

Comprehensive Eye Care Diplomate Program Writing Guide

If you have any questions, reach out to the Case Report Chair at CECSdiplomate@gmail.com.

General Formatting Tips: Number the pages consecutively, use double spacing, and include line numbers. Each major section does not need to start on a new page. Submit the final report as a pdf. Restrict abbreviations to those that are widely used and understood (i.e. avoid abbreviations that have meaning only within the context of the specific manuscript). Introduce each abbreviation in parentheses after the first appearance of the expanded term. Abbreviations of standard measure used with number quantities (mm, Hg, cm, and ml) are used without initial expansion.

Title Page (See example on website): Include 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, City, State, 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, as well as relevant clinical and pathological correlations and/or underlying disease processes.
- Pathophysiology/pathological mechanisms of the condition
- Diagnosis and/or differential diagnosis
 - A discussion focused on the diagnostic laboratory and imaging results, including their clinical diagnostic implications and 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. It is strongly recommended that candidates use a reference management system such as Endnote. References must be in the form currently used in the OVS Journal. A file containing the journal's format for references is available at <http://edmgr.ovid.com/ovs/accounts/ifauth.htm>

Tables and Figures: Data that can be stated in the text in one or two sentences should not be presented in table format. Each table should have a brief, self-contained title understandable without reference to the text. Assign a short heading to each column in the table.

Figure Legends should be double-spaced and numbered consecutively.

Any correspondence with other practitioners that assists or corroborates the candidate's diagnosis or treatment plans must be included and/or attached to the case report.

Instructions for submitting your report: Before submitting your report for formal review, please send your report to your mentor first for feedback. After you have your mentor's approval, email the report to the Case Report Chair at CECSdiplomate@gmail.com – do not submit it to the AAO website portal at this time. The Case Report Chair will forward the report to the review committee for evaluation. **If your mentor has not reviewed your case report before the case report review committee receives it, it will be automatically rejected.**

Revision Requests: Once the committee has completed the review of your case report, the Case Report Chair will email you with a revision request if needed. This document will provide feedback on ways to improve your case report. If you have questions about the feedback, contact the Case Report Chair and/or your mentor

Revisions: After receiving feedback from the review committee:

- Update your title page with the submission date of the revision.
- Highlight each area where you have edited or addressed the reviewer requests so the reviewers can quickly determine whether the revision requests were fully completed.
- If you are unable to address a revision request, please complete a Response to Reviewers document: Submit a separate document explaining why you did not address the request within your case report. See example on website.
- Send the revised via email to CECSdiplomate@gmail.com - do not upload to the AAO portal at this time. Only the final accepted case report will be uploaded to the portal.