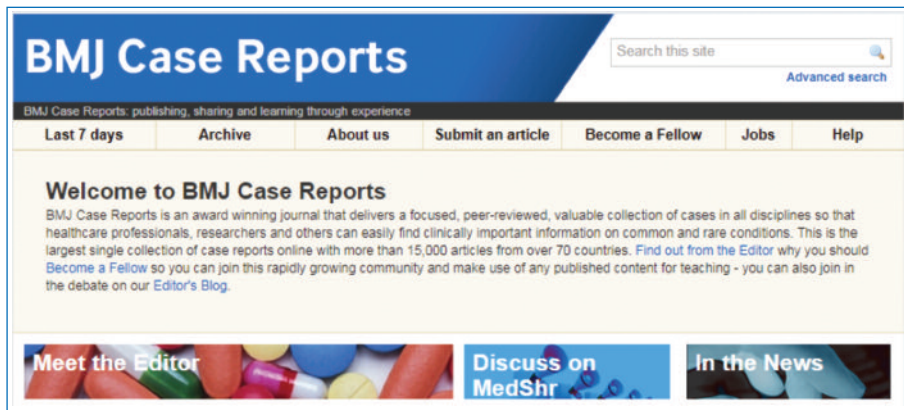


# User Guide



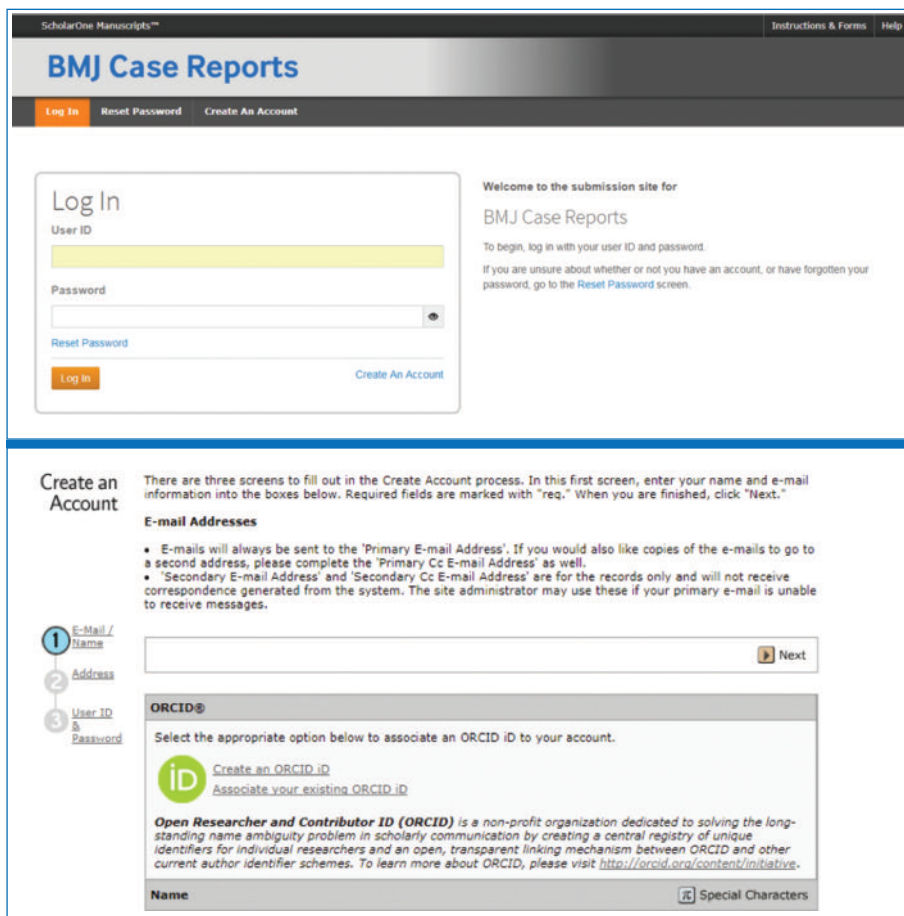
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You will need your personal or institution\* fellowship code.

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1 Click on 'Submit an article'.

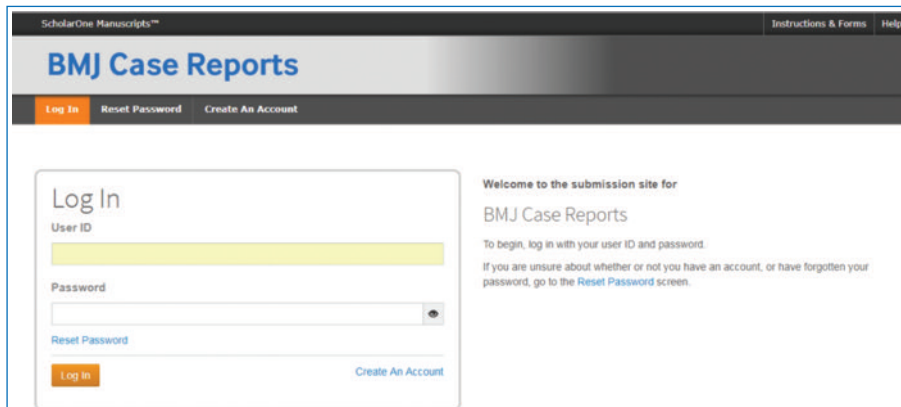


2a All authors need to register once on the submission system (ScholarOne Manuscripts). Authors that have registered can login using their 'UserID' and 'Password'.

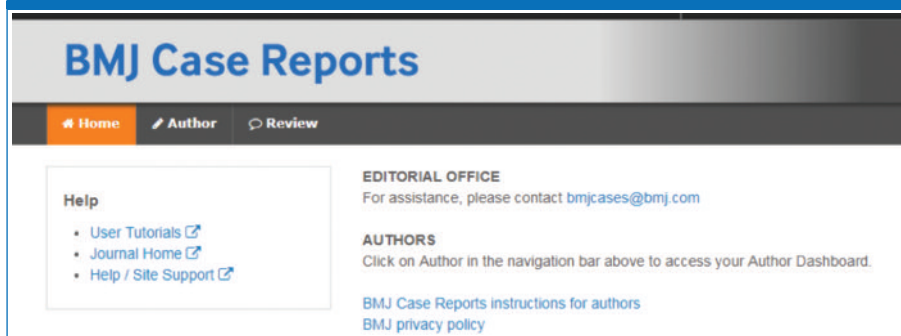
2b First time authors will need to register by clicking on 'Register here' and completing all the three steps circled. Ensure you complete all the fields marked (req). At the end of step 3 on the 'User ID & Password page' click on finish to complete the registration form.



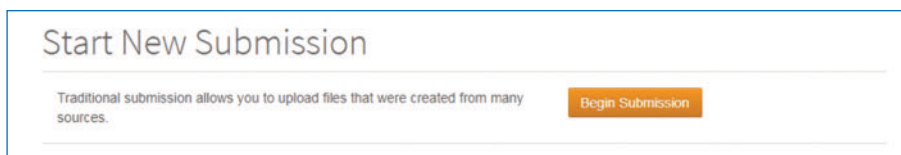
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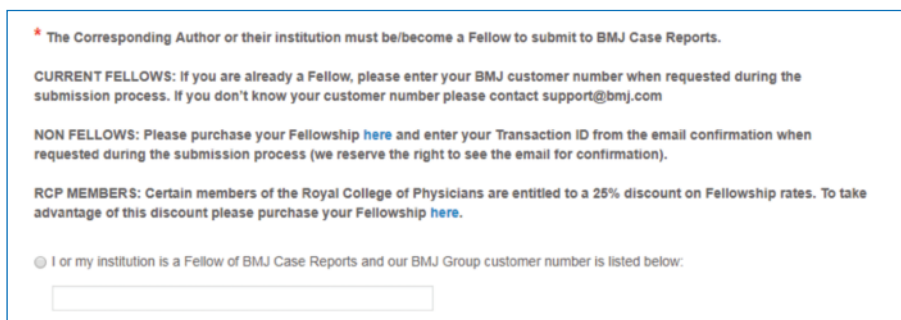
3a You will now need to either click on 'login' or go back to the [casereports.bmj.com](https://casereports.bmj.com) and click on 'Submit an article' and login.



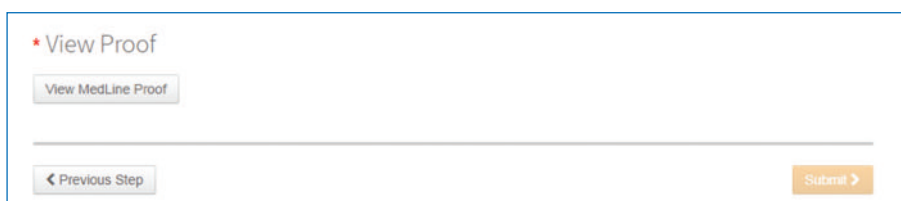
3b Once logged in, click on 'Author' in the navigation bar above.



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5 When you get to the 'Details & Comments' section you will be asked to enter a fellowship code to prove that you, or your institution, has access to *BMJ Case Reports*. You can get your institution's fellowship code from the person who purchased the fellowship (probably your head of department or librarian).



6 To submit your paper ensure all the 7 steps are completed correctly and then click on the 'Submit' button at the end of the page.

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