

Emerald Emerging Markets Case Studies

Teaching Case Submission Checklist

Please follow the checklist below before submitting your teaching case.
Refer to the [Author Guidelines](#) for full manuscript requirements.

Documents that must be submitted:	<input type="checkbox"/> Teaching Case Study <input type="checkbox"/> Case Study Title Page <input type="checkbox"/> Teaching notes <input type="checkbox"/> Case Study Record Form <input type="checkbox"/> Consent to Publish – Release Form <input type="checkbox"/> All files submitted electronically at: http://mc.manuscriptcentral.com/eemcs
Teaching Case Study	<p><i>Format</i></p> <input type="checkbox"/> File saved as Word document <p><i>Word Limits</i></p> <input type="checkbox"/> Length of teaching case is between 1,000 – 12,000 words <input type="checkbox"/> Title of teaching case does not exceed 8 words <p><i>Figures (charts, diagrams, line drawings, etc.)</i></p> <input type="checkbox"/> Submitted in acceptable native file format or pasted into separate Word document <input type="checkbox"/> Position in text introduced by callouts in the teaching case, e.g., ‘as shown in figure 1:...’ <input type="checkbox"/> High quality and clearly legible <input type="checkbox"/> Numbered consecutively with Arabic numerals (1, 2, 3, etc.) <input type="checkbox"/> Permission has been obtained in writing for any reproductions and non-original content <input type="checkbox"/> Sources are appropriately referenced in the References section <p><i>Tables</i></p> <input type="checkbox"/> Submitted as a separate Word document <input type="checkbox"/> Text is typed and editable <input type="checkbox"/> Numbered consecutively with Roman numerals (i, ii, iii, etc.) <input type="checkbox"/> Position in text introduced by callouts in the teaching case, e.g., ‘(see table iii)’ <input type="checkbox"/> Clearly labelled to correspond with callouts in the teaching case <input type="checkbox"/> Footnotes listed underneath for any superscripts or asterisks <input type="checkbox"/> Permission has been obtained in writing for any reproductions and non-original content <p><i>References</i></p> <input type="checkbox"/> In Harvard style <input type="checkbox"/> Checked for completeness, accuracy and consistency
Case Study Title Page	<p><i>Includes all required information:</i></p> <input type="checkbox"/> Title of teaching case <input type="checkbox"/> Full name of each contributing author <input type="checkbox"/> Affiliation of each contributing author, position and location correct at time of research <input type="checkbox"/> Name and email address of the corresponding author <input type="checkbox"/> 2 – 12 keywords related to subject area and learning outcomes <input type="checkbox"/> Structured abstract, organised into mandatory subheadings, no longer than 250 words <input type="checkbox"/> Subject code

<p>Teaching notes</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Submitted as a separate Word document <input type="checkbox"/> Include sufficient discussion and assignment questions <input type="checkbox"/> Meet the Editorial Criteria detailed in Author Guidelines <input type="checkbox"/> Follow best practice guidelines detailed in How to write a Teaching Note
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