

Covering Letter

To,  
The Editor

**Sub:** Submission of Manuscript for publication

Dear Sir,

We intend to publish an article entitled “” in your esteemed journal as an Case Report.

**Commented [D1]:** Title of the manuscript

On behalf of all the contributors, I will act as a guarantor and will correspond with the journal from this point onward.

**Commented [D2]:** Give information about prior publication or presentation in a conference/seminar. If nil, state so

**Commented [D3]:** State the name of the funding agency. If nil, state so.

**Commented [D4]:** State perceived or otherwise conflicts of interest. If nil, state so

**Commented [D5]:** Give information about permission for reproducing pre-published information/material. If nil, state so

We hereby transfer, assign, or otherwise convey all copyright ownership, including any and all rights incidental thereto, exclusively to the journal, in the event that such work is published by the journal.

**Commented [D6]:** Optional to provide names of two or three particularly qualified reviewers who have had experience in the subject of the submitted manuscript, but who are not affiliated with the same institutes as the contributor/s. Kindly include complete address as well as e-mail.

Name	Address	E-mail

Thanking you,

Yours' sincerely,

Signature

**Commented [D7]:** Address of corresponding author

E-mail -

Encl : Contributor's form signed by all the contributors

Checklist

**Contributors' form** *(to be modified as applicable and one signed copy attached with the manuscript)***Manuscript Title:**  

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I/we certify that I/we have participated sufficiently in the intellectual content, conception and design of this work or the analysis and interpretation of the data (when applicable), as well as the writing of the manuscript, to take public responsibility for it and have agreed to have my/our name listed as a contributor. I/we believe the manuscript represents valid work. Neither this manuscript nor one with substantially similar content under my/our authorship has been published or is being considered for publication elsewhere, except as described in the covering letter. I/we certify that all the data collected during the study is presented in this manuscript and no data from the study has been or will be published separately. I/we attest that, if requested by the editors, I/we will provide the data/information or will cooperate fully in obtaining and providing the data/information on which the manuscript is based, for examination by the editors or their assignees. Financial interests, direct or indirect, that exist or may be perceived to exist for individual contributors in connection with the content of this paper have been disclosed in the cover letter. Sources of outside support of the project are named in the cover letter.

I/We hereby transfer(s), assign(s), or otherwise convey(s) all copyright ownership, including any and all rights incidental thereto, exclusively to this journal, in the event that such work is published by the journal. The journal shall own the work, including 1) copyright; 2) the right to grant permission to republish the article in whole or in part, with or without fee; 3) the right to produce preprints or reprints and translate into languages other than English for sale or free distribution; and 4) the right to republish the work in a collection of articles in any other mechanical or electronic format.

We give the rights to the corresponding author to make necessary changes as per the request of the journal, do the rest of the correspondence on our behalf and he/she will act as the guarantor for the manuscript on our behalf.

All persons who have made substantial contributions to the work reported in the manuscript, but who are not contributors, are named in the Acknowledgment and have given me/us their written permission to be named. If I/we do not include an Acknowledgment that means I/we have not received substantial contributions from non-contributors and no contributor has been omitted.

Name	Signature	Date signed

**Checklist** (to be tick marked, as applicable and one copy attached with the manuscript)**Manuscript Title****Covering letter**

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

**Authors**

- Middle name initials provided
- Author for correspondence, with e-mail address provided
- Number of contributors restricted as per the instructions
- Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

**Presentation and format**

- Double spacing
- Margins 2.5 cm from all four sides
- Title page contains all the desired information (vide supra)
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (not more than 150 words)
- Unstructured abstract with information on brief background of the medical literature regarding the case report, objective, procedure and the conclusions derived from the case study to be provided for a case report.
- Key words provided (three or more)
- Introduction of 75-100 words
- Headings in title case (not ALL CAPITALS, not underlined)
- References cited in superscript in the text without brackets
- References according to the journal's instructions.

**Language and grammar**

- Uniformly British English
- Abbreviations spelt out in full for the first time
- Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out

**Tables and figures**

- No repetition of data in tables/graphs and in text
- Actual numbers from which graphs drawn, provided
- Figures necessary and of good quality (colour)
- Table and figure numbers in Arabic letters (not Roman)
- Labels pasted on back of the photographs (no names written)
- Figure legends provided (not more than 40 words)
- Patients' privacy maintained (if not, written permission enclosed)
- Credit note for borrowed figures/tables provided

Title Page

Type of article: Case Report

Title of the article:

Running title |

**Commented [D8]:** Not more than 50 characters

Contributors |

**Commented [D9]:** Last name First name initials of middle name, with highest academic degree and institutional affiliation

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Department(s) and institution(s)

Corresponding Author:

Name:

Address:

Phone numbers:

Facsimile numbers:

E-mail address:

Total number of pages:

Total number of photographs:

Word counts

for abstract:

for the text:

Presentation at a meeting:

Organisation:

Place:

Date:

Abstract Page

Title of the article:

Abstract:

**Commented [VS10]:** The abstract should contain a brief background of the literature followed by brief note on the patient's presenting complaints, the diagnosis, treatment, outcomes and concluding notes on what was the inference from this case report.

Keywords:

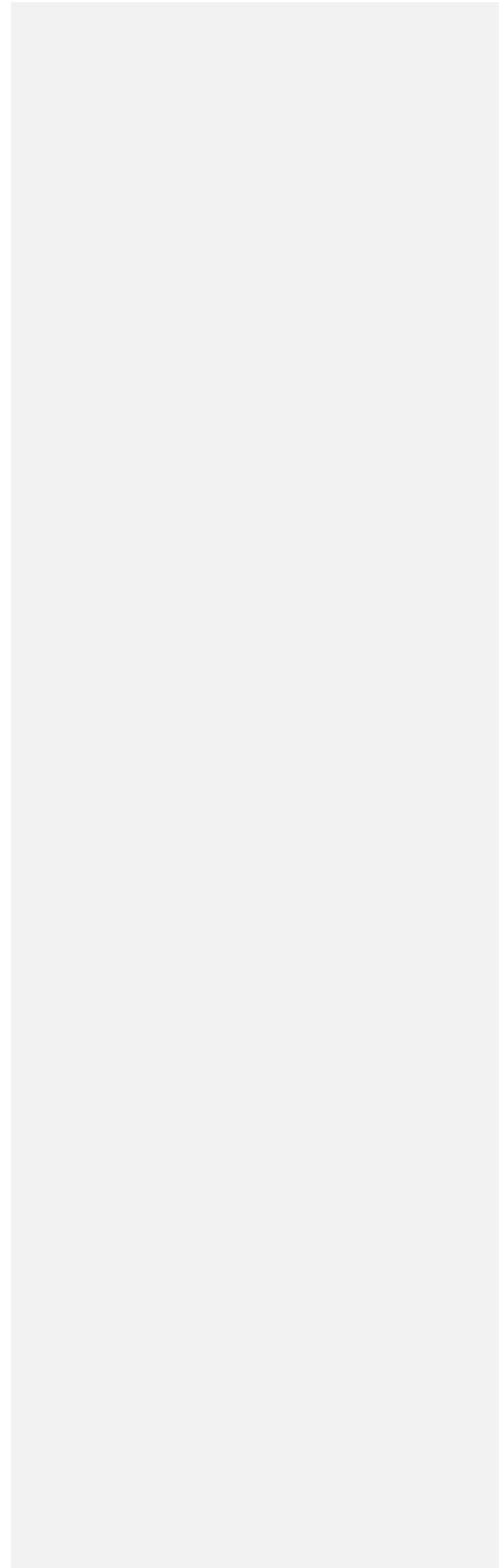
Introduction:

**Commented [D11]:** Please include why this case is unique. If it is rare, how rare, how many cases have been reported.

Case History:

**Commented [D12]:** Include the tables/charts at appropriate places in the text itself. Do not include images in the text. Mark the point of insertion of images (e.g. Figure 1) along with the legends. Send the images separately as jpeg files (not larger than 100 kb each). Information about the patient concerns, diagnosis, treatment, outcomes and follow-up to be included.

Discussion:



References:

**Commented [D13]:** Include recent citations (5-7 years)  
Follow the punctuation marks carefully. Do not include unnecessary bibliographic elements such as issue number, month of publication, etc. Include names of six authors followed by et al if there are more than six authors.



Patient declaration of consent statement:

Reporting guidelines: The article adheres to the CARE reporting guidelines for case reports

Fill the CARE checklist given below:

**Commented [VS16]:** On account of receiving incomplete or no checklist, the manuscript will be set back to the author.

Reporting guidelines for Case Report: CARE (2016)

Topic	Item	Checklist item description	Yes/ No
<b>Title</b>	<b>1</b>	The words “case report” should be in the title along with the area of focus .....	
<b>Abstract</b>	<b>2a</b>	Structured abstract with the headings: Rationale, Patient concerns, Diagnosis, Interventions, Outcomes, Lessons If unstructured abstract, all the details as per the above heading to be present	
	<b>2b</b>	Abstract structure outlines in the Information to Authors and contain all the information mentioned in 2a	
<b>Introduction</b>			
	<b>3a</b>	One or two paragraphs summarizing why this case is unique	
	<b>3b</b>	Statement to be cited adequately	
<b>Case report</b>			
<b>Patient Information</b>	<b>4a</b>	De-identified demographic information and other patient specific information	
	<b>4b</b>	Main concerns and symptoms of the patient	
	<b>4c</b>	Medical, family, and psychosocial history including relevant genetic information (also see timeline)	
	<b>4d</b>	Relevant past interventions and their outcomes	
<b>Clinical Findings</b>	<b>5</b>	Describe the relevant physical examination (PE) and other significant clinical findings	
<b>Diagnostic Assessment</b>	<b>6a</b>	Diagnostic methods (such as laboratory testing, imaging, surveys)	
	<b>6b</b>	Diagnostic challenges (such as access, financial, or cultural)	
	<b>6c</b>	Diagnostic reasoning including other diagnoses considered	
	<b>6d</b>	Prognostic characteristics (such as staging in oncology) where applicable	
<b>Therapeutic Intervention</b>	<b>7a</b>	Types of intervention (such as pharmacologic, surgical, preventive, self-care)	
	<b>7b</b>	Administration of intervention (such as dosage, strength, duration)	

	<b>7c</b>	Changes in intervention (with rationale)	
<b>Follow-up and Outcomes</b>	<b>8a</b>	Clinician and patient-assessed outcomes (when appropriate)	
	<b>8b</b>	Important follow-up diagnostic and other test results	
	<b>8c</b>	Intervention adherence and tolerability (How was this assessed?)	
	<b>8d</b>	Adverse and unanticipated events	
	<b>8e</b>	Follow-up duration and the last known status of the patient	
<b>Discussion</b>	<b>9a</b>	Discussion of the strengths and limitations in your approach to this case	
	<b>9b</b>	Discussion of the relevant medical literature.	
	<b>9c</b>	The rationale for conclusions (including assessment of possible causes)	
	<b>9d</b>	The primary “take-away” lessons of this case report	
	<b>9e</b>	Citations adequate preferably from recent literature	
<b>Informed Consent</b>	<b>10a</b>	Mention the patient (family/ legal representative) informed consent for publication of the case details.  For minor (children), consent statement should mention if “parental/ legal guardian consent” was obtained.	
	<b>10b</b>	Mention if the patient consent has been waived/ exempted by the IRB and to mention the appropriate details (including the exempt number)	
<b>Figures</b>	<b>11</b>	Figures (full face) to be sufficiently obscured Confidential data like patient’s name, date of birth, personal identification data should not be displayed in the images including the radiographs.	