

Case-Study Manuscript Requirements

Format	<p>All files should be submitted as:</p> <ul style="list-style-type: none"> • Word documents • Times new Roman / Size : 11 / single-spaced • Double space between the title and the first line of the text • Margins : 1 inch on all sides
Title	<p>The title should</p> <ul style="list-style-type: none"> • not include more than ten words • be centered & italicized • also be written in the header left of the page: Times New Roman/Size:8/Italicized
Abstract	<p>Abstracts must not exceed 250 words</p>
Author details	<p>Details should include the full name of the author (Top left of the page)</p>
Section Subtitles	<p>The subtitles must be:</p> <ul style="list-style-type: none"> • Times New Roman / Size : 11 • Aligned to the left • Bold
Case study length	<p>Between 2000 and 12,000 words in length –excluding (appendices – references – supplementary materials)</p>

Teaching Notes	All case-studies must include teaching notes for discussion. Teaching notes should be on a separate page entitled “Teaching Notes” at the end of the case-study.
Figures	Figures: (charts –diagrams –line drawings-web pages) must be inserted in a separate page at the end of the case entitled EXHIBIT and referenced sequentially within the text: Exhibits must be of high quality and submitted in electronic format.
Tables	The tables should be inserted in a separate page at the end of the case entitled: APPENDIX and referenced sequentially within the text. The appendices must be numbered using Arabic numerals
Endnotes	Endnotes should not include sources references (web sites – books name – author biography)
In-text Citations	MLA style for citation
References	References must be listed at the very end of the case, in a separate page entitled: References.