

Case Report Upload Instructions

Please read the following before uploading. We strongly recommend you set up the document correctly prior to writing to prevent inadvertent formatting issues.

Case reports must be the original work of the applicant, and you will attest to this in your waiver that you sign for this application. While we understand, and expect that you will be utilizing references to explain physiology, pharmacology, pathophysiology etc., direct copying (plagiarism) of references (books, conference proceedings, papers or websites) will not be accepted and will be a reason for declining your application. Numerous anti-plagiarism checkers are available and utilized by AVECCT. All references must be paraphrased into your own words, even when providing the reference. If text is used verbatim (not recommended), it must be properly referenced and appear in quotes. See below for reference style. **We will allow an additional page for references ONLY.** Here is a handy article on avoiding plagiarism: <http://en.writecheck.com/ways-to-avoid-plagiarism/>.

VERY IMPORTANT!! Applications may be declined if case reports are not formatted correctly.

1. **Margins:** set your Word margins to the following: **Top/Bottom and Sides 0.5" (1.27 cm)**
2. **Justification:** **Right Margin must be justified** (Left Margin is justified by default) See Examples:

Example Justified Text:	Example UNJustified Text:
<p style="text-align: center;"><small>EXCERPT FROM THE CRYSTAL GOBLET, BY BEATRICE WARDE</small></p> <p>Printing demands a humility of mind, for the lack of which many of the fine arts are even now floundering in self-conscious and maudlin experiments. There is nothing simple or dull in achieving the transparent page. Vulgar ostentation is twice as easy as discipline. When you realise that ugly typography never effaces itself; you will be able to capture beauty as the wise men capture happiness by aiming at something else. The 'stunt typographer' learns the fickleness of rich men who hate to read. Not for them are long breaths held over serif and kern, they will not appreciate your splitting of hair-spaces. Nobody (save the other craftsmen) will appreciate half your skill. But you may spend endless years of happy experiment in devising that crystalline goblet</p>	<p style="text-align: center;"><small>EXCERPT FROM THE CRYSTAL GOBLET, BY BEATRICE WARDE</small></p> <p>Printing demands a humility of mind, for the lack of which many of the fine arts are even now floundering in self-conscious and maudlin experiments. There is nothing simple or dull in achieving the transparent page. Vulgar ostentation is twice as easy as discipline. When you realise that ugly typography never effaces itself; you will be able to capture beauty as the wise men capture happiness by aiming at something else. The 'stunt typographer' learns the fickleness of rich men who hate to read. Not for them are long breaths held over serif and kern, they will not appreciate your splitting of hair-spaces. Nobody (save the other craftsmen) will appreciate half your skill. But you may spend endless years of happy experiment in devising that crystalline goblet which is worthy to hold the vintage of the human mind.</p>

3. **ALL body text and headings must be in "Times New Roman" Font size 10pt.** This is a standard font in MS Word.
4. **HEADINGS** must be Bold type, CAPITALIZED (for example **SIGNALMENT**, **INTRODUCTION**, **INTERVENTIONS**, etc)
5. **Case Report Header** must appear on every page, and must follow this format. **Note, we no longer want your NAME in the Header.** Use the MS Word Header/Footer

option under "Insert" to set your header. The page number can be autoformatted as well within the header feature.

CASE REPORT #(1-4), APPLICANT # ____, CASE LOG # (1-75), PAGE # ____

Applicant Number: Your specific applicant number is on the email "save and resume" link that you have been sent when you save your application. The Subject of the email is: **AVECCT Application for the 20xx Examination Save & Resume Link Applicant Number: "Your Number"**

6. All reports must be typed, **double spaced, and not exceed 5 pages** in length (exception: 1 reference page).

7. Save file as a **PDF** with the following file name:

YOUR Applicant Number-(Case Report #)1-4.pdf

For example, **62-1.pdf, 62-2.pdf, 62-3.pdf, 62-4.pdf**. **Do not include patient name or other identifiers in the file name**

8. **REFERENCES.** Under this heading, you may add references used. The references should also have been cited within the document using a superscript 1, 2, 3, etc. References should follow the format below and be preceded by the citation number of first appearance.

Journal citations

1. Powell LL, Rozanski EA, Tidwell AS, Rush JE. A retrospective analysis of pulmonary contusions secondary to motor vehicular accidents in 143 dogs: 1994-1997. J Vet Emerg Crit Care 1999;9(3):127-136.

Book Chapter:

2. Rooney DK. Clinical Nutrition. In: Reed SM, Bayly WM, editors. Equine Internal Medicine. 2nd ed. Philadelphia: WB Saunders Co; 1998, pp. 216-229.

Book

3. Ettinger SJ. Textbook of Veterinary Internal Medicine. 2nd ed. Philadelphia: WB Saunders Co; 1983, pp. 55-57.

Conference Proceeding

4. Dowers K, Bright JM. Anti-aggregatory effects of GP IIa/IIIb antagonist on feline platelet function. In: Proceedings of the American College of Veterinary Internal Medicine; 2000: Chicago, USA. pp. 712.

Note: the journal citation information above has been used from the “Instructions for Authors” for the Journal of Veterinary Emergency and Critical Care:
[http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1476-4431/homepage/ForAuthors.html](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1476-4431/homepage/ForAuthors.html)

Website

5. Copy and paste the website link. ie: <http://en.writecheck.com/ways-to-avoid-plagiarism/>

We understand that these instructions seem tedious, however following instructions is very important for several reasons:

- a) Attention to Detail: a very important quality in an ECC Technician/Nurse
- b) Ability to follow instructions: also a very important quality!
- c) By following the exact guidelines we ensure that **all candidates** have the exact same amount of space in which to demonstrate their knowledge and care of the case. Using a smaller font, or wider margins can effectively give the applicant an additional half page or more, and will not be accepted.