

# Tech Talk Paper Submission: Instructions and Checklist

**SUBMISSION DEADLINE: JANUARY 8, 2016**

Limit: 3 paper submissions per author (Lead author limited to: technicians/nurses/orthoptists/ophthalmic photographers)

Because of repetition and time limitations, only 1 submission may be accepted. Please submit in order of your preference of acceptance.

Paper Presentations: All accepted papers will be limited to 10-minute presentations. Audience participation encouraged through Q&A.

Peer Review: All paper submissions will be peer-reviewed by the ASCRS Program Committee. Abstracts will be graded on content and scientific integrity.

Responsibilities of the Lead Author

- Prior to submitting, the lead author must enter their financial interest information into the financial interest disclosure database.
- Lead authors must notify coauthors to enter their financial interest information into the financial interest disclosure database. Those who have not submitted by January 8, 2016, cannot be included on the abstract.
- In submitting a paper, the lead author attests that he/she has reviewed each coauthor's financial interest and determined there is no conflict of interest.

## Structured Abstract

Please read the following instructions carefully before completing the submission:

- Choose the paper category from the listed below:
  - Cataract
  - Cornea
  - Glaucoma
  - Pediatric
  - Refractive
  - Retina
  - Supplementary
- Do not use all capital letters when completing the submission.
- The title should accurately and concisely reflect the submission content. For example: Measuring Visual Acuity in the Pediatric Patient. For CME purposes, product/trade names cannot be used in the title. Generic descriptors are required. Titles with product/trade names may be rejected. The title should not be formulated as a question or statement (i.e., should not include a verb). Titles should follow title case rules and may be edited by ASCRS editorial staff.  
Limit: 140 characters, including spaces
- Contributing authors who have completed the financial interest requirements can be listed on your abstract. Complete address, telephone number, and valid e-mail address are also required for each contributing author.  
Limit: 6 contributing authors

NOTE: Coauthors who have not been indicated on the abstract submission and/or have not submitted a financial interest disclosure cannot be acknowledged within the presentation. Please ensure you have listed all contributing authors on the abstract and that the contributing authors have submitted current financial interest disclosures in the submission database before the January 8 deadline.

- Purpose: Indicate the question that the study answers or the hypothesis it tests. Do not include names or affiliations of authors. Do not include sponsorships, grants, etc.  
Limit: 350 characters including spaces and punctuation
- Methods: Describe the study design, indicating randomization, masking, and whether the data collection was retrospective or prospective. Identify the patients, including selection procedures, inclusion criteria, and numbers. Indicate the intervention procedures and the outcome measures.  
Limit: 700 characters including spaces and punctuation
- Results: Present the outcomes and measurements. Data should include the level of statistical significance.  
Limit: 700 characters including spaces and punctuation
- Conclusion: State the conclusion and clinical pertinence.  
Limit: 450 characters including spaces and punctuation
- Abstracts that do not include final results and conclusion must be revised by February 2, 2016, to be included with the online abstracts. This date applies to papers and posters only.
- Proofread the abstract carefully. It will appear exactly as submitted.
- Do not submit the abstract if the material has been presented or published elsewhere.

## Sample Structured Abstract

Measuring Visual Acuity in the Pediatric Patient

*Adam T. Connelly, COT*

*Coauthors: Jennifer V. Abrams, COA; John A. Lee, COT*

Purpose: Measure visual acuity of pediatric patients.

Methods: We compared measurements of visual acuity in 42 pediatric patients, ages 2.5 years to 5 years, using two vision measurement systems: Lea symbols, and Allen figures.

Results: To eliminate shyness or fatigue factors, we tested 21 patients with the Lea symbols first and followed with the Allen figures and the next 21 patients were tested with the Allen figures first and followed with the Lea symbols. All completed both tests.

Conclusion: Pediatric visual acuity testing should be consistently measured and recorded. Careful attention should be made to technician's test instruction, recording the child's attentiveness, cooperation and reliability. 30 of 42 patients tested 1 line 'better' with the Allen figures, and whether Lea symbols or Allen figures are used, the patient should be tested with the same, consistently, until able to achieve testing with a Snellen chart.

## People's Choice Ribbon

At the end of each paper session a "People's Choice" ribbon will be awarded to the most interesting paper of session for each category as voted on by the audience. A ribbon will be presented immediately after the decision is made; therefore, all presenters should plan to stay for the conclusion of each session.

## Eligibility

All accepted paper presentations must meet these 4 requirements to be eligible for People's Choice ribbons:

- The final approved title appears on the PowerPoint slide, including all edits provided within acceptance notification.
- Disclosure of relevant financial interests (or lack thereof) appears on either the title slide or the slide immediately following it.
- Disclosure of relevant financial interests (or lack thereof) is made verbally at time of presentation.
- Presentation is within the 10-minute time limit.

## Judging Criteria

- Relevance
- Originality
- Clarity
- Application to practice

## CHECKLIST

- Lead author must complete the Financial Interest Disclosure before submitting.
- Notify all coauthors that they must complete the Financial Interest Disclosure by the January 8 deadline.
- Confirm the valid e-mail address of each coauthor before starting the online submission process.
- Confirm that title does not include product/trade names and is in the proper format.
- Confirm that abstract includes 4 required sections: purpose, methods, results, conclusion.
- Confirm that the entire abstract is no more than 2100 characters including spaces and punctuation.

Questions? Contact Joyce D'Andrea, [jdandrea@ascrs.org](mailto:jdandrea@ascrs.org) ; 703-591-2220 X 5714