

Quick Guide to Submitting a Case to RSNA Case Collection

Go to <https://cases.rsna.org> to edit or submit a new case to RSNA Case Collection.

To view RSNA Case Collection authoring video tutorial, go to <https://youtu.be/oVDUfMcOJGI>

To view a list of high-quality cases as a reference when submitting a case, go to <https://cases.rsna.org/sample-cases>

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 studies must be referenced properly. Problematic cases will be returned to the authors without peer review.

To view RSNA's full **Privacy Policy** and **Plagiarism Policy**, go to <https://cases.rsna.org/privacy-policy> and <https://pubs.rsna.org/page/policies#plagiarism>

Submission Key Notes:

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

When submitting, **Google Chrome** is the recommended browser followed by Edge.

Once you submit the case it becomes 'Read Only'. If this was done by mistake contact us for assistance.

Preparing your submission- Please be prepared to provide the following required fields* for your case.

*Title	*Final Diagnosis
*Attach images/videos	*Differential Diagnosis
*Figure Legend (Figure Legends Guidelines)	*Clinical Presentation & General Epidemiology
*Keywords	*Prognosis, Treatment or Therapeutic Options
*Quiz Title	*Add References
*Clinical History & Presentation	*Case Tags

Creating a New Case

*Title

This should be the final diagnosis and can be edited at a later time.

*Images/Videos

Media Key Notes:

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.

Crop before uploading. Media cannot be cropped within the submission site.

Cases may have up to 5 sets of media with up to 10 images/videos per set.

Media must be separate files and can not be copied from a PPT or Word document.

Media should not include any identifying information regarding the patient, submitting institution, and equipment vendors unless they are relevant to the case.

Once you have uploaded your media, you will have tools to re-order, create sets, delete, edit (annotations) and add more details.

Remove manufacturer logo from any images/videos that will be attached.

Media that include a person must have patient consent

All media needs to be cropped to take out the blank frame (usually black in CT & MRI) around image(s).

Image Details

1. *Figure Legend: See Guidelines to Write Figure Legend Document .
2. Timecode
3. *Keywords: Searchable keywords for uploaded images for the case.
4. Editing Images & Annotations (limited)

Clinical Information

1. *Quiz Title	4. Physical Exam	7. Pathology and Other Images: Any annotations should be done before uploading since pathology images can not be edited.
2. Age & Gender	5. Other Diagnostic Testing	
3. *Clinical History & Presentation	6. Pathology images and Other relevant information	

Diagnosis

1. Keywords: Searchable keywords used to link similar cases in the collection.	
2. *Final Diagnosis	4. Preview Quiz
3. *Differential Diagnoses	5. Similar Cases

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

Discussion

1. *Clinical Presentation & General Epidemiology
2. Imaging Features
3. *Prognosis, Treatment or Therapeutic Options

*References

You are able to search PubMed for reference information or add a reference manually.

- Abbreviations used for periodicals cited should follow the style of the [National Library of Medicine](#).

Co-authors

The case submitter is the primary author of the case and you may add co-authors.

- 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.

*Case Tags

Case Tags: Relevant subspecialties.

Anatomy Parts: A partial search term option with a breakdown of anatomical selection from Radlex™.