

THE TRIOLOGICAL SOCIETY

INSTRUCTIONS TO CANDIDATES SUBMITTING A THESIS

FEBRUARY, 2010

A candidate's thesis should be a carefully written, grammatically correct, comprehensive dissertation on clinical or research aspects of otolaryngology-head and neck surgery. Candidates may use work begun in their residency that, in part, has been previously published. Case reports, *per se*, are not considered thesis material, but they may be included as data in support of a concept. The Council places particular emphasis upon the importance of the thesis as an entrance requirement. Advice should be sought from the candidate's sponsors throughout the development.

New Active Candidates have the option to submit a thesis by September 1, 2010 or September 1, 2011. It is preferable to take advantage of the later deadline if it is found that preparation of a good thesis is not possible the first year. **The deadline for receipt of theses to be approved by the Council in January 2011 is September 1, 2010.** Candidates whose theses are approved by the Council in January, 2011 will be inducted as Active Fellows at the Annual Meeting (at COSM) in the Spring of 2011.

The thesis is composed of two parts - the main text and the appendices. **The main text should be no more than 40 pages (including text and figures).** The main text should be self-contained and suitable for publication. **Limit references to 50 or fewer.** The appendices, which contain supporting material, do not have any length limitation and should be thorough and detailed. **This includes an extended review of the literature, extensive tables and data and comprehensive references lists. Appendices are not required, but may be attached if they materially add to the overall value of the thesis.**

Text should be double-spaced. Each section of the text should begin on a new page. The pages should be numbered in the upper right hand corner or in the center on the bottom of the page. All pages should have at least a one-inch margin on all sides.

Main text:

1. A summary abstract must precede the formal text. The abstract should be structured and contain no more than 500 words. The structured abstract should contain each of the following sections, in order, with sections labeled: Objectives/Hypothesis, Study Design (randomized, prospective, etc.), Methods, Results, and Conclusions.

Provide up to five key words or terms that will assist indexers in cross-referencing your thesis.

2. State aims and objectives of your thesis. A brief background can be included as a justification or clarification of the aims; however, the majority of the review of previous work should be in Appendix I.
3. Give a full explanation of the methods, controls and statistical analysis used in your study. Use generic names for drugs. List supplier or manufacturer for products and instruments; include supplier's city and state (e.g., Glaxo Wellcome, Research Triangle Park, NC). Audiograms must be plotted according to ISO standards and must be black and white. For commonly accepted abbreviations, consult *Logan's Medical and Scientific Abbreviations*. Authors are encouraged to consult *Dorland's Illustrated Medical Dictionary* (28th Edition), *AMA Manual of Style*, and *Council of Biology Editors Style Manual* (available from the Council of Biology Editors, 9650 Rockville Pike, Bethesda, MD 20814, USA). The full term for which an abbreviation stands should precede its first use unless it is a standard unit of measurement. Patients should be referred to by sequential Arabic numerals, not by their initials.
4. Give the results of your measurements. Describe major findings or averaged data. Detailed reporting of data is done in Appendix II.
5. In the discussion, present the study.
6. State the conclusions. Make certain that the conclusions are appropriate to the aims and objectives of the thesis given earlier. The conclusions must also be supported by the study.

7. References. **References in the main body of the thesis should be limited to 50.** The thesis should comply with the reference style given in "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (available from *The New England Journal of Medicine*, Bulk Reprints, 1440 Main Street, Waltham, MA 02154, USA; send self-addressed stamped envelope). References are to be cited in the text by Arabic numerals and parentheses and numbered in the order in which they are cited. The reference section should be typed, double-spaced, at the end of the text, following sample formats given below. For abbreviations of journal names, refer to *List of Journals Indexed in Index Medicus* (available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, USA: DHEW Publication No. (NIH) 91-267; ISSN 00923821).

Provide all authors' names when fewer than six; when six or more, list the first three and add et al. Provide article titles and inclusive pages. Unpublished observations and personal communications do not qualify as references and should not be placed parenthetically in the text.

Journal Article

Veldman JE, Roord JJ, O'Connor AF, et al. Autoimmunity and inner ear disorder: an immune complex mediated sensorineural hearing loss. *Laryngoscope* 1984;94:501-7.

Book

Tarro AW. *TMJ arthroscopy: diagnostic and surgical atlas*. Philadelphia: Lippincott-Raven Publishers, 1993:52-65.

Chapter in book

Johnson RJ, Pope MH. Function of the menisci. In: Sharhriree H, ed. *O'Connor's textbook of arthroscopy surgery*. Philadelphia: Lippincott-Raven Publishers, 1992:45-8.

8. Tables. Do not include the same information in both tables and figures. Tables should be numbered consecutively beginning with Roman numeral I. A table must have at least two columns. Lists are to be incorporated into the text. Each table should be a separate piece of paper and added to the text in the appropriate location when discussed.
9. Figures. Each figure should be a separate piece of paper, placed in the text in the appropriate location. The figure legend may appear with the figure or on a separate page preceding the figure. All figures/figure legends should be numbered consecutively with Arabic numerals, in the order in which they appear in the text. Line drawings, graphs, and charts should be professionally drawn, or computer-generated. Lettering on the figures should be large enough to be legible when reduced.

Each figure must be accompanied by an explanatory legend. Explain all symbols used in the figure. For photomicrographic material, indicate stain and magnification or use an internal scale marker. Each figure should be counted as one page.

Appendices:

1. Appendix I: Supplementary Literature Review. Review all previous work and literature on the subject. You may include tables and figures and references following the guidelines for the main text. A second set of references will follow all the appendices and be numbered A1, A2, A3.
2. Appendix II: Supplementary Results. Include any additional material supporting data presented in the main text.
3. Appendix III: Case Studies. The problems and purposes should be described appropriately.
4. Additional appendices can be added as necessary.
5. Appendices References. References are to be cited in the text by an A and Arabic numerals and parentheses and numbered in the order in which they are cited (A1), (A2), (A3). The reference sections should be typed, double-spaced, at the end of the appendices, following sample formats given above.
6. Tables. Tables should follow the style given above. Tables should be numbered with an A and then consecutively beginning with Roman numeral I (e.g., AI, AII, AIII). Each table should be a separate piece of paper and added to the text in the approximate location when discussed.

7. Figures. Mount all figures on full sheets of paper, one figure per sheet, and place them in the text. Figures should follow the guidelines given above. Figures should be numbered with an A and then consecutively with Arabic numerals, in the order in which they appear in the text (e.g., A1, A2, A3).

Each figure must be accompanied by an explanatory legend, typewritten with double spacing. Legends should be separate from the figures; use a separate sheet for each legend. Explain all symbols used in the figure. For photomicrographic material, indicate stain and magnification or use an internal scale marker.

General comments:

1. Proofread the manuscript carefully, correct errors in spelling, grammar, typing, statistical analysis and controls.
2. Submit a manuscript that is erudite in character, scholarly in composition, and attractive in appearance.
3. The manuscript should be done in letter quality print on 8 1/2 " x 11" paper with lines double-spaced. All photographs, tables, etc., should be attached to 8 1/2" x 11" paper (as necessary) and all material should be securely bound in the binders provided by the Society. If the thesis has an unusual number of illustrations or tables that cannot be incorporated securely in the binder, a second binder should be requested.
4. The thesis must be read by the candidate's proposer and seconder who are to perform a final editorial screening for general appearance, spelling, and grammatical accuracy, **for inappropriate references to or identification of the author or his/her institution**. If the thesis is found to be significantly out of compliance with the guidelines, it should be returned to the candidate with suggestions for bringing the thesis into compliance with the guidelines before transmittal to the Triological Administrative Office. ***The proposer and seconder must submit cover letters stating that they have reviewed the final copy of the thesis and that it is of a standard suitable for acceptance.***
5. **No direct or indirect indication of authorship, institution or location is permitted either in the manuscript itself, on the attached data, or in the references. Inclusion of such identifying material will disqualify the thesis.** If it is necessary to refer to one's own previous work, it should always be done in the third person. For example:

Improper: In our previous work, we demonstrated that head and neck cancer is better treated surgically than by chemotherapy. Ref (specific author).

Proper: Previous work has demonstrated that head and neck cancer is better treated surgically than by chemotherapy. Ref (specific authors may be listed since the statement is made in the third person).
6. Eight (8) final copies should be placed in the binders provided by the Society and forwarded to the administrative office, accompanied by a cover letter identifying the author, the title of the manuscript, and the names of the proposer and seconder who have served as advisors and read the thesis. ***Letters from the proposer and seconder stating that they have reviewed and approved the final copy of the thesis must accompany the binders.*** Although the candidate may be assisted in his/her work, the candidate must state in writing at the time of submission that he/she is personally responsible for 70% or more of the text and 70% or more of the research.
7. **The Council does not permit a candidate to present his/her thesis or the subject thereof before any society prior to its acceptance by the Council; nor does it allow publication of the thesis before its official acceptance or release.**

8. The final theses (reviewed and approved by the sponsors), **accompanied by letters of approval** from sponsors, **should be received in the administrative office by September 1st**.

The letters from your sponsors should be addressed to Patrick E. Brookhouser, MD and all materials should be mailed to:

The Triological Society Administrative Office
13930 Gold Circle, Suite 103
Omaha, NE 68144
Phone: (402) 346-5500

The Council makes the following awards at the Annual Meeting of the Society:

The Fowler Award Named for Edmund Prince Fowler
Awarded for outstanding basic research

Honorable Mention for Basic Science

The Mosher Award Named for Harris P. Mosher
Awarded for outstanding clinical research

Honorable Mention for Clinical Research

By submitting a final thesis, each candidate indicates his/her acceptance of all conditions stated above and in the Bylaws of the Society.

PUBLICATION OF THE THESIS:

After acceptance of the thesis by the Triological Society Council, the thesis manuscript becomes the property of The Triological Society and its official journal, *The Laryngoscope*. Theses accepted and deemed suitable for publication are expected to be in a format that is acceptable for publication in *The Laryngoscope*. The main text of the thesis should require little modification for publication. **All theses are subject to strict peer review by The Laryngoscope.** After acceptance of the thesis, manuscripts must be submitted electronically via the online submission system on *The Laryngoscope* website. Appendices will be published **online only** if the body of thesis is accepted for publication in *The Laryngoscope*. Additional materials can also be made available **online** on *The Laryngoscope* site, including animation or video. **Candidates who wish to publish the entire thesis as a supplement in The Laryngoscope are encouraged to do so. The estimated cost can be provided by the publisher upon request to the Editorial office.**