

Checklist for initial submission to *The CASE Journal*

Before you submit your case and IM, industry note, technical note, critical incident, or article to *The CASE Journal*, please check that your submission complies with the following:

- You are submitting three separate documents: one labeled Title Page, one labeled Case, and one labeled Instructors' Manual (or one labeled Title Page and one labeled article).
 - All identifying information appears on the Title Page (names of authors, their contact information including institution, the title of case, identification of the corresponding author), 3-5 keywords, 75-100 word case abstract, and acknowledgement of previous presentation of the case or article at a conference.
 - If a release is necessary, include the following statement on your title page: "I have received all relevant releases prior to submission of this case."
Unless your case is based on secondary sources, a release is required.
 - You have deleted all identifying information from the case and the IM. You can do this easily in MS Word by going to the Prepare option, Inspect document, and remove all identifiers (the second option down). This is essential to protect the blind review process.
 - You case and IM are submitted in Word 97-2003 format (.doc) NOT (.docx).
 - **All submissions must be unpublished (except in proceedings) and must not be submitted to another journal concurrently with this submission.**

- The case:
 - Do not include a synopsis or abstract – save it for the instructors' manual.
 - The case must be **factual**; that is, using real people, real companies, real situations – no composites. You may disguise the company and individuals involved (note that on the first page of the case), but this does not relieve you of the responsibility for obtaining a release.
 - All cases must be written in the **past tense**, except for direct quotes. Cases written in the present tense will be returned.
 - Cases do **not** have to have a decision focus; illustrative, descriptive, and analytical cases are welcome at *The CASE Journal*.
 - Use 1" margins, single spacing, and clearly numbered exhibits or appendices. Number all tables, appendices, attachments, illustrations, exhibits, maps, and other sorts of ancillary material sequentially, using the generic "Exhibit" as the identifier.

- The Instructors' Manual should contain the following information (at minimum):

- Synopsis
 - Target audience/level/when in the term to use/connections to commonly used texts
 - Learning objectives
 - Discussion questions (list)
 - Theory discussion
 - DQ with answers
 - Teaching strategy
 - Student response
 - Epilogue
- Please feel free to contact the editor for clarification, amplification, and general or specific questions about your submission:

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