



## Challenging Clinical Case Submission Instructions

### Entering Case Information

#### A. Title

1. Do not bold, italicize, underline, superscript or subscript any items in the title.
2. Do not include authors in the title. If you enter authors in the title, they will be removed.
3. Do not include institutions in the title. If you enter institutions in the title, they will be removed.
4. Capitalize the first letter of all major words in the title as well as articles and conjunctions of four letters or more.
5. It is not necessary to capitalize prepositions four letters or longer in headings.
6. Do not use abbreviations in the title. Abbreviations may be used in the case body.
7. Do not end the title with a period.
8. If the title contains more than one statement, use only one space after a period or colon.
9. Do not use a comma before "and" in a series.
10. Use a comma for number 1,000 and above.
11. Substitute a colon for a dash/hyphen except when using prefixes.
12. Do not use quotation marks in a title.
13. Hyphenate the first prefix word when there is more than one prefix word used such as Non-Anti...

#### B. Submission Categories

1. Submit a case to one of the below categories:
  - Acute Coronary Syndromes
  - Arrhythmias and Clinical EP
  - Congenital Heart Disease
  - Heart Failure and Cardiomyopathies
  - Interventional Cardiology
  - Multimodality Imaging
  - Prevention
  - Valvular Heart Disease
2. Cases submitted to a category that do not match the subject matter of the case may be given a low score from reviewers.

#### C. Institutions and Authors (*Responsible Institutions*)

1. For the Primary Author, list the complete name including a full first name and initials.
2. **Please use English characters when entering names** and eliminate any non-English characters such as tildes and umlauts.
3. Do not include title, degrees, or suffix in the "Last Name" field.
4. Enter additional authors into the "Additional Authors" field. Use the following format: First Name Last Name, First Name Last Name, etc.
5. List author groups in the "Additional Authors" field only for the name of an investigating team or if you have more than 9 co-authors.
6. The submitting author will be notified about the outcome of the review and selection process.



### E. Case Content (*Important Issues*)

Cases MUST conform to specific size limits or they will not be reviewed. Your case may not contain more than 1,900 characters, **not including spaces**. You should include no more than two images or tables with your case.

#### *Case Body/Text*

1. You may use five unique abbreviations in the body of the case. Spell out the complete phrase followed by the abbreviation in parentheses the first time the abbreviation is used. Abbreviations are *not* allowed in the title of the case.
2. Do not include the title in the case body.
3. Do not include authors and institutions in the case body. Any author or institution names included in the body will be removed.
4. The case must be presented in the following sequence, using the headings listed:  
**Background:** In an initial paragraph, provide relevant background information for the case, preferably in no more than one or two sentences.  
**Case:** Describe the patient, their history and any other relevant information that led to the decision-making.  
**Discussion:** Discuss key questions, what choices were made based on the case, how you proceeded and any relevant teaching points.
5. Please proofread carefully for factual, spelling, and size errors.

#### *Tables*

1. You may include a table in a separate file that you upload.
2. Tables should have a file type of “gif”, “jpg”, or “jpeg”. Even though the submission system may allow you to upload a graphic with a different file type those graphics will not be reviewed or reproduced if the case is selected.

#### *Graphics*

1. Graphics should be high resolution and have a file type of “gif”, “jpg”, or “jpeg”. Even though the submission system may allow you to upload a graphic with a different file type those graphics will not be reviewed or reproduced if the case is selected.
2. Please upload graphics or images as a separate attachment if you wish to include them with your case.
3. Please keep in mind that large and or complex graphics may not be readable in print or electronic formats.

### Disposition/Notification of Acceptance

You will be sent a notification with the status of your submission by Friday, August 27, 2021. If your case is accepted, you will be required to present it during your designated session at the conference. More details will be provided in acceptance notifications.

### Withdrawals

To withdraw a case, email Robin Young at [ryoung@acc.org](mailto:ryoung@acc.org) and provide her with the title of the case, as well as the primary author's name. Your notification of withdrawal must be received by Tuesday, October 5, 2021.