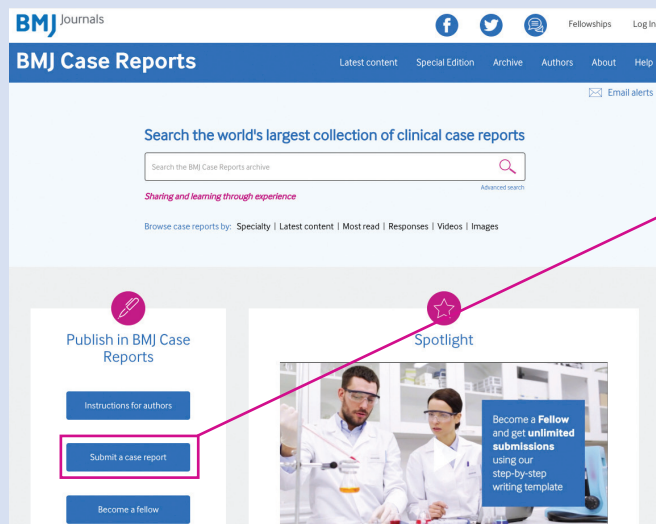


# BMJ Case Reports User Guide

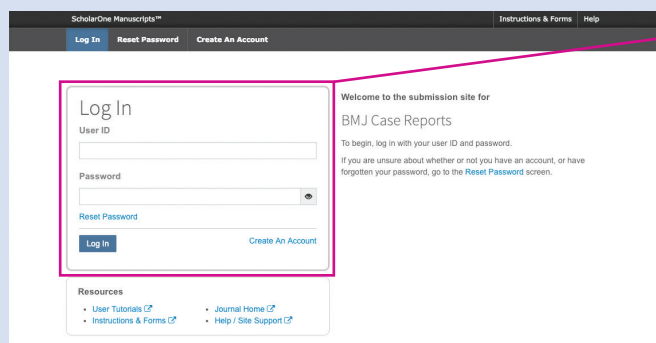
Follow these simple steps to submit your cases to *BMJ Case Reports*. You will need your personal or institution's\* fellowship code. New users can purchase a fellowship code online at [casereports.bmj.com](http://casereports.bmj.com).

\*ask your librarian or head of department



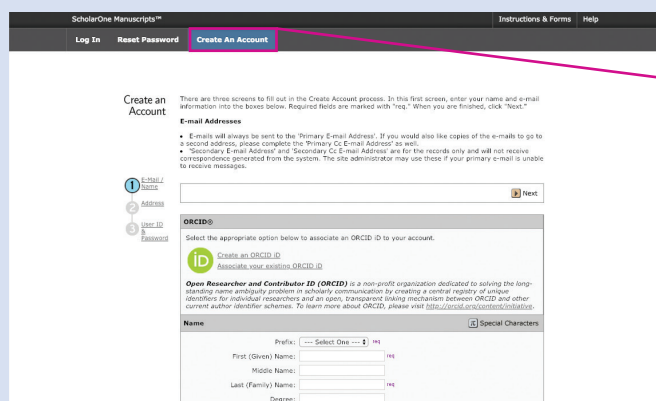
1

Visit [casereports.bmj.com](http://casereports.bmj.com) and click on 'Submit a case report'



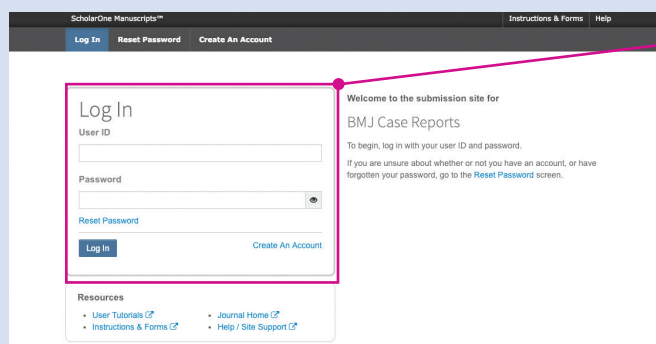
2a

All authors need to register once on the submission system (ScholarOne Manuscripts). Authors that have registered can Log In using their 'User ID' and 'Password'.



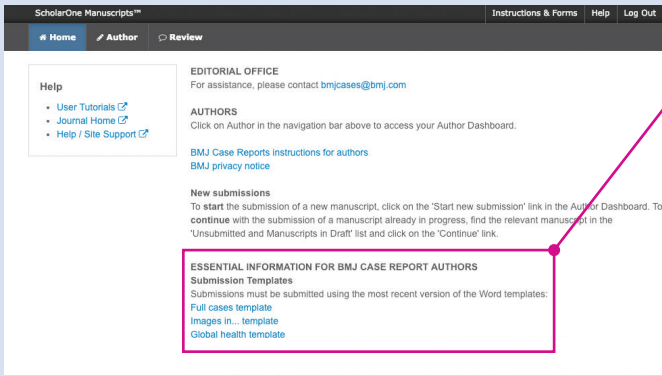
2b

First time authors will need to register by clicking on 'Create An Account' and completing all the three steps. Ensure you complete all the fields marked 'req.'. At the end of step 3 on the 'User ID & Password page' click on 'Finish' to complete the registration form.



3

You will now need to either click on 'Log In' or go back to the [casereports.bmj.com](http://casereports.bmj.com) and click on 'Submit an article' and Log In.

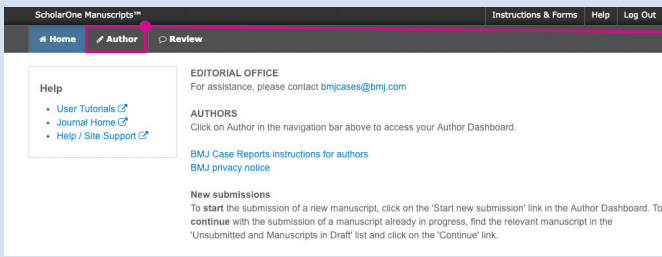


4a

Once logged in, choose the template you would like to use from the selection listed on the ScholarOne homepage.

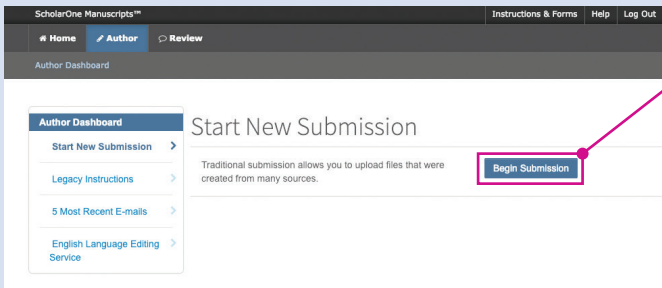
4b

Once you've downloaded your chosen template, copy and paste your case report into it.



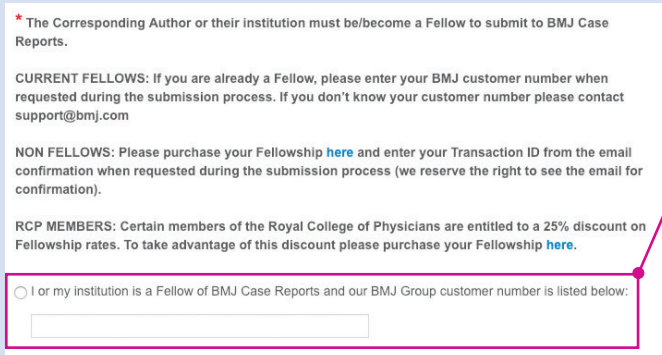
5

Click on 'Author' in the navigation bar above.



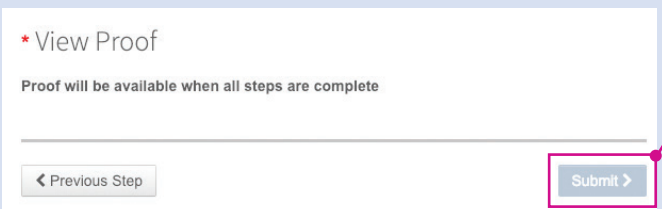
6

To submit your article click on 'Start New Submission'.



7

When you get to the 'Details & Comments' section you will be asked to enter a fellowship code to prove that you, or your institution, has access to *BMJ Case Reports*. You can receive your institution's fellowship code from the person who purchased the fellowship e.g. Head of Department or Librarian.



8

To submit your paper ensure all the steps are completed correctly and then click on the 'Submit' button at the end of the page.

If you have any problems submitting your paper or finding your 'fellowship code' please contact [support@bmj.com](mailto:support@bmj.com) or call +44 (0) 20 7111 1105.



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