JCEM Case Reports / Revision Checklist for Case Reports

Below is a list of items based on the errors most frequently seen in manuscripts submitted to *JCEM Case Reports*.

To improve the clarity of your case report, and to speed the production process if your manuscript is accepted, it is important that you review the items below and confirm that they're presented correctly in the revised manuscript that you submit.

Below are two sections: General Items, which address errors seen throughout the entire manuscript, and Specific Sections, which details those errors most commonly seen in specific sections of the case reports.

Before you submit your revision, print this checklist, indicate by checking the line to the left of each item that you've reviewed it, and upload it with your revision using the "Optional Checklist" file selection.

GENERAL ITEMS

CLARITY

____   Review the paper for grammatical errors.

____   Do not use jargon. *JCEM Case Reports* has a global readership and jargon does not translate well.

CAPITALIZATION

____   Capitalization should be reserved for the first word of a sentence, abbreviations, and proper names.

____   Do not capitalize the generic names of medications.

GREEK CHARACTERS

____   Always use Greek characters where appropriate and do not use substitutes. Example: use μ instead of u.

ABBREVIATIONS

____   Expand all abbreviations on first usage in BOTH the abstract and main text.

____   Once an abbreviation is introduced, use it consistently in all subsequent mentions.

GENE NAMES

____   Names of genes must be italicized. The protein related to that gene should not be italicized.

____   "Pathogenic variant" is preferred to "mutation" in most instances

DATA PRESENTATION

____   Provide all laboratory values in both conventional and SI units.

____   Include units of measurement for all numeric values.

____   When first introducing a laboratory variable in both the abstract and main text, provide the normal reference range.

DISEASE NAMES, DRUG NAMES, AND PATIENT CONSIDERATIONS

____   Per AMA Manual of Style, possessive eponyms should be avoided (ie, "Cushing's syndrome" should be "Cushing syndrome", "Paget's disease" should be "Paget disease")

____   Avoid labeling patients and patient groups. Instead of writing "diabetic patients", use "patients with diabetes".

____ Do not use drug trade names in manuscript titles. Use generic names and if needed the trade name can follow in parentheses in the text.

SPECIFIC SECTIONS

TITLE PAGE

____ Confirm spelling of all author names.

____ Confirm that each author is accurately represented, with initials, in the **Contributors** section.

MAIN BODY OF CASE REPORT

____ Use only those headers as indicated in the template found at https://academic.oup.com/jcemcr/pages/author-guidelines#Templates

____ Avoid subheaders.

ACKNOWLEDGMENTS

____ THIS SECTION IS OPTIONAL. List collaborators or mentors not listed as authors but who contributed to patient management and/or development of this case report.

____ Do not use this section to provide patient consent information.

CONTRIBUTORS

____ All authors listed on the title page must be referred to by initials in this section. Initials must correspond to the name as presented on the title page.

FUNDING

____ List any sources of funding pertinent to the manuscript.

____ If there was no funding, insert the following phrase: No public or commercial funding.

DISCLOSURES

____ List actual or perceived conflicts of interest for all authors.

____ If there are no disclosures to make, insert the following phrase: None declared.

INFORMED PATIENT CONSENT FOR PUBLICATION

____ If multiple cases are discussed, this statement should be plural.

____ If the case involves a pediatric patient, the statement must reflect that consent is provided by someone other than the patient.

DATA AVAILABILITY STATEMENT

____ Select the appropriate statement as shown in the Author Guidelines.

REFERENCES

____ List references in consecutive numerical order (in parentheses) in the text, figures, and tables and list in the same numerical order at the end of the manuscript. References in tables and figures should be cited in sequence with those in the text. The numbering should shift to the table or figure after the table or figure is first mentioned in the text.

_____   Confirm that the references use the formats described in the Author Guidelines.

FIGURES

_____   Graphs must have the X and Y axes clearly labeled.

_____   Lettering must be clear.

_____   Fonts should be embedded in the file.

_____   Resolution must be high. Recommended resolutions are:
- Line art (monochrome): 600–1200 DPI
- Halftone (grayscale only): 300 DPI
- Combination (halftone with type or lines) or color: 600 DPI

TABLES

_____   All columns must have headers.

_____   Use Greek characters. For example, use μ instead of u.

_____   If the table contains references to specific articles, the full citation to that article must be in the Reference list.

_____   Decimal points must be presented consistently.

_____   If abbreviations are used, expand them in a footnote and then list them alphabetically.

_____   Include ND for No Data and NA for Not Available.