



Case Report Contest Checklist

The following checklist has been compiled by the MTF Case Report Contest Committee to assist students and practitioners while planning, writing, and submitting a case report.

Follow the directions outlined in the [MTF Case Report Contest Guidelines](#) and consider the MTF Case Report Contest Rubric. The Rubric contains the criteria used to score the reports. If your case report meets most or all of the criteria, you will have a better chance of producing a high-quality report. Below you will find a short checklist in three parts; (1) prior to starting the case, (2) prior to writing your report, and (3) prior to submitting your report. Please consider the following checklist in assisting you in your goal of writing an outstanding report.

Prior to starting the case/treatment:

You've had an interesting client/patient enter either your practice or the student clinic, and you think this might make a great case for a case report. Here are four things to consider:

- ☐ I have discussed and had my client/patient sign the [Client Informed Consent](#) form including discussing the goals of the client.
- ☐ I have searched and read research that I can use to support my case report. (Good search options include [Pubmed](#), [Google Scholar](#) and [IJTMB](#))
- ☐ I have thought about which assessment measures I will be using and I have investigated their reliability and validity. The assessment measures match the ultimate goals of the client.
- ☐ The treatment I will be using is supported by research and clinical experience and is in line with the client's ultimate goals.

Prior to writing the case report

- ☐ I have read the [MTF Case Report Contest Guidelines](#).
- ☐ I have viewed the, "[Writing Case Reports](#)" MTF webinar series.
- ☐ I have read the article, "Adaptation of the CARE Guidelines for Therapeutic Massage and Bodywork Publications: Efforts to Improve the Impact of Case Reports." (View at <https://ijtmb.org/index.php/ijtmb/article/view/251/303>)
- ☐ I have read published case reports.

Prior to submitting the case report to the contest

- ☐ I have followed all the directions in the Guidelines when writing my case report.
- ☐ My case report follows the formatting guidelines.
- ☐ My references are in the proper format.
- ☐ I have filled out and submitted all forms indicated on the website.

For questions, please contact Annie LaCroix

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