

Submissions due May 1, 2017

Mystery Slide Case Session Instructions

Desirable cases: Cases can be classic examples or unique/unusual representations of hematologic or cytologic findings associated with diseases, drugs, or toxicologic or research studies. Surgical biopsies should be limited to lesions that would be examined by cytology and the submission should include relevant cytologic images. Cases can be unresolved or have ill-defined outcomes.

Required materials: Stained, coverslipped glass slides are preferred, but in certain exceptional cases, digital slides will be considered.

- **TWO Word documents**
 - Mystery Slide Case History
 - Mystery Slide Case 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.
 - Email both documents to Dr. MacNeill (amy.macneill@colostate.edu)
- **Glass slides**
 - Cytology or hematology cases
 - **At least 80** stained and coverslipped good quality glass slides
 - Extra slides are strongly recommended to replace broken slides
 - It is the submitter's responsibility to check **all** glass slides to assure quality.
 - Do not attach adhesive labels to the slides.
 - Surgical biopsy cases
 - **One** glass slide (stained and coverslipped)
 - If the case is accepted, the submitter will be required to supply 80 or more additional slides.

1. **Mystery Slide Case History (Word document):** 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. Contributors' name(s). Provide the title and email address of corresponding contributor. 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. Species
 - iv. Specimen
 - v. Short summary on the case: 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.) and provide diagnosis.
 - b. **Case information:** This will be distributed before the meeting and should start on a new page.

- i. Contributors (list of authors), corresponding contributor should be listed first. Provide email address of corresponding contributor.
 - ii. Institution or company
 - iii. Signalment
 - iv. Concise history
 - v. Clinical findings (pertinent physical examination and imaging results)
 - vi. Pertinent laboratory data (SI or conventional units) **in table format**. Reference intervals and units must be provided (example provided in downloadable documents).
 - vii. A maximum of three digital images that demonstrate the relevant findings in the case. These should pertain to the provided slides and not be ancillary data. The images should be embedded in the document (see format below), have a brief legend of what the slide represent (e.g. venous blood) with magnification and stain. Information should not be provided regarding pertinent findings (keep the answer a mystery). The image can have arrows pointing out relevant structures, but the arrows can be referred to in the case summary under cytologic/histologic description and not in the figure legend in the history. There is no need to send images separately. Image compilations are accepted as 1 image.
 - viii. Two multiple choice questions (3-4 options for each question, with only one correct answer). Select questions carefully to stimulate discussion on the case and do not provide the answer OR two questions posed to the audience to seek input or generate discussion on a challenging aspect of the case. These questions should ideally not give away the answer to the case.
- c. **Maximum file size:** 2 MB. If larger, convert to reduced size pdf and submit as pdf.
 - d. **Name the file:** Your last name_MysterySlideHistory (e.g. Stokol_MysterySlideHistory)
2. **Mystery Slide Case Summary (Word document):** This is distributed after the meeting and includes the following in this order:
- a. Mystery Slide Case History contents, including embedded images. This should be copied and pasted verbatim. The cover page should not be duplicated.
 - b. Cytologic description and interpretation: This should start on a new page. If images in the case history were labeled (e.g. with an arrow), this should be referred to in the legend corresponding to the image in this section.
 - c. Additional findings (if applicable)
 - d. Additional pertinent labeled images (if desired): **Five image limit** (including those already uploaded in Case History). These should be embedded in the document, include a complete figure legend, magnification and labeled as to pertinent findings.
 - e. Diagnosis: **1-2 sentence limit**
 - f. Clinical outcome/follow up.
 - g. Answers to multiple choice questions, if provided, and answers to open-ended questions, if known (neither question type needs to be restated).
 - h. Discussion: **2 page limit**
 - i. References: Remove all reference database formatting.
 - j. **Maximum file size:** 2 MB. If larger, convert to reduced size pdf and submit as pdf.
 - k. **Name the document:** Your last name_MysterySlideSummary (e.g. Stokol_MysterySlideSummary)

Image requirements: Inclusion of images is required as part of the submission process (all slide formats, including digitally scanned slides). Images must show the relevant features of the lesion (and may potentially give the answer away in the history, however this requirement is for members that do not

purchase the slide set). A figure legend must be included for each image (and should *be brief for the history so as not to give the answer away*). Images must be embedded in the Mystery Slide Case History and Summary documents. Poor quality images will result in rejection of the case.

- **Number:** Maximum of 5 images TOTAL (Case History and Summary)
- **Format:** JPEG or PNG **not** TIFF
- **Compression:** High quality
- **Error bars:** Ideally include in the images.
- **Figure legends:**
 - **Case history (including that in the case summary):** The legend should be brief and only provide the specimen, so as not to give the answer away. Include stain and magnification (if no error bars in image). If the images are labeled with arrows, the answers can be provided in the cytologic description of the case summary (not the legend of the image within the case history).
 - **Case summary:** Legend must be complete (description of lesion) and ideally the figures should be labeled with pertinent findings. Include stain and magnification (if no error bars in image).

Submission of cases: Cases must be submitted directly to Dr. MacNeill using the online forms that are downloadable at the ASVCP website (<http://www.asvcp.org> - click on conference tab or direct url: <http://www.asvcp.org/meeting/index.cfm>). *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: May 1, 2017 for **ALL** required material.

- Slides as outlined above. Glass slides should be sent **with a printed copy of the cover page** from the Mystery Slide Case History to the address below.
- Mystery Slide Case History, plus cover page, and images: Electronic submission, embed images in file. Word document unless > 2 MB (then submit as reduced size pdf).
- Mystery Slide Case Summary, plus images: Electronic submission, embed images in file. Word document unless > 2 MB (then submit as reduced size pdf).

Notification: TBA

Slides with cover page should be sent to:

Case Mystery Slides
American Society for Veterinary Clinical Pathology
c/o Rees Group
2424 American Lane
Madison, WI 53704

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

For additional information or instructions regarding submission of scanned digital slides, please contact: Dr. Amy MacNeill (amy.macneill@colostate.edu)