

## FORMAT OF HISTORIC CASES

The following is the required electronic format:

### 1. Clinical Summary

The diagnosis and treatment plan of the case and synopsis of the treatment method and technique. *(Not more than 250 words in total)*

### 2. Photographs and radiographs

**These should be as digital images in JPEG format 300 dpi not more than 6.5 x 9 cm with initials and age included on both the image and in the file name eg AB 10yrs\_FF.jpg; AB 10yrs\_L.jpg AB; 10yrs\_UFA.jpg etc**

#### a) Photographs

- A. Full face (at rest and smiling).
- B. Profile.
- C. Any other relevant views e.g. appliances.
- D. All intra-oral views should be: *anterior view, plus left and right buccal views of the teeth in occlusion.*

#### b) Radiographs: (If available)

- A. Lateral skull tracings before and at relevant stages during the course of the treatment.
- B. Radiographs thought necessary to diagnose and to record any significant changes.

#### 3 Models

- Before and after treatment. (Labelled as above)
- A. Anterior view in occlusion.
  - B. Left and right buccal segment views in occlusion.
  - C. Upper and lower occlusal surface views.

## NOTE

The patient's name and address should be omitted from the records and relevant consent gained.