

RSNA Case Collection

Author Guidelines

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General Information

View RSNA’s full [Privacy Policy](#) and [Plagiarism Policy](#).

Plagiarism is taken seriously at RSNA. Images and text should not be copied from other sources without permission and all paraphrased material must be cited. Any information taken from other resources must be referenced properly. Cases with plagiarized content are automatically rejected.

View RSNA’s [Terms of Use](#)

Section 1: Submitting to RSNA Case Collection

View RSNA Case Collection [authoring video tutorials](#).
View [sampled published cases](#) as a reference when submitting a case.

Login- [Submit a new case or to edit an existing case](#)

Type in your RSNA account credentials and click **Log in**.

An RSNA Account is needed to submit a case. (*RSNA account is free to create*)

[Click here](#) to create an account.

[Click here](#) to retrieve password.

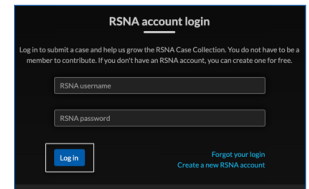


Figure 1.1: RSNA Case Collection login.

Preparing your submission

We recommend you prepare the text content of your case in a Word document prior to upload. Provide content for the following required fields*.

Title*	Differential diagnosis* <i>required only when using default quiz</i>
Attach images/videos*	Quiz heading* <i>default or custom quiz</i>
Figure Legend*: Guidelines for Writing Figure Legends	Clinical presentation & general epidemiology*
Keywords*	Prognosis, treatment or therapeutic options*
Clinical history & presentation*	Add references*
Final diagnosis* <i>required only when using default quiz</i>	Add co-authors*

There are additional fields that are optional. Fill in the optional fields if the information is relevant to the case, and different from the material entered into the required fields* listed above.

Important Notes:

Case will be presented as an unknown case to viewers. Please keep to one diagnosis and patient per case.
When submitting, Google Chrome is the recommended browser followed by Edge .
Recommended minimum file size of at least 1500px wide and max file size of 10mb for digital figures and max file size of 30mb for media files.
The system supports PNGs, JPGs, and TIFF files only and video file types of MPG, MOV, AVI, WMV, GIF.
Spellcheck is available during the submission, but is limited in scientific terminology.
You may “Start”, “Save for later”, and “Edit” a case before submitting.
“Save for later” saves the entire case data including compressing the images even if no other changes have been made. <i>It is not necessary to save in each tab, unless you plan to leave the site.</i>
Do NOT use the browser back button while submitting a case.
Must be a member or subscriber to view all content, as a non-member/subscriber you can only author cases and see your own case(s).

Editing or Submitting a New Case

Click on the **Submit New Case** button to create and submit a new case. From your “My cases” dashboard within the drop-down under your name, click the **Edit** action to continue editing an existing case. (Figure 1.2).

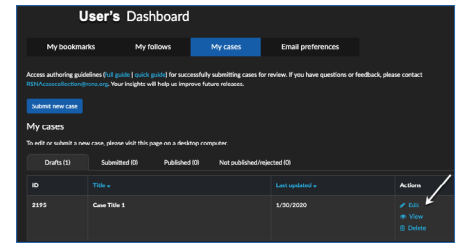


Figure 1.2: New or existing case.

Section 2: Creating a New Case

Title*

To get started, give your case a title that will be the final diagnosis (Figure 2.1) and click **Next**.

- Should be short, clear, and concise and should not be a phrase.
- Spell out any abbreviations and acronyms.

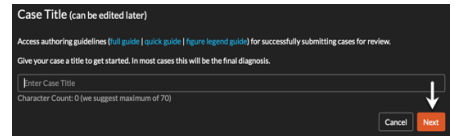


Figure 2.1: Case Title.

Images/Videos* - Attaching/Uploading

1 Attach media* (images/videos)

Drag and drop files into the “Attach media” box or click on the **Browse files** button to upload image(s) from your computer.

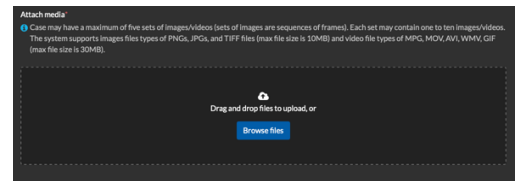


Figure 2.2: Attach an image to case.

Media Important Notes:

Case may have a maximum of five sets of images/videos (sets of images are sequences of frames). Each set may contain one to ten images/videos. The system supports images files types of PNGs, JPGs, and TIFF files (max file size is 10MB) and video file types of MPG, MOV, AVI, WMV, GIF (max file size is 30MB).

Image should be DPI of 96 or better. (Recommended minimum file size of at least 1500px wide and max file size of 10mb for digital figures and max file size of 30mb for media files.)

Separate images from the same projection (or sequence if applicable) into separate sets. Images should be in the order they are presented clinically.

Crop images before uploading. **Media cannot be cropped on the submission platform.** All media needs to be cropped to take out the blank frame (usually black in CT & MRI) and manufacture logo (usually within US) around media.

When uploading more than 1 file, the system will prompt to create a set or keep media separated individually on the case.

Image collage is not an acceptable format. Must be separate files and can not be copied from a PPT or Word document.

Media that includes a person belong to the pathology/other images segment unless they contribute to the diagnosis when viewers are reviewing the case in the quiz format. Media should not include any identifying information regarding the patient, submitting institution, and equipment vendors. Media that includes a picture of a person must have patient consent ([click here](#) for consent form).

2 Uploaded media

When media is attached and uploaded, click the action buttons to reorder or create media sets.

Re-Order Images/Videos

Order the set of images/videos by the sequence that you would like the viewer to see the media, usually as one would view the case in the clinical setting, or as the author would like the viewer to review the case.

To re-order your media or image sets:

- 1 Click the **Reorder** button above the media.
- 2 Click and drag the media you'd like to rearrange then click **Save**.
 - To reorder within a set, click **Reorder**, click **Open Set**, drag and drop media, and click **Save**.
 - Click **Sort by Timecode** above media if you have media or sets tagged with timecodes.

Media Sets

To upload more files, click **+Upload More** button. Click the **Create Media Sets** button to create image sets (up to 10 images). Click **Save Set** when images are combined.

**Note:* Creating sets from uploaded media or adding new media to an existing set after you edited information will delete all details. If needed, create a new set, copy the information, and then delete the old set. Videos and images cannot be mixed in one set.

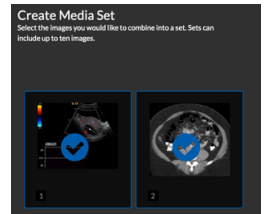


Figure 2.3: Create Image Sets.

Cine (movie) clips can be submitted in XX and YY formats and no more than a total of 3 should be submitted.
All patient identifiers, institutional information, and manufacturer logo should be removed PRIOR to upload.
Mixing images and movie clips are not allowed. Movie clips should be cropped appropriately to exclude unnecessary dead spaces surrounding the image. Do not annotate the movie clips prior to uploading onto the RCC platform (RCC platform currently doesn't provide movie clip annotation capability).
Movie clips should be submitted in a separate set, preferably, a single movie clip per set.
Following a set of movie clip should be included. The still images should be appropriately annotated within the RCC platform.
If more than one movie clip is submitted in a set (exceptional situations), in the next set, still images should be included.

Delete Media or Media Sets

To delete media, click the trash icon on the image/set and click **Yes** in the pop-up.

Note:* Deleting a set will remove all media associated within that set. Selecting **Delete will result in media and all information associated with the media to be deleted.

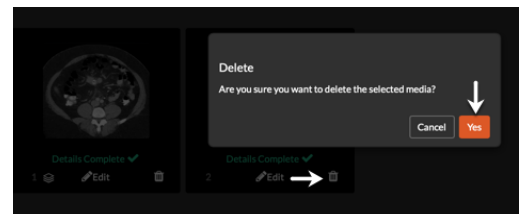


Figure 2.4: Delete Image.

Set Details- Editing images, Figure legend*, Timecode, Keywords*

Click on the image, video file or media set to edit, create a **Figure legend**, add a **Timecode** if relevant and give a description of the **Keywords**.

1 Editing images

Click **Annotate** to open image tools and to create annotations through RSNA Case Collection's image editor (Figure 2.5).

We will not accept pre-annotated images. All annotations must be completed on this platform. Annotations will help identify the findings on the images.

Select **Annotations** and choose between arrow, rectangle, circle or freeform then pick a color in dropdown.

- To move annotation: Click on the annotation and drag to new location.
- To delete annotation: Select annotation then hit **delete** on your keyboard.

Click **Save** before leaving the Image Editor.

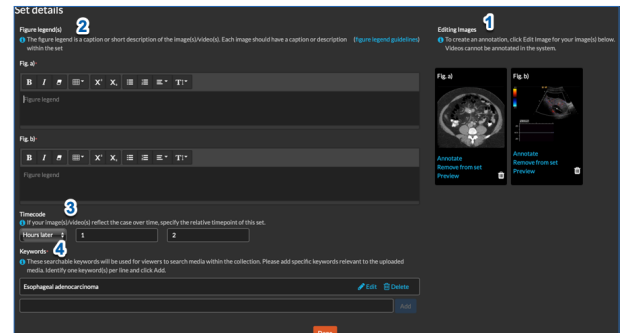


Figure 2.5: Image Details.

Annotations will be removed from the images when viewing the quiz as to not reveal the answer.

To keep consistency, use the same color, shape, and size annotation for a specific finding throughout different sets.

Videos cannot be annotated in the system, annotate outside the system before uploading.

2 Figure legend*

The figure legend is a caption or a short description of the media uploaded. It will display below the image or video after you click **Done**.

- Each image should have a caption or description within the set. Do not give away diagnosis in the figure legend. Please review the [Guidelines for Writing Figure Legends](#) for the required format.

3 Timecode

Timecode is the timepoint at which the image or video was obtained. If the images reflect how the case has occurred over time, specify the relative timepoint of the image by clicking on the drop-down menu (Figure 2.5).

- Options: Baseline, Hours Later, Days Later, Months Later, Years Later.

Within the 'Additional Info' field, add a description for clarification of the timecode. (**Example:** *Progression of disease over time*).

4 Keywords*

Keywords are searchable keywords (not phrases) for uploaded media and the entire case.

Type ahead search allows you to begin typing and select suggestions for keywords.

- Add specific keywords relevant to the uploaded media. Identify one keyword(s) per line and click **Add**.

Limit Keyword to only those necessary to identify the case. The imaging modality is **NOT** a keyword.

List relevant keywords that are specific to the image or sets of images.

- To remove a keyword, select the **Delete** link next to the keyword.

Clinical Information- Age & Gender, Clinical history & presentation*, Physical exam, Other diagnostic testing, Pathology and other images and other relevant information, Pathology and other images

1 Age & Gender

Age: Select Years, Months, or Days and add the relevant number.

Gender: Select Male, Female, or Nonbinary.

2 Clinical history & presentation*

Describe any clinical history and presentation of the disease that are relevant to the case. Do not include the diagnosis or the imaging workup.

3 Physical exam

Describe any findings on the physical exam(s) that is relevant.

4 Other diagnostic testing

Describe results of other diagnostic tests or procedures that are relevant. Place the normal range for all laboratory values as this can vary depending on the country or institution.

5 Pathology and other images and any other relevant information

Describe gross pathology or histology findings that are relevant.

6 Pathology and other images

Provide relevant pathologic images. Click the **Choose Files** button, select image file, and click **Open** (Figure 2.6).

- The pathology images cannot be annotated or edited within the platform.

Image(s) that include a photo of a person must have a [patient consent form](#).

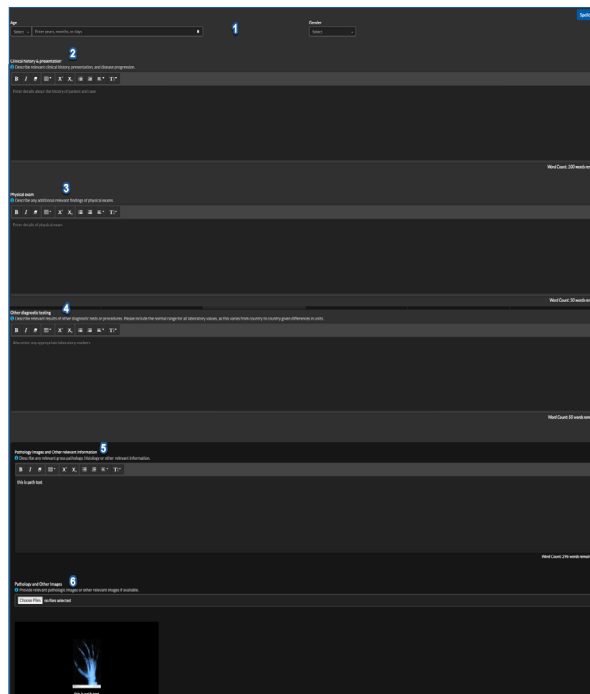


Figure 2.6: Clinical Information.

Diagnosis- Keywords, Final diagnosis*, Differential diagnoses*, Similar cases

1 Keywords

This section displays all the keywords previously added in keywords. If you have additional keywords, enter text and click **Add** (Figure 2.7).

- Please refrain from using keywords related to imaging technique and modality.

***Note:** If you delete previously entered keywords they will be deleted from the image section as well.

2 Final diagnosis*

Enter the rationale to explain why this is the accurate diagnosis.

3 Differential diagnoses*

Enter the rationale to explain why this diagnosis is not correct and click **Add**.

- Minimum of 2 and maximum of 3 differential diagnoses are required.

Discuss the differential diagnoses and explain the rationale for the accurate diagnosis as well as the inaccuracy of the distractors. For the final and differential diagnoses, the length and format should be similar. Both are only required if using the default quiz.

4 Similar cases

Display the published cases in the collection that have the same diagnosis or differential diagnoses.

- Select those which you wish to be displayed as links to your case.
- Select **View Case** to view the published similar case.

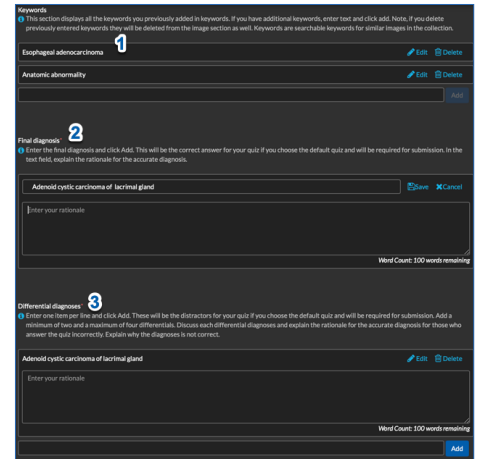


Figure 2.7: Diagnosis.

Quiz*

Quiz Heading*: Enter short history or clinical presentation to be displayed when a case is presented as a quiz. Use a full sentence that does not include the diagnosis.

Example: 24-year-female presents with abdominal

Question type: Choose to use the default quiz or create a custom quiz.

Default quiz question: System generated question “What is the diagnosis”.

Custom quiz question: User created custom question pertinent to the case.

Need to provide: Question stem, minimum of 3 and maximum of 5 answer choices, and rationale/justification for each possible answer (optional: related resources). All Interventional Radiology cases must use this feature.

[Click here](#) to review guidelines on the **How to write a custom question** document.

Preview Quiz

Click **Preview Quiz** to review the quiz question as it would appear to the viewer.

If you selected the default quiz, you will see answer options based on the information from the diagnosis and differential diagnosis tab, if you selected the custom quiz, the information displayed are based on what you have entered in the tab.

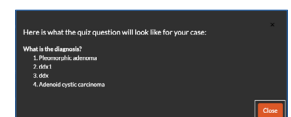


Figure 2.8: Preview Quiz.

Discussion- *Clinical presentation & general epidemiology**, *Imaging features, Prognosis, treatment or therapeutic options**

1 Clinical presentation & general epidemiology*

Describe general information for the disease include epidemiology, usual, and atypical presentation.

2 Imaging features

Describe relevant multimodality imaging features related to the disease.

3 Prognosis, treatment or therapeutic options*

Describe the typical treatment and therapeutic options and prognosis for the diagnosis.

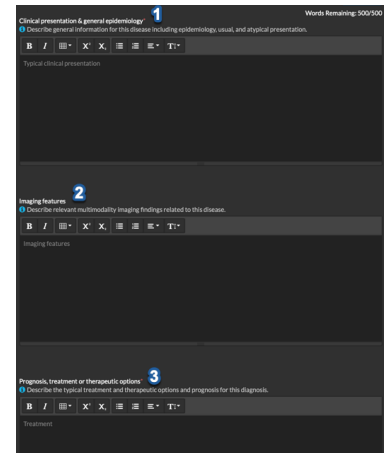


Figure 2.9: Discussion.

References* - *Adding references to case*

You can search PubMed for reference information in this tab or add a reference manually.

Search PubMed by typing in a PMID, author name, or a title of the reference and click **Search**.

- Minimum of 5 characters are required to perform a search.

When you have identified the reference, click on the reference which will be highlighted and be added to the references list. Once multiple references are added, they will then be numbered (Figure 2.10).

- Authors should cite their references in the discussion by the reference numbers.
- If you cannot find the reference you would like to use, it can be added manually by clicking the **Add manually**
- Within the pop-up, fill out the citation text field and insert a URL for the reference and click **Add**.

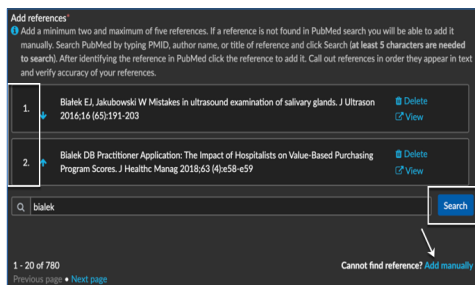
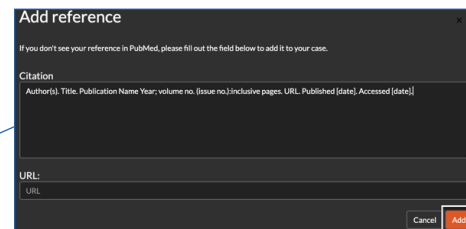


Figure 2.10: References.



Important Notes:

- The system requires a minimum of 2 and a maximum of 5. References will be numbered after they are selected.
- References should be within the past 10 years.
- Abbreviations used for cited periodicals cited should follow the style of the National Library of Medicine. It is the responsibility of the author(s) to ensure the accuracy of all references. **Example:** Traumatic life events and post-traumatic stress disorder (PTSD) are endemic among American civilians(1). Modern scientific nomenclature really began with Linnaeus in botany(1), but other disciplines(2,3) were not many years behind in developing various systems(4) for nomenclature and symbolization
- Place a parentheses around the reference number you are calling out. References are cited in text with full-size Arabic numerals on the line and in the parentheses. A comma without a space separates two numbers. A reference may be cited within the text of the case only. Please don't cite references in figure legends or title of the case.

Co-authors- Adding co-authors*

Initially, the case submitter is the primary author of the case. You may add co-authors and designate someone else as primary. There are a maximum of 3 co-authors each case.

- The primary author will be displayed first on the published case, but the user who initially submits the case will remain the only person with access to editing the case.
- All other co-authors have a “view only” access.
- Only authors found in the directory can be a primary author.

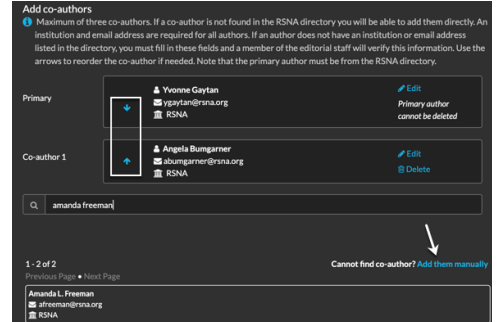


Figure 2.11: Co-authors.

If a co-author is not found within the RSNA directory, click **Add them manually** (Figure 2.11).

To change the primary author: Click the arrow up and down.

Each author requires an institution and an email address.

- If an author does not have an institution or an email address listed, you will need to update this information. An RSNA editorial staff member will verify the information.

Case Tags*- Subspecialties and Anatomy parts

Select **all relevant subspecialties** for the case.

Anatomy parts

After selecting the case tags, type in anatomy parts from the system database.

- At this time, only terms within our system can be applied.

Enter a partial search term and click the suggestion.

Then click the **Add** button.

- You will then be able to select the drop-down to choose an anatomical selection from RadLex (Figure 2.12).

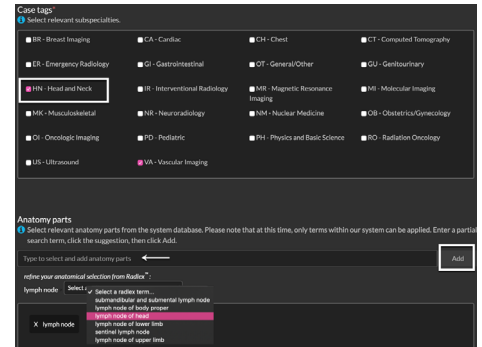


Figure 2.12: Case Tags.

Once an anatomy part is selected, you will then be able to refine your selection from the RadLex anatomical selection. Click the selection and click the **Accept** button.

Example: By selecting the “Head and Neck” subspecialty case tag, you can type in “y” and select “lymph node” as the anatomy part.

Preview Case

At the bottom of each tab, you have the option to select the **Preview case** link.

- This will display the view of how reviewers will see the case (Figure 2.13).

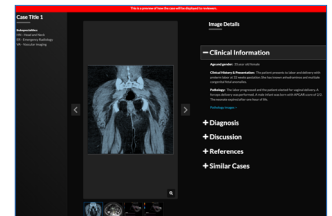


Figure 2.13: Preview Case.

Navigation & preview

At the bottom of each page, click the **Previous** button to go back or the **Next** button to move forward with creating your case.

*When you are done editing, click **Submit for review** to send your case to the peer review process!*