



# Submitting Teaching Cases to [rad.teachingcases@msu.edu](mailto:rad.teachingcases@msu.edu)

1. For more detailed instructions go to [education.rad.msu.edu/hss](http://education.rad.msu.edu/hss) and watch the **Submitting Teaching Cases video**. This is also where you can download the **Case Template** 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**  
*Example: Joe\_Smith\_SubduralHematoma.docx*
4. Save key images separately from the Word file (usually jpeg or png files) 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 (arrows, circles, etc.), attach two copies of each image, the first *without* annotations adding an “a”, the second *with* annotations adding a “b” (Examples: SubduralHematoma\_1a.jpeg, SubduralHematoma\_1b.jpeg)
5. When the case is ready to submit, log in to any email account & compose an email addressed to [rad.teachingcases@msu.edu](mailto: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](mailto:rad.teachingcases@msu.edu)

**View the repository of cases at** [teachingcases.rad.msu.edu](http://teachingcases.rad.msu.edu)

**Download resources (templates, etc.) at** [education.rad.msu.edu/hss](http://education.rad.msu.edu/hss)