

Mentoring Trainees in Writing a Case Report

Vidhya Prakash, MD and Janak Koirala, MD
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SCENARIO

- “Dr. Prakash, that was such an interesting case of TB arthritis!”
- “Great! I’m glad you got so much out of it!”
- “Can I write it up?”
- “Sure!”



SCENARIO

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- “Can I write it up?”
- “Sure!”
- “Okay, so now what.....?”




WRITING A CASE REPORT

- Identify all involved parties
 - Outline roles/responsibilities of each member
- Determine authorship
 - First, Second, to Senior
- Select a journal
 - Peer-reviewed, preferably pub med indexed
- Read Instructions to the Authors carefully
- Set a realistic timeline with goals
- Hold the trainee to the timeline
- Stay responsive
- Be patient
- Give constructive feedback during the process
- Detailed final editing




IDENTIFY ALL INVOLVED PARTIES



- The resident who wants to write up the case
 - You as the attending physician on the case
 - Any other attendings/residents who contributed substantially to the case—invitation as a basic courtesy
 - Don't forget Pathologists and other consultants
 - Fellows
 - Always ask the involved fellow if he or she intends to present or publish the case.
 - If more than one resident and fellow with similar involvement are interested, form a writing team and distribute the work with deadlines. Whoever does most of the work responsibly and on time gets first authorship.
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DETERMINE AUTHORSHIP



- First author
 - Leads the project
 - Responsible for the majority of the paper
 - Outline, looking into journals and instructions for authors
 - Leads the majority of correspondence among authors during editing process
 - Second and Subsequent Authors
 - Works closely with first author
 - Contributes ideas and assists with editing process
 - Senior or last author
 - You as the attending physician
 - Typically the corresponding author as well
- 



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2
3

SELECT A JOURNAL

- Peer-reviewed
 - More academic
 - Regarded as a legitimate publication by fellowship training programs
- Preferably pub-med indexed
- Success in Publishing In:
 - Chest
 - Infectious Diseases in Clinical Practice
 - Annals of Internal Medicine
 - Journal of Clinical Microbiology
- Reach out to fellowship PDs or consultants with experience in publishing for suggested journals



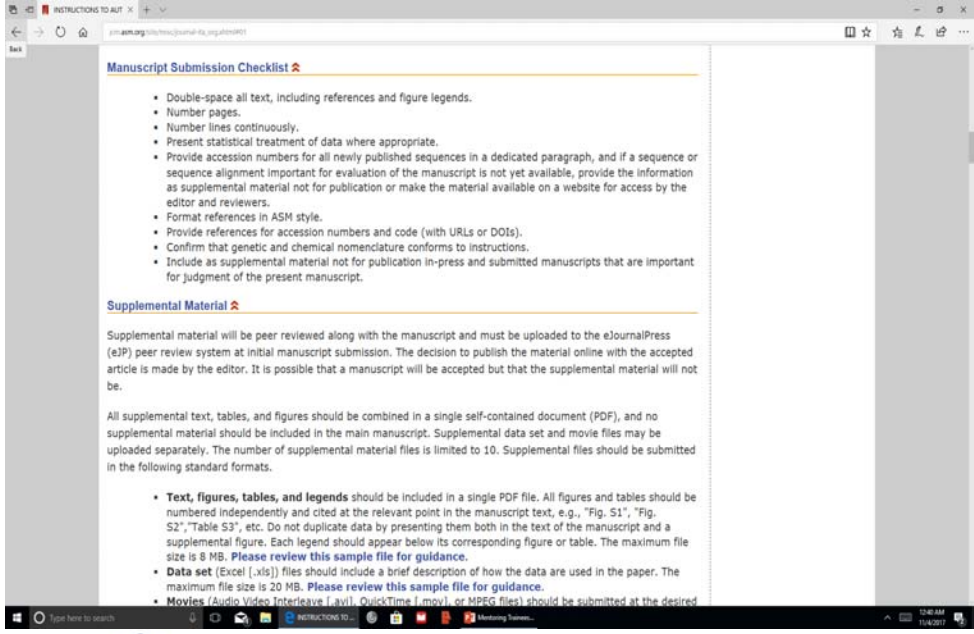
The NEW ENGLAND
JOURNAL of MEDICINE



CHEST
AMERICAN COLLEGE
of CHEST PHYSICIANS

READ "INSTRUCTIONS TO THE AUTHOR"

The screenshot shows the website for the Journal of Clinical Microbiology (JCM). The page title is "INSTRUCTIONS TO AUTHORS" and it is dated "LAST UPDATED: June 2017". The page includes a navigation menu with links for HOME, CURRENT ISSUE, ARCHIVE, ALERTS, ABOUT ASM, CONTACT US, TECH SUPPORT, and Journals.ASM.org. There is a search bar and a login section with fields for User Name and Password, and a LOG-IN button. The main content area lists various sections for authors, including SCOPE, EDITORIAL POLICY AND ETHICAL GUIDELINES, HOW TO SUBMIT MANUSCRIPTS, ORGANIZATION AND FORMAT, ILLUSTRATIONS AND TABLES, NOMENCLATURE, ABBREVIATIONS AND CONVENTIONS, and PUBLICATION FEES. A sidebar on the right features a "Current Issue" section for November 2017, Volume 55, Issue 11, and a "Alert me to new issues of JCM" option. Below this are links for About JCM, Subscribers, Authors, and Reviewers.



Manuscript Submission Checklist

- Double-space all text, including references and figure legends.
- Number pages.
- Number lines continuously.
- Present statistical treatment of data where appropriate.
- Provide accession numbers for all newly published sequences in a dedicated paragraph, and if a sequence or sequence alignment important for evaluation of the manuscript is not yet available, provide the information as supplemental material not for publication or make the material available on a website for access by the editor and reviewers.
- Format references in ASM style.
- Provide references for accession numbers and code (with URLs or DOIs).
- Confirm that genetic and chemical nomenclature conforms to instructions.
- Include as supplemental material not for publication in-press and submitted manuscripts that are important for judgment of the present manuscript.

Supplemental Material

Supplemental material will be peer reviewed along with the manuscript and must be uploaded to the eJournalPress (eJP) peer review system at initial manuscript submission. The decision to publish the material online with the accepted article is made by the editor. It is possible that a manuscript will be accepted but that the supplemental material will not be.

All supplemental text, tables, and figures should be combined in a single self-contained document (PDF), and no supplemental material should be included in the main manuscript. Supplemental data set and movie files may be uploaded separately. The number of supplemental material files is limited to 10. Supplemental files should be submitted in the following standard formats.

- **Text, figures, tables, and legends** should be included in a single PDF file. All figures and tables should be numbered independently and cited at the relevant point in the manuscript text, e.g., "Fig. S1", "Fig. S2", "Table S3", etc. Do not duplicate data by presenting them both in the text of the manuscript and a supplemental figure. Each legend should appear below its corresponding figure or table. The maximum file size is 8 MB. **Please review this sample file for guidance.**
- **Data set** (Excel [.xls]) files should include a brief description of how the data are used in the paper. The maximum file size is 20 MB. **Please review this sample file for guidance.**
- **Movies** (Audio Video Interleave [.avi], QuickTime [.mov], or MPEG files) should be submitted at the desired

SET A REALISTIC TIMELINE WITH GOALS

- By November 15th
 - Resident will reach out to all parties and determine authorship
 - Resident will determine which journal to submit to
 - Resident will organize a meeting among authors to review Instructions to the Authors
- By November 30th
 - With attending guidance, group will come up with a core group of articles from the literature
- By December 30th
 - Resident will work with co-residents to come up with draft
 - Abstract and introduction
 - Case itself
 - Discussion and Review of the Literature
 - Send drafts to attending throughout the process
 - First author delegates responsibility (attending guides this to ensure it is equitable)

SET A REALISTIC TIMELINE WITH GOALS

- By January 15th
 - Attending reviews first draft and sends group the manuscript with edits and suggested changes
- By January 30th
 - First author submits manuscript to journal



HOLD THE TRAINEE TO THE TIMELINE

"When people stop giving you constructive criticism, they have most likely have given up on you."

metasophos.com - breakthrough thinking and change management

- A deadline is a deadline
- Provide mentorship and constructive feedback

STAY RESPONSIVE AND BE PATIENT!

- A deadline is a deadline
- Try to get back to the trainee within a week
- Feedback should be constructive
- Stay supportive and encouraging
 - Oftentimes a lengthy and frustrating process
 - Expect to add twice the amount of time to what you had predicted
 - Easy for trainee to get discouraged



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DETAILED FINAL EDITING

- As senior author, you are ultimately responsible for the manuscript!
- Check through manuscript for spelling and grammar first
- Edit for content and flow
- Check out all references
 - You would be surprised at how many are out of order or plagiarized.
- If evidence of plagiarism, give constructive feedback
- Make sure it follows the format detailed in Instructions to the Author.

