Master in Ophthalmic Optics Handbook

American Board of Opticianry
6506 Loisdale Rd. #209
Springfield, VA 22150
www.abo-ncle.org
1 800-296-1379
Master in Ophthalmic Optics Program

General Information

Welcome to the American Board of Opticianry Master in Ophthalmic Optics Program. Congratulations on your successful completion of the Advanced Opticianry Certification.

In entering the program you have chosen to demonstrate your knowledge in practical and theoretical skills and concepts of ophthalmic dispensing. The registration for the program is found at the end of this booklet.

Submission and acceptance of a research paper of 2,000-3,000 words must be satisfactorily completed within a three-year registration period before a Master designation is awarded. The goal of the paper should be to use available reference tools to increase both your knowledge, as well as to contribute to the development of the body of knowledge for the optical industry. The Master Committee will read each paper and determine the acceptance or rejection of the paper.

You will need to submit an outline of your topic at least two months prior to submission. The Committee will accept or reject your topic. If you would like to have a mentor, one can be arranged for you.

We will notify you after your paper is read. In the event your paper is not accepted, a letter will be mailed to you with comments. Make the necessary changes and resubmit the paper within the required three-year time frame.

The Educational Foundation in Ophthalmic Optics grants an annual Eric Muth Award for outstanding achievement in technical writing and the pursuit of excellence in ophthalmic optics. Eligibility for this award is acquired upon acceptance of your Master paper.
MASTER IN OPHTHALMIC OPTICS PAPER GUIDE

WHAT TO WRITE

Choose a topic:

1. In which you have a real interest.
2. Specific to some technical aspect of opticianry practice (sales, marketing and management topics are NOT acceptable).
3. In which there is a body of research available.
4. The paper must be related to ophthalmic dispensing and be a minimum of 2,000 words but not longer than 3,000 words excluding charts, endnotes and bibliography.

HOW TO PREPARE

The Master Committee highly recommends that you attend one of the ABO Level III courses “How to Write a Technical Article” or “A Guide to Writing a Research Paper” before you start the process.

There are four steps to the process of collecting, organizing and writing your paper.

1. Choosing the topic
2. Collecting and organizing your information
3. Writing the rough draft (use AMA Format) ([http://healthlinks.washington.edu/hsl/styleguides/ama.html](http://healthlinks.washington.edu/hsl/styleguides/ama.html))
4. Writing and submitting the final paper

The following information for the four steps is provided for your information to use as a guideline to prepare the paper. Keep in mind that the Committee is mostly interested in the content and information in the paper. They are expecting a standard research paper. The following guidelines are meant to give you an idea of how a research paper could look. Please contact the ABO office to have a mentor assigned or for any further questions.
THE PAPER

The format of your paper should include an introduction, body and conclusion. In the **INTRODUCTION**, one should clearly state the focus of the paper and the significance within the score of opticianry. The opening paragraph should: 1) introduce the subject, 2) indicate the central focus of the paper and, 3) identify particular points that will be addressed in the body of the paper. This will allow the writer to focus the discussion and give your reader a clear indication of what is contained in the pages to come.

In the next section of your paper (the **BODY**), you should discuss the various points that were presented in your introduction which are significant to your particular topic. This portion of your paper is where you give a systematic discussion of the sub-points that surround your presentation. It is important to utilize the various resources at your disposal to give a scholarly presentation of the material. Subsequently, you must use sources that give weight to your discussion. Sources that are critical to your discussion include primary sources, such as professional journals, academic publications, reports, scholarly books and reputable website information. Such sources as newspaper and magazines should be used with caution since they use more editorial and opinionated information.

This section should use material that is supportive of your argument and introduce other sources that are relevant to your topic. Within the context of your paper, refer to arguments unlike those which support your discussion. Be inclusive without trying to cover too much material in the paper. You can do this by alluding to different arguments and giving a point or so about counter discussions, but suggesting that you disagree with the discussion as presented and layout a particular discussion in that context. Again, be cautious not to drag out your discussion into a point-counterpoint discussion, give a clear discussion of the argument with supporting documentation. Whichever method you use, make sure that your paper flows from point to point. In this regard,
your ideas should be cohesively connected both to one another and to your central point.

Under this section, you will use the sources at your disposal. You should have at least five to ten scholarly/academic resources identified in the paper either by direct quotation or through footnotes or endnotes. Be sure that the paper has both analyzed and significantly discussed the subject matter.

The final section is the **CONCLUSION**. In this section, you should restate ideas as associated with the central point. Based on your analysis of the data and information, you should attempt to make some general conclusions about the subject matter. Although your conclusions will be open to debate, and further discussion, you should present your findings with a deliberate discussion of facts and data. Your conclusions should stay away from statements like “I think” or I believe”. The discussion should be an analytical assessment of scholarly material.

You must have a **COVERPAGE**, which includes the title of the paper, author of the paper and date submitted. Additionally, there should be a **BIBLIOGRAPHY** that alphabetically identifies the authors, source material and websites used. The **INTRODUCTION, BODY** and **CONCLUSION** should comprise 2000-3000 words of quality academic research material. Either footnotes or endnotes are acceptable. Please refer to the AMA style reference.

**PLAGIARISM IS NOT PERMITTED.** (Dictionary definition of plagiarize: *to steal and pass off the ideas or words of another as one’s own; use a created production without crediting the source—vi: to commit literary theft; present as new and original an idea or product derived from an existing source*). Plagiarism is a serious offense. When you do copy, be sure to copy accurately and to enclose the copied material in quotation marks.
Each paper is submitted to the Committee by identification number only (names are omitted). After reading the paper, each reader will assign a numerical value by assigning value to each of the categories listed below. A paper must earn a minimum number of total points from the votes of the Committee.

<table>
<thead>
<tr>
<th>Content</th>
<th>Bibliography</th>
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<tbody>
<tr>
<td>Original Work</td>
<td>Sources</td>
</tr>
<tr>
<td>Presentation</td>
<td>Endnotes</td>
</tr>
<tr>
<td>Mechanics</td>
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Keep a copy for yourself and mail one hard copy plus a diskette or flash drive of your final paper to:

American Board of Opticianry – Master Committee  
6506 Loisdale Rd. #209  
Springfield, VA 22150

**COMPLETION**

Allow four to six weeks for the review of your paper. Once your paper has been approved you will be notified and your ABO Master designation awarded. Your certificate and a press release (for your use) will be mailed to you within six weeks. Your status will be changed in our computer and available for public records. A Master optician is entitled to use the designation ABOM on business cards, letterhead, advertising, etc.

**You must keep your ABO certification current in order to remain Master certified.**
JUDGING GUIDELINES

Content: The information contained in the paper that directly relates to the topic of the paper. Does the information cover the topic well? Is it a one-sided presentation? Is the information correct and current?

Original Work: Is it obvious that the paper contains the author’s original work? While the information is from other sources, is the wording original? Where it isn’t, has the writer indicated that it is taken directly from a source? Does the author give credit to the sources when required?

Presentation: The form in which the paper is presented. Is it well organized: there is an introduction that explains the purpose of the paper? Does the body of the paper logically supports the introduction, and the conclusion summarizes the paper? Is the paper free of grammatical and spelling errors? If there are photographs, charts, graphs and diagrams are they carefully done and do they relate to the subject?

Bibliography: A complete and accurate listing, identification and description of writings, publications, lectures and notes used to write the paper. Does it list author, date, publisher and page number?

Sources: Are there a number of sources showing the width and breadth of the subject? Is there enough information on the topic?

Endnotes/Footnotes: A number placed at the end or middle of the text, indicating the source listed in the bibliography. An endnote or footnote should be present for every quote included in the paper.

Mechanics: The physical look of the paper. Is the paper complete? Is it properly put together – title page, contents, end/footnotes and bibliography?
AMERICAN BOARD OF OPTICIANRY
MASTER IN OPHTHALMIC OPTICS

Program Registration Form

PLEASE RETURN THE REGISTRATION FORM AND THE $150 PROGRAM PAYMENT TO THE ADDRESS BELOW.

Name: _____________________________________________________________

Last    First     Middle initial

Address: _____________________________________________________________________

______________________________________________________________________________

Email address: ______________________________________________________

Phone Number: W_____________________ Cell __________________________

ID Number: _______________________  Expiration Date: __________________

I am currently ABO Advanced Certified. I understand that my Master paper may be used for purposes other than meeting a requirement for the ABO Master designation.

American Express______    MasterCard _______    Visa ________

Account #: _____________________________ Ext. Date ___/___    CID #_____

Name on Card: ______________________________________________________

Signature: __________________________________________________________

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