

# CASE-BASED PAPER GUIDELINES

## Class of 2008

### Deadline:

#### I. General Information

- A. You must be registered for Directed Studies in Osteopathic Medicine (OCOM 785) for the quarter in which you write your case-based paper in accordance with requirements specified in Section 2.2.3 of the *Year 3 and 4 Student Manual* for the Class of 2008.
- B. You must complete and submit the research checklist form found on page 4 of these guidelines before you begin this project.
- C. It is important for you to carefully read the detailed guidelines for completing this assignment before starting to write your case-based paper.
- D. Your primary preceptor for a specific assigned service or clerkship for any given quarter must approve an appropriate patient whom you have actually seen while on rotation as the basis for your paper. The selected patient case must lend itself to producing a paper that includes the usual components of a case report.
- E. You are encouraged to read the relevant information on writing case-based papers in *Writing and Publishing in Medicine* by E. Huth (3rd Edition; 1999) for more information. Additional guides to help you plan and write the case-based paper should be available in your hospital library or CORE Office. You may need to request assistance from your base CORE Hospital Librarian and/or CORE Administrator to access these resources.
- F. The Case-based Paper Feedback Form which will be used to evaluate your paper is provided on page 5 and 6 of these guidelines. Please read this form carefully before you begin to work on this project.

#### II. Case-Based Paper Format

- A. Your paper must be
  - 1. typed using Microsoft Word
  - 2. a minimum of five pages, double-spaced
  - 3. carefully checked for spelling, grammar, and punctuation
- B. Your paper must conform to the format specified in the most current edition of the *American Medical Association Manual of Style*.

Please note that in addition to the hard copy of the *American Medical Association Manual of Style* that you should be able to access in your hospital's medical library, you may use the websites listed below as resources to help you format your paper.

[www.docstyles.com](http://www.docstyles.com) Choose AMA style, then choose AMA style stat to see or print out a PDF that contains more detailed information and good examples. Also available on this site is a sample sheet for Uniform Requirements, referenced below.

[www.icmje.org](http://www.icmje.org) contains the complete, most up-to-date version of Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. This is very similar to AMA style, and virtually all medical journals will accept manuscripts following this style.

[www.simmons.edu/libraries/ama.pdf](http://www.simmons.edu/libraries/ama.pdf) contains good examples of references as they are cited in text and as they appear in the reference list at the end of the manuscript.

- C. The paper must include the following four components.
  1. A title page:
    - a. Title (This should concisely convey the focus of the report.)
    - b. Author's name\*
    - c. Abstract (This should be one paragraph not exceeding 125 words.)
    - d. Key Words (Include major terms emphasized in the case report.)\*Author's affiliation and address for reprint requests footnoted here
  2. The body of the paper :
    - a. Introduction - No Heading (This establishes framework of patient case.)
    - b. Case Report - (This includes the chief complaint; history of present illness; pertinent family history, risk factors, review of systems and pertinent clinical, physical, structural, and pathological findings; diagnostic studies; differential diagnosis; rationale for concluding clinical diagnosis; preferred, actual, and alternative treatment.)
    - c. Discussion - (This includes the etiology and review of current related literature supporting or refuting diagnosis; plan of treatment; and appropriate osteopathic components, minority health issues, patient safety issues, and complementary and alternative medicine issues.)
    - d. Comments - (This should be a summary of the most important aspects of patient case and medical significance or direction for further study.)
  3. Acknowledgements/Author's Notes (Use a separate page for this.)
  4. References (This should be the final section on separate page.)

*Note: Relevant figures, charts, graphs, illustrations, diagrams, or tables should be included on separate pages at the end of the article, with legends.*

### **III. Literature Search**

- A. You should complete a literature search using online information systems to document current references from the medical literature relevant to clinical medicine.
- B. All the references used for this report should be cited in a consistent manner throughout the paper and in the final reference section adhering to the standard medical style format described in the most current edition of the *American Medical Association Manual of Style*.
- C. Written permission to use copyrighted material not in the public domain must be obtained in writing or the paper will not be considered for publication.

## VI. Evaluation of Your Paper

- A. Selecting a patient case early in the quarter will allow you more time to compose a first draft for review by your CORE Assistant Dean. S/he will be able to give you constructive suggestions before submitting your final paper to be evaluated.
- B. You are responsible for submitting a well-written paper to your CORE Assistant Dean no later than the Friday of the last week of the academic quarter for which you are registered for OCOM 785. Be sure to ask when the paper is due at your CORE site since the CAD may set an earlier deadline for completion of the paper at your CORE site.
- C. The CORE Assistant Dean will use the Case-Based Paper Feedback form (included with these guidelines) to critique the paper before grades are due to the University Registrar's Office.
- D. You are to review your evaluation before signing the form and submitting it along with a hard copy of the graded paper to your CORE Administrator.
- E. If you receive an "unsatisfactory" rating on your paper, you must correct the deficiencies to the CORE Assistant Dean's satisfaction before you will receive credit for OCOM 785.

## VII. Recognition

- A. The CORE Assistant Dean will select one outstanding case-based paper written by a student at each hospital to be submitted for possible publication.
- B. Selected papers will be forwarded to the editorial board of *Ohio Research and Clinical Review (OCRC)* in May of your graduation year.
- C. The editorial board will select one paper to be published in an upcoming issue of the *Ohio Research and Clinical Review*. (The paper chosen for publication in *Ohio Research and Clinical Review* must be submitted electronically in addition to a hard copy.) The editorial board will make this decision based on the best combination of many factors, including:
  - 1. relevance of the patient case to primary care
  - 2. current references and correct style used for citations, both in the body of the paper and in the reference section
  - 3. the quality of the writing
  - 4. inclusion of all required elements
  - 5. written permission to use copyrighted material obtained
  - 6. consideration of osteopathic theory, methods and practice
  - 7. substantive literature research and discussion

*Updated 11.20.06*

## OU-COM Student Case-based Paper Checklist

This checklist applies only to OU-COM students who are writing their required case-based paper. In order to complete that requirement, you must complete and turn in this form prior to beginning this project.

1. Your Name: \_\_\_\_\_
2. Your assigned CORE hospital site: \_\_\_\_\_
3. Title of the report: \_\_\_\_\_
4. Quarter/year registered for OCOM 785 – Case –based Paper: \_\_\_\_\_/\_\_\_\_\_
5. Check all that applies to your case-based paper:
  - The proposed study is limited to a single case.
  - The resulting report is no way to influence the care of the patient.
  - The paper is void of names (of the individual being studied) and other identifiable information.
  - Names or identifying information that would identify consultants or institutions are NOT contained in the paper.

**Send OU-COM Student Case-based Paper Checklist (this page only) to:**

**Grace Brannan, Ph.D.**

**030 Grosvenor Hall**

**OUCOM**

**Athens, OH 45701**

**Phone: (740) 593-2380**

**[brannang@ohio.edu](mailto:brannang@ohio.edu)**

**Fax: (740) 593-0634**



Student Name: \_\_\_\_\_  
 CORE Base Hospital: \_\_\_\_\_  
 Preceptor: \_\_\_\_\_

**CASE-BASED PAPER FEEDBACK FORM**  
**Class of 2008**

**To the CORE Assistant Dean:** The student is to select a patient case (approved by his/her preceptor) and write a five page, double-spaced, typewritten paper providing the information specified below. The CORE Assistant Dean is to complete and sign this feedback form after reading the student's paper and indicate whether the paper is recommended for an award. The student should review, sign and date this form before submitting it, along with a hard copy of the paper to the CORE Administrator.

Rating Scale: 1=Unsatisfactory 2=Marginal 3=Satisfactory 4=Outstanding NA=Not Applicable

**PART 1 – SPECIFIC ASSIGNMENT CRITERIA**  
**(Content of Paper)**

Title of paper: \_\_\_\_\_

(circle one)

*Demonstrated knowledge of patient case by giving a comprehensive overview*      1   2   3   4   NA

Comments:

*Presented content in a logical sequence using correct grammar and terminology*      1   2   3   4   NA

Comments:

*Incorporated pertinent family history findings*      1   2   3   4   NA

Comments:

*Integrated appropriate osteopathic components*      1   2   3   4   NA

Comments:

*Addressed minority health issues as appropriate*      1   2   3   4   NA

Comments:

*Addressed patient safety issues as appropriate*      1   2   3   4   NA

Comments:

*Addressed complementary and alternative medicine (CAM) issues*      1   2   3   4   NA

Comments:

*Accessed current references using online information systems*      1   2   3   4   NA

Comments:

*Cited sources appropriately in body of paper according to AMA style*      1   2   3   4   NA

Comments:

*Obtained written permission to use copyrighted material*      1   2   3   4   NA

Comments:

Other Comments:

**PART II – SPECIFIC ASSIGNMENT CRITERIA**  
**(Required Format of Case-based Paper)**

Rating Scale: 1=Unsatisfactory 2=Marginal 3=Satisfactory 4=Outstanding NA=Not Applicable

Title (circle one)  
*Concisely conveyed focus of case-based paper.* 1 2 3 4 NA  
 Comments:

Author's Name  
*Author's affiliation and address footnoted.* 1 2 3 4 NA

Abstract  
*One paragraph, not to exceed 125 words; concisely summarized the contents of the paper.*  
 Comments: 1 2 3 4 NA

Key Words  
*Included at the end of abstract; major terms emphasized.* 1 2 3 4 NA  
 Comments:

Introduction  
*Established framework for patient case.* 1 2 3 4 NA  
 Comments:

Case Report  
*Included chief complaint; history of present illness; pertinent family history, risk factors, review of systems and pertinent clinical, physical, structural, and pathological findings; diagnostic studies; differential diagnosis; rationale for concluding clinical diagnosis; preferred, actual, and alternative treatment.* 1 2 3 4 NA  
 Comments:

Discussion  
*Contained etiology of the condition, review of current related literature supporting or refuting diagnosis and plan of treatment.* 1 2 3 4 NA  
 Comments:

Comments  
*Summarized the most important aspects of the patient case and medical significance or direction for further study.* 1 2 3 4 NA  
 Comments:

Acknowledgments and Author Notes  
*Acknowledged those who assisted in the preparation of the manuscript; used separate page.* 1 2 3 4 NA  
 Comments:

References  
*Current and listed in required AMA format; used separate page.* 1 2 3 4 NA  
 Comments:

**RECOMMENDED FOR PUBLICATION** \_\_\_YES \_\_\_NO

\_\_\_\_\_  
 CORE Assistant Dean's Signature      Date

\_\_\_\_\_  
 Student's Signature      Date