



ASOPRS THESIS GUIDELINES AND REQUIREMENTS

Category 1 authors must submit a membership application and fees prior to thesis submission; supporting documents may be added at a later date.

Category 1 authors are strongly encouraged to submit their thesis prior to finishing their fellowship. If the thesis is not submitted within the four-year timeframe allotted for completion of all membership steps, the Category 1 status is forfeited. See membership guidelines for more detail.

Category 2 authors must submit a membership application, fees and supporting documents which are reviewed prior to being invited to submit a thesis.

SUITABLE THESIS TOPICS

- Original research (clinical or basic science) involving new concepts or techniques in oculofacial plastic and reconstructive surgery, or studies which add to, modify, or challenge established concepts. Such research must be hypothesis-driven and appropriately powered to test the hypothesis using the scientific method.
- Comprehensive review with an exhaustive reference list on a pertinent topic related to the field of oculofacial plastic and orbital surgery and disease. Such a review must also include description of at least 3 previously unpublished cases illustrating the topic being reviewed.
- Case series with a minimum of 10 patients, testing a specific hypothesis. A control group would typically be required. A new surgical technique would be appropriate for this category. A technique-oriented case series must clearly state and explain the clinical need for the new technique, provide a minimum of 3 months follow-up (shorter follow-up requires thesis committee approval in advance), review the relevant literature, and include statistical analysis of the results.

STUDY REQUIREMENTS

- Preoperative and postoperative photographs are necessary to show the results of intervention. When required to document diagnosis and results, it is necessary to submit substantiating materials such as radiographs, computed tomography, and histopathological illustrations. [Format according to the guidelines in *Ophthalmic Plastic and Reconstructive Surgery \(OPRS\)*.](#)

- The minimum postoperative follow-up period recommended is 3 months. Any thesis that has less than 3 months follow up must have written approval to submit from the Thesis Committee Chair (send request to info@asoprs.org).
- All clinical studies that utilize identifiable patient information during any part of the data-mining (e.g. chart review) should be undertaken with informed consent, with IRB monitoring (see IRB requirement section) and clearly state compliance with the Helsinki declaration. All animal studies should be conducted in a humane and ethical manner, with monitoring by an Institutional Animal Care and Use Committee (IACUC).

IRB REQUIREMENTS

All studies must comply with the federal Common Rule, as published in the Federal Register in January 2019: <https://www.govinfo.gov/content/pkg/FR-2017-01-19/pdf/2017-01058.pdf>

All studies involving identifiable patient information, including retrospective studies, case series and case reports, must submit to monitoring by an IRB. Any exemptions should be granted by an IRB. If the applicant believes that IRB monitoring is unnecessary and places undue hardship on the study, s/he must contact the Thesis Committee in advance at info@asoprs.org and make a formal request for waiver of the IRB monitoring requirement. Such requests will only be considered under extraordinary circumstances.

REVIEW

Theses are reviewed by the Thesis Committee within 2 months after deadlines (January 31 and May 1).

REVISIONS

If revisions are requested, the Thesis Committee will specify the number of days the author has to resubmit in the thesis results letter. Additional time may be granted by the Chair of the Thesis Committee upon written request.

THESIS ACCEPTANCE

After acceptance of a previously unpublished or unrepresented thesis, the abstract may be submitted for consideration for the ASOPRS Annual Fall Scientific Symposium.

AWARDS

Submissions are considered for the Marvin Quickert Thesis Award for outstanding thesis and the Merrill Reed Pathology Award; both awards are presented at the ASOPRS Fall Scientific Symposium.

Only original studies, previously unrepresented and unpublished, will be considered for the Quickert Award.

Theses pending publication will not be considered. If chosen as a Quickert Award candidate, you will present your thesis during the Awards Ceremony at the following ASOPRS Fall Scientific Symposium. You may not present it elsewhere, nor submit it for publication until after that meeting.

PUBLICATION

Revised April 2019

The Thesis Committee strongly encourages previously unpublished theses to be submitted to *OPRS*; thesis acceptance does not guarantee *OPRS* publication.

PREVIOUSLY PUBLISHED OR PRESENTED THESES

The Thesis Committee will accept previously published or presented theses as follows:

- The research article meets all criteria outlined above.
- The applicant must be the first author of the paper.
- Publication of a manuscript does not guarantee acceptance of the thesis.

Category 1 applicants

- a. For Category 1 applicants, a thesis may have been previously published in a peer-reviewed journal if initiated during their fellowship and otherwise meets criteria, or presented at a national or international meeting during the author's ASOPRS Accredited Fellowship Training Program,

Category 2 applicants

- a. For Category 2 applicants, a thesis may have been published within the previous five (5) years before the date of the membership application.

Only those theses that have not been previously published or presented will be considered for presentation at the Annual ASOPRS Fall Meeting. *Ophthalmic Plastic and Reconstructive Surgery* (OPRS) has the first right of refusal for unpublished theses unless exceptions are made by the Editor.

THESIS SUPPORT

The Thesis Committee advises applicants submit a thesis proposal to the Scientific Advisory Committee (SAC) at info@asoprs.org.

- Category 1: It is advised to contact the SAC within 6 months of starting fellowship, and submit your thesis proposal by the end of your first year of fellowship.
- Category 2: Once invited to submit a thesis, the SAC is available to review your thesis proposal and advise you on crafting your proposal according to guidelines.

THESIS PREPARATION

Theses not prepared correctly will be returned without review.

Your thesis must follow the publication requirements of *OPRS*, and be formatted as follows:

- Combine your cover letter, IRB documentation, thesis and figures into one pdf document. If your file is too large to attach to an email, upload to Dropbox or another shared file service.
- Two files will be submitted, one identified, one de-identified by deletion of all identifying data using the redacting tool in Adobe or redaction by hand then scanned. **A deidentified version must be submitted even if previously published.**
- Email both documents as attachments, clearly labeled, to info@asoprs.org.

Revised April 2019

IDENTIFIED VERSION

First Page: COVER LETTER

1. Add statement: This thesis has not been published or submitted for publication and has not been presented at any meeting.

If previously presented, published, or pending publication:

This thesis was published or has been submitted for publication with
[*Journal*], [date of publication].

AND/OR

This thesis was presented at [meeting] on [month/year of presentation].

2. Author names, institution, address, primary author email and telephone number.
3. Identify which suitable topic your thesis addresses.
4. Explain the uniqueness of your thesis and its contribution to the literature and/or overall concepts within the field of oculofacial plastic and orbital surgery.

Second Page: IRB documentation must be included as described above.

Third Page, etc.: Thesis, followed by figures if applicable.

DE-IDENTIFIED VERSION

First Page: COVER LETTER

Do not include author names or any other identifying information on this version. **All other information should be included as above with the exception of the IRB (include in the de-identified version only).**

Second Page, etc.: Thesis, followed by figures if applicable. If previously published, and you are submitting the file from the journal, you must redact all identifying information.