

Department of Applied Medicine and Rehabilitation
Indiana State University
Case Report/Case Series Guidelines

List of the Front Matter: Follow CGPS Handbook and ETD Template Guidelines for formatting

- a. Title page
- b. Approval Sheet
- c. Abstract (*300 words, formatted according to CGPS*)
- d. Acknowledgements
- e. Table of Contents
- f. List of Tables
- g. List of Figures

Manuscript

This section should include the headings provided by the intended journal author guidelines. Students are encouraged to provide a link or copy of authorship guidelines in the appendices.

This is just an example

- a. Abstract (*formatted according to intended journal guidelines – typical headings are listed below*)
 - i. *Objective*
 - ii. *Background*
 - iii. *Differential Diagnosis*
 - iv. *Treatment*
 - v. *Uniqueness*
 - vi. *Conclusion*
- b. Introduction - Brief (1-2 paragraphs)
- c. Case Report/Case Series
 - i. In the case series, each patient's denouement should be described separately.
- d. Discussion
 - i. *Uniqueness (should be applied to both case report/case series)*
 1. In the case series, a compare and contrast of cases should be provided.
- e. Conclusions
- f. References- *manuscript only* (EndNote Required)
- g. Tables (*each on own page*)
- h. Figures (*each on own page*)

Chapter I: Case Development (*Case Development is repeated for each case in a case series.*)

- a. Introduction
- b. Patient information
- c. Case history
- d. Clinical Evaluation
- e. Referral (if appropriate)
- f. Pertinent laboratory/diagnostic tests
- g. Differential Diagnosis
- h. Course of Treatment/Rehabilitation

- i. Result of treatment/Rehabilitation and return to activity
- j. Conclusion

Chapter II: Review of Literature

- a. Introductory statement
- b. Review of relevant literature
- c. Conclusion

Comprehensive Bibliography- if different than manuscript references (Endnote Required)

Appendix A: Medical Information (*In the case series, each patient's medical information should be included in separate appendices [A1, A2, A3, etc.].*)

- a. Patient Records (Eliminate all identifying information)
- b. Physician/Provider Notes
- c. Laboratory/Imaging Reports
- d. Additional Special tests (if applicable)
- e. Treatment/Rehabilitation notes (if applicable)
- f. Discharge Information (if applicable)

Appendix B: Relevant Study Forms

- a. Signed and scanned Copy of Consent
- b. Signed and scanned Request for Medical Documentation forms
- c. Treatment selections/Orders
- d. Specific testing procedures
- e. Copy of IRB Memo indicating approval for Case Reports

Style Requirements: Please follow the CGPS Handbook and ETD Template Guidelines for formatting