



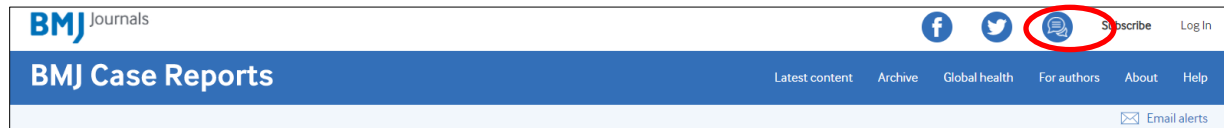
Submit to *BMJ Case Reports*

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2. Scroll down to click on the BMJ Case Reports or click B on the alphabet bar to find and click on the link.

Log in to submit a case to BMJ Case Reports



1. Click on: For authors (right-hand side of webpage header)
2. Click on: Submit manuscript >>
3. Log in with your User ID and password. (If you don't have an account, set up your account by clicking on: Create an Account.)

Log In

User ID [Create an Account](#)

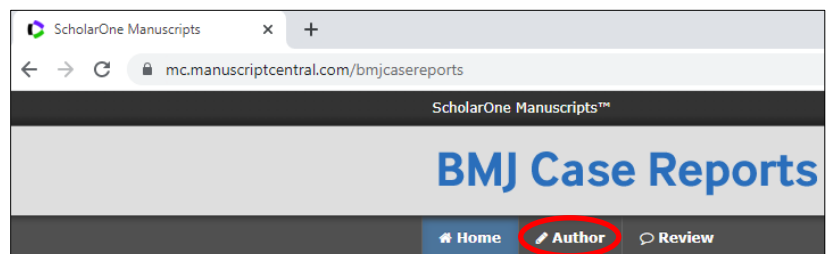
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Navigate to submission area of BMJ Case Reports

- After you have logged in click on: **Author** (Browser tab should say ScholarOne Manuscripts)





- Click on: **Begin submission** [Begin Submission](#)
- Either upload a Word file to pre-fill submission fields (.doc or .docx only) *
- OR click on: **or continue without pre-filling submission fields**

Complete 6 steps to submit a case to BMJ Case Reports

- Step 1: Type, Title, & Summary
- Step 2: File Upload
- Step 3: Attributes
- Step 4: Authors & Institutions **
- Step 5: Details & Comments
- Step 6: Review & Submit

* Upload a Word file to pre-fill submission fields (.doc or .docx only)

1. Click on: **Instructions & Forms** (upper-right of header)
2. Click on: **Submission forms**
3. Click on: **Full cases template (Word document)** The BMJ-Case-Reports-Standard-template-1.docx file will be downloaded to your computer
4. Follow the directions on the template and fill in the sections beginning on page 3.

** Step 4: Authors & Institutions

1. Click on the circle next to: **I or my institution is a Fellow of BMJ Case Reports and our BMJ Group customer number is listed below:**

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2. Access the BMJ Group customer number (Institution Fellowship Code) to put in the box at: <https://tinyurl.com/RLMLCodes> (You will need to login using your IU username, passphrase, and DUO.)

BMJ Case Reports fellowship code

Assistance

Please feel free to [email us](mailto:medlref@iupui.edu) (medlref@iupui.edu) or call 317-274-7182.



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