

KEYSTONE CHAPTER AMERICAN COLLEGE OF SURGEONS

Case Report Submission Checklist

Please use this list to carry out a final check of your case report before you submit it for review. Ensure that the following items are present:

Contact Information

Clearly indicate who will handle correspondence at all stages of review, revision, publication, and post-publication. **Only one author** is allowed to be designated as the corresponding author, with the following contact details provided:

- Member of KCACS
- Valid e-mail address
- Complete postal address
- Valid phone number (with country and area code)

Contact details **must** be kept up to date by the corresponding author.

All Necessary Files Have Been Submitted

- Include keywords
- Include all figures (include relevant captions) and permissions statements, when applicable
- Include all tables (including titles, description, footnotes) and permissions statements, when applicable
- Ensure all figure and table citations in the text match the files provided

Further Considerations

- Manuscript has been "spell checked" and "grammar checked"
- All references mentioned in the References are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)
- Relevant declarations of interest have been made

If you have any questions, please contact the KCACS Chapter office at info@kc-acg.org.

Word Count

As stated previously, we highly recommend submitting case reports that are no longer than four pages (approximately 1,000 words). That said, the ultimate goal of *Case Reviews in Surgery* is to provide access to unique and in-depth analyses of actual surgical cases.

In addition, this case report will provide surgeons with opportunities to learn effective surgical approaches and provide the highest quality of service and care to patients.

Therefore, as long as the submitted case report accomplishes these goals, we will leave the final report length to the discretion of the author(s).

Images

- **Photographs/X-rays:** Photographs and X-rays are encouraged, as long as all identifying information has been removed or blacked out.
- **Videos:** At this time, videos will not be able to be included.
- **Figures/Charts/Graphs/Tables/Illustrations** : If the author(s) would like to include tables, illustrations, charts, figures, or graphs that require permission, please submit the granted permission(s) with the case report.

Submission

All *Case Reports in Surgery* submission must be submitted to the KCACS Chapter Office using the following link:

[I will include the Wild Apricot link before distributing]