

American Ophthalmological Society Guidelines for Abstracts

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Submission Deadline: January 6, 2012

PLEASE READ CAREFULLY BEFORE STARTING THE ONLINE ABSTRACT SUBMISSION PROCESS.

Preface: The **American Ophthalmological Society (AOS)**, founded in 1864, is the oldest American specialty society that has functioned without interruption into the 21st century. In order to maintain its tradition of excellence, presentations should feature original material and be of the highest quality.

Selection of Topic: Appropriate topics for a paper include clinical, applied, or basic research; observational and population-based studies; medical services research; bioethics position papers; laboratory biomedical research; innovative surgical techniques; administrative issues, and other investigations that advance the science and art of ophthalmology. **Review articles or opinion pieces without data are not appropriate.** The quality of work should be equivalent to that of a first-rate, peer-reviewed journal article. The materials should be original and not previously published elsewhere. An exception to the publication requirement will be made for **NEW MEMBERS** who would like to submit the work (in part or in total) from her/his AOS thesis.

Submission: All abstracts must be submitted using the AOS [online abstract form](#).

- **PLEASE NOTE: Your abstract submission must be completed in one sitting.** You cannot start the online process, stop for a lengthy interval, and then return to complete it; the information will not be saved and you will have to start again. Please prepare your abstract and other requested information in advance of completing the online form. Upon completion of the online form, you must click on “Submit Final” in order for your abstract to be saved and submitted and for you to receive a confirmation email.
- If you find that you need to withdraw or replace your abstract after selection “Submit Final,” please email Stephen Moss (smoss@aao.org) to request deletion. Please be sure to include the Abstract ID (located on the confirmation email you will receive after clicking “Submit Final”) for the abstract you wish to withdraw or delete. Please note that staff cannot edit or make detailed changes to your submitted abstract. If you find that you need to make substantial changes to your submitted abstract you will be required to delete it and enter it again.

Abstract: The abstract of 300 words or less must be structured and organized in the following format:

- Title
- Author(s) listed in the exact order that they will be on the printed abstract.
 - Please note that the author listing should adhere to proper authorship criteria for peer-reviewed journals. Neither the AOS member nor the presenter has to be listed first. For each author, check whether the individual is an AOS member, and check one individual

as the presenter. There is no longer a need to add symbols to designate members and presenters. The term “by invitation” is no longer used, and the city is no longer listed in the author line.

- Completion of the online abstract form requires listing the email address, in addition to the name(s) of each author. Degrees are no longer published. Please have this information at hand as you complete the form.
- Purpose (or background): State the major purpose of the study.
- Methods: Describe the design of the study, noting randomization, masking, criteria standards, and temporal direction (retrospective or prospective) as applicable. Indicate the study setting (e.g. institutional, multicenter, primary care, referral practice). Identify the patients or other participants by noting selection procedures, entry criteria, and numbers. Specify the intervention procedures and the main outcome measures.
- Results: Briefly summarize the principal results obtained. Results should be accompanied by data with confidence intervals and the exact level of statistical significance. Results should also identify any significant limitations or qualifications of the data and give suitable emphasis to positive and negative findings.
- Conclusion(s): State the conclusions directly supported by the data, describe the clinical or research applications, compare to the prior literature, and indicate limitations of the study.

New This Year – Required fields for Continuing Medical Education (CME):

The following information will be used by the Committee on Programs to evaluate submitted abstracts. However, this information will not appear in the final, printed abstract.

- Topic/Category: The submitting author will be required to choose at least one topic from a predetermined list. All applicable topics should be checked.
- Current Outcomes & Preferred Practice: The submitting author must identify current outcomes and preferred practice in relation to their chosen topic when submitting an abstract. This information is used to establish a gap in knowledge for the intended audience, thus identifying a need for presentation of the work in question.
- References: The submitting author must list primary references used in their work. The list does not have to be exhaustive and can be limited to three. References do not have to be submitted in any specific format but should contain adequate details for the Committee on Programs to find the material being referenced.

Off-Label Use: Discussion of an off-label use of a commercial product and/or discussion of an investigational drug or device **must** be disclosed at the bottom of the abstract form.

IRB Documentation Status: The author must indicate the Institutional Review Board (IRB) status of the study. Studies involving human subjects require IRB approval. Experimental investigations involving animals must conform to the generally accepted principles of animal maintenance and care or adhere to [ARVO principles](#) for use of animals in ophthalmic or vision research.

Financial Disclosure: Before an abstract can be considered by the Committee on Programs, each author (including ALL co-authors) must complete the separate Financial Disclosure form and list all financial relationships with health-related firms, including those that do not pertain to the topic that will be discussed at the meeting. Individuals who have nothing to disclose must so declare. The submitting author is responsible for ensuring that all co-authors have submitted their Financial Disclosure. A simple utility is provided for the primary author to check the status of their co-author(s) Financial Disclosures. The tool is contained within the abstract submission confirmation email the submitting author will receive.

Note: If your abstract is chosen for paper presentation all authors' financial conflicts of interest, or lack thereof, must be noted on the first slide of the presentation. In addition, please:

- Avoid using commercial slides, commercial logos, and other identifiers on slides and videos.
- Be aware that the meeting evaluation form will ask attendees if commercial bias was present.

Additional Guidelines:

- Abstracts that do not conform to these guidelines may be declined by the Committee on Programs.
- Abstracts will appear in the final program as printed. Please proofread your work carefully.
- If a non-member will present the paper, that person must register as a Professional Guest, and the member must attend the meeting.
- The order in which abstracts are received will be considered by the Committee on Programs in the construction of the final program. The primary criteria for acceptance are: (1) The Committee on Program's assessment of the quality of the submission, with primary emphasis on new scientific information that enhances patient care, (2) the needs assessment performed by the Committee, and (3) prior program evaluations. The Committee will include as many papers as time and program format will allow.
- **Submission of an abstract is interpreted as a willingness of the author(s), if the abstract is accepted, to present the paper on any one of the three days reserved for the Scientific Program.**
- **The author(s) must commit to following all guidelines in order to permit an effective meeting.**

Discussants: To assist the discussant of the paper, the author(s) should submit a list of talking points and the abstract to the assigned primary discussant at least 45 days in advance of the meeting. The discussant should also be provided with the PowerPoint presentation whenever possible. If modifications are made to the PowerPoint, it should be resubmitted to the primary discussant prior to the meeting.

Please suggest a minimum of three members as possible primary discussants for your paper. A member list is available at www.aosonline.org in the Members Only section. Selection of the first discussant will be completed by March 2012.

Publication: All abstracts – both paper and poster – will be published with free, open access in *The Transactions* on the AOS website, as well as at PubMedCentral.

Audio Visual:

Papers: PowerPoint or similar slides formatted on a PC or Mac will be required for all presentations. Personal (individual) computers are not permitted for presentation. Submission instructions for visuals (i.e., PowerPoint) will follow once papers are selected for presentation.

Posters: The use of personal laptops with posters is permitted only to supplement material presented in a poster

You will receive notice of acceptance or rejection of your abstract for presentation by February 2012.