**CASE STUDY GUIDELINES**

**Criteria**

Case Studies describe actual interventions or experiences. We accept case studies on Green Initiative for Sustainable Industrial Development to highlight 10 key themes.

**Language**

All articles must be written in good English.

**Main Sections**

1. [Authors](https://f1000research.com/for-authors/article-guidelines/case-studies#authors)
2. [Title](https://f1000research.com/for-authors/article-guidelines/case-studies#title)
3. [Abstract](https://f1000research.com/for-authors/article-guidelines/case-studies#abstract)
4. [Keywords](https://f1000research.com/for-authors/article-guidelines/case-studies#keywords)
5. [Main Body](https://f1000research.com/for-authors/article-guidelines/case-studies#main)
6. [Data and Software Availability](https://f1000research.com/for-authors/article-guidelines/case-studies#data)
7. [Ethics and Consent](https://f1000research.com/for-authors/article-guidelines/case-studies#consent)
8. [Acknowledgments](https://f1000research.com/for-authors/article-guidelines/case-studies#ack)
9. [References and footnotes](https://f1000research.com/for-authors/article-guidelines/case-studies#ref)
10. [Figures and Tables](https://f1000research.com/for-authors/article-guidelines/case-studies#figures-and-tables)

**1. Authors**

All authors should have made a significant contribution to the work and agree to be accountable for the parts of the work they have done. All authors should approve the final version for publication. Being an author implies full responsibility for the article’s content and **Author Declaration Form** should also submit. For large, multi-centre collaborations, the individuals who accept direct responsibility for the manuscript must be listed as authors.

**2. Title**

Please provide a concise and specific title that clearly reflects the content of the article.

**3. Abstract**

Abstracts should be up to **300** words long and provide a succinct summary of the article. Although the abstract should explain why the article might be interesting, the importance of the work should not be over-emphasized. Citations should not be used in the abstract. Abbreviations, if needed, should be spelled out. Abstracts are structured into **Background, Methods, Results,** and **Conclusions**.

**4. Keywords**

Authors should supply up to eight relevant keywords that describe the subject of their article. These will improve the visibility of your article.

**5. Main Body**

* The format of the main body of the article is flexible: it should be concise, making it easy to read and review, and presented in a format that is appropriate for the type of study presented.
* The case study must be a qualitative descriptive piece, often containing narrative elements, which seeks to explore a particular situation or sequence of events in a non-prescriptive way. Conclusions may either be drawn by the author or left open to the interpretation of the reader.
* Whilst recognizing that no observer or researcher can ever honestly claim to provide an unbiased point of view, the writer of a case study must make a conscious effort to refrain from distorting the situation being described with his or her own beliefs, prejudices or assumptions. As far as possible, the subjects of the study should be allowed to speak for themselves and should be quoted, in context, whenever the opportunity arises.
* Ethical considerations such as confidentiality, anonymity and informed consent are important when planning case studies because of the impact that the publication of such material might have on the individuals who contributed to it. Information gathered specifically for the case study, and which doesn't already exist in the public domain, must be used with care and permission to use it should be sought from its source wherever possible and appropriate.

**6. Data and Software Availability**

**Underlying data**

All articles must include a Data Availability Statement, even where there is no data associated with the article.

The Data Availability Statement should provide full details of how, where, and under what conditions the data underlying the results can be accessed;

Your data availability statement should follow the following format:

[Name of data repository]. [Title of dataset]. [Persistent identifier]

This project contains the following underlying data:

* Title of file. (Description of data in file).

Data is available under the terms of the [Name of license].

For example:

OSF: Ethics issues identified by applicants and ethics experts in Horizon 2020 grant proposals. <https://doi.org/10.17605/OSF.IO/T765V> (Buljan et al., 2021).

This project contains the following underlying data:

* Data file 1. Datasets.xlsx

Data are available under the terms of the [Creative Commons Zero “No rights reserved” data waiver](https://creativecommons.org/publicdomain/zero/1.0/) (CC0 1.0 Public domain dedication).

*Example taken from: Buljan I, Pina DG and Marušić A. Ethics issues identified by applicants and ethics experts in Horizon 2020 grant proposals [version 2; peer review: 2 approved]. F1000Research 2021, 10:471 (*<https://doi.org/10.12688/f1000research.52965.2>*).*

If you have deposited your dataset in a structured, subject-specific repository, for example an [INSDC member repository](https://www.insdc.org/), you may receive an accession code as a persistent identifier and a Creative Commons license will not be applicable.

In this case, your data availability statement should follow the following format:

NCBI Gene: Ihe1 intestinal helminth expulsion 1 [Mus musculus (house mouse)]. Accession number [107537](https://www.ncbi.nlm.nih.gov/gene/107537).

**Restricted data**

Some data may be restricted for legitimate reasons including data protection, copyright or reasons related to ethics or privacy. In these cases, the Data Availability statement should provide full details of the restrictions on the data, and how, where, and under what conditions the data underlying the results can be accessed.

**Extended data**

There are no figure or table limits for articles. Additional materials that support the key claims in the paper but are not absolutely required to follow the study design and analysis of the results, e.g., questionnaires, supporting images or tables, can be included as extended data; descriptions of the materials and methods should be in the main article.

Care should be taken to ensure that the publication of extended data in this instance does not preclude primary publication elsewhere. If you intend to publish additional research articles based on the extended data with another journal, you should ensure that publishing your extended data in this way will not be considered ‘prior publication’ by your chosen journal.

If you have any extended data, please deposit these materials in an approved repository and include the title, the name of the repository, the DOI or accession number, and license in the manuscript under the subheading ‘Extended data’ using the format below. Extended data should be cited where relevant in the main text.

[Name of data repository]. [Title of dataset]. [Persistent identifier].

This project contains the following extended data:

* Title of file. (Description of data in file.)

Data is available under the terms of the [Name of license].

*Please note, information which can be used to directly identify participants should not be included in underlying and extended datasets, unless they have provided explicit permission to share their details.*

**Software and Code**

All articles should include details of any software and code that is required to view the datasets described or to replicate the analysis.

Where software is used to process, store or analyse data, please include the version number of the software used.

Where proprietary software is used, please also include an open-access alternative that can perform the same function. We recognise that there may be cases where this may not be feasible. Please contact the editorial team if this is the case.

If you are describing new software, please make the source code available on a Version Control System (VCS) such as GitHub, BitBucket or SourceForge, and provide details of the repository and the license under which the software can be used in the article. Please also deposit an archived copy of the software at the time of submission to a recognised repository. You should include a statement in the manuscript as follows:

* *Software available from:* URL for the website where software can be downloaded from, if applicable.
* *Source code available from:* URL for versioning control system (for example GitHub).
* *Archived source code at time of publication:* DOI and citation for project in Zenodo (please select the appropriate DOI for the version which underlies your article).
* *License:* Must be an open license and preferably an [OSI-approved license](https://opensource.org/licenses).

**7. Ethics and Consent**

**Ethics Policies:** All research must have been conducted within an appropriate ethical framework. For studies involving humans or animals, details of approval by the authors’ institution or an ethics committee must be provided in the Methods section. Please refer to the detailed ‘Ethics’ section in our [editorial policies](https://f1000research.com/about/policies) for more information.

**Consent:** For articles involving patient/participant data or information (e.g. personal genomics articles, case reports, clinical trials, questionnaires, and observations), authors must ensure that they have written informed consent from all the subjects involved (or their legal guardian for a minor, or next of kin if the participant is deceased).

If applicable, please include a section entitled “Consent” and state ‘Written informed consent for publication of the participants/patients’ details and/or their images was obtained from the participants/patients/parents/guardian/relative of the participant/patient.’

**08. Acknowledgments**

This section should acknowledge anyone who contributed to the research or the writing of the article but who does not [qualify as an author](https://f1000research.com/for-authors/article-guidelines/case-studies#authors); please clearly state how they contributed. Authors should obtain permission to include the name and affiliation, from all those mentioned in the Acknowledgments section. Please note that grant funding should not be listed here.

**09. References and footnotes**

References and footnotes can be listed in any standard style if it is consistent within a given article. We allow both references and footnotes within an article (a full reference list within text citations, and explanatory footnotes).

Our basic requirements include:

* Abbreviations and journal names should align with discipline specific standards.
* Preprints can be cited and listed in the reference list.
* Unpublished abstracts, papers that have been submitted to a journal but not yet accepted, and personal communications should instead be included in the text; they should be referred to as ‘personal communications’ or ‘unpublished work’ and the researchers involved should be named. Authors are responsible for getting permission to quote any personal communications from the cited individuals.
* Web links should be included as hyperlinks within the main body of the article, and not as references.
* Datasets published or deposited elsewhere (for example, in a general repository) should be listed in the “References” section and the citation to the dataset should follow [one of these examples](https://www.dcc.ac.uk/guidance/how-guides/cite-datasets).

**10. Figures and Tables**

All figures and tables should be cited and discussed in the article text. There is no limit to the number of figures and tables you can have. **Figure legends and tables should be added at the end of the manuscript**. Tables should be formatted using the ‘Insert Table’ function in Word or provided as an Excel file. For larger tables or spreadsheets of data, please see our [data guidelines](https://f1000research.com/for-authors/data-guidelines) for further information. Files for figures are usually best uploaded as separate files through the submission system (see below for information on formats).

Any photographs must be accompanied by written consent to publish from the individuals involved. Any distinguishing features, including medical record numbers or codes in the case of clinical images that could be used to identify the patient or participant concerned must be removed from the images.

**Titles and legends:** Each figure or table should have a concise title of no more than 15 words. A legend for each figure and table should also be provided that briefly describes the key points and explains any symbols and abbreviations used. The legend should be sufficiently detailed so that the figure or table can stand alone from the main text.

**Permissions:** If reusing a figure or table from a previous publication, the authors are responsible for obtaining permission from the copyright holder and for the payment of any fees (if applicable). Please include a note in the legend to state that: ‘This figure/table has been reproduced with permission from [*include original publication citation*]’.

**Figure formats:** For all figures, the colour mode should be RGB or grayscale.

**Line art:** Examples of line art include graphs, diagrams, flow charts and phylogenetic trees. Please make sure that text is at least 8pt, the lines are thick enough to be clearly seen at the size the image will likely be displayed (between 75-150 mm width, which converts to one or two columns width, respectively), and that the font size and type is consistent between images. Figures should be created using a white background to ensure that they display correctly online.

If you submit a graph, please export the graph as an EPS file using the program you used to create the graph (e.g., SPSS). If this is not possible, please send us the original file in which the graph was created (e.g., if you created the graph in Excel, send us the Excel file with the embedded graph).

If you submit other forms of line art such as flow charts, diagrams or text to be displayed as an image, please export the image as an EPS file (e.g., if creating phylogenetic trees with specialized programs), or send us the original file that was used to create the image (e.g., EPS or AI files if Adobe Illustrator was used, or a DOC, DOCX, PPT, PPTX or equivalent file if Word or PowerPoint was used).

If none of the above options is possible then we also accept uncompressed TIFFs with a resolution of at least 600dpi at the size they are likely to be displayed at (see above).

**Photographs and microscopy images:** Photographs and microscopy images should be submitted as uncompressed TIFFs with a resolution of at least 300dpi at the size they are likely to be displayed (see above).

**Mixed images:** Images that are a mix of half-tone images and line art (e.g., annotated gels or images with scale bars) should be submitted as TIFF files at a resolution of 500dpi or vector files (e.g. EPS or Adobe Illustrator files). Please ensure that the text size is at least 8pt and lines are thick enough to be clearly visible at the size the image will be displayed.

**Images to be used as data:** If you are submitting photographic images as part of your raw dataset, please submit them as uncompressed TIFF files.

**Electronic manipulation of images:** The clarity of figures may be improved using image-editing software, but this must be done transparently and without misrepresenting the data (and the original, unaltered source data must be provided with the article). Brightness, contrasts or colour balance may be used to enhance electronic images, but such changes must be applied to the whole image; any non-linear adjustments must be made explicit in the figure legend. Specific features within an image must not be added or changed (e.g., amplified, removed or obscured); and if figures are composed from images that have come from different sources, such as different gels, or from different parts of the same source, this must be made clear on the figure (e.g., by adding dividing lines). Authors are required to include details of all modifications made to images published as figures or uploaded as data in the Methods section of an article, including the name of the software (with version number) used to make these modifications.