**GUIDANCE NOTES FOR COMPLETING LONG CASE HISTORIES**

These should be written, as if for publication in a journal, with a total word guidance length of 2000-4000 excluding references.

Please think carefully about the case you choose, which should show original insight into a problem. We particularly encourage cases which provide an important reminder of important clinical lesson, or shed new light on a condition (e.g. an unusual presentation of the problem or the involvement of pain or interference from other treatments in the case), lessons to be learning from errors that have been made, those using novel diagnostic procedures or treatment recommendations (NB the latter must be scientifically justifiable) in addition to conventional ones, or those with an unexpected outcome for a reason which was clear in retrospect.

Please use the following headings to structure your work, and we would urge you to consider submitting the report for publication after it has been reviewed, as we hope it will be adding something new to the field:

***Summary of the report*** *- This should be no more than 150 words, and concisely describe the nature of the problem* and the most important features on it, including why it is of particular interest/ the lesson to be learned from it.

***Signalment of the case*** *– i.e. species, breed gender including neuter status, age and other basic information as relevant, e.g. obtained from a rescue and early history unknown, or was involved in a serious accident at the age of 11 weeks which meant it had to be confined to a cage for 6 weeks.*

**Background -** *(Please provide information on the owner’s presenting complaint – i.e. what is it specifically that they see as a problem and why they are concerned. This is not the same as the diagnosis. You should also indicate how long the problem has been going on and what event or events that have led the owner to seek advice at this time. You should also include other relevant owner perspectives that are important to introduce to understand the management of the case),*

**Presenting Signs** - *(i.e. a description of the various behaviours that the animal performs, and the context in which they are performed, that may be relevant to the case, and any relevant physiological factors)*. Please note, you should not include inferences about the behaviour at this time but rather you should refer to what can be objectively described

**Differentials** - *(Please provide a bullet point list for each potential explanation for the presenting complaint together with a concise summary of the evidence for and against each potential explanation based on the evidence available). If there is more than one major complaint you should provide a differentials list for each. If a major problem which needs to be addressed becomes apparent in the consultation*, but is not listed as a primary complaint, you should also provide a differentials list for this. Please note that when providing a list of differentials the context of the behaviour is not a differential, e.g. food related aggression, you should instead refer to the emotional and/or motivation basis of the behaviour

**Behavioural Diagnosis -** *(i.e. the most likely cause, motivation and context of the behaviour, together with a justification based on the evidence available for this case.)*. Please note especially any specific diagnostic tests or procedures used to help establish the diagnosis.

**Development of the Behaviour** – To include predisposing, initiating and maintaining factors.

**Management Goals** - W*hat the programme of behavioural modification aimed to achieve. This should be organised numerically with no 1 indicating the highest priority intervention etc, including rationale for this)*; where relevant you should indicate time frames or preconditions affecting the achievement of each goal.

**Treatment Programme -** Briefly summarise the treatment recommendations made and the reasons by brief reference to the literature. Please comment on any aspects of the treatment programme which had to be adapted to individualise the theoretical programme for this specific patient.

**Follow-Up / Outcome** - What was found out at each follow up point and how was this information used? What was the overall outcome for the case as far as the owner is concerned?

**Discussion –** Please briefly discuss how this case compares to others in the literature and the main thing that we learn from this case.

**References:** Essential references cited in the text, referenced using the Harvard referencing system (see: http://www.citethisforme.com/harvard-referencing)

All letters, reports and other correspondence (including follow up emails etc) written on the case and sent to the client or referring veterinary surgeon should also be included, alongside any client responses.