



Submit Teaching Cases

to rad.teachingcases@msu.edu

1. Go to education.rad.msu.edu/hss and click **Case Template** to download the desired Word document
2. Open the Case Template and fill in the appropriate information
3. Save each case as a separate Word file with the following name format:

YourFirstName LastName CaseTitle Year

Example: Joe Smith SubduralHematoma 2018.docx

4. Save key images separately from the Word file (typically jpegs) with the following name format in the order in which they should appear:
Examples: SubduralHematoma 1, SubduralHematoma 2, SubduralHematoma 3

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

5. When the case is ready to submit, log in to any email account & compose an email addressed to rad.teachingcases@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 Word file to the email
8. Attach the images to the email (do not insert images into the Word file)
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** (i.e. from books, websites, online databases, etc.) without proper reference (refer to Code of Ethics).
- Cases will be given credit unless notified otherwise
- Once accepted and 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

Email cases to rad.teachingcases@msu.edu

View the repository of cases at teachingcases.rad.msu.edu

Download resources (templates, etc.) at education.rad.msu.edu/hss