***JCEM Case Reports* / Revision Checklist for Case Reports**

Below is a list of items based on the errors most frequently seen in manuscripts submitted to *JCEM Case Reports*.

To improve the clarity of your case report, and to speed the production process if your manuscript is accepted, it is important that you review the items below and confirm that they’re presented correctly in the revised manuscript that you submit.

Below are two sections: General Items, which address errors seen throughout the entire manuscript, and Specific Sections, which details those errors most commonly seen in specific sections of the case reports.

Before you submit your revision, print this checklist, indicate by checking the line to the left of each item that you’ve reviewed it, and upload it with your revision using the “Optional Checklist” file selection.

**GENERAL ITEMS**

**CLARITY**

**\_\_\_\_** Review the paper for grammatical errors.

\_\_\_\_ Do not use jargon. *JCEM Case Reports* has a global readership and jargon does not translate well.

**CAPITALIZATION**

\_\_\_\_ Capitalization should be reserved for the first word of a sentence, abbreviations, and proper names.

\_\_\_\_ Do not capitalize the generic names of medications.

**GREEK CHARACTERS**

\_\_\_\_ Always use Greek characters where appropriate and do not use substitutes. Example: use μ instead of u.

**ABBREVIATIONS**

\_\_\_\_ Expand all abbreviations on first usage in BOTH the abstract and main text.

\_\_\_\_ Once an abbreviation is introduced, use it consistently in all subsequent mentions.

**GENE NAMES**

\_\_\_\_ Names of genes must be italicized. The protein related to that gene should not be italicized.

\_\_\_\_ "Pathogenic variant" is preferred to "mutation" in most instances

**DATA PRESENTATION**

\_\_\_\_ Provide all laboratory values in both conventional and SI units. Use this format: “The serum calcium concentration was 9.2 mg/dL (SI: 2.3 mmol/L) (reference range, 8.5-10.1 mg/dL [SI: 2.1-2.5 mmol/L]).” Once the normal range is first defined in the abstract and main text, it does not need to be re-defined thereafter. It should appear as “The serum calcium concentration was 9.2 mg/dL (SI: 2.3 mmol/L)”

\_\_\_\_ Include units of measurement for all numeric values. Units of measure for drug doses should not use Greek characters (eg, "μg" should be "mcg"). For example, “the oral levothyroxine dosage was 100 mcg daily” and not “the oral levothyroxine dosage was 100 μg daily.”  Whereas, when showing laboratory values, Greek characters should be used (eg, instead of "the serum cortisol concentration was 10 mcg/dL", it should be: "the serum cortisol concentration was 10 μg/dL."

\_\_\_\_ When first introducing a laboratory variable in both the abstract and main text, provide the normal reference range.

**DISEASE NAMES, DRUG NAMES, AND PATIENT CONSIDERATIONS**

\_\_\_\_ Per AMA Manual of Style, possessive eponyms should be avoided (ie, “Cushing’s syndrome” should be “Cushing syndrome”, “Paget’s disease” should be “Paget disease”)

\_\_\_\_ Avoid labeling patients and patient groups. Instead of writing "diabetic patients", use "patients with diabetes".

\_\_\_\_ Do not use drug trade names in manuscript titles. Use generic names and if needed the trade name can follow in parentheses in the text.

**SPECIFIC SECTIONS**

**TITLE PAGE**

\_\_\_\_ Confirm spelling of all author names

\_\_\_\_ Confirm that each author is accurately represented, with initials, in the **Contributors** section

\_\_\_\_ Capitalize the first letter of each word in the title. Do not use abbreviations.

**MAIN BODY OF CASE REPORT**

\_\_\_\_ Use only those headers as indicated in the template found at <https://academic.oup.com/jcemcr/pages/author-guidelines#Templates>

\_\_\_\_ Avoid subheaders

**ACKNOWLEDGMENTS**

**\_\_\_\_** THIS SECTION IS OPTIONAL. List collaborators or mentors not listed as authors but who contributed to patient management and/or development of this case report.

\_\_\_\_ Do not use this section to provide patient consent information.

**CONTRIBUTORS**

\_\_\_\_ All authors listed on the title page must be referred to by initials in this section. Initials must correspond to the name as presented on the title page.

**FUNDING**

**\_\_\_\_**  List any sources of funding pertinent to the manuscript.

\_\_\_\_ If there was no funding, insert the following phrase: No public or commercial funding.

**DISCLOSURES**

**\_\_\_\_** List actual or perceived conflicts of interest for all authors.

\_\_\_\_ If there are no disclosures to make, insert the following phrase: None declared.

**INFORMED PATIENT CONSENT FOR PUBLICATION**

\_\_\_\_ If multiple cases are discussed, this statement should be plural.

\_\_\_\_ If the case involves a pediatric patient, the statement must reflect that consent is provided by someone other than the patient.

**DATA AVAILABILITY STATEMENT**

**\_\_\_\_** Select the appropriate statement as shown in the Author Guidelines

**REFERENCES**

\_\_\_\_ List references in consecutive numerical order (in parentheses and not superscripts) in the text, figures, and tables and list in the same numerical order at the end of the manuscript. References in tables and figures should be cited in sequence with those in the text. The numbering should shift to the table or figure after the table or figure is first mentioned in the text.

\_\_\_\_ Confirm that the references use the formats described in the Author Guidelines.

**FIGURES**

\_\_\_\_ Graphs must have the X and Y axes clearly labeled

\_\_\_\_ Lettering must be clear

\_\_\_\_ Fonts should be embedded in the file

\_\_\_\_ Resolution must be high. Recommended resolutions are:

* Line art (monochrome): 600–1200 DPI
* Halftone (grayscale only): 300 DPI
* Combination (halftone with type or lines) or color: 600 DPI

**TABLES**

\_\_\_\_ All columns must have headers.

\_\_\_\_ Laboratory Values: Use Greek characters for units of measure. For example, use μg instead of ug.

\_\_\_\_ Drug doses: Units of measure should not use Greek characters. For example, use mcg instead of μg.

\_\_\_\_ If the table contains references to specific articles, the full citation to that article must be in the Reference list.

\_\_\_\_ Decimal points must be presented consistently.

\_\_\_\_ If abbreviations are used, expand them in a footnote and then list them alphabetically.

\_\_\_\_ Include ND for No Data and NA for Not Available.