*JCEM Case Reports* – Image in Endocrinology

Author Checklist and Manuscript Template

NOTE: Prior to submission and after all items have been checked, delete this first page of the template document.

**BASIC POLICY**: I understand and confirm that this image and legend adhere to the following basic policy requirements as detailed in the Author Guidelines:

\_\_\_ Signed informed patient consent and anonymization of patient details.

\_\_\_ Maximum of four authors, all of whom have read and approved the manuscript.

\_\_\_ Not submitted to a preprint server or repository.

\_\_\_ Image and legend are original and have not been previously published.

\_\_\_ No supplementary materials included or deposited. Image and legend must be self-contained.

**BASIC FORMAT**: I understand and confirm that this image and legend adhere to the following format requirements as outlined in the Author Guidelines:

\_\_\_ Word count for the image legend is no more than 200 words.

\_\_\_ Cite no more than 2 references.

\_\_\_ The legend text is double-spaced.

\_\_\_ All pages are numbered consecutively, beginning with the title page as page 1.

\_\_\_ I have inserted continuous line numbering in the Word document.

\_\_\_ The manuscript is in single column format with 1-inch margins.

\_\_\_ Appropriate figure file specifications have been followed.

\_\_\_ AMA Manual of Style and Stedman’s Medical Dictionary are followed for style and spelling.

\_\_\_ Use both Système International (SI) and conventional units when reporting laboratory values. For example, “the morning serum cortisol concentration was 552 nmol/L (20 μg/dL)”.

\_\_\_ Units of measure for drug doses vs. laboratory values, according to the AMA Manual of Style:

* Units of measure for drug doses: 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.”
* Units of measure for 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."

\_\_\_ Non-standard abbreviations have been avoided.

\_\_\_ I have followed the guidelines in the template and completed a final spell check and grammar check.

**Image in Endocrinology Template**

Use this Word file to write your image legend. Delete all “Guide” comments prior to submission.

**TITLE PAGE (Page 1)**

**TITLE:** Guide: The title should be no more than 8 words and be concise, specific, and informative.

* Do not include the words “Case Report” in the title, and do not present the title as a question.
* The title should not use a play on words or have comical intent, which are usually culturally specific and will not translate globally.

**AUTHORS:** Guide: A maximum of four authors is allowed. Authors MUST meet the requirements described below.

* Include all authors’ full names (first name, then family name) and affiliations. Do not add degrees or other professional designations.
* Include email address, phone number, fax number, full postal address, and ORCID number for the corresponding author.
* AUTHORSHIP REQUIREMENTS: Each person listed as an author should have participated in preparation of the manuscript in a substantive way. Based on ICMJE authorship guidelines, the following four criteria must be met to qualify for authorship:
	+ Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; **AND**
	+ Drafting the work or reviewing it critically for important intellectual content; **AND**
	+ Final approval of the version to be published; **AND**
	+ Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
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	+ Writing assistance, technical editing, language editing, and proofreading
	+ Submission of manuscript to Editorial Manager

**KEY WORDS:** Guide: List 2 to 6 key words that link to diagnoses or interventions described in this image in endocrinology.

**WORD COUNT:** Guide: No more than 200 words.

**ORCID:** Add ORCID numbers for submitting author and corresponding author.

**Image Legend (Page 2)**

**Image Legend**

Guide: The image legend should be concise and factual in an unstructured format in 1 paragraph (<200 words). Describe relevant clinical information. Include key features of the patient’s history and relevant physical examination or laboratory test results. Define any labeled structures or image panels. Conclude with a teaching point that highlights the importance of the image.

**(instructions continued on next page)**

**Acknowledgments**

Guide: Optional. List collaborators or mentors who are not listed as authors, but who contributed to patient management and/or development of this Image in Endocrinology.

**Contributors**

Guide: Using the initials of the authors, list the authorship roles for each. For example: “All authors made individual contributions to authorship. J.J. and M.P. were involved in the diagnosis and management of the patient and manuscript submission. T.B. was involved in histopathology section and preparation of histology images. F.S. was responsible for the patient’s surgeries. All authors reviewed and approved the final draft.”

**Funding**

Guide: List any sources of funding pertinent to the manuscript. If there was no funding, state: “No public or commercial funding.”

**Disclosures**

Guide: Actual or perceived conflicts of interest for all authors should be listed here. If none, state: “None declared.”

**Informed Patient Consent for Publication**

Guide: Select the appropriate statement as shown in the Author Guidelines

**References**

Guide: Cite no more than 2 references that are numbered (in parentheses) sequentially in the legend. Use the AMA Manual of Style for allowable references. Preprints or manuscripts under review cannot be included in the references.

**Figure**

Guide: 1 image is allowed, but it can have multiple panels. Crop images so that only pertinent content is visible and identifying patient information is removed. If multiple panels are used in a figure, label as “A,” “B,” “C,” etc, in the top left corner of the image. Preferred image formats are EPS, TiF, PPT, and PDF. JPEG format is not preferred but will be considered on a case-by-case basis. Do not use PNG, BMP, GIF, or Word files for figures. Save figure images as: author last name, figure number, and file format extension (e.g., Smith\_fig1.eps)

**Word File for Submission**

Save your Word file with the following format: corresponding author’s last name and date: for example, Jones\_December\_2022.doc