

Guide to *Submitting*

1. Go to www.rad.msu.edu

Click on Teaching Cases (under Medical Education)

2. Click on the 'Case Template' link to download the Word document
3. Fill in the appropriate case information
4. Save each case as a separate Word file with the following name format:
YourFirstName LastName CaseTitle Year
Examples: Joe Smith SubduralHematoma 2010.doc
Jane Doe HodginsLymphoma 2010.docx
5. When the case is ready to submit, log in to any email account & compose an email addressed to **teachingcases@rad.msu.edu**
6. Title the subject line of the email the same as the Word file name (Send each case in a separate email)
7. Attach the appropriate Word file
8. Attach relevant images in the order in which they should appear (Attach images, usually jpegs, separately from the Word file)

ANNOTATIONS

To include an image with annotations (captions, arrows, circles, etc.), attach two copies of the image, the first *without* annotations, the second *with* annotations

9. Send the case

Notes

- DO NOT INCLUDE PROTECTED HEALTH INFORMATION (PHI) IN TEXT OR ON IMAGES, cases with PHI will be rejected
- Do not include copy-written materials from books, websites, online databases, etc.
- Cases will be given credit unless notified otherwise
- Once uploaded, each case will be reviewed by an MSU Radiologist who will determine if the case will be made public for teaching purposes
- Save copies of all files for personal records
- All images and content become copyrighted property of Michigan State University

www.rad.msu.edu

email teachingcases@rad.msu.edu