



## Submission Guidelines

### I. Introduction

The American College of Phlebology (ACP) Case of the Month is a website-based clinical case series published exclusively on the ACP website to serve as an educational resource for ACP members and others involved in phlebology and the treatment of venous disease. Monthly cases highlight a particular venous disease and treatment. This can also include complications and management of these complications. Submitted cases need to be both interesting and educational; they need not be rare. Case selection is based entirely upon the discretion of the editors. Whenever possible cases will be made eligible for *AMA PRA Category 1 Credit*<sup>™</sup>.

### II. Submission Overview

1. By submitting a case for publication you certify that it is your own original work.
2. By submitting a case you agree to transfer all rights to the case to the ACP. The ACP may publish the case on its website or in other ACP publications. We will not allow subsequent publication of our presentation of the case.
3. Case length should be limited to 1,250 words (excluding questions and answers).
4. Generic names of drugs and devices should be used instead of trade names.
5. Units of measurement should conform to current scientific usage and can be abbreviated when they follow a number (e.g., cm, nm, mL, L, g, gm, nmol) but not otherwise. Unusual units should be defined.
6. The use of abbreviations and acronyms should be avoided (except abbreviations of units of measurement following a number as described above). If an abbreviation or acronym is used the term should always be first written in full with the abbreviation in parentheses immediately after it.
7. Refrain from using "Mr. or Mrs. X" or the patient's initials to describe the patient. Instead, use the format "A 51 year old man/woman presented with..."

### III. Case Format Instructions

1. **Title:** Title of the case presentation.
2. **Author(s):** First name, middle initial, and last name of each author.
3. **Institution(s):** Name of department(s) and institution(s) to which the author(s) belong.



## III. Case Format Instructions (cont.)

4. **Teaching Point(s):** Briefly list the main teaching point(s) of the case (i.e., educational learning objectives).
5. **Introduction:** Introduce the patient circumstances and symptoms, including patient age, gender, ethnicity, chief complaint.
6. **Case Body** (general recommendations):
  - a. **History:** Pertinent past medical/surgical history, family history and medications.
  - b. **Physical Exam:** Include pertinent positive and negative findings.
  - c. **Differential Diagnosis**
  - d. **Definitive Diagnosis**
  - e. **Treatment**
  - f. **Patient Progress**
7. **Case Discussion/Conclusion:** Discuss the diagnosis/disease or complication, treatment options, prognosis and patient progress.
8. **Questions:** A minimum of five multiple-choice questions pertaining to the case (about the diagnosis, differential, most important diagnostic tests, etc.), as well as the answers with explanations are required. More than five questions can be submitted, however, the series editors will select the five questions they deem most appropriate from those submitted. For guidance crafting multiple choice questions please read [Examination Development Guidelines](#) compiled by Mary E. Lunz, PhD with Measurement Research Associates, Inc. and [Writing Good Multiple Choice Test Questions](#) written by Cynthia J. Brame, Assistant Director of Vanderbilt University's Center for Teaching.
9. **References:** References should be provided at the end of the case. References are limited to five and should comply with the accepted format present in peer-reviewed literature.

## IV. Figures/Images

Images, brief video, and figures are encouraged but not required. Images must not contain any patient identifying material per the [Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#) and the [2013 Final Omnibus Rule](#). Image and video quality is important, particularly for viewing on the internet. Images, videos and charts should be submitted in the following formats:

**Images/Charts:** high resolution jpeg files at 150 dpi or greater

**Videos:** high definition at either 1920 x 1280 or 1280 x 1080 in .mp4 or .mov file formats

Please contact the ACP office if the image or video files you wish to submit are too large to transmit via email.



American College of  
PHLEBOLOGY

advancing vein care 

# ACP CASE STUDY Submission Guidelines & Application

## V. Sources

For permissions and attribution purposes, any previously published table, figure, photo, or video must be accompanied by information regarding its origin and permission for use if copyrighted. If it is original to you it must be identified as such.

## VI. Editorial Process

All manuscripts submitted are reviewed by the series editors. This initial review is to ensure that the case would be a valuable learning resource for our members and that the content is substantial and interesting enough to turn into an interactive case. You may be contacted by the editors to make certain changes to your case or provide additional information or content. Submitted questions and respective answers will also be edited to ensure they comply with CME question and answer guidelines. The editors or an appointed specialist may directly edit questions.



## Case Submission Form

Please read the ACP Case of the Month Submission Guidelines carefully prior to completing this form. Use the check list provided at the end of this form to ensure you are submitting all of the required materials.

### Submitter Information

Please print.

First and Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ ACP Member:  Yes  No

### Case Information

Please submit this form along with the following items in a separate Word or PDF document. Please limit total word count to 1,250 words, excluding questions and references.

1. Title
2. Author(s)
3. Institution(s)
4. Teaching Points / Educational Objectives
5. Introduction
6. Case Body
7. Case Discussion/Conclusion(s)
8. Questions
9. References

For office use only

Submission Form

Copyright Agreement

Disclosure

Figures/Images/Video



## Disclosure of Financial Relationships

The American College of Phlebology (ACP) is accredited by the [Accreditation Council for Continuing Medical Education \(ACCME\)](#) to provide continuing medical education for physicians. Both the ACCME and the ACP require everyone in a position to control the content of an educational activity, including planning committee members, faculty, authors, etc., to disclose to ACP the nature of any financial relationships with [ACCME-defined commercial interests](#). The purpose of this requirement is to [eliminate commercial bias](#) in our educational activities by resolving any conflicts of interest prior to planning the activity. If this disclosure form is not submitted we must regrettably withdraw our invitation for your involvement. Prior to the start of the activity your disclosed financial relationships will be disclosed to participants.

The ACCME defines a relevant commercial interest as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests. Additionally, 501(c) non-profit organizations, government organizations, non-health care related companies, insurance providers, among other entities, are not considered commercial interests and are free to control the content of CME.

Circumstances create a [conflict of interest](#) when an individual has an opportunity to affect CME content about products or services of a commercial interest with which s/he has a financial relationship. The purpose of identifying and addressing potential conflicts of interest is to ensure proper balance, independence, objectivity and scientific rigor of the ACP's educational activities. The ACP does not view the existence of a financial relationship as necessarily implying bias or decreasing the value of participation in CME activities. However, we must ensure that a financial interest is not a conflict of interest.

If conflicts of interest are found to exist [resolution of the conflicts](#) must occur prior to the start of the activity. Note that disclosure to the audience of a financial relationship with a commercial interest does not constitute resolution of a conflict of interest. The ACP has a process to resolve conflicts of interest, including, but not limited to: changing the content to include only an overview of evidence-based information - limiting content to scientific data and research results while omitting specific patient care recommendations; replacing the speaker/faculty member; removing the presentation entirely; adding another supplemental presentation with a different speaker to address broader implications and recommendations related to the content of the conflicted presentation.

### Instructions:

1. Please use this form to disclose all financial relationships you and your spouse/partner have or have had with an ACCME-defined commercial interest within the last 12 months. If you and your spouse/partner have not had any relationships with ACCME-defined commercial interests that too should be disclosed.
2. Sign your name and date this document to confirm your disclosure.
3. The ACP realizes that financial relationships are not static and often change over time. Please contact the ACP CME department at [education@acpmail.org](mailto:education@acpmail.org) or **510-346-6800** at any time to update your disclosure.



## Disclosure of Financial Relationships

Do either you or your spouse/partner have or have had any financial relationships with any ACCME-defined commercial interest?

Yes     No

If you answered **YES** above please list all your and your partner/spouse's relevant financial relationships with ACCME- defined commercial interests in the following section. If you answered **NO** please sign and date the bottom of this form.

### Financial Relationship 1

My financial relationship       My spouse/partner's financial relationship

Commercial Interest: \_\_\_\_\_

Role/Relationship: \_\_\_\_\_

### Financial Relationship 2

My financial relationship       My spouse/partner's financial relationship

Commercial Interest: \_\_\_\_\_

Role/Relationship: \_\_\_\_\_

### Financial Relationship 3

My financial relationship       My spouse/partner's financial relationship

Commercial Interest: \_\_\_\_\_

Role/Relationship: \_\_\_\_\_



## Financial Relationship 4

- My financial relationship       My spouse/partner's financial relationship

Commercial Interest: \_\_\_\_\_

Role/Relationship: \_\_\_\_\_

## Financial Relationship 5

- My financial relationship       My spouse/partner's financial relationship

Commercial Interest: \_\_\_\_\_

Role/Relationship: \_\_\_\_\_

## Financial Relationship 6

- My financial relationship       My spouse/partner's financial relationship

Commercial Interest: \_\_\_\_\_

Role/Relationship: \_\_\_\_\_

## Financial Relationship 7

- My financial relationship       My spouse/partner's financial relationship

Commercial Interest: \_\_\_\_\_

Role/Relationship: \_\_\_\_\_

## Financial Relationship 8

- My financial relationship       My spouse/partner's financial relationship

Commercial Interest: \_\_\_\_\_

Role/Relationship: \_\_\_\_\_



### Financial Relationship 9

- My financial relationship       My spouse/partner's financial relationship

Commercial Interest: \_\_\_\_\_

Role/Relationship: \_\_\_\_\_

### Financial Relationship 10

- My financial relationship       My spouse/partner's financial relationship

Commercial Interest: \_\_\_\_\_

Role/Relationship: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_



## Copyright Assignment

\_\_\_\_\_ is the owner (hereinafter, "Assignor") of the following original expressions fixed in a tangible medium: \_\_\_\_\_ (hereinafter, the "Work"); and wishes to assign all right, title, and interest in and to the Work to the American College of Phlebology (hereinafter, "Assignee"), a California nonprofit public benefit corporation.

Assignor does hereby irrevocably assign on a worldwide basis, all right, title and interest, including, without limitation, all rights of copyright, trademark, and trade secrets, in and to the Work to Assignee, together with any and all renewal rights, and attendant moral rights. Assignor acknowledges that no such rights are retained by Assignor.

The rights assigned by this Assignment include, but are not limited to, the right to copy or reproduce the Work, the right to distribute the Work, the right to create derivative works, the right to display the Work publicly, the right to renew or extend the copyright on the Work to the extent permitted by law in any relevant jurisdiction, the right to receive any royalties, proceeds, and other benefits derived from the Work, and the right to bring suit or make any claim in Assignee's name for prior or future infringement of rights in the Work.

Assignor hereby warrants that [he/she] is the owner of all right, title, and interest in and to the Work, either by virtue of Assignor's authorship of the Work or by virtue of a written assignment of all right, title, and interest in and to the Work from its author.

Assignor further agrees, at the request of Assignee or its successor in interest, to do all lawful acts that may be required for Assignee to obtain and enforce the assigned rights and to otherwise aid Assignee or its successor in enforcing the assigned rights, all at the expense of Assignee or its successor in interest.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_