

CASE REPORT SUBMISSION CHECKLIST

1. Format

- ☐ Ensure that the author list is complete. All authors' names should be included on the submission, in order, and should match on all accompanying documents.
- ☐ Submit a title page, with the corresponding author's contact information and other required information, with your manuscript.
- ☐ List the title of your manuscript consistently across all documentation.
- ☐ Include your abstract in the manuscript file.
- ☐ Make sure your manuscript does not exceed the word count or the figure count for the journal.
- ☐ Make sure your manuscript has any associated figures or tables proceeding the manuscript conclusion section. Ensure that figure and table legends are included.

2. References

- ☐ Maintain consistency with your reference style and provide complete references.
- ☐ Follow the reference style specified by the journal.
- ☐ Ensure that references are cited both in the text and in the reference list.
- ☐ Ensure that references are included at the end of the manuscript.

3. Tables/Figures/Images

- ☐ Ensure that all figures and tables are included and are in sequential order.
- ☐ Get prior approval for the reuse of any tables, figures, etc.
- ☐ Ensure that all tables are referenced in the text.
- ☐ Figures should be prepared at a resolution sufficient to produce a high-quality image.