**Case reports and case series**

1. In general, case reports and case series do not require submission to HREC for review. In cases where a journal editor or funder asks for notification of ethics approval, HREC will process the request, review the application and provide the research applicant with an HREC letter.

2. In general, informed consent should be obtained from the patient before publishing a case report or case series. Case reports can sometimes reveal very personal information of patients and may even possibly lead to their recognition by readers of the report, particularly if photographs are used.

3. The HREC office accepts new case report and case series applications at any time, on a rolling basis. The application for HREC review should include:

3.1 Current Health Research Ethics Committee (HREC) application form (see ***Appendix IV***);

3.2 Cover letter outlining the rationale for the case report and steps taken to protect patient privacy and confidentiality;

3.3 Signed consent from the patient(s) or their legally appointed representative, or an explanation stating why consent was not obtained. HREC will consider clear and adequately motivated justification for the lack of formal informed consent. A template informed consent document for case reports (adapted from the consent form required by BMJ Case Reports, is available at www.sun.ac.za/rds/;

3.4 The case report or draft article.

4 For more information on the publication of case reports and case series, see BMJ Case Reports http://casereports.bmj.com