Submission Checklist

Case Report/Images in Emergency Medicine

*To facilitate prompt peer review, before submitting, please adhere to the following guidelines. Papers submitted without these features will be returned to the authors for completion.*

**Submission**

- **Word Count**

<table>
<thead>
<tr>
<th>Category</th>
<th>Word count limit (excluding abstract, legends, and references)</th>
<th>Abstract limit</th>
<th>Figures and tables limit (combined)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Report</td>
<td>1750</td>
<td>100</td>
<td>3</td>
</tr>
<tr>
<td>Images in EM</td>
<td>300</td>
<td>None</td>
<td>3</td>
</tr>
</tbody>
</table>

- **Upload manuscript as a Microsoft Word document**
  - Entire paper in one document (but without title page) including abstract, text with tables and figures embedded within the paper in the order in which they are cited, and references.
  - Blinded with all author information and study locations removed throughout

- Each individual table/figure with its associated legend and footnotes (if present) on the same page (All legends must be sufficiently explanatory that they could be understood without reference to the article itself.)

- Appendices should be uploaded as separate documents under “Supplemental Files”

- All authors’ full titles, affiliations, and contact emails

- Title page with author information (not to be shared with reviewer to maintain blinding)

- Cover letter including corresponding author and first author contact information
  - Brief statement of justification, importance, and fit with the niche of the journal

Revised 4/25/2017
○ Conflicts of interest (outside jobs, consultations, stocks, research support, financial interests, honoraria, speaker fees, military support, etc.)

○ Address and complete contact information for corresponding author and first author

• Title page should include

  ○ Authors with respective titles (MD, PhD, MS, etc), institutions, and departments (12 author limit).
  ○ Which meeting (if any) where the research was presented.
  ○ Word count
  ○ Corresponding author and first author with complete contact information including phone number(s).

• Individual files for figures, tables, and videos

  ○ Images in original format (.jpeg, .png, .gif, .tiff, .bmp, etc)
  ○ Videos must be in .mov, .mp4, or .flv format
  ○ Tables in Microsoft Word documents

• Signed patient consent and permissions form acknowledging potential publication and accessibility on the internet for figures/videos containing a patient’s face, eyes, other identifiers, children, or genitals

• Evidence of IRB approval, institutional policy or signed attestation by the corresponding author in the cover letter that institution does not require IRB approval for case reports and images.

**Formatting**

• Include title at the top of the first page (limited to 100 characters including spaces). Spell out all abbreviations no matter how obvious, for example, “emergency department”
  ○ Abstract, main manuscript, and legends are all standalone documents and all abbreviations must be redefined in each section separately.
• Continuous line numbering is included in left-hand margin [WORD directions: Page Layout → Line Numbers → Continuous]
• Text in 12 point Times New Roman font
• Entire manuscript is double-spaced including references
• All footnote numbering must be in superscript format (Ctrl shift +) with the number following punctuation per this example: …to develop a standard of care.23
• Include abstract before body
  ○ Non-structured abstract for Case Reports: Paragraph narrative
  ○ No Abstract for Images

Headlines
• List major headlines in **BOLD, UPPERCASE** lettering without colon
  ○ Subheadings are in bold and in title case lettering (first letter of each word is capitalized)
• Case Reports: **ABSTRACT, INTRODUCTION, CASE REPORT, DISCUSSION, CONCLUSION, REFERENCES**
• Images: **CASE PRESENTATION, DISCUSSION, REFERENCES**

Figures/Tables
• All figures/images/tables/videos to be referenced within text of manuscript in the order they appear
• Fully descriptive legends for each figures/images/tables/videos such that they could stand alone if removed from the context of the larger paper
  ○ Table legends are above the table and Figure/Image legends are below the Figure/Image
• Abbreviations in figures/images/tables/videos must be spelled out or notated in legend or footnote, even if already done so in text
• All line art figures have a minimum resolution of 600 dots per inch (DPI) and images 300 DPI
  ○ To check DPI: Right click image file, Click “Properties”, found under Details
  ○ To change DPI: Open image using Photoshop, Click “Image”→Image Size→Resolution→ 600 pixels/inch

Revised 4/25/2017
• Tables are made in a Microsoft Word document using "Insert Table" function
  ○ Each column must have a heading
  ○ Minimum size of 2 X 2
  ○ Every row/column, including subcategories (i.e. female and male subcategories below gender category) should be split into own cells. This includes corresponding data for each sub-category.
  ○ Subcategories should be indented by 0.125 inches
     ➢ Sub-subcategories should be indented by 0.25 inches
• Every figures/images/tables/videos includes contrasting black or white arrows clearly pointing to important (even obvious) findings. Markers must be referenced in the legend.

Example Table: Type fully descriptive legend here. (List all abbreviations here).

<table>
<thead>
<tr>
<th>Heading 1</th>
<th>Heading 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>0.00</td>
</tr>
<tr>
<td>Female</td>
<td>0.00</td>
</tr>
<tr>
<td>Male</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Videos

• Up to 1 minute for radiologic findings such as ultrasound, CT, or MRI
• Up to 5 minutes for other videos (e.g. demonstrations of a procedure)
• Videos must be narrated or annotated with markers noting important landmarks/pathology

References

• All submissions must contain references
• They must be listed in the order in which they first appear in text (not alphabetically)
• References follow the American Medical Association Citation Style Guide. ([http://www.lib.jmu.edu/citation/amaguide.pdf](http://www.lib.jmu.edu/citation/amaguide.pdf)) except:
○ Authors: List up to three authors, before putting et al. If there are only two authors, replace comma between names with “and”

○ Remove DOI

○ Delete spaces between publication year, volume, issue, and page numbers

• In-text reference numbers should be placed after the period as a superscript, like this.¹

○ Arabic numerals (i.e. 1,2,3) are used instead of roman numerals (i.e. i, ii, iii)

• Journal names must be abbreviated and italicized