

CASE-BASED PAPER GUIDELINES

Class of 2010

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 2010.
- 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; the case must have some noteworthy appeal that would be valuable to a particular audience.
- E. Once a case has been selected and approved, you must determine what audience would find the case you intend to write useful. Once the audience has been identified, you must select a target journal as a potential venue for publication of your case report; it may be helpful to identify a few target publications and discuss these with your preceptor. The case-report must then be written to conform to the submission guidelines and specifications of the specified target journal. The completed case report will be submitted with a copy of the target journal's submission guidelines for case reports and an example of a recent published case report from the journal.
- F. 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. As well, you should review several examples of case reports from the target journal (one will be submitted with your final paper) to fully familiarize yourself with the format of published case reports from that journal.
- G. 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. General rules to be followed – Your paper must be
 1. typed using Microsoft Word; 12 point Times New Roman font
 2. formatted with margins set at 1" for top and bottom and 1.25" for left and right
 3. double-spaced, following the target journal's guidelines and specifications
 4. carefully checked for spelling, grammar, and punctuation
- B. Specific rules to be followed – Your paper must conform to the style format and guidelines specified by the target journal's submission guidelines (i.e. *American Medical Association Manual of Style*, *Publication Manual of the American Psychological Association*).

Please note that in addition to the hard copies of the various manuals of style, such as the *American Medical Association Manual of Style*, that you should be able to access in your

hospital's medical library, you may also access websites that offer explanations of these styles. Some helpful websites have been listed below as resources to help you correctly 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. While the written case report fulfills the requirement of OCOM 785, it is intended that the completed manuscript will be ready for submission to the target journal following academic review. The paper may include a combination of the following components. Academic review will include those components outlined by the target journal as well as those stipulated by Academic Affairs.
 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 (These should be MeSH (Medical Subject Headings) terms.)*Author's affiliation and address for reprint requests footnoted here
 2. The body of the paper: (The inclusion of appropriate headings should follow rules and example case report from the target journal.)
 - a. Introduction - (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. References (Some journals will restrict the number of references that may be used in a case report.)
 4. Relevant figures, charts, graphs, illustrations, diagrams, or tables should be included on separate pages at the end of the article, with legends; some journals will limit the

number of these in their submission guidelines. Some journals will specify that photos be included with the submission (*i.e.* dermatology cases).

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 dictated by the target journal's submission guidelines.
- 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, 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. As well, your case report will be evaluated on how well it satisfies the submission guidelines and requirements of the target journal; your paper will also be compared to the example case report from the journal to determine how closely your submission compares to the published example.
- 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. All students are welcome to seek assistance with publication from the CORE Research Office after their paper has been graded.

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 will not 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

Fax: (740) 593-0634



Student Name: _____
 CORE Base Hospital: _____
 Preceptor: _____

CASE-BASED PAPER FEEDBACK FORM
Class of 2010

To the CORE Assistant Dean: The student is to select a patient case (approved by his/her preceptor) and write a manuscript following submission guidelines of a target journal. Please review the paper using the target journal's style guide and sample case report provided to you by the student. The CORE Assistant Dean is to complete and sign this feedback form after reading the student's paper. 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: _____

	<i>(circle one)</i>
<i>Demonstrated knowledge of patient case by giving a comprehensive overview</i>	1 2 3 4 NA
Comments:	
<i>Presented content in a logical sequence using correct grammar and terminology</i>	1 2 3 4 NA
Comments:	
<i>Incorporated pertinent family history findings</i>	1 2 3 4 NA
Comments:	
<i>Integrated appropriate osteopathic components</i>	1 2 3 4 NA
Comments:	
<i>Addressed minority health issues as appropriate</i>	1 2 3 4 NA
Comments:	
<i>Addressed patient safety issues as appropriate</i>	1 2 3 4 NA
Comments:	
<i>Addressed complementary and alternative medicine (CAM) issues</i>	1 2 3 4 NA
Comments:	
<i>Accessed current references using online information systems</i>	1 2 3 4 NA
Comments:	
<i>Cited sources appropriately in body of paper according to target journal style</i>	1 2 3 4 NA
Comments:	
<i>Obtained written permission to use copyrighted material</i>	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 noted. 1 2 3 4 NA

Abstract or wording for target journal Table of Contents as required by target journal
Abstract conforms to target journal specification; concisely summarized the contents of the paper.
 Comments: 1 2 3 4 NA

Key Words
Included at the end of abstract; MeSH (Medical Subject Headings) terms utilized. 1 2 3 4 NA
 Comments:

Introduction
Established framework for patient case; resembles form displayed in sample 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 target journal format; used separate page. 1 2 3 4 NA
 Comments:

 CORE Assistant Dean's Signature Date

 Student's Signature Date