How to Submit a Case

These are instructions for submitting a case that would be appropriate for a "Case of the Week" format. Very little information is given in the Case Report and most of the case description and discussion of the findings are presented in the Case Answer. You don't want to give away the answer in the initial case description!

1. First, please make sure you are signed into your profile. Your name should appear in the top right corner (highlighted in yellow). Click on "Cases" in the top menu bar (red box) and click on "Submit a Case" (red arrow).

2. A screen with instructions will appear. Please take the time to review these instructions and then click "Next."

3. Fill out the highlighted boxes with the title of your case, author's names, affiliation/location and select the case attributes. When you are done, click "Next".

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Submit a Case

Please read over these instructions carefully to ensure all cases submitted adhere to the same general layout and guidelines.

General Instructions for Submission

- Cases must be submitted in English
- Proofread your submission: Make sure all words are spelled correctly, the appropriate words are capitalized, there are no double spaces, etc
- Minimize or avoid abbreviations. For example, WG should be spelled out "weeks gestation," or CSF should be spelled out "cerebrospinal fluid." Appropriate abbreviations include APGAR, G1P0.

What should I include in the Case Report and Answer?

- In the Case Report, include a brief description such as the age of the patient, pertinent past medical or family history, gestational age, pregnancy complications, etc.
- In the Answer portion, please include the correct answer as well as post-natal follow up information that confirms your diagnosis. For example, physical examination, genetic testing, surgical findings, post-natal imaging or photographs as appropriate. You may also include a discussion of your diagnosis with additional images/videos, diagrams, and tables as necessary.

How should I present my images and video clips?

- Carefully select the best and most demonstrative images, and only include normal images if they are necessary to exclude a differential diagnoses.
- Please remove all patient information
- Add a caption describing the findings in your image in the Answer portion. Avoid giving too much information in in the Case Report or you may give away your answer. Captions in the Case Report may be left blank.

How do I format my references? ⌄

Case Details

| Case Title | Authors (separated by commas) |

| Affiliations/Locations | Case Attributes |

Previous → Next

4. In the next screen, you will be able to type your case report in the highlighted box. If you would like to add images or videos, click on the "Add media" (red box) button at the bottom of the page. You can also add another text box if needed by clicking the "Add Text Field." When you have finished, click "Next" to move onto the Answer portion. *Please remember that if you intend to submit a case for the Case of the Week, you do not need much information here or you will give away the answer! A simple description of the patient age, relevant past medical history, family history and obstetrical history is usually enough. Captions for the images should also be brief or can even be left blank.*

5. When you add an image or video, a file explorer box will appear. Select the file you would like to add to your case. Accepted file formats are for images include jpg, jpeg, png, gif, webp, jfif, bmp, tif, tga, svg and for videos include mov, mp4, avi, mpg, mpeg, wmv, webm. Alternatively, you can drag and drop the image or video into the yellow highlighted box at the bottom of the webpage.
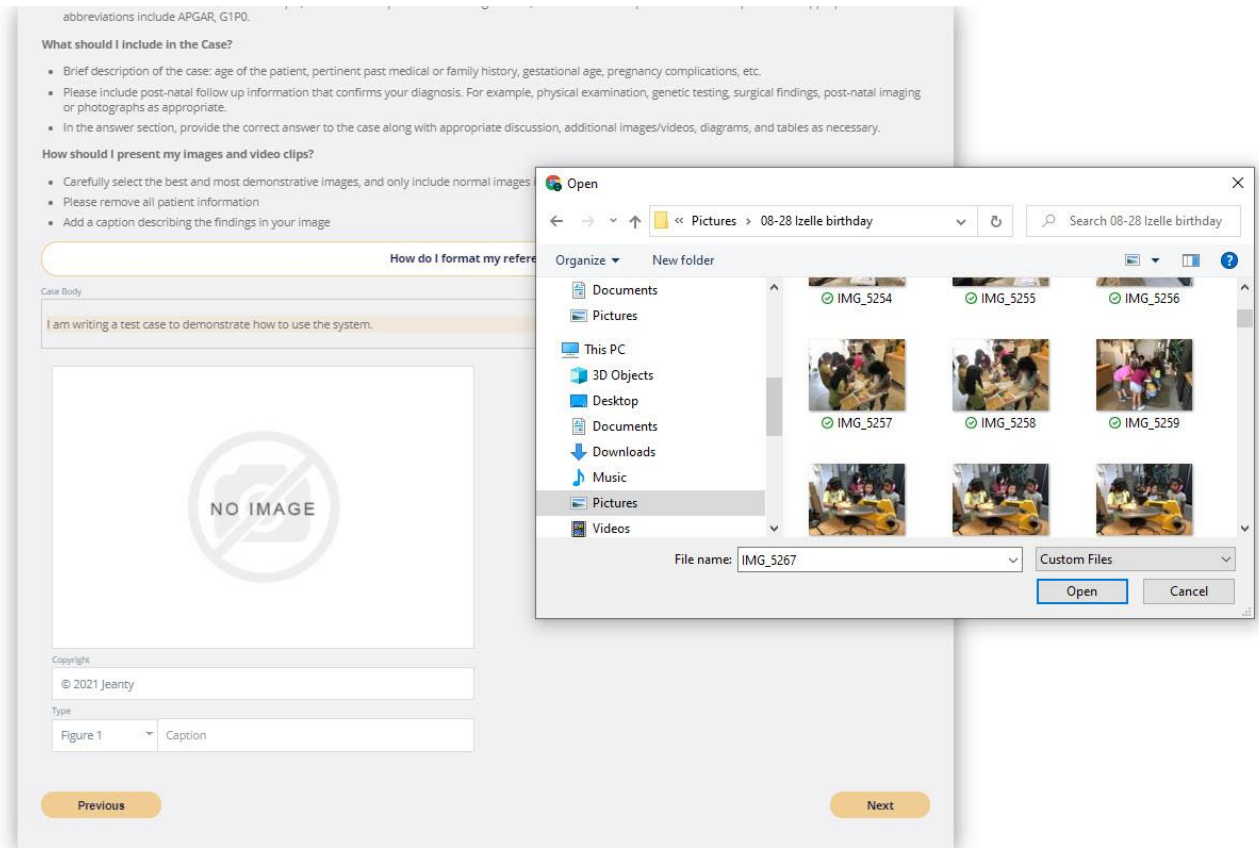
6. If you made a mistake or need to change the order of your images, hover with your mouse over the image. It will become blurry and you will get several options:

    a. If you need to **change the image**, you can click on the center where it says "Upload replacement." This will bring you back to the file explorer where you can select your replacement image or video.

    b. If you need to **change the order** of your images, click on the symbol in the upper left (green circle) and drag the image to your desired location

    c. If you need to **delete the image**, click on the red trash icon in the upper right corner of the image.

    d. In the highlighted fields below, you can edit the copyright, select the type of media (figure, image, table or video) and add a caption.

7. Once you have finished adding your text, images, videos, and appropriate captions, click "Next" at the bottom right (red box). This will take you to the answer section.

8. In the answer section, you can add text, images and videos using the same process as previously described. Notice that this is labeled as the "Case Answer Body" (highlighted in yellow). Click "Finish" when you are done.

9. If you need to go back and edit your case after you have submitted it, hover over the top right button with your name on it. Here, you will have the option to select "Submissions"

10. By clicking "Submissions", you will be taken to your profile with a list of all the cases and articles that you have submitted. Here you can click on the submission that you would like to edit or review (highlighted in yellow below).
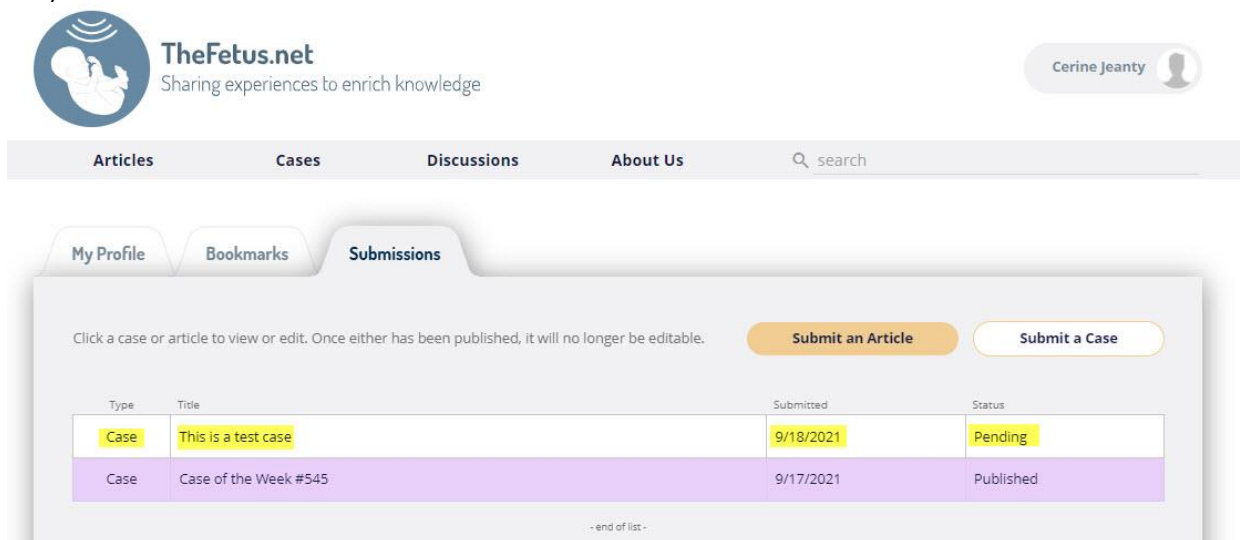
11. Click "Edit Case" at the top right of the yellow bar
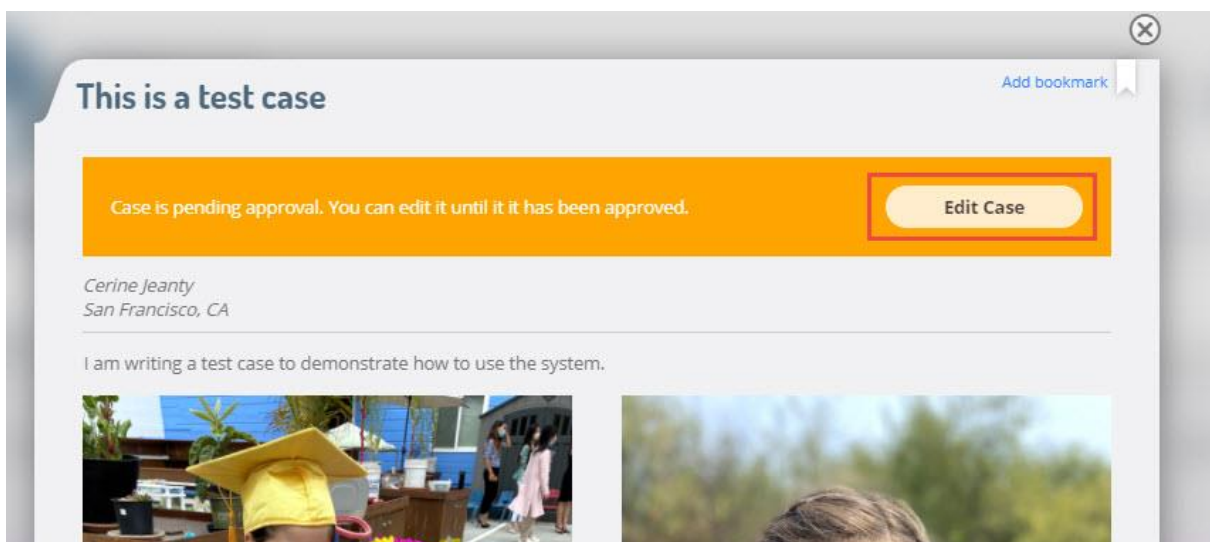
12. You may notice a text editing bar that appears when you are in a text box

These "H" buttons change the size of your font depending on the heading selected

This allows you to insert a Table in your text box

Here you can insert symbols:

13. To insert a Table, select how many columns you would like. The "Table head" button formats the first row as the titles of the columns. The "Table foot" button allows you to add a footer that describes abbreviations, for example.

Insert table

Table title	
Table head	
Table body (columns)	4
Table foot	

Apply

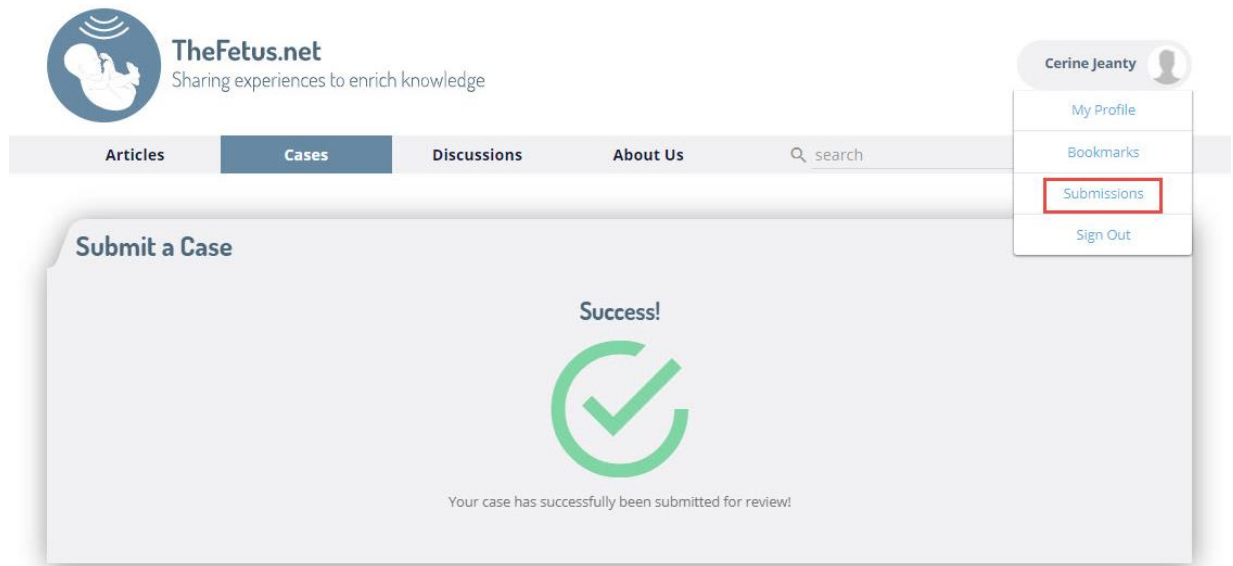14. Here you see an example table with the "Table head" and "Table foot" highlighted in yellow.

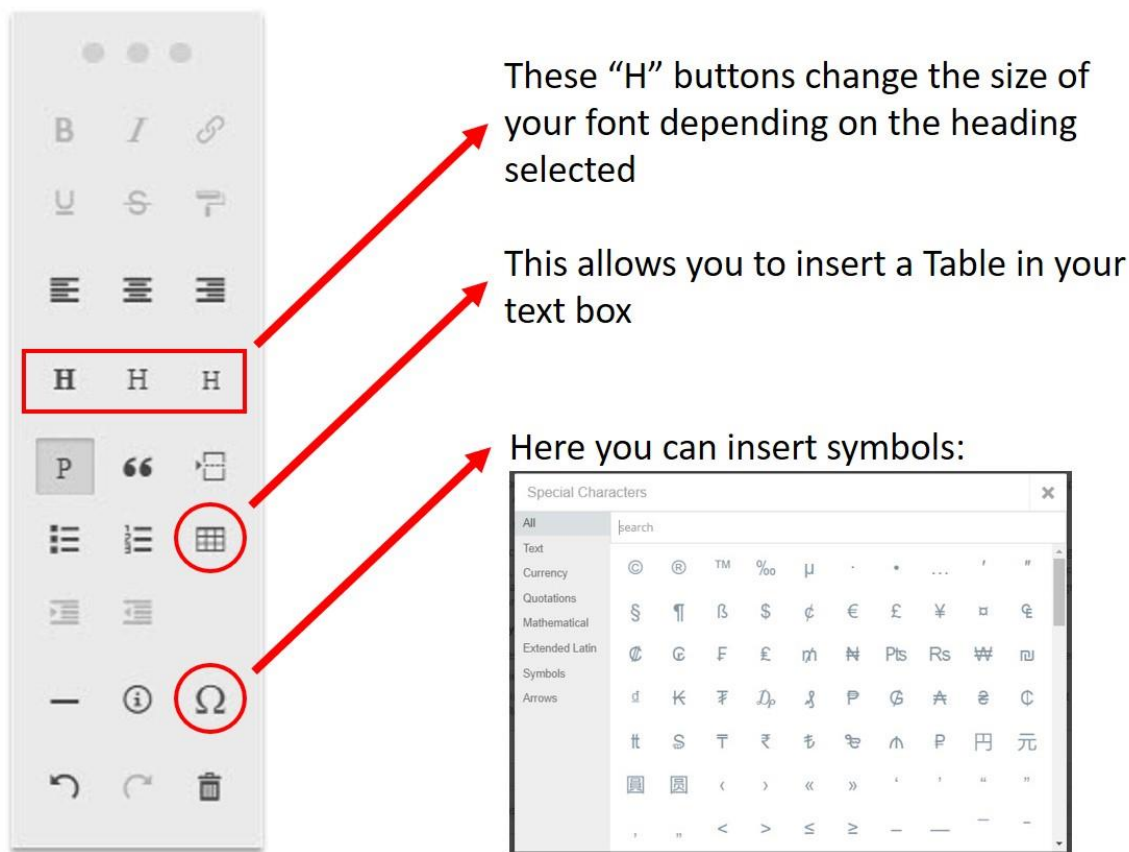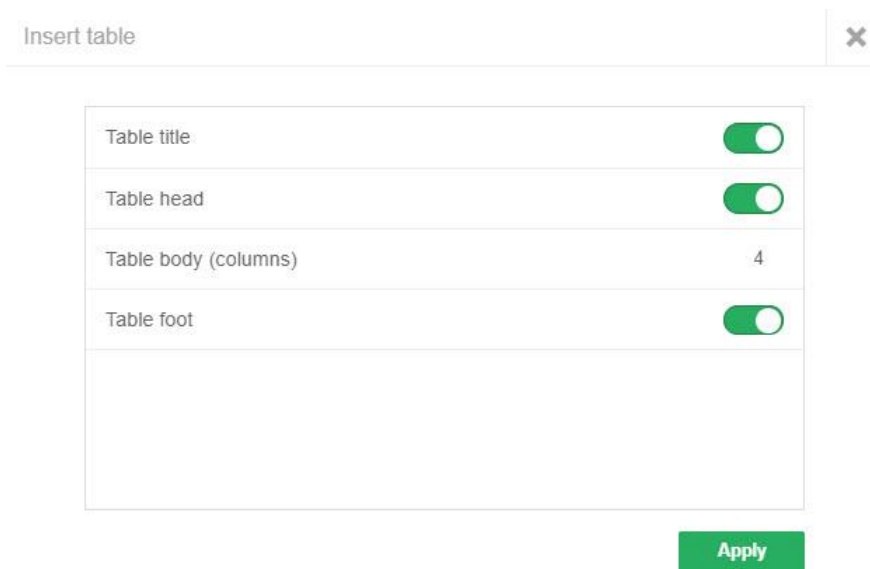Here you can type the answer for your case report. You can also add more images or videos if it is appropriate. I have also demonstrated what a Table looks like.

Table 1 ...

...	SALAD (THESE ARE THE "TABLE HEAD")	SPAGHETTI (THESE ARE THE "TABLE HEAD")	SALMON (THESE ARE THE "TABLE HEAD")
Inca	Yes	Yes	No
Izelle	No	Yes	Yes
Cleo	No	Yes	Yes

This is the "Table foot" where you can define abbreviations used in your table (for example)

Click a button below to add it to the bottom of the article, or drag and drop to position it within the content.

Add Media   **Add Text Field**