

Covering Letter

To,
The Editor-in-Chief

Sub: Submission of Manuscript for publication

Dear Editor-in-Chief

We intend to publish an article entitled “ ” in Atlas Care Science: Healthcare Research Journal as a Case Report.

Commented [GR1]: Page: 1
Title of the manuscript

On behalf of all the authors, I will act as a guarantor and will correspond with the Journal from this point onward.

Prior publication

Commented [GR2]: Give information about prior publication or presentation in a conference/seminar. If none, please state the same.

Support

Conflicts of interest

Commented [GR3]: State the name of the funding agency. If none, please state the same.

Permissions

We hereby transfer, assign, or otherwise convey all copyright ownership, including any and all rights incidental thereto, exclusively to the journal, in the event that such work is published by the Journal.

Commented [GR4]: State perceived or otherwise conflicts of interest. If none, please state the same.

We would like to suggest following referees for the article.

Commented [GR5]: Give information about permission for reproducing pre-published information/material. If none, please state the same.

Name	Address	E-mail

Commented [GR6]: Optional to provide names of two or three particularly qualified reviewers who have had experience in the subject of the submitted manuscript, but who are not affiliated with the same institutes as the contributor/s. Kindly include complete address as well as e-mail.

Regards,

Signature

Corresponding author:

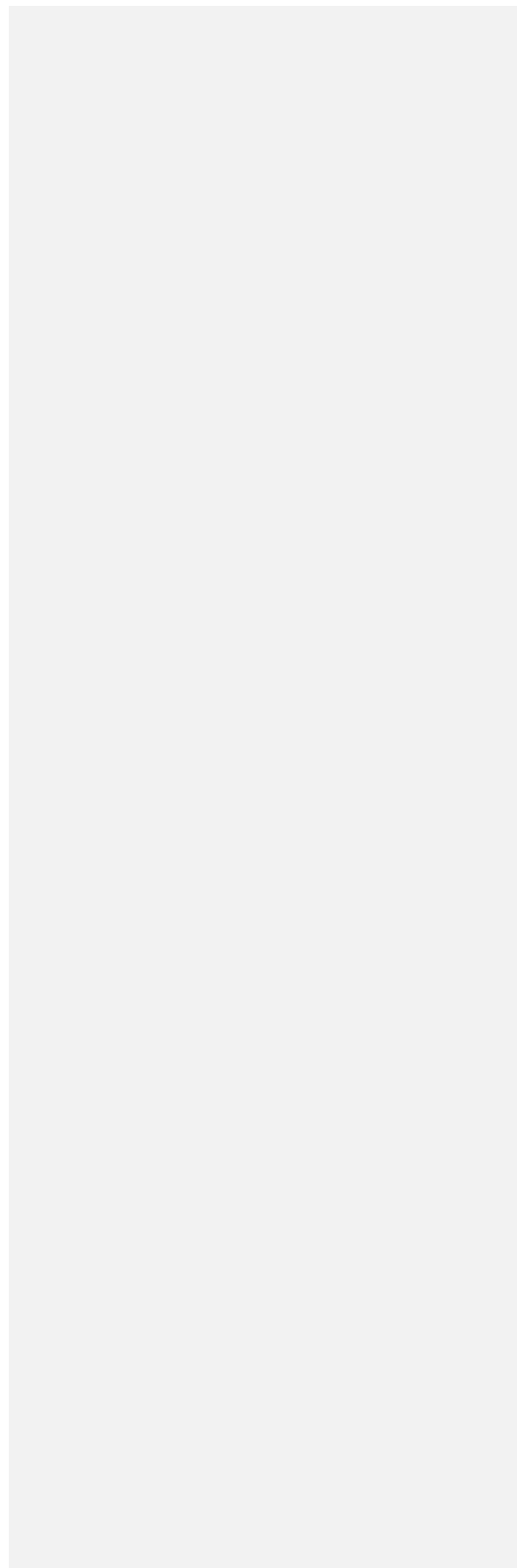
Commented [GR7]: Complete address of the corresponding author.

E-mail:

Encl :

Contributor's form signed by all the contributors

Checklist



Contributors' form (to be modified as applicable and one signed copy attached with the manuscript)

Manuscript Title:

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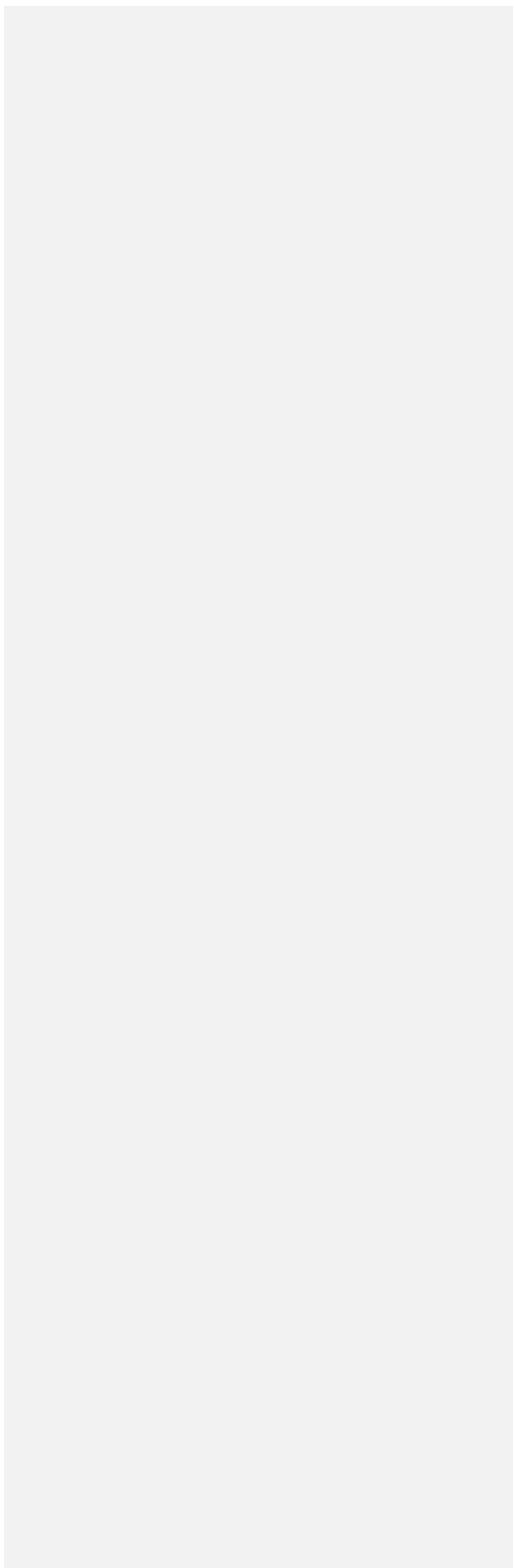
This paper has been prepared as a collaborative effort by multiple authors who all had equal participation in conceiving and designing the experiments (when applicable). We all participated equally in analysing and interpreting the results and in drafting the final version of this paper. The data used in this paper was acquired through our own research effort and we believe that the results are valid. Neither this manuscript nor manuscripts with similar content have been published or submitted for publication elsewhere, other than as referenced in the cover letter. I/We confirm that all data related to the findings presented in this manuscript have been included here and none of them have been published or will be published anywhere else. We also confirm that, if required by the editorial board, we will make available all data used in this research paper either to the editorial board or its designated representatives for their review. Financial interests (direct or indirect) existing or possibly existing for any of the individual authors, which may influence the content of the article have been declared in the cover letter. Any sources of external financial support for this work have been declared in the cover letter.

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We hereby authorize the corresponding author to make all the necessary changes as requested by the journal, handle any other correspondences related to this matter, and serve as guarantor of this manuscript on our behalf.

All individuals who have contributed significantly to the work reported in the manuscript but who are not listed as authors have been acknowledged and have consented in writing to being acknowledged. The absence of an Acknowledgment section indicates that no significant contributions were made by non-authors, and all contributing authors are included.

Name	Signature	Date signed



Checklist (to be tick marked, as applicable and one copy attached with the manuscript)

Manuscript Title

Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

Authors

- Middle name initials provided
- Author for correspondence, with e-mail address provided
- Number of contributors restricted as per the instructions
- Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

Presentation and format

- Double spacing
- Margins 2.5 cm from all four sides
- Title page contains all the desired information (vide supra)
- Running title provided (not more than 50 characters)
- Headings in title case (not ALL CAPITALS, not underlined)
- References cited in superscript in the text without brackets
- References according to the journal's instructions.

Language and grammar

- Uniform American English
- Abbreviations spelt out in full for the first time
- Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out

Tables and figures

- No repetition of data in tables/graphs and in text
- Actual numbers from which graphs drawn, provided
- Figures necessary and of good quality (colour)
- Table and figure numbers in Arabic letters (not Roman)
- Labels pasted on back of the photographs (no names written)
- Figure legends provided (not more than 40 words)
- Patients' privacy maintained (if not, written permission enclosed)
- Credit note for borrowed figures/tables provided

Title Page

Type of article: Letter

Title of the article:

Running title

Commented [GR8]: Not more than 50 characters

Contributors

Commented [GR9]: Last name First name initials of middle name, with highest academic degree and institutional affiliation

- 1.
- 2.
- 3.
- 4.

Commented [GR10]: Specify the number of contributors

Department(s) and institution(s)

Corresponding Author:

Name:

Address:

Phone numbers:

Facsimile numbers:

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Total number of pages:

Total number of photographs:

Word counts

for the text:

Presentation at a meeting:

Organisation:

Place:

Date:

Title of the article

ABSTRACT:

Commented [GR11]: Approximately 250 words

Commented [GR12]: The abstract should contain a brief background of the literature followed by brief note on the patient's presenting complaints, the diagnosis, treatment, outcomes and concluding notes on what was the inference from this case report.

Keywords:

INTRODUCTION

Commented [GR13]: Please include why this case is unique. If it is rare, how rare, how many cases have been reported.

CASE HISTORY / CASE PRESENTATION

(complete details to be written like case and client history, etiology, investigation, management)

Commented [GR14]: Include the tables/charts at appropriate places in the text itself. Do not include images in the text. Mark the point of insertion of images (e.g. Figure 1) along with the legends. Send the images separately as jpeg files (not larger than 100 kb each). Information about the patient concerns, diagnosis, treatment, outcomes and follow-up to be included.

DISCUSSION

Patient consent statement:

Commented [GR15]: Patient consent for publication is mandatory for all cases being submitted to ACS Journal

REFERENCES:

Commented [GR16]: Include recent citations (5-7 years)
Follow the punctuation marks carefully. Do not include unnecessary bibliographic elements such as issue number, month of publication, etc. Include names of six authors followed by et al if there are more than six authors

Acknowledgements:

Name	Role

Commented [GR17]: List non-author contributors individually or collectively with their role. It is the responsibility of the corresponding author to ensure that the non-author contributors agree to have their name included in "Acknowledgments"

Source(s) of support:

Commented [GR18]: Provide details about the funding agency/ sponsors, grant number and the role of funders. If the funders have no role or the study did not receive funding, a statement declaring the same to be mentioned.

Conflicting Interest (If present, give more details):

Reporting guidelines: The article adheres to the CARE reporting guidelines for case reports

Fill the CARE checklist given below:

Reporting guidelines for Case Report: CARE (2016)

Commented [GR19]: On account of receiving incomplete or no checklist, the manuscript will be set back to the author. Wherever not applicable, please write "NA"

Topic	Item	Checklist item description	Yes/ No
Title	1	The words "case report" should be in the title along with the area of focus	
Abstract	2a	Structured abstract with the headings: Rationale, Patient concerns, Diagnosis, Interventions, Outcomes, Lessons If unstructured abstract, all the details as per the above heading to be present	
	2b	Abstract structure outlines in the Information to Authors and contain all the information mentioned in 2a	
Introduction			
	3a	One or two paragraphs summarizing why this case is unique	
	3b	Statement to be cited adequately	
Case report			
Patient Information	4a	De-identified demographic information and other patient specific information	
	4b	Main concerns and symptoms of the patient	
	4c	Medical, family, and psychosocial history including relevant genetic information (also see timeline)	
	4d	Relevant past interventions and their outcomes	
Clinical Findings	5	Describe the relevant physical examination (PE) and other significant clinical findings	
Diagnostic Assessment	6a	Diagnostic methods (such as laboratory testing, imaging, surveys)	
	6b	Diagnostic challenges (such as access, financial, or cultural)	

	6c	Diagnostic reasoning including other diagnoses considered	
	6d	Prognostic characteristics (such as staging in oncology) where applicable	
Therapeutic Intervention	7a	Types of intervention (such as pharmacologic, surgical, preventive, self-care)	
	7b	Administration of intervention (such as dosage, strength, duration)	
	7c	Changes in intervention (with rationale)	
Follow-up and Outcomes	8a	Clinician and patient-assessed outcomes (when appropriate)	
	8b	Important follow-up diagnostic and other test results	
	8c	Intervention adherence and tolerability (How was this assessed?)	
	8d	Adverse and unanticipated events	
	8e	Follow-up duration and the last known status of the patient	
Discussion	9a	Discussion of the strengths and limitations in your approach to this case	
	9b	Discussion of the relevant medical literature.	
	9c	The rationale for conclusions (including assessment of possible causes)	
	9d	The primary “take-away” lessons of this case report	
	9e	Citations adequate preferably from recent literature	
Informed Consent	10a	Mention the patient (family/ legal representative) informed consent for publication of the case details. For minor (children), consent statement should mention if “parental/ legal guardian consent” was obtained.	
	10b	Mention if the patient consent has been waived/ exempted by the IRB and to mention the appropriate details (including the exempt number)	
Figures	11	Figures (full face) to be sufficiently obscured Confidential data like patient’s name, date of birth, personal identification data should not be displayed in the images including the radiographs.	