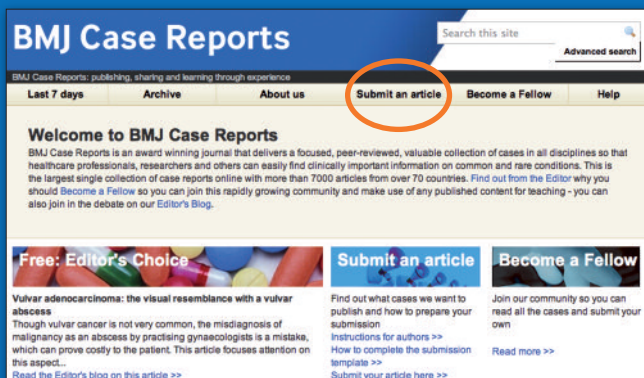


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Follow these simple steps to submit your cases to BMJ Case Reports.

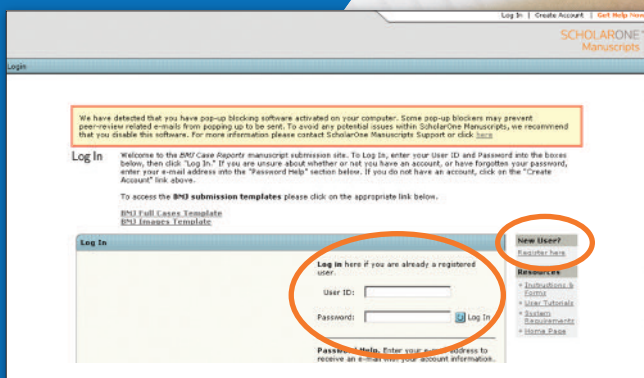
You will need your personal or institution* fellowship code. New users can purchase a fellowship online.

**ask your librarian or head of department*



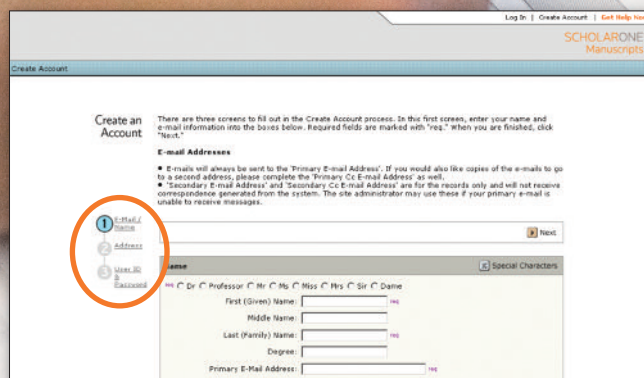
1

Click on 'Submit an article'

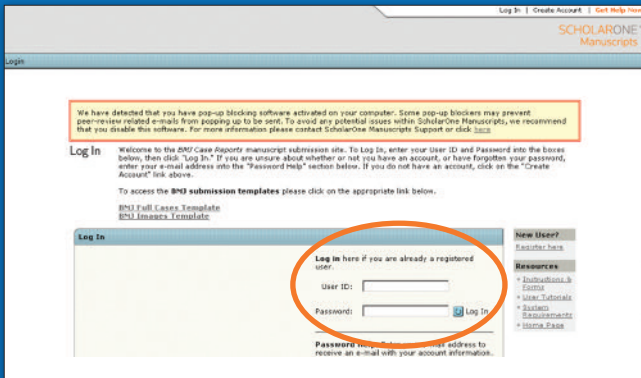


2

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

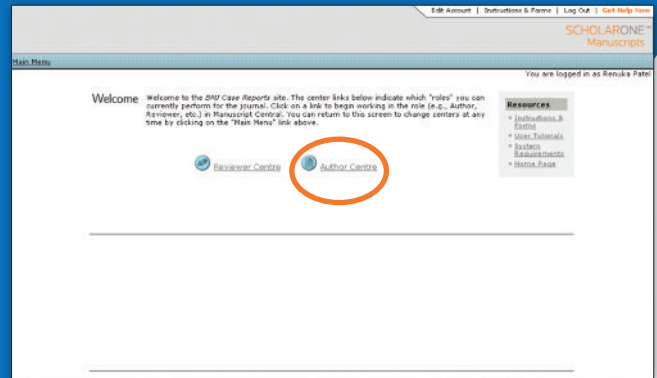


First time authors will need to register by clicking on 'Register here' and completing all the three steps circled. Ensure you complete all the fields marked (req). At the end of step 3 on the 'User ID & Password page' click on finish to complete the registration form.

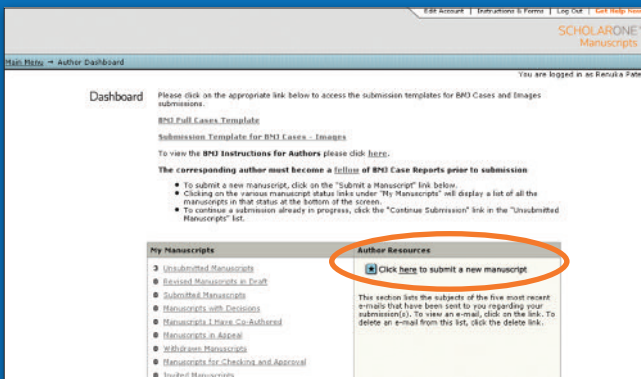


3

You will now need to either click on 'login' or go back to the casereports.bmj.com and click on 'Submit an article' and login.

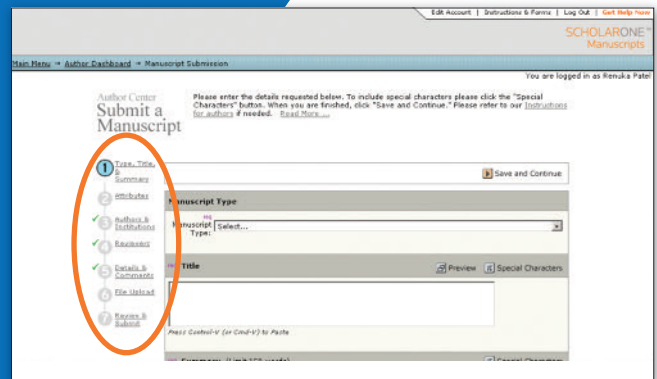


Once logged in click on 'Author Centre'.

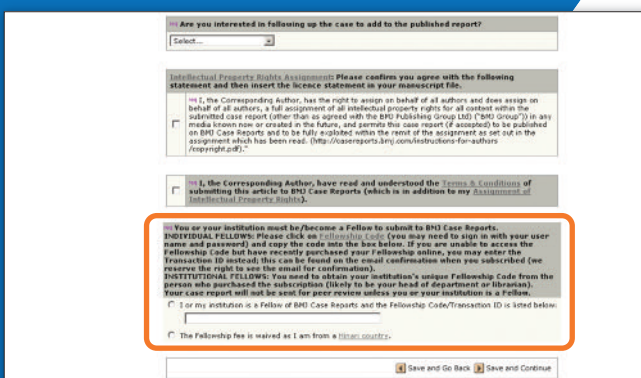


4

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

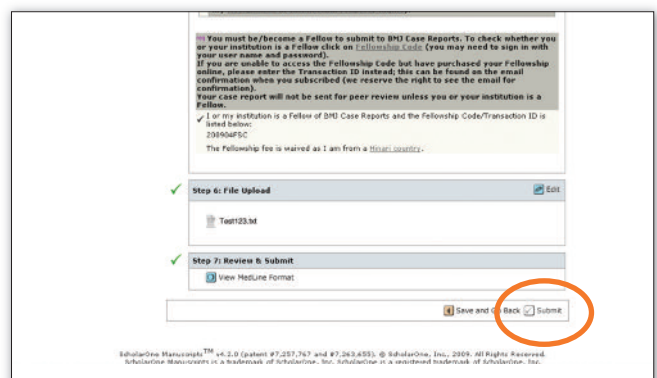


Complete all the 7 steps circled.



5

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 access to BMJ Case Reports. You can get your institution's fellowship code from the person who purchased the fellowship (probably your head of department or librarian).



6

To submit your paper ensure all the 7 steps are completed correctly and then click on the 'Submit' button at the end of the page.

If you have any problems submitting your paper or finding your 'fellowship code' please contact support@bmj.com or call +44 (0) 20 7111 1105



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