

CASE-BASED PAPER GUIDELINES

Class of 2009

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 2009.
- 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 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 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 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.

IV. 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 (CAD). 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 eighth 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.

V. Recognition

The CORE Assistant Dean will select one outstanding case-based paper written by a student at each hospital to be submitted for assistance with publication from the CORE Research Office.

Updated 01.18.08

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:

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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 ASSISTANCE IN SEEKING PUBLICATION ___YES ___NO

 CORE Assistant Dean's Signature Date

 Student's Signature Date