

Hawai'i Journal of Health & Social Welfare

Case Reports: Instructions for Authors

Case Reports: Aim and Description

The HJH&SW publishes case reports with the aim of providing our readership with a meaningful educational experience, and it is required that the case report pertains to the peoples or environment of Hawai'i or the Pacific Islands. Case reports may be submitted by professionals working in many fields, including medicine, nursing, social work, pharmacology, or public health.

We seek cases that:

- illustrate a novel diagnostic, clinical management, or ethical challenge
- hold particular relevance to health care providers and researchers who work with the populations of Hawai'i and the Pacific Islands
- describe an unusual side effect, an unexpected presentation of a disease, diagnosis and/or management of an emerging disease, or an unexpected event during treatment
- detail a significant social work case, a public health experience, or an observation about the need for new practice standards in the management of a medical condition
- are original, interesting, and contribute significantly to the scientific knowledge of health or social welfare

Style Guidelines

The journal follows the style of the American Medical Association. Please also observe the following:

- The word limit is 1500 words (excluding the title page, abstract, keywords, abbreviations, references, and tables/figures).
- Use Times font in 12-point size, with double spacing.
- Use a single space between sentences. Do not use two spaces.
- Number pages consecutively beginning with the title page.

Tables and figures should be placed at the end of the manuscript and should be carefully selected to add value to the manuscript by showing a relationship that would be difficult to describe precisely or completely using words alone. All illustrations that accompany a case report (eg, diagrams, drawings, and photographs) should be identified using the word "Figure." Tables and figures may be up to 7.5 inches wide, and must be prepared in Microsoft Word, Adobe Acrobat, or Excel.

Photos must be submitted as a high-resolution (300 dpi is optimal) file in JPEG, TIFF or PDF format. All tables and figures must be numbered sequentially and include a caption. They must be well-labeled, stand alone, and not require the reader to refer back to the text. All tables and figures must be referenced within the text.

Components of a Case Report Manuscript

I. Cover Letter:

The cover letter should include:

- The title of the submission.
- The names of all authors, listed in the order in which they will appear in the manuscript. List first name, middle initial and last name of each author with highest academic degrees; and name of department and institution to which the work should be attributed.
- A description of each co-author's role in the preparation of the manuscript. As needed, please identify the author primarily responsible for each of the following areas: guarantor of integrity of entire case report, conception of case report, manuscript drafting/revision, and review of relevant literature.
- For the corresponding author, please include an address, phone number, and email address.
- The names of 3 potential peer reviewers for the case report, along with their contact information (email address at minimum).

II. Title Page, Abstract, Keywords, Abbreviations

The title page of the manuscript should note the title and the current word count. The second page of the manuscript should include an abstract that highlights the essence of the authors' work. It should make clear why this case report represents a significant contribution to the literature. The abstract should be written as a single standalone paragraph of not more than 250 words. Authors should also include a list of 5-8 keywords to facilitate internet searches, and an alphabetized list of the abbreviations and acronyms that appear frequently in the article, along with their meanings.

III. Introduction

Describe the purpose of the case report. Review the existing literature and identify any gaps in the literature that the case report seeks to fill. Define any terms used or concepts discussed in the remainder of the paper. Include the current body of knowledge and/or standard practice guidelines to provide context for the case described.

IV. Case Presentation

Describe the patient or case clearly. Identify the approach used in the case, the rationale for that approach, and the outcome of the case. Medical and nursing case reports should include the main symptoms of the patient, the relevant clinical findings, the diagnoses and interventions used, and the main outcomes. Social work and public health case reports should include an explanation of relevant approaches and outcomes.

All case reports should explain the potential implications of the case for researchers working in other fields. Since the HJH&SW enjoys a wide readership, authors should make efforts to avoid using or clearly define jargon that is highly specific to their field. When clinical values are given, such as lab test results, the authors must use one unit of measurement consistently, and on the first reference of a lab value or other measurement, the normal range should also be given. Authors should provide a brief explanation of the purpose of tests and an interpretation of the results. If the case report will include a figure that was previously published elsewhere, the authors must obtain permission from the original author or agency.

Ethical approval: Please see our [Publication Ethics and Malpractice Statement](#) for more information on ethical consent. Authors submitting case reports are required to obtain patient consent. Authors may use the HJH&SW Patient Consent Form or a similar form from their research institution or health care facility. The HJH&SW Patient Consent Form is available at <https://hawaiijournalhealth.org/docs/HJHSWPatientConsentform.pdf>

V. Discussion

The discussion section should clearly explain the main "take-away" lessons from this case. It should also include a description of the strengths and limitations of the management of the case.

VI. Acknowledgements

Authors may acknowledge only persons who have made substantial, non-financial contributions to the case report (financial contributions should be listed in the funding section). Authors are responsible for obtaining written permission from everyone acknowledged by name; readers might believe those acknowledged are endorsing the case report and conclusions.

VII. Funding and Conflicts of Interest Disclosure

In order to facilitate the citation and indexing of articles for MEDLINE and for full-text access on PubMed Central, the National Library of Medicine requires that disclosure information be provided by each author. Authors are advised that Pubmed Central will not index articles that include a conflict of interest. This disclosure information must be specific and address any financial relationship with the sponsoring organization, any interests represented, and/or products discussed or implied. These statements should appear within the paginated text of the case report. This is to promote transparency and allow PubMed users to judge the value of findings in published articles. Authors submitting case reports to the HJH&SW may choose to file an ICMJE (International Committee of Medical Journal Editors) Uniform Disclosure Form for Potential Conflicts of Interest (http://www.icmje.org/coi_disclosure.pdf), or to provide a simple statement disclosing all relationships that could be viewed as presenting a potential conflict of interest. This includes grants, honoraria, royalties, payments for manuscript preparation or other activities, patents, stock options, travel expenses, and gifts. A disclosure can be a

statement such as: “None of the authors identify any conflict of interest.” Or, “[Author initials] reports serving on the scientific advisory boards of XYZ Company,” or, “Associated honoraria are paid to [Author initials] by [company or organization]. No other authors reported any financial disclosures.” Please refer to JAMA or NEJM for model statements.

VIII. References

Authors should follow the style rules outlined by the American Medical Association for in-text citations and references. Generally, case reports should have a limited number of references. Please do not exceed more than 25 references.

IX. Copyright Transfer/Publishing Agreement:

The Copyright Transfer/Publishing Agreement statement must be completed by all authors. It may be downloaded from the journal website (<https://hawaiijournalhealth.org/docs/copyright-transfer-hjhs.pdf>). This form must accompany your submission or it will not be accepted.

Submitting Your Manuscript:

Submissions the journal are made online by clicking on the blue “Submit via Scholastica” button on the [For Authors](#) page of our website.

Reprints

Authors will be able to download a PDF file of the Journal. A high-resolution PDF file will be available upon request.

References:

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