CPC Emergency Medicine

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

Category	Word count limit (excluding abstract, legends, and references)	Abstract limit	Figures and tables limit (combined)
Case Report	1750	100	3
Images in EM	300	None	3

- 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

- - 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

- 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).

Heading 1	Heading 2
Gender	0.00
Female	0.00
Male	0.00

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) 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