

# ESC Clinical Case Portal

## Authors User Guide

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## 1. Introduction

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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.

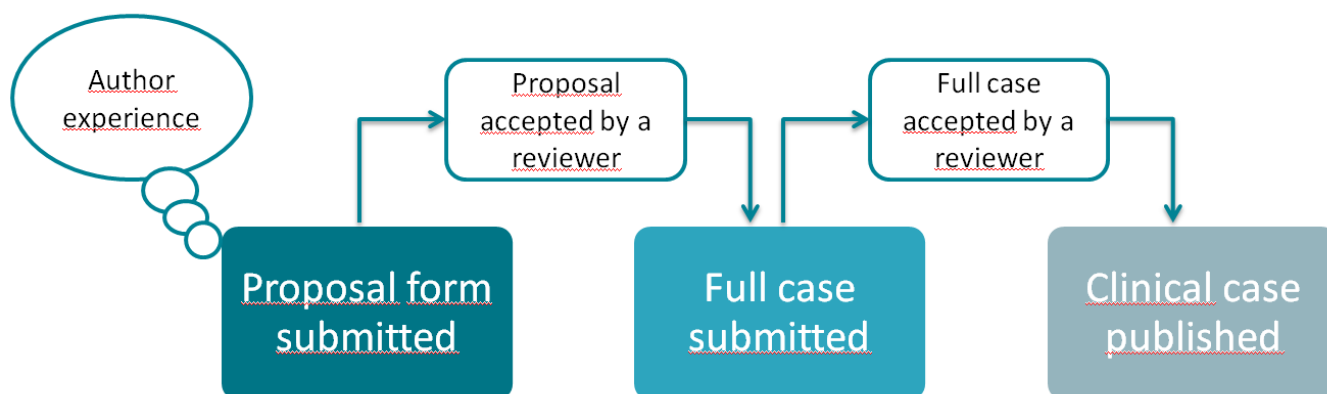
Reviewed and approved Full cases are published online and can be submitted to the European Heart Journal for possible publication as an Interactive Cardiovascular Flashlight in the EHJ (subject to EHJ Editorial Board approval).

Submission and Review process take place online.

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

### What is a clinical case in the clinical case portal?

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## 2. Become an Author

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Everyone with a MyESC account can be an Author.

### 3. How to create a Proposal

From the Escardio dedicated webpage, click on “submit” to submit a new clinical case proposal.

The screenshot shows the ESC Clinical Case Gallery webpage. At the top, there is a navigation bar with the ESC logo and a search bar. Below the navigation bar, there is a welcome message and a breadcrumb trail: "You are here : ESC Web Site | Education | Distance Learning | Clinical cases". The main content area is titled "ESC Clinical Case Gallery" and "Educational Clinical Cases in General Cardiology". It includes a description of the gallery's purpose and a list of resources: "Distance Learning", "Clinical cases", "Webinars", "Webcasts", and "Courses slides". A "Highlight On" section features a "My ESC Education" button and a "Subscribe to receive" link. Below this, there are two buttons: "Submit" (highlighted in yellow) and "Access now". A "Contribute to the ESC Clinical Case Gallery" section is also visible. On the right side, there are two "Highlight On" boxes: one for "ESC Educational Courses" and another for "ESC Webinars on general cardiology".

The Proposal submission form displays:

The screenshot shows the "Proposal Submission Form" for General Cardiology. The form is titled "Proposal Submission Form" and includes a "Save" button and a "Submit for Review" button. The form is divided into two main sections: "Clinical Case Information" and "Resources".

**Clinical Case Information**

- \* Clinical Case Title:
- \* Clinical Case Description:

900 character maximum

**Resources**

Select one or more topics by clicking on the "... " icon at right:

- \* ESC Core Curriculum Chapter(s):
- \* ESC Guidelines:

Fill in the fields. The ones with an asterisk are mandatory.

You can save it as a draft for further completion → Status will be automatically changed to “Proposal In Progress”

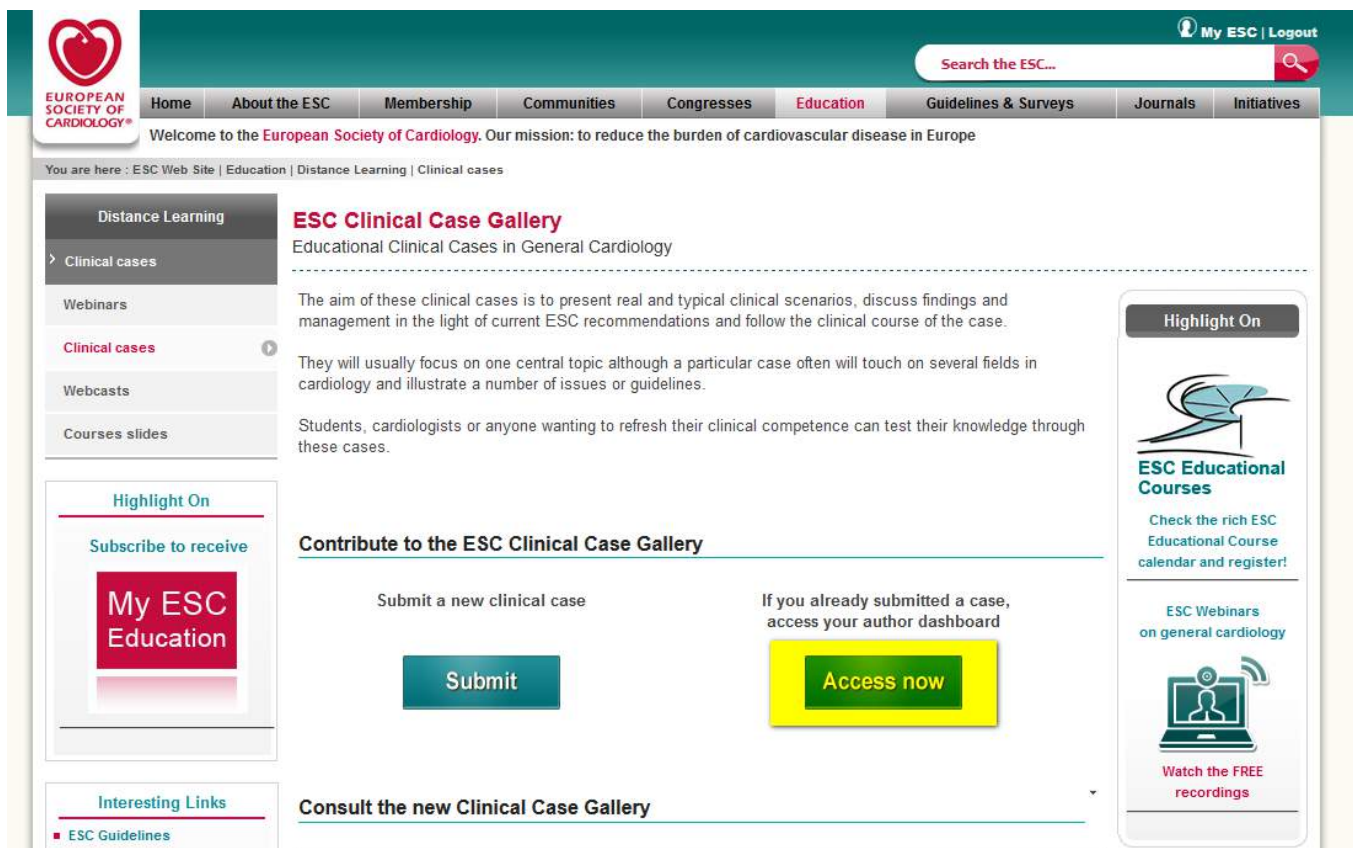
Click on “Submit for Review” once completed → The status will be automatically be changed to “Proposal Ready for Review”

#### 4. Author dashboard

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

They access a page similar to this one:

From this page they can access all cases they submitted and follow up their activity.



Case Submissions  
Author's Dashboard

[Create New Proposal](#)

1 - 8 of 8 results  
10

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