

The CASE Association

CONFERENCE SUBMISSION GUIDELINES

Case

Developmental cases, comprised of early drafts of cases or emerging case study ideas, should be submitted as “Embryo Cases” and follow the separate Embryo Case Guidelines.

No author identification should appear on either the body of the Case or the Teaching Note.

Note: All submissions should include a Cover Page with all pertinent author identification along with notations for consideration for any CASE Awards, as shown on page 2 of the CASE Conference Submission Guidelines below.

All cases should begin with a one page or less abstract that both summarizes the case and its intended use (course and topic).

Cases submitted for review should be double-spaced.

All cases should be written in the past tense.

Figures and tables essential to student understanding of the case content should be embedded in the text and numbered separately.

Exhibits should be embedded in the text and numbered separately. Each exhibit should have a number and title as well as a source.

References should be embedded in the text as end notes.

Disclose of the research methods used in gathering the information for this case (field interviews, secondary sources, etc.). Include a mention of any disguises imposed and their extent.

Teaching Note

Teaching notes should be included at the end of the same MS Word document as the case and should contain the following elements:

- Case Abstract (repeated from the case)
- Teaching objectives
- Courses, levels, and topics for which the case is intended
- Classroom discussion (assignment) questions & answers
- Teaching suggestions (optional)
- References (if necessary)
- Epilogue (if appropriate)

Please visit the CASE Association website at:

<http://www.caseweb.org/>

