

## Formatting Guide for Educational Case Reports

### Mandatory formatting requirements

- **Compliance with limitations for word count, references and figures**
  - **2,500 words**
  - **20 references maximum**
  - **2-3 figures or tables maximum**
- **Non-declarative title that includes the words ‘case report’**
- **Structured abstract using headings below, no more than 4096 characters including spaces (about 650 words)**
- **Structured manuscript using headings below**
- **Ethical considerations (written patient consent: see end of document)**

### Overview

The distinction between a research case report and an educational case report relates to the novelty of the findings. Educational case reports describe issues that are well reported (for example, numerous case reports exist and review articles have been written) but may not be well known, may not be well known in Canada, or may not be in clinicians’ working memory; issues that deserve to be raised in prominence. In contrast, research case reports describe unusual situations which have not previously been reported, have been not widely reported, or have not been recently reported. If you are in any doubt about which to use, please contact the journal before submission and we will advise.

**For either publication type, the patient must give informed consent to the publication of an anonymized report, and if they are well enough, may contribute a patient perspective. See details below.**

### Title Page

The title page should:

- Present a title that includes the words "case report". Key elements of the case should be mentioned in the title and might include the presenting symptoms, the diagnosis, intervention, or outcome.
- List the full names, institutional addresses and email addresses for all authors
  - if a collaboration group should be listed as an author, please list the Group name as an author. If you would like the names of the individual members of the Group to be searchable through their individual PubMed records, please include this information in the “Acknowledgements” section in accordance with the instructions below
- Indicate the corresponding author

## Abstract

The Abstract should not exceed 4096 characters including spaces (about 650 words), and will usually be less than 500 words. (PubMed truncates abstracts at 4096 characters.) Please minimize the use of abbreviations and do not cite references in the abstract.

The abstract should include the following separate sections (adapted from CARE guidelines):

- Rationale
- Presenting concerns of the patient
- Diagnoses
- Interventions (including prevention and lifestyle)
- Outcomes
- Teaching points

The abstract will be translated into French by CJKHD staff once the English is finalised.

## Keywords

Five key words that will assist in an online search for this case report.

## Introduction

Briefly summarize the background and context of this case report.

## Presenting Concerns

Summarize the patient's presenting concerns along with key historical data and demographic information.

## Clinical Findings

Summarize the

1. Medical, family, and psychosocial history (including lifestyle and genetic information)
2. Pertinent co-morbidities and interventions
3. Physical examination focused on the important findings including diagnostic testing.

## Timeline

Create a timeline that includes specific dates and times in a table, figure, or graphic. (For detailed instructions and examples, please see: <https://swihm.com/resources/>)

## Diagnostic Focus and Assessment

Summarize the

1. Diagnostic results (testing, imaging, questionnaires, referrals)
2. Diagnostic challenges
3. Diagnostic reasoning
4. Relevant prognostic characteristics (such as staging).

## Therapeutic Focus and Assessment

Summarize recommendations and interventions (pharmacologic, surgical, lifestyle) and how they were administered (dosage, strength, etc.)

## Follow-up and Outcomes

Summarize the clinical course of this case. How was patient adherence to the intervention assessed and were adverse events noted? Summarize patient-reported outcomes and follow-up diagnostic testing.

## Discussion

Summarize the strengths and limitations associated with this case report. Include references to the scientific and medical literature and (briefly) the methods used to identify literature. How did you arrive at your conclusions and how might these results apply to other patients? What are the "takeaway" educational messages?

## Patient Perspective

When appropriate, the patient should share their experience of their care in a brief narrative published with (or accompanying) this case report. This can be a transcript of the patient's statements or written by the patient.

## Ethical considerations

This can be a separate section or integrated into an earlier section.

- Each patient must give informed consent to the publication of an anonymized report. This consent can be collected on a standard hospital consent form stating for example 'consent to publication of an anonymized case report, including anonymized clinical photographs and diagnostic images (such as X ray results)' and **should not be submitted to the journal**. It should be retained for 5 y by the corresponding author. If CJKHD or others require it to be checked, we would ask your local REB to review it.