

User Guide

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Follow these simple steps to submit your case to BMJ Case Reports
You will need your personal or institutional Fellowship Code (ask your librarian or head of department)
New users can purchase a Fellowship [online](#)

BMJ Case Reports

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Welcome to BMJ Case Reports

BMJ Case Reports is an **award winning journal** that delivers a focused, peer-reviewed, valuable collection of cases in all disciplines so that healthcare professionals, researchers and others can easily find clinically important information on common and rare conditions. This is the largest single collection of case reports online with more than 3025 articles from over 70 countries. **Become a Fellow** so you can join this rapidly growing community and make use of any published content for teaching - you can also join in the debate on our Editor's Blog.

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BMJ Case Reports

Log In | Create Account | Get Help Now

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Log In

Welcome to the BMJ Case Reports manuscript submission site. To Log In, enter your User ID and Password into the boxes below, then click "Log In." If you are unsure about whether or not you have an account, or have forgotten your password, enter your e-mail address into the "Password Help" section below. If you do not have an account, click on the "Create Account" link above.

To access the **BMJ submission templates** please click on the appropriate link below.

BMJ Full Cases Template
BMJ Invases Template

Log In

Log in here if you are already a registered user.

User ID:

Password: Log In

Password Help. Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address: Go

New User?

- Register here
- Resources
- Europa
- User Tutorials
- System Requirements
- Home Page

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BMJ Case Reports

Log In | Create Account | Get Help Now

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Create Account

There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

E-mail Addresses

- E-mails will always be sent to the "Primary E-mail Address". If you would also like copies of the e-mails to go to a second address, please complete the "Primary Cc E-mail Address" as well.
- "Secondary E-mail Address" and "Secondary Cc E-mail Address" are for the records only and will not receive correspondence generated from the system. The site administrator may use these if your primary e-mail is unable to receive messages.

E-Mail / Name

Next

User ID & Password

Next

Name Special Characters

Dr Professor Mr Ms Miss Mrs Sir Dame

First (Given) Name: req

Middle Name:

Last (Family) Name: req

Degree:

Primary E-Mail Address: req

Primary E-Mail Address (again): req

Primary Cc E-Mail Address:

Secondary E-Mail Address:

Secondary E-Mail Address (again):

Secondary Cc E-Mail Address:

All authors need to **register once** on the submission system (ScholarOne Manuscripts). Authors that have registered can log in using their 'User ID' and 'Password'

First time authors will need to register by clicking on 'Register here' and completing all three steps circled. Ensure you complete all the fields marked. At the end of step 3 on the 'User ID & Password' page, click on finish to complete registration

User Guide

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The screenshot shows the BMJ Case Reports login page. At the top, there are links for 'Log In', 'Create Account', and 'Get Help Now'. Below the header, there is a 'Login' section with a message about pop-up blockers. The main content area contains a 'Log In' form with fields for 'User ID' and 'Password', and a 'Log In' button. A red box highlights the 'Log In' button. To the right of the form, there is a 'New User?' section with a 'Register here' link and a 'Resources' menu. At the bottom, there is a 'Password Help' section and a 'Go' button. The footer contains copyright information and links to 'Terms and Conditions of Use', 'ScholarOne Privacy Policy', and 'Get Help Now'.

Once you have registered click on 'login' to start the submission process

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The screenshot shows the BMJ Case Reports user dashboard. At the top, there are links for 'Log Out' and 'Get Help Now'. Below the header, there is a 'Main Menu' section with a 'Welcome' message. The main content area contains a 'Main Menu' section with links for 'Reviewer Centre' and 'Author Centre'. A red box highlights the 'Author Centre' link. To the right, there is a 'Resources' menu. At the bottom, there is a 'Follow ScholarOne on Twitter' section and a 'Go' button. The footer contains copyright information and links to 'Terms and Conditions of Use', 'ScholarOne Privacy Policy', and 'Get Help Now'.

Once logged in, click on 'Author Centre'

User Guide

BMJ Case Reports

Publishing, sharing and learning through experience

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BMJ Case Reports

SCHOLARONE Manuscript

Dashboard

Submission templates (Word files)

Full Cases

Images

To view the [Instructions for Authors](#) please click [here](#).

You or your institution must be/become a [Fellow](#) to submit to BMJ Case Reports.

INDIVIDUAL FELLOWS:
NEW FELLOWS: Please purchase your Fellowship [here](#) and enter your Transaction ID from the email confirmation when requested during the submission process (we reserve the right to see the email for confirmation).

CURRENT FELLOWS: If you are already a Fellow, please enter your BMJ Group customer number when requested during the submission process. If you don't know your customer number please contact support@bmjgroup.com.

INSTITUTIONAL FELLOWS:
You need to obtain your institution's unique Fellowship Code from the person who purchased the subscription (likely to be your head of department or librarian). For further information about purchasing an institutional Fellowship contact consortiasales@bmjgroup.com

Your case report will not be sent for peer review unless you or your institution is a Fellow.

My Manuscripts

- 0 Unsubmitted Manuscripts
- 0 Revised Manuscripts in Draft
- 0 Submitted Manuscripts
- 0 Manuscripts with Decisions
- 0 Manuscripts I Have Co-Authored
- 0 Manuscripts in Review
- 0 Withdrawn Manuscripts
- 0 Manuscripts for Checking and Approval
- 0 Invited Manuscripts

Author Resources

[Click here to submit a new manuscript](#)

[Click here to send a manuscript to AJE for English-language editing](#). NOTE: This will not submit your manuscript to the journal - this link opens a new window for English-language editing services.

This section lets the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list.

To submit your paper click on 'Click here to submit a new manuscript'

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BMJ Case Reports

SCHOLARONE Manuscript

Author Center

Submit a Manuscript

Please enter the details requested below. To include special characters please click the "Special Characters" button. When you are finished, click "Save and Continue". Please refer to our [instructions for authors](#) if needed. [Read More...](#)

1 Type, Title, Summary

2 Abstract

3 Author & Institutions

4 Keywords

5 Details & Comments

6 File Upload

7 Register & Submit

Save and Continue

Manuscript Type

Manuscript Type: Select...

Title

Preview Special Characters

Summary (Limit 150 words)

Special Characters

Save and Continue

Complete all 7 steps.
You will need to upload a signed patient consent form alongside your article

Review & Submit

Attach this Cover Letter

File Name: [No Files Attached] Delete

Manuscript Information

Number of Figures: []

Number of Words: []

Has this manuscript been submitted to BMJ Case Reports previously?

Yes

No

If yes, what is the manuscript ID of the previous submission?

[]

Confirm the following:

Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.

You or your institution must be/become a Fellow to submit to BMJ Case Reports. NEW FELLOWS: Please purchase your Fellowship here and enter your Transaction ID from the email confirmation when requested during the submission process (we reserve the right to see the email for confirmation). CURRENT FELLOWS: If you are already a Fellow, please enter your BMJ Group customer number when requested during the submission process. If you don't know your customer number please contact support@bmjgroup.com

I or my institution is a Fellow of BMJ Case Reports and our BMJ Group customer number is listed below:

[]

Patient Consent: Has a BMJ Case Reports patient consent form been signed by the patient or if deceased next of kin? (Please refer to our instructions for authors if you are unsure if your paper requires a signed patient consent form.)

Obtained

No

If no, why not?

[]

When you get to the 'Details & Comments' section you will be asked to enter a Fellowship Code to prove that you or your institution has purchased access to BMJ Case Reports. You can get your institution's Fellowship Code from the person who purchased the Fellowship (likely the librarian or your head of department)

If you would like to link this to another case/cases by the same author(s) please provide the relevant paper numbers.

Are you interested in following up the case to add to the published report?
Yes within a year

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I, the Corresponding Author, have read and understood the Terms & Conditions of submitting this article to BMJ Case Reports (which is in addition to my Assignment of Intellectual Property Rights).

Step 6: File Upload Edit

Step 7: Review & Submit View MedLine Format

Save and Go Back **Submit**

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To submit your paper, ensure all sections are completed correctly then click on 'Submit' at the end of step 7

If you have any problems submitting your article please contact
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If you can't find your 'Fellowship Code', please contact
support@bmjgroup.com or call +44 (0)20 7383 6270