

## Case Report Check List (as per Sonography Canada Authors guidelines)

Authors Name:



Title of Manuscript:

Date of Review:

Criteria		Check off when complete
<b>Read:</b> Sonography Canadas Authors Guidelines		
<b>Read:</b> To get a general idea of how to conduct a case report read "Writing a Case Report CJMS 2019"		
<b>Manuscript Format:</b> <ul style="list-style-type: none"> <li>• Font -Calibri -14 headings (Bold) and 12 text</li> <li>• Send in a word doc as your submission (no images imbedded)</li> <li>• Images in Jpeg in separate files</li> </ul>		
<b>General Description Of A Case Report</b> <ul style="list-style-type: none"> <li>• 500 and 2,500 words</li> <li>• Presents a case.</li> <li>• It could be about a rare finding, an unusual or previously unknown condition, a unique presentation or complication of a known disease or an excellent example of normal or anomalous sonographic anatomy.</li> <li>• Provide information that expands a sonographers knowledge beyond textbooks and initiates further research.</li> <li>• The case report must include a reasonable literature review with an appropriate amount of references.</li> <li>• All patient information including images must adhere to provincial Privacy Acts and copyright</li> </ul> <p>It should include sufficient non-copyrighted high quality images and diagrams to clearly and concisely demonstrate the topic.</p>		
<b>Author to Submit</b>		
<b>A. Cover Letter Format:</b> <ul style="list-style-type: none"> <li>• Include the all the author's information including credentials.</li> <li>• Include e-mail for correspondence ( to the senior author)</li> </ul>		

<ul style="list-style-type: none"> <li>• Authors need to identify their affiliation with an institution, university department or private clinic and indicate their position at that institution/workplace i.e. student, sonographer, resident.</li> </ul> <p>A cover letter must accompany your article and</p> <ul style="list-style-type: none"> <li>• State that the work is original</li> <li>• Include a statement that the article is not in consideration by any other journal</li> <li>• Indicating no conflict of interest</li> <li>• Indicating that all pertinent patient consents have been obtained as per PHIPA or any other consents that are applicable</li> </ul>		
<b>Sections of the Manuscript</b>		
<p><b>Case Report Title</b></p> <ul style="list-style-type: none"> <li>• Is concise, reflects the findings of the case and attracts the reader.</li> </ul>		
<p><b>Abstract: (100-250 words)</b></p> <ul style="list-style-type: none"> <li>• Summary of the case report ( include summary of introduction, case report , discussion and conclusion in 1 paragraph)</li> <li>• References are not necessary</li> <li>• <a href="#">Helps the reader quickly ascertain the paper's purpose and findings</a></li> </ul>		
<p><b>Key Terms</b></p> <ul style="list-style-type: none"> <li>• Defines unusual terms that are essential to the understanding of the report ( think about what terms you would use to do a google search)</li> </ul>		
<p><b>Introduction: (1 to 3 paragraphs)</b></p> <ul style="list-style-type: none"> <li>• Provides a purpose or clear idea of what the case report is about.</li> <li>• Is concise and attracts the reader.</li> <li>• It provides background information ( demographics, epidemiology pathophysiology) about the case</li> <li>• Provide 1-2 sentences introducing the case.</li> <li>• Explanation as to why this case is particularly interesting and why the author thinks the topic is important.</li> <li>• Includes a focused and relevant literature review to support the author's claim.</li> </ul>		
<p><b>Case Description:</b></p> <ul style="list-style-type: none"> <li>• In chronological order tells the story.</li> </ul>		

<ul style="list-style-type: none"> <li>• Includes only the pertinent information to the case. Includes the patient demographics: age, gender, body habitus etc.</li> <li>• Describes the patient’s medical history/presentation, detailed sonographic findings and other supporting diagnostic imaging examinations and laboratory values. Provide information of other investigations, treatment and patient outcome.</li> <li>• A reference range for laboratory values should be provided in parentheses.</li> <li>• Describes how the case was done including patient consent, patient position, transducer used, any tips or tricks for scanning and Diagnostic equipment used should be named (so that anyone reading the article can do the case using your technique)</li> <li>• Diagnostic equipment used should be named.</li> </ul>		
<p><b>Discussion:</b> Should be validated by the literature review</p> <ul style="list-style-type: none"> <li>• Supports the uniqueness of your case.</li> <li>• Discusses the etiology, pathophysiology and treatment for the case</li> <li>• Summarizes the sonographic features and criteria for the report.</li> <li>• Discusses how the diagnosis was confirmed and provided the differential diagnosis.</li> <li>• Describes in detail the message you are trying to convey, the lesson you learned from the case and the significance to the ultrasound/medical field.</li> </ul>		
<p><b>Conclusion: (1 paragraph)</b></p> <ul style="list-style-type: none"> <li>• Provides a succinct summary of the case report.</li> <li>• Makes a justified conclusion.</li> <li>• Provides the application to everyday ultrasound practices.</li> </ul>		
<p><b>The Images For The Case Report</b></p> <ul style="list-style-type: none"> <li>• Patient identification MUST BE removed as should all hospital identification and dates on the images.</li> <li>• Original from your case</li> <li>• Jpeg images (on separate doc)</li> <li>• High quality with emphasis on their educational value.</li> <li>• All patient information including images must adhere to provincial Privacy Acts and copyright</li> </ul>		
<p><b>The Images with Legends ( 5-10 images)</b></p>		

<ul style="list-style-type: none"> <li>• Description of the image  </li> <li>• Point out any details of the image (small arrow or arrow heads)</li> <li>• Indicate where in your text the images should be placed</li> </ul>		
<p><b>Table</b></p> <ul style="list-style-type: none"> <li>• Each table should be typed on a separate page and should have a legend at the top including the information contained and should supplement the text.</li> <li>• Each table should be clearly labeled with the title and figure number.</li> <li>• Illustrations may be sent via e-mail as a TIFF or JPEG file.</li> </ul>		
<p><b>Photographs</b></p> <ul style="list-style-type: none"> <li>• Patient identification MUST BE removed as should all hospital identification and dates on the images. DO NOT embed the images in the text/word document. Use the maximum resolution on your PACS system (usually 640-480).</li> <li>• Use the maximum resolution of the camera (3.2 megapixel minimum).</li> <li>• Do not crop the images as you lose resolution; instead, zoom in to get the maximum image in the frame for the photograph.</li> </ul>		
<p><b>Illustrations</b></p> <ul style="list-style-type: none"> <li>• Patient identification MUST BE removed as should all hospital identification and dates on the images.</li> <li>• Should clarify and complement the text.</li> <li>• Each illustration should be clearly labeled with the figure number, title i.e. Figure 1 Title, Figure 2-Title, etc. and cited in numerical order in the text document for correct position of figure/table placement.</li> <li>• Labels or arrows may be used to point out areas of interest and should be detailed in the legend.</li> <li>• Note: Figure reproduction cannot improve on the quality of the originals</li> </ul>		
<p><b>Referencing</b> (Vancouver Style in text (super script) and Reference page)</p> <ul style="list-style-type: none"> <li>• Ensure its as per Sonography Canada Guidelines</li> <li>• Example of format</li> </ul> <p>Abate M, Salini V, Rimondi E, et al. Post-traumatic myositis ossificans: sonographic findings. J Clin Ultrasound 2011;39(3):135–40.</p>		
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<b>Acknowledgements:</b> The Journal reserves the right to edit reports to ensure conformity with the Journal's style. Such editing will not affect the scientific content.		
5 multiple choice questions (with the correct answer) pertaining to the article		If not comfortable doing this we can develop the questions and the author can check