



## 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:
  - Electrophysiology
  - Heart Failure and Cardiomyopathies
  - Interventional and Structural
  - Ischemic Heart Disease
  - Multimodality Imaging
  - Prevention and Health Promotion
  - 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 “Primary Author 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. Enter the principal investigator into the “Lead Investigator” field. This can either be the senior author or the primary author. This person should also be listed in the “Additional Authors” field if they are not the submitting author.
6. The submitting author will be notified about the outcome of the review and selection process.



#### D. Case Body (*Important Issues*)

Cases MUST conform to specific size limits or they will not be reviewed. Your case must be a maximum of 500 words. 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 “png”, “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. You may include a graphic in a separate file that you upload.
2. Graphics should be high resolution and have a file type of “png”, “jpg”, or “jpeg”. Please note that any “gif” files uploaded will only appear as one static image to reviewers and they will not see a video.
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 no later than Friday, 29 July, 2022. If your case is accepted, you will be invited to present it onsite in Dubai, UAE during one of our Challenging Clinical Case Discussion sessions or as a poster. Additional details will be provided in July.

#### 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 Thursday, 1 September, 2022.