

## INTERACTIVE CLINICAL CASE STUDY: GUIDELINES FOR AUTHORS

The Endovascular Forum (EVF) welcomes the participation of all endovascular medicine practitioners in submitting original clinical case studies for publication. This document describes the process, policies and requirements for submitting a Case Study to EVF.

### HONORARIUM

Authors whose cases are published on EVF, and who participate in post-publication discussion online, will receive an honorarium of \$1500 per text case.

Payment of the honorarium will be made following publication on the Endovascular Forum ([www.endovascular.org](http://www.endovascular.org)), contingent upon the author's participation in any discussions specific to his/her case that may take place on the Endovascular Forum. Payment will be made in U.S. Dollars.

### THE GOAL OF EVF CASE STUDIES

EVF is committed to providing practical, timely, educational content that encourages participant interaction and real-time decisionmaking. In the spirit of this commitment, the goal of EVF case studies is to stimulate dialogue, questioning, innovation and learning across all specialties and disciplines that touch the field of endovascular medicine.

### CASE SUBMISSION PROCESS

The first step is to submit a Case Study Proposal. This is an abbreviated version of your case study; the proposal and instructions for completion can be found online at <http://www.endovascular.org/casesubmission/index.cfm>.

Upon acceptance of your Proposal, you will be provided with a Case Study Submission Form for the complete case study. An attending physician, if not the primary author, should review the case prior to submission to EVF. After careful review by the EVF Medical Advisory Board, EVF will publish approved cases on its site at [www.endovascular.org](http://www.endovascular.org).

### EVF POLICIES

**Ownership of Case Study.** Case studies selected for publication become the property of EVF, which is copyrighted by Endovascular Forum, Corp. They may not be published or reproduced in whole or in part without the written permission of EVF.

**Permission to Reproduce Published Material.** Permission to reproduce any material published by EVF must be obtained from the publisher, Endovascular Forum, Corp. (Fax: 617-603-2501 or [casestudies@endovascular.org](mailto:casestudies@endovascular.org)).

**Editors and Publisher Waiver of Responsibility.** Statements and opinions expressed in the case studies are those of the author(s) and not necessarily that of the editors or publisher. The editors and publisher disclaim any responsibility or liability for published material. Please refer to the Terms and Conditions posted at [www.endovascular.org](http://www.endovascular.org) for further clarification.

**Patient Consent.** Images of identifiable persons must be accompanied by signed releases from the patient(s) or from both living parents or guardians of minors. Similarly, consent must be obtained if a person can be identified through the text of a case study.

### CASE STUDY REQUIREMENTS

The guidelines and requirements for submission of a complete case study are summarized below:

**General Requirements.** The editors require all authors to submit *interactive* cases. The interactive nature of EVF is what makes it unique and allows members of EVF to create a rich dialogue for exchange of clinical knowledge.

The case study text must be delivered in Microsoft Word format with all required information and case study sections clearly labeled. Images must be submitted to support the case study text. References to the images must be appropriately placed within the text to ensure proper placement of images.

**Author Information.** The following information is required to properly identify and correspond with the author(s): the name of physician who performed the case, the author's title, medical specialty, hospital affiliation, email address, and phone number. In addition, EVF requires that the authors provide their own biography not to exceed 200 words and a color photo of the author in .jpeg or .gif format. The author must disclose any grants or funds received related to case study. If there are multiple authors, this information is required for each author.

### THE CASE STUDY

The following material is necessary to fulfill the requirements for review by EVF's Medical Advisory Board:

**Title and Date.** A title of the case study is required along with the date the case was performed.

**Treatment/Procedure Section.** In this section, provide an explanation, in detail, of the treatment and/or procedure(s) performed in the case. Please be specific about the treatment strategy, unique challenges, and product(s) used in the case study. See below for more information.

**Prognosis/Results Section.** A discussion of the results of the case, the patient's condition, as well as the patient's long-term prognosis, are required. Please add any post-case commentary on specific challenges that other physicians should keep in mind with this procedure and why you selected one specific procedure or treatment over another.

**List of Medical Products.** Include a list of medical products pertinent to the treatment or procedure in the case. The decision to use a specific product or device is important for readers seeking to better understand why a particular treatment or technique was chosen. A list of the products used in the case study should be included as a separate list. The list should be in alphabetic order with the following format: Manufacturer, Product name, Product specifications.

## SUPPORTING MATERIALS

**Images and Illustrations.** All cases must include a minimum of three images to support text materials. Submit images as electronic files in .jpeg or .gif format. The images must have a resolution of 72 pixels per inch and not exceed a width of 510 pixels.

The image filenames must correspond with the references, in Arabic numerals (for example, Fig. 1) within the text of the case study. The images can be submitted as attachments to an email, or on a CD or DVD and mailed to the address at the right.

## MORE DETAIL ON THE INTERACTIVE CASE FORMAT

### EVF INTERACTIVE CASE CONCEPT

The EVF Interactive Case is designed to lead a reader through all or part of an author's decision-making process in a clinical case.

The EVF Interactive Case consists of a series of interactive question and answer modules. Each module contains an optional introductory paragraph, a question about the best next step to take, and no more than four possible answers to the question. The reader is generally NOT presented with choices that are obviously right or obviously wrong. Physicians often face the challenge of deciding between competing options with each having its own advantages and/or disadvantages. After the reader chooses one of the possible answers, the author provides the reader with a detailed 1-2 paragraph explanation for the best answer and a brief explanation for each incorrect/less preferred answer.

Possible subject matter for an interactive question and answer module includes:

- What is the reader's initial hypothesis about the patient's condition and/or treatment strategy appropriate for this patient?
- Should the reader perform further diagnostic tests and which particular diagnostic tests should be performed?
- Given diagnostic results from one or more tests, what would be the next course of action?
- Within the process of treating a patient, how would the reader respond to a particular complication?
- What follow-up protocols and associated medical therapies would the reader offer after discharge from the procedure?

### EVF INTERACTIVE CASE FORMAT

An EVF Interactive Case should have two or more interactive question and answer modules in the Treatment/Procedure section. Please review some published case studies to solidify your understanding of the format.

**The Interactive Question and Answers.** This element of the interactive question and answer module is comprised of a question with no more than four (4) potential answers. Example:

- What test would you perform next?
- A. (possible, but wrong, next step)
  - B. (best answer, the author's next step)
  - C. (possible, but wrong, next step)
  - D. (possible, but wrong, next step)

**The Rationale for the Answers.** This element of the interactive question and answer module provides the reader with a 1-2 paragraph explanation for the best answer and a brief explanation for each incorrect/less preferred answer. Example:

- Why B is best (1 - 2 paragraphs)
- Why A is incorrect/less preferred (brief statement)
- Why C is incorrect/less preferred (brief statement)
- Why D is incorrect/less preferred (brief statement)

## **COPYRIGHT TRANSFER AND AUTHORSHIP RESPONSIBILITY**

All case studies submitted must be submitted with the following signed statements by the authors. For your convenience, a preformatted statement is attached.

"The undersigned author(s) transfer(s), assign(s), or otherwise convey(s) all copyright ownership of the case study to Endovascular Forum, Corp. in the event the case study is published on the EVF website, [www.endovascular.org](http://www.endovascular.org)."

"The undersigned author(s) warrant(s) that the case study is original in form and substance, a case study of similar content has not been published in print or digital medium under my (our) authorship, does not infringe on any copyright or other proprietary right of any third party, and is not under consideration by another publisher or journal."

"The undersigned author(s) certifies(certify) that I(we) have made a direct and substantial contribution to the work reported in the case study. I(we) have participated to a sufficient degree to take public responsibility for the work and believe the case study describes truthful facts."

## **SUBMISSION OF CASE STUDY**

Please submit your case study using the EVF Case Study Submission Form that will be provided to you upon acceptance of your Case Study Proposal. The form and supporting materials can be submitted by email or mail to the following address:

Natasha Piechota, Content and Community Manager  
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Boston, MA 02108  
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The goal of the EVF case studies is to present new and often controversial approaches to the management of cardiovascular diseases. The EVF will succeed based on the participation of members. We value and encourage your participation. Thank you for your interest in submitting a case study to the Endovascular Forum.