

Comprehensive Eye Care Diplomate Program Writing Guide

General Formatting Tips: double-space the document and include line numbers

If you have any formatting questions, reach out to Case Report Chair (CECSdiplomate@gmail.com).

Title Page: Candidate Number, Case Report Number, Case Report Title, Submission Category (A, B, or C) and Topic Roman Numeral, Date Submitted

Abstract: The introductory section of an abstract should inform your readers why this case report is important. State the purpose of writing the case report. The abstract should be into the following headings using 200 words or less:

- Introduction
- Case Report
- Discussion
- Conclusion

Keywords: Identify 4 keywords in italics.

Introduction: The introduction should address what would be accomplished by writing the case report. This section should also include a *brief* overview of the background, *based upon literature review*, that focuses on 1) description of the condition, 2) epidemiology of the condition, 3) genetic factors, 4) risk factors, 5) signs and symptoms, 6) associated conditions or causes, 7) differential diagnosis, and 8) management strategies. In the last paragraph, specifically state what will be accomplished by this case report.

Case Report: The case report may be divided into sections such as initial presentation and subsequent follow-up visits.

All medications should be rendered in this format the first time the medication is encountered in the manuscript: generic name and concentration (Brand Name[®], Company, State or Country if outside the USA). Example: ganciclovir 0.15% ophthalmic gel (Zirgan[®], Sirion Therapeutics, Tampa, FL).

Discussion: The discussion should be in this order

- A discussion highlighting the significant findings of the case along with relevant clinical-pathological correlations or underlying disease process.
- Pathophysiology/pathological mechanisms of the condition
- Diagnosis and /or differential diagnosis
 - A discussion focused on the laboratory and imaging tests ordered including their clinical diagnostic implications / relevance to the case. All tests ordered should be discussed.
- Clinical management
- Post-intervention clinical outcome
- Complications
- Prognosis

Conclusion: The conclusion should restate to the reader the significance of the report and address future developments or research.

References: Follow *Optometry and Vision Science* guidelines - number references consecutively in the order of their appearance in the text. Citations should be formatted as superscript numerals following the nearest punctuation mark. May use journal articles, book chapters, book sections, textbooks, websites, etc.; use reliable, current (5-7 years), and primary sources.

Before submitting, get feedback from your mentor!

After you have your mentor's support, email report to: CECSdiplomate@gmail.com