



## Author Checklist

- Submit a letter of intent by Monday November 1, 2010 by 5pm (U.S. EST).
- Ensure that the public health organization is willing to have its work documented in a case study.
- Keep case study under 6,000 words.
- Use 12 pt font, Times New Roman Style.
- Create case study in “portrait” orientation.
- Use AMA guidelines in formatting references, tables and figures.
- Submit case by 5 p.m. (U.S. EST) Friday, December 10, 2010 to [gwcases@gmail.com](mailto:gwcases@gmail.com).
- Submit Authorship Forms from all authors by 12 p.m. (U.S. EST) Friday December 31st, 2010.