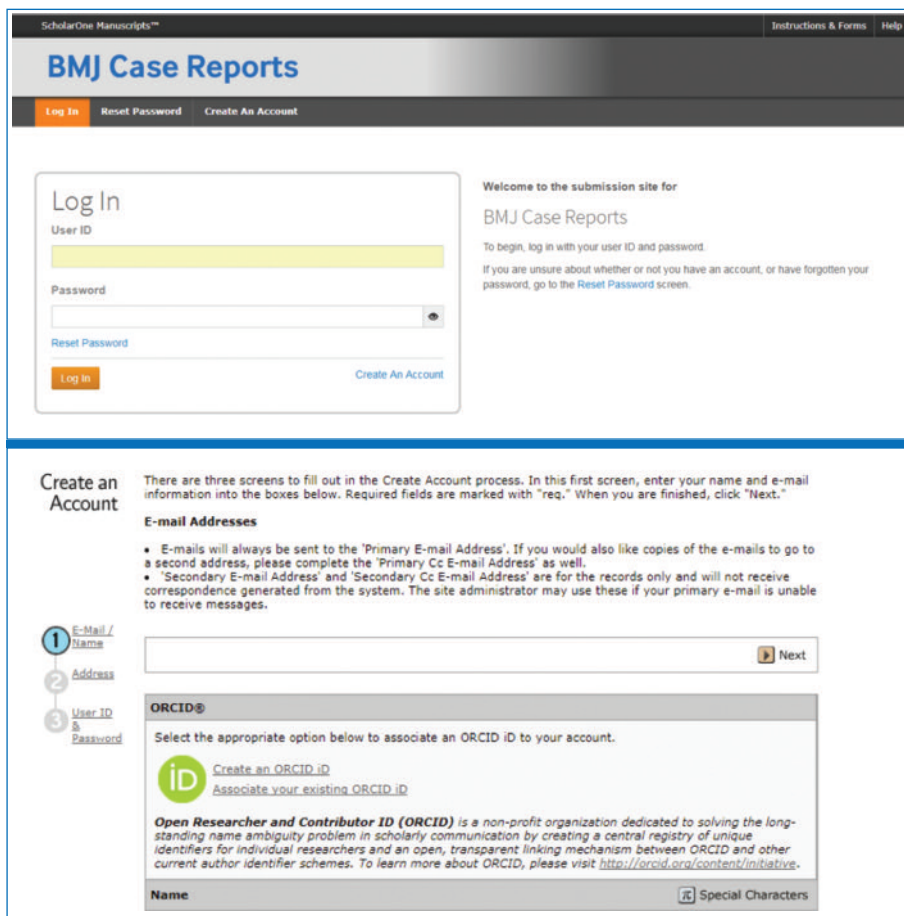# BMJ Case Reports

User Guide

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
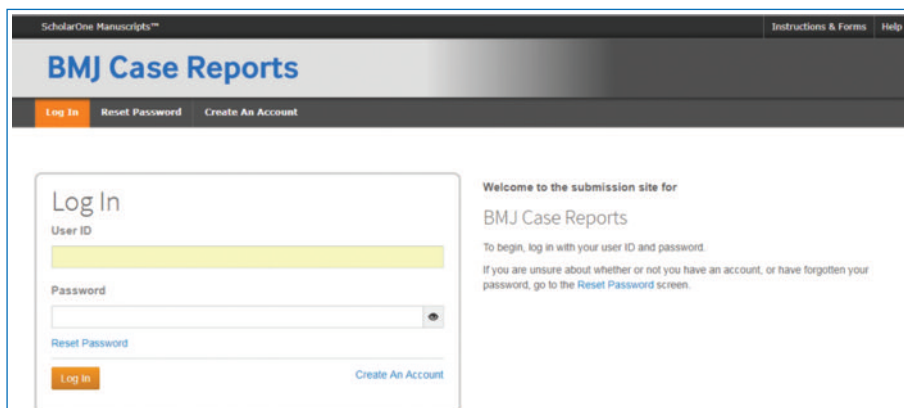
1 Click on 'Submit an article'.

2a All authors need to register once on the submission system (ScholarOne Manuscripts). Authors that have registered can login using their 'UserID' and 'Password'.
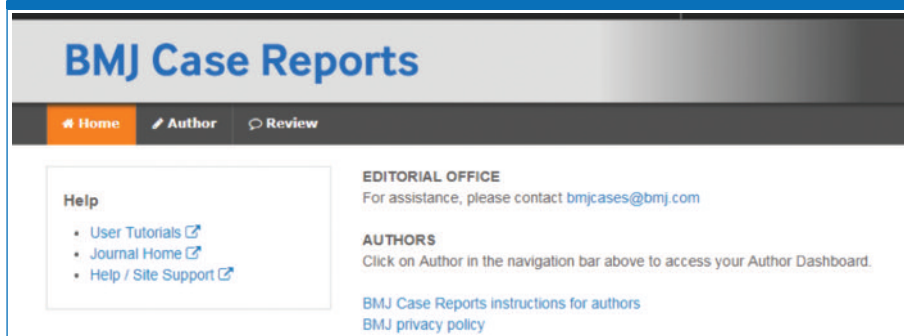
2b First time authors will need to register by clicking on 'Register here' and completing all the three steps circled. Ensure you complete all the fields marked (req). At the end of step 3 on the 'User ID & Password page' click on finish to complete the registration form.
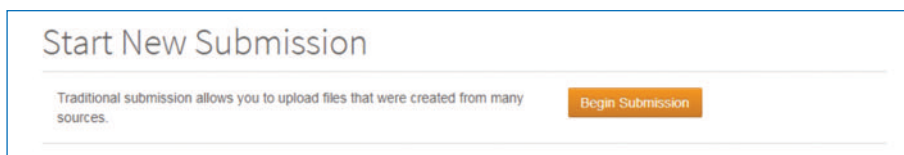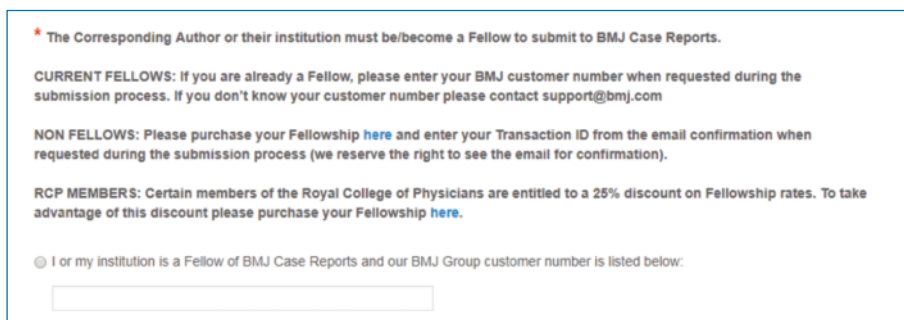
BMJ

BMJ Case Reports

3a 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.
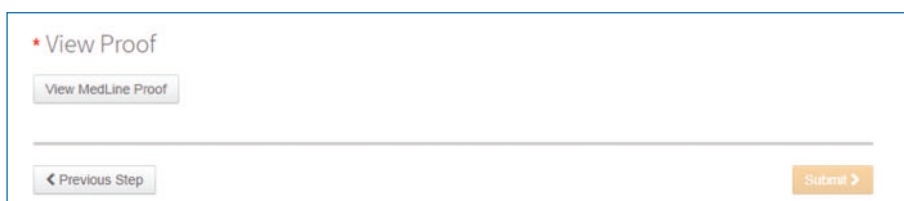
3b Once logged in, click on 'Author' in the navigation bar above.

4 To submit your article click on 'Start New Submission'.

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 al 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**.

Follow us **@BMJCaseReports**

Sign up for email alerts to keep-up-to-date with all the latest developments

casereports.bmj.com