

INSTRUCTIONS TO THE AUTHORS

Editorial Policy

The *International Journal of Case Method Research and Application* (IJCRA) solicits and welcomes research across the entire range of topics encompassing the domain of case method research and application and interactive teaching methodologies. The *Journal's* scope includes case writing and interactive teaching and learning, continuing and distance education that cross national, cultural and disciplinary boundaries.

IJCRA welcomes theoretical and empirical papers that advance social scientific research on teaching and learning. The *International Journal of Case Method Research and Application* is a methodologically pluralistic journal. Conceptual and theory-development papers, empirical hypothesis-testing papers, mathematical modeling papers and case studies are especially welcome. *IJCRA* has special interest in research addressing important issues that transcend the boundaries of single academic disciplines and corporate managerial functions. Therefore, *IJCRA* welcomes interdisciplinary scholarship and commentaries that challenge the paradigms and assumptions of single disciplines or functions. *IJCRA* solicits and accepts manuscripts on teaching materials and methods. Experimental, developmental work and book reviews will also be considered.

The *IJCRA* will only consider original manuscripts, written in English, for publication. Each submission must be accompanied by a cover letter, in which the author states the work in the manuscript has not been published previously and that it is not being submitted to other publications simultaneously. Statements made in the work submitted and images included in or submitted separately with the work are the authors' sole responsibility. Authors are responsible for requesting permission from copyright owners where necessary. Articles may be submitted electronically as email attachments to the WACRA conference office

denise.smith@wacra.org

Submissions are double blind peer reviewed for acceptance for presentation at the annual WACRA and ACT conferences and subsequent consideration for publication. Presentation at ACT - WACRA conferences is encouraged. Presenting to and discussing articles with peers is an important step toward publication. **Submissions by-passing conference attendance must be accompanied by a non-refundable fee of \$500, which can be applied toward an ACT-WACRA conference fee during the year following submission.**

The *International Journal of Case Method Research & Application - IJCRA*, the authoritative Journal of case method research and application, is the publication of the World Association for Case Method Research & Application, WACRA®. *IJCRA* provides WACRA members and case writers and case teachers from around the world the opportunity to share their work with colleagues, to learn from colleagues and to create an international network for case writing, case teaching and interactive teaching applications.

To assist IJCRA authors in their promotion and tenure process (P&T), the Journal needed to gain recognition in Academe. Cabell decided to include IJCRA in the 11th Edition of the Directory of Publishing Opportunities in Management. Cabell is the largest citation index and directory of academic journals in the U.S.A. University administrators (deans, department chairs) in the U.S. and in other countries will consider a faculty publication listed by Cabell for P&T decisions.

All WACRA activities, including *IJCRA*, are financed through membership dues and program revenues. To support the extensive review/rewriting/editing efforts required to prepare articles and cases for publication, authors and all co-authors (of papers accepted for publication) are expected to be current members in good standing (<http://www.wacra.org/NewMember.htm>).

IJCRA Peer Review Process

Articles will be reviewed for the following.

- Importance of the article's subject matter to *IJCRA* readers (does the article provide new perspectives, likelihood of influencing further research or the direction of research in this area, likelihood of being cited by others etc.)
- Quality of methods and accuracy of information
- Originality
- Soundness of technical issues and arguments
- Organization and quality of the (paper's) writing, i.e. concise, clear and interesting
- Significance of contribution to learning and teaching theory and practice, particularly within the case method and interactive learning.

Formatting Checklist prior to Submission

- a. Has the paper been proofread for grammar, punctuation spelling, etc.?
- b. **If English is not the first language of the author, has the paper been read and corrected by an English-speaking colleague and/or professional editor?**
- c. Has the paper been prepared according to the publishing guidelines of the *Journal*, e.g., fonts used, line spacing, margins, referencing style, length, etc. (*see manuscript preparation guidelines on following pages*)
- d. Is the entire paper written in the 3rd person.

Content of the Paper

- a. Has the purpose of the paper been stated in the Abstract and Introduction?
- b. Has the significance of the purpose of the paper been explained? In other words, why should the readers be interested in the paper?
- c. Are the hypotheses directly related to the literature that has been reviewed and cited?
- d. Has it been explained why the results of the study, or the conclusions of the essay, are relevant to researchers, educators, and/or practitioners?
- e. Does the Abstract summarize the objectives and conclusions?
- f. Have Key Words been identified?

Structure and Content of the Case Study

- a. Does the Abstract summarize the case study? Are the teaching objectives and the target audience identified?
- b. Does the submission include a Teaching Note as a separate document?
- c. Is the decision making dilemma clearly stated

Each peer reviewer will make one of the following recommendations:

1. Accept
2. Accept with minor revisions
3. Reject, but encourage a major revision and resubmission
4. Reject, major problems not likely to be remedied in a revision

The author(s) will receive written recommendations and/or suggestions from the peer reviewer(s):

- Format changes to adhere with WACRA guidelines
- Content recommendations and/or suggestions for improvement
- Citation, reference and/or bibliography enhancements. Any other recommendations, suggestions and/or comments that will improve the paper for publication purposes.
- Present paper at ACT or WACRA conference. Review and incorporate suggested changes and submit to *IJCRA*

Submission of Manuscripts

Directions for Preparation of Your Manuscript, Abstract or Proposal

Prepare your manuscript according to the following guidelines and send your submission by way of e-mail to: denise.smith@wacra.org. One of the advantages of an online journal is the easy, cost effective access to color. Use of color enhanced graphs and appropriate photographs is encouraged.

If you cannot format your paper according to the following guidelines, please provide your credit card information (VISA or MASTERCARD only) or send a check (in the amount of \$75 payable to WACRA, drawn on a US bank or international money order) and WACRA will format the paper.

1. Print your manuscript on 8-1/2 x 11" paper, **single spaced**. Set spacing above and below paragraphs to **zero**. Set paragraph alignment to **justified**.
2. MAXIMUM length is 12 pages (NO EXCEPTIONS).
3. Print on ONE side of the paper.
4. Margins should be ONE INCH on all four sides of the paper. Number each page using the "page numbering" feature in Word.
5. Use Arial font size 10pt for the entire body of the paper except for the title. The title only should be Times New Roman font size 14 in all CAPS and BOLD. Author's name, affiliation, city, state and country information should be centered 2 lines down from the title using Arial 10 pt, bold. Do not use any other fonts. (see #11 below for details).
6. Print on a LASER JET or LETTER QUALITY printer, NOT on a dot matrix printer.
7. Make sure that the printed copy you send is of dark enough quality so that it is easily read.
8. List all ENDNOTES at the end of the paper (but before references).
9. List all REFERENCES (alphabetized) at the end of the paper. See following page for sample. When referencing an item, use the following style: [Chow, 1983]. **Note the square brackets.**
10. All paragraphs should be indented as shown on in the following sample. Set your Microsoft Word or WordPerfect Tabs at 0.25" intervals relative to the left margin. **DO NOT SKIP LINES BETWEEN PARAGRAPHS.**
11. The first page should be set up as follows:
 - Set your font size to Arial point size 10. Space down six lines from the top margin. Beginning on the **seventh** line, change your font to Times New Roman, point size 14 and center the title of your paper in all CAPS and BOLD. On the next line change your font back to Arial 10 and drop down another line to put two line spaces before the next typed line.
 - Using Arial font size 10 for the rest of your paper - center and bold the author's name (first name and last name, no titles); on the next line center and bold the author's affiliation (name of institution); on the following line, center and bold the city, state and country, ALL CAPITALIZED – (see following sample page); drop 2 lines down
 - Type the word "Abstract" (center and bold) and space down one line.
 - Begin abstract of the paper (100 words MAXIMUM, INDENTED .5 inches FROM THE LEFT AND RIGHT MARGINS)
 - After Abstract, drop one line and list KEYWORDS that will be used in your paper.
 - Space down one line after KEYWORDS and type your first level heading (usually INTRODUCTION).
 - Space down one line and indent your first paragraph 0.25" and begin the body of your paper. Indent at the beginning of each paragraph using tabs or the indent feature – do not use spaces.
12. Tables and Figures should be typed using Arial font size 10 along with the rest of the document and should be numbered (1, 2, etc.). The words TABLE 1 or FIGURE 1 should be centered and Bold. If there is another title for the table, it should be typed on the next line, centered and bold. This information should go one space above the actual table or graphs (not below). The information in the table/graph should be single spaced and centered on the page. Keep your table/graph within the one inch margins on the left and right. **All Tables and Figures (Drawings) must be neat and legible.**

13. There can be up to THREE levels of HEADINGS. The FIRST level is CENTERED, ALL CAPITALIZED and bold; the SECOND level is FLUSH WITH THE LEFT MARGIN, ALL CAPITALIZED and bold; and the THIRD level is FLUSH WITH THE LEFT MARGIN (initial caps only) underlined.
14. To enable us to consider your contribution for publication, we need to receive your completed manuscript on or before the listed deadline. Only those manuscripts which are accepted for presentation at the conference will be considered for publication.

NOTE: If the completed paper is not prepared and submitted according to the above guidelines and payment is not provided for the reformatting of the paper, the submission will not be considered for publication. (See Sample Page that follows)

SAMPLE PAGE - TITLE OF THE PAPER

Hans E. Klein
WACRA
NEEDHAM, MASSACHUSETTS, U.S.A.

Abstract

This is a sample page containing a sample abstract, short sample body, and references. This instruction sheet is printed in Arial Regular 10 pt (sans serif) and **Arial Bold 10 pt (IBM PC)** fonts, except for the paper title on this page: **Times New Roman Bold 14 pt**. Notice how this abstract is indented .5 INCHES from both the left and right margins (which are both 1"). All headings (except third-level headings as below) including headings for "**TABLE 1, FIGURE 1, APPENDIX A**" etc. should be typed in upper case characters, bolded and centered on the page.

KEY WORDS: Provide descriptors of the main topics, e.g. Computer literacy, infrastructures, trainers, international cooperation.

INTRODUCTION - FIRST-LEVEL HEADING

Above is an example of a first-level heading. Below is an example of a second-level heading. After typing the heading, leave an empty line (space) between the heading and the text. Use the "full" justification feature (left and right side aligned).

SECOND-LEVEL HEADING

Above is an example of a second-level section heading. The heading is flush left, in upper case characters, bold and there is a space after the heading. Below is an example of a third-level heading. The third-level heading is (underlined) in lower case characters, except for the first word, nouns, etc.

Third-Level Heading

The third-level heading is flush to the left, in lower case characters and underlined. Notice there is no space after the third level heading. Included in this sentence is an example of a reference [Chow, 1983] appearing in square brackets. Avoid footnotes to the extent possible and use endnotes instead.

ENDNOTES

1. This is an example of an endnote. All endnotes should be generated using the appropriate WordPerfect or Microsoft Word feature. Use Ariel 10 points. The endnotes should be placed at the end of the paper, before references. Immediately following the 'automatic note number' insert an "indent."

REFERENCES

Chow, C., "The Effects of Job Standard Tightness and Compensation Scheme on Performance: An Exploration of Linkages," Accounting Review (October 1983), pp. 667-685.

Previts, G. and B. Merino, A History of Accounting in America (John Wiley, 1979).

Manuscript Files

The electronic file should be in MS Word for Windows (IBM-PC format) or WordPerfect for Windows. In the electronic file, please

- scan the file for possible viruses
- submit only the manuscript, erase everything else
- remove all information that could identify the author(s) of the paper (including acknowledgments and contact information) except on the title page. Make certain that all identifying information from the 'File, Properties, Summary' menu is removed
- place the entire submission in one file and
- use the automatic page numbering system to number ALL pages, including the title/abstract page in the upper outside corners (right upper corner for uneven and left upper corner for even pages).

Copyright

To enable the Publisher to protect the copyright of the journal, authors must assign copyright in their manuscript to the Publisher (WACRA®). All submitted manuscripts must be accompanied by the signed submission/release letter (see above) signed by all authors that the article is original, is not under consideration by another journal, has not previously been published elsewhere and its content has not been anticipated by a previous publication. The cover letter and copyright releases must be received in prior to publication.

Submitting the Paper/Case for Consideration for Publication

The formal submission/release letter on the next page, confirming that all Journal requirements are met, must accompany a paper/case submitted for consideration for publication to IJCRA.

Book Reviews

Book reviews. The IJCRA accepts unsolicited reviews of current scholarly books related to case method research and application, case writing, interactive and innovative teaching methodologies, distance and continuing education. Book reviews may be submitted to either themed or open topic issues of the journal. Preference will be given in the review process to book review essays that review and comment on two or more related books.

Book reviews should contain, at a minimum, a brief synopsis of the book including its main themes and conclusions. In addition, reviews should analyze the book from the perspective of internal consistency and in comparison to other major works in the field. Reviews should point out the relevance of the book to ACT- WACRA® members and IJCRA readers. Book review essays should not exceed 3800 words and should include city, state, name of the publisher, ISBN and the year of the book's publication. Reviews of single books should not exceed 1900 words.

**use INSTITUTIONAL LETTERHEAD
of first author**

Date

Editorial Committee of IJCRA
Attn. Denise Smith
3817 Tonsley Place
HIGH POINT, NC 27265-9278 U.S.A.

Submission of paper/case for consideration for publication in IJCRA

Dear Ms. Smith:

Enclosed please find my/our paper/case _____
for consideration for publication in IJCRA.

I/we have read and complied with various sections of the WACRA website relevant to my/our paper/case and I/we have addressed the specific items listed below.

The content of the paper represents original work. The paper/case has not previously been published and currently is not under review to be published by other journals or publishers. In my/our paper/case, where appropriate, I/we have referenced the work of all cited authors according to standard U.S.A. practice and IJCRA guidelines

For the inclusion of proprietary work of others in my/our paper, I was (we were) granted permission in writing to include the work in my/our paper.

I/we am solely responsible for the content of my paper/case. I/we understand that with the publication of my/our paper/case in IJCRA , WACRA becomes the sole copyright holder.

In preparing my paper/case, I have reviewed the IJCRA guidelines. I understand that the editorial committee uses the following checklist to determine the fit of a paper/case. My submission, specifically, addresses the following points:

Check ✓	<u>Formatting Checklist prior to Submission</u>
	Is the paper written in standard English?
	Is the paper written in the third person?
	Is writing style formal, scholarly?
	Is the paper formatted according to Journal specifications? (See Directions to the Authors on www.wacra.org).
	Has the paper been proofread for grammar, punctuation, spelling, etc.
	Has the Microsoft 'Spelling & Grammar' tool use to check grammar and spelling?
	Are verbs, nouns, adjectives, pronouns and conjunctions appropriately descriptive?
	Are ideas and paragraphs linked by appropriate transitions?
	Are all quotes clearly labeled and referenced?
	Are assertions documented and referenced?
	If English is not the first language of the author, has the paper been translated by a qualified professional with academic writing experience?

	<u>Content of the Paper</u>
	Has the purpose of the paper been stated in the Abstract and the Introduction?
	Has the significance of the paper been explained, i.e., why should the readers be interested in the paper?
	Has the paper been reviewed for redundancy and verbosity?
	Has professional jargon been explained to allow a multi-disciplinary, international readership follow the argumentation?
	Have colloquial expressions, clichés and euphemisms been avoided or explained?
	Do the title and the abstract reflect the core ideas and propositions of the paper?
	Does the paper include the author's conclusions and recommendations?
	Is the literature review directly related to the stated hypotheses and core ideas?
	Is the paper suitably structured, i.e., introduction including problem statement or proposition, literature review, discussion, findings, recommendations, limitations and conclusions?
	Has the author explained why the results of the study, or the conclusions of the essay, are relevant to researchers, educators, and/or practitioners?
	Have 'Key Words' referring to the content of the paper been identified?
	<u>Structure and Content of the Case Study</u>
	Is the case submitted as a 'teaching case' with a decision-making dilemma?
	Does the submission include a 'Teaching Note' (Instructors Manual) as a separate document?
	Is the decision-making dilemma clearly stated? In other words, is the student learner required to step into the shoes of a decision-maker?
	Does the Abstract summarize the case study?
	Are the teaching objectives and the target audience (level of instruction) identified?
	Does the case have an attractive opening paragraph introducing the decision-making dilemma and the key players in a way that will persuade the reader to continue reading?
	Has the author obtained all necessary releases from the subjects of the case?

Names of Authors
Affiliations
Street Address
City, State, Postal Code, Country

Date _____

Signature _____

Signature _____

Signature _____