

## Case Reports Author Guidelines

### Case Submission

Cases must be submitted to ScholarOne at <http://mc.manuscriptcentral.com/chks>. The following is a link to instructions for creating an account and using the Author Center in ScholarOne  
<http://mchelp.manuscriptcentral.com/gethelpnow/tutorials/author.pdf>.

The following is required when submitting a case for publication in Case Reports:

1. **Case Study/Manuscript:** Please ensure that all of the required sections outlined below are included in the case.
2. **Copyright Assignment Form:** completed and signed by all authors. ASCP will copyright all materials (case and images) accepted for publication.
3. **CME Financial Disclosure Form:** completed and signed by each author. An individual form is required for each author.
4. **Educational Content Tagging Form:** Please review all the content areas listed and select any of the areas that are addressed within your exercise.
5. **Permission Form:** Whenever any material is used from another published source written permission from the copyright holder of that material must be obtained prior to submission. It is the author's responsibility to obtain written permission for all such materials (images, photographs of persons, etc.), unless the material is in the public domain. Please request a Permission Form from [kandice.kidd@ascp.org](mailto:kandice.kidd@ascp.org) if applicable.

You may upload the copyright, CME Financial Disclosure, and Educational Content Tagging forms via ScholarOne using the appropriate file designation, or email them to [kandice.kidd@ascp.org](mailto:kandice.kidd@ascp.org) with your completed Letter of Agreement.

### Case Requirements

**Document Format:** Cases must be prepared in Microsoft Word, double spaced, and contain between 2500 to 3500 words, not including figures, tables, and references; do not use automatic numbering or bullets.

The following subsections should be included in order:

- **Title Page (uploaded separately from case):** Include names of authors & institutions; the title; word count; keywords. *Select the "Title Page" designation when uploading via ScholarOne. This will ensure your case is double-blinded for peer review.*
- **Abstract:** Abstract should be 150 to 200 words . The abstract should provide an overview of the case and discussion points.
- **Learning Objectives:** Four to six (4-6) learning objectives are required for the case. The stem statement, "On completion of this exercise, the participant should be able to," precedes the LOs.
  1. Learning objectives should be stated in observable and measurable terms.
  2. Learning objectives should be written to address a variety of cognitive behavioral learning objectives particularly *application* of knowledge
  3. Action verbs such as list, know, and understand or any verbs that convey only knowledge or recall are **unacceptable** for ASCP Case Reports.



4. See the “**Learning Objectives Primer**” in the Resource Documents for more information on developing learning objectives.
- **History:** Report of case(s) or problem, setting the stage for the discussion.
  - **Discussion:** Any common misconceptions, false assumptions, or differential diagnostic problems should be addressed as well as recent developments. The authors must state the practice gap that exists and how their exercise fills this gap
    1. See “**Addressing Professional Practice Gaps**” in Resource Documents for a definition and sample of a professional practice gap.
  - **Image/Figure Key (if applicable):** Each image or figure should be described briefly, including the stain used and the original magnification.
  - **References (5 to 40):** All references should be written according to AMA style guidelines. References must be cited in the text, in superscript format, and numbered in consecutive order.
  - **CME Questions:** Five to eight (5-8) CME questions are required.
    1. Each question should be followed by four (4) answer options, only one (1) of which is correct.
    2. Questions should be a combination of clinical vignettes and scenarios that ask the learner to interpret data, solve a problem, or provide the next step in the process.
    3. All CME Questions must test the learning objectives.
    4. The correct answers must be identified within the discussion by marking “[CME, #X]”. Multiple markings for a single question are acceptable.
    5. Unacceptable Questions:
      - a. Multiple-answer distractors (e.g. *All of the above, A and B*)
      - b. Questions with negative stems (e.g. *not, except, but, false*)
    6. See the “**Best Practices for Writing CME Questions**” and “**Writing CME Questions....**” article in the Resource Documents for more information on writing CME questions.

## Supplementary Material

- **Images:** Digital images must be high resolution .jpegs and prepared according to the following specifications: 300-400 dpi. (Images submitted in PowerPoint or Word docs are **NOT** acceptable.) Images are limited to 12 per exercise. Where applicable, provide the original magnification (quantitative) and stain. All images must be cited in the text and numbered in order of appearance.
- **Tables:** Use Microsoft Word. Avoid creating tables using spaces or tabs. Laboratory data should be displayed in conventional units with reference ranges. Conversion factors to SI should be presented in the legend (<http://www.amamanualofstyle.com/page/si-conversion-calculator>). The metric system is preferred for the expression of length, area, mass, and volume. Number each table consecutively (Table I, Table II). Expand all abbreviations in the legend. Each table must be submitted as a separate file.
- **Figures:** Number each consecutively (Figure 1, Figure 2). Expand all abbreviations in the caption. Each figure must be submitted as a separate file.

## Plagiarism

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