the manuscript. | .doc, .docx |
| Revised manuscript – without track changes† | A clean version of the revised manuscript with the track changes off. | .doc, .docx |

\* Required for new submissions

† Required for revised submissions