

Submissions due: June 5, 2017

Case Discussion Instructions

Suitable cases: Acceptable case material can be a classic disease or diagnosis, a challenging case presentation, analysis of group data (toxicologic or research studies) or quality assurance issues, including troubleshooting techniques, assay conditions, statistical analysis and study design of clinical pathologic data, validation studies, interpretation of quality control materials etc. Cases can be unresolved or have ill-defined outcomes.

Two Word documents are required:

1. Case Discussion History
 2. Case Discussion Summary
- Forms should be downloaded from the website.
 - File specifications
 - **Font size:** Arial, 12 point (except required symbols)
 - **Line spacing:** Single
 - **Margins:** 1"
 - **Size:** < 2 MB (if larger, convert to reduced size pdf)
 - It is the responsibility of the submitter to ensure these documents are accurate. They **will not be edited** for grammar, spelling or other mistakes.
1. **Case Discussion History:** This should include the following in this order:
 - a. **Cover page: 1 page limit.** This will not be included in the final document. This should include:
 - i. Contributor's name(s) and titles. Identify and provide the email address of corresponding author. Indicate if the corresponding contributor is a trainee (e.g. resident, graduate student) and provide the name of the primary faculty mentor, if applicable.
 - ii. Institution or company
 - iii. Diagnosis
 - iv. Short summary of case virtues: In bullets or short sentences, provide a brief rationale on why this case should be accepted (what is unique, how is it classic, what is the question, etc.).
 - b. **Case information:** This will be distributed before the meeting.
 - i. Contributors (list of authors). Corresponding contributor name (listed first) and corresponding contributor email.
 - ii. Institution or company.
 - iii. Case information: This can be divided into sections with appropriate subheadings as needed (see downloadable form for an example).
 1. Pertinent laboratory data (SI or conventional units). If relevant, this must be done **in table format**, as possible. Reference intervals and units must be provided.
 2. Images: These are not required but can be submitted as part of the case. Up to 3 images may be embedded (see specifications below). Do not provide answers with images.
 - iv. Up to three questions, in any format. These should be related to pertinent findings or the main questions or issues regarding the case. Select questions carefully to stimulate discussion on the case and do not provide answers.

- c. **Name the document:** Your last name_ CaseDiscHistory (e.g. Stokol_CaseDiscHistory)
2. **Case Discussion Summary:** This is distributed after the meeting and includes the following in this order:
- a. Case History contents (**excluding** cover page)
 - b. Diagnosis/problem summary: This should be brief and start on a new page.
 - c. Images: Can add additional images (up to 3 maximum) or refer to images in history.
 - d. Discussion: **3 page limit**. Provide answers to the provided questions.
 - e. References: Remove all reference database formatting.
 - f. **Name the document:** Your last name_ CaseDiscSummary (e.g. Stokol_CaseDiscSummary)

Image requirements: If including images, these should be relevant to the case. A maximum of 3 images is permitted and must be of good quality. A figure legend must be included for each image. Images must be embedded in the Case History and Summary.

- **Number:** Maximum of 3 images TOTAL (History and Summary combined)
- **Format:** JPEG or PNG **not** TIFF
- **Compression:** High quality
- **Error bars:** Ideally include in the images.
- **Figure legend:** This should be complete and succinct in the summary but can be brief so as not to give away the answer in the history. Include stain and magnification (if no error bars in image).

Submission of cases: Cases must be submitted directly to Dr. MacNeill (amy.macneill@colostate.edu) using the online forms that are downloadable at the ASVCP website (<http://www.asvcp.org> - click on conference tab). *The italicized instructions in these documents and table example can be removed.* There is no need to send the images as separate files. If either file size is > 2 MB, convert to a reduced size pdf. Slide sets can be purchased at this time.

Submission deadline: June 5, 2017 for submission of **ALL** required material.

- Case history, including cover page.
- Case summary

Notification: TBA

Word/pdf documents should be emailed to: amy.macneill@colostate.edu. Submissions are complete when all material is received (both word/pdf documents).

For additional information please contact: Dr. Amy MacNeill (amy.macneill@colostate.edu)