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 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?

2. Become an Author

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 Proposal submission form displays:
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.
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:
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.