

ESC Clinical Case Portal
Authors User Guide

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1. Introduction

This user guide is intended to explain **how to submit a Clinical Case online**.

Each case is composed of **a case proposal** (reviewed by a reviewer) AND **a full case**.

The full case can only be written once the case proposal has been approved.

Full cases are published online further to review and approval from the Reviewers.

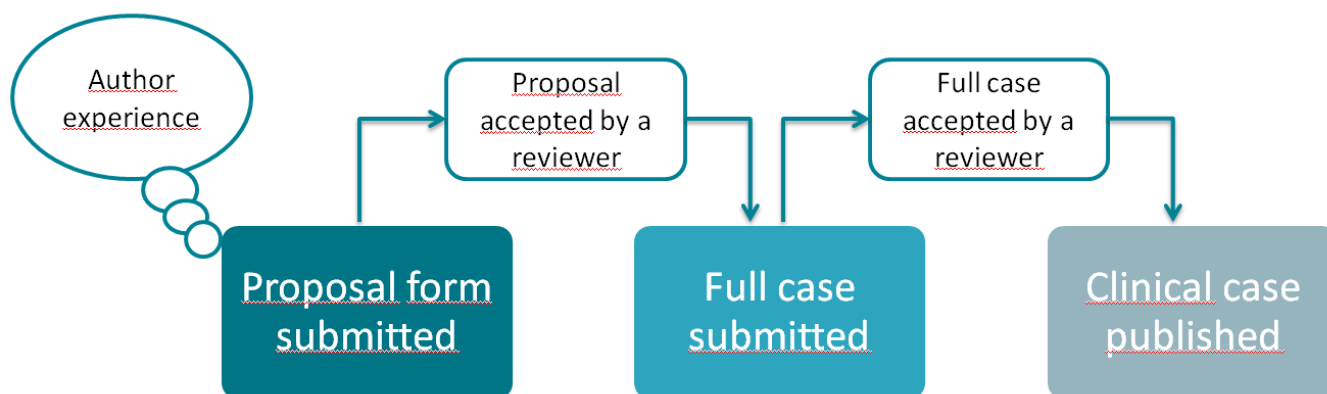
Authors may be prompted by reviewers to update or amend their case before it can be published.

Reviewed and approved full cases are published online and may be submitted to the European Journal of Cardiovascular Nursing for possible publication (subject to EJC� review procedure).

If you would like your full, published case to be considered for EJC� publication, please send an email to councilccnap@escardio.org with the title of your Clinical Case.

Authors have access to a dedicated Dashboard to follow their cases submission progresses.

What is a clinical case in the clinical case portal?



2. Become an Author

Everyone with a MyESC account can be an Author.

3. How to create a Proposal

From the Escardio dedicated webpage [here](#), click on “submit” to submit a new clinical case proposal.

The Proposal submission form displays:

The screenshot shows the 'Proposal Submission Form' interface. At the top, there is a teal header bar with the European Society of Cardiology logo on the left, the text 'Council on Cardiovascular Nursing and Allied Professions' in the center, and a user profile '3 Laura Courleux | Edit Account | Log Out |' on the right. Below the header, the form title 'Proposal Submission Form' is displayed with a back arrow icon. There are two buttons: 'Save' and 'Submit for Review'. A note '* Required' is present. The form is divided into sections: 'Clinical Case Information' with fields for '* Clinical Case Title' and '* Clinical Case Description' (with a 900 character maximum limit); 'Resources' with a prompt to select topics and two dropdown menus for '* CCNAP Core Curriculum Theme(s):' and '* ESC Guidelines:'; and 'Authors Information'.

Fill in the fields. The ones with an asterisk are mandatory. We suggest you structure your nursing clinical case using the nursing process (assessment, nursing diagnosis, planning intervention, evaluation)
You can save it as a draft for further completion → Status will be automatically changed to “Proposal In Progress”

Click on “Submit for Review” once completed → The status will be automatically be changed to “Proposal Ready for Review”

4. Author dashboard

From the Escardio dedicated webpage, click on “access your author dashboard ” to access your author dashboard.

From this page you can access all cases that you have submitted and follow up on their activity:

Case Submissions

Author's DashBoard

Create New Proposal

1 - 8 of 8 results

10

1

Case Title	Status	Modified
Test of Proposal needs revisions	Proposal Needs Revisions	06/30/2014
Test of Proposal accepted	Proposal Accepted	06/30/2014
Test of bold characters for In Progress CC	Proposal Declined	06/26/2014
GC Clinical Case 4 in Stage Environment	Published	06/30/2014
GC Clinical Case 3 in Stage Environment	Proposal Needs Revisions	06/30/2014

Proposals or Full Cases on which an action is necessary from Author are in bold characters.

You can sort items by columns: Case Title (alphanumeric), Status or Date.

5. How to create a Full Case

Once the Proposal has been submitted, the Primary and/or Secondary Reviewer can respectively set a status/recommendation on the Proposal. There are 3 possible statuses:

- Proposal Needs Revisions → Author has to make some modifications according to comments, and submit again the Proposal for Review.
- Proposal Declined
- Proposal Accepted → Author has to create the Full Case linked to accepted Proposal

In case Proposal is accepted, open it from Author dashboard (or from the notification received) → The Full Case submission form displays:

← Full Case Submission Form

Save

Preview

Submit for Review

* Required

+ General Information

– Pages

Intro

Dear Clinical Case writer,

Please find below some important information which should help you to organize your clinical case.

For a better user experience, you have the opportunity to divide your clinical case into pages (7 pages max). With buttons labelled "back" and "next" readers will be able to move back and forward in the clinical case. Important: Do not write the answer of a question on the same page as the question!

Each page can be composed of:

- 1 text,
- up to 4 media files
- 1 question

After you finish writing "Intro" and one "Page 2", you may add additional information on pages three through seven or you may skip to "Conclusion".

You have several sections to expand/collapse, thanks to +/- clickable characters, and to fill in:

- General information
- Pages
- References
- Abridged Case for Journal Publication

General Information section is already filled out from information given in corresponding accepted Proposal. Please note that in Pages section, at least 2 questions and 1 media (Image or Video) per Full Case are mandatory.

You can save it as a draft for further completion → Status will automatically be changed to Full Case In Progress.

Once completed, click on "Submit for Review" button → Status will automatically be changed from "Proposal Accepted" to "Full Case Ready for Review".

Once the Full Case has been submitted, the Primary and/or Secondary Reviewer can respectively set a status/recommendation on the Full Case. There are 3 possible statuses:

- Full Case Needs Revisions → Author has to make some modifications according to comments, and submit again the Full Case for Review.

- Full Case Declined
- Full Case Published (Accepted)

Once the case is in status “Published” that means the case has been published online on the escardio website. The author can see it in the relevant webpage.