Clinical Case Submission Guidelines -
ESC ASIA with APSC & AFC

This document will take you thru the process for submitting a Clinical Case and guide you on the online platform.

The deadline to submit your clinical case is Friday 14 June 2019

Step 1 – Submission of a Clinical Case

Click on **Submit** on the Call for Clinical Cases page.
You will be directed to the ESC e-Learning Platform Dashboard page – click on "Submit Clinical Case" to start your submission.

You will need to enter the service using you MY ESC Account Log in, you can create one on this page for this purpose if you do not have one yet.

Please note that this screen is also your dashboard where you can see other cases you may have submitted as well as to view the status of your case(s) -

In order to start your case submission, you first will have to go through the Submission Terms and Conditions / Submission Guidelines pages and confirm you accept them -

Submission Terms and Conditions – *You will have to accept via the Mandatory tick box*
I hereby certify having read and accept the terms and conditions of the Clinical Case Submission Service

Submission Guidelines – *You will have to accept via the Mandatory tick box*
I hereby certify having read and accept the submission guidelines of the Clinical Case Submission Service

Case Submission Form

- **Case Information**
-
Clinical Case Title - You are asked to **enter a title** (please be sure the title of the case describes the case precisely) – *500 characters maximum*

Clinical Case description - You also have a field to enter a **brief description of your case** – *900 characters maximum*

Main Topic - Select ONE topic from the Drop Down menu – please select the topic which best fits your case. *See **Topics for Clinical Case Submission** in the submission Terms and Conditions for more information.*

Related Topic(s) –You may select up to 3 related topics to better index your case

ESC Guideline – If applicable, select the ESC Clinical Practice Guideline which applies to your case

Authors List

SUBMITTER (The submitter must be the 1st author and the presenter) - As submitter you are by default the presenter of the case. You will need to list all contributors to the case as authors – you must ensure you have the authorization from them to list them on your case – You can enter up to 10 authors – Only the Submitter/Presenter information is mandatory, authors are only to be listed for acknowledgement of their contribution.

Mandatory – Complete Submitter/Presenter Information– some information will be automatically taken from your log in – if the information is incorrect, you will need to update your My ESC Account Profile

Last Name

First Name

Date of Birth

Email

City

Country

Institution

BUTTON – Add a co-author? *Up to 10*

If Yes, you will need to enter

Last Name

First Name

Email

Country

Learning Outcomes

Please state in the designated area the learning objectives related to the case - What are the main teaching points/take home messages

Case Content (5 pages – mandatory) –

Kindly note that structured descriptions and written sentences are required on each page. No bullet points. The submission format must be suitable for publication.

Depending on the nature of the case, it is obvious that some pages may not contain the same amount of information. Nevertheless, all pages are mandatory.

1 - Patient presentation
Reason for admission/consultation, past medical history, physical exam, medication at the time of admission

2 - Initial work up
(e.g., ECG/laboratory analyses/X-ray/echo)

3 - Diagnosis and Management
(Further investigations and/or treatment)

Differential diagnosis/how did the authors decide the management plan/if appropriate, refer to ESC guidelines and indications

4 - Follow-up
Clinical outcome/any complications

5 - Conclusion(s)
Take home messages/Learning points

Important – As submitter, you are responsible for removing any elements that could be used to identify patients. See Patient consent paragraph in the submission Terms and Conditions.

Possible option on each page –

Images/Clips *– You may add up to four Images/Clips per page. Clips must include no more than 1 or 2 heart beats to create a loop. Formats accepted: GIF, JPG, Animated GIF (minimum resolution of 120 dpi), PNG, MOV, MPG, AVI, FLV)*

OPTIONAL - 1 question – Multiple choice answers *– Before starting to write a question, identify the area of knowledge that you wish to test. The question should be direct, unambiguous and should address a single issue. Negatively worded questions can confuse candidates, do not reflect clinical reality and should be avoided….*
The answer options should be plausible and realistic and capable of being anticipated from the clinical case scenario in the Stem
Provide feedback for each question with a brief – one or at the most three sentences – explanation of the correct and incorrect answers, referred back, where applicable to the educational resource

References
You may use this field to insert all references required

Your Clinical Case submission is now complete –

Proofread case(s) carefully to avoid errors before submission, check spelling and grammar. The case will be reviewed and published (if accepted) as it has been submitted – NO EXCEPTIONS.

Do not forget to click on the Submit button to validate your clinical case submission. After having submitted your clinical case, you will receive an immediate automatic confirmation by email (please make sure to state your correct email address) notifying your the case number. Please use this reference in all correspondence. If you do not receive this confirmation, please contact the Clinical Case Team

If you wish to save it and return later to review and complete your submission = Click on Save
Your Clinical Case will then appear on your dashboard with the status: **DRAFT**

If you are OK with the information entered = click on Submit
Your Clinical Case will then appear on your dashboard with the status: **SUBMITTED**

Please note that once submitted you can no longer make changes to your Case submission.

If you have difficulties in submitting your clinical cases or if you need any further information, please contact the Clinical Case Team