

## **AUTHOR GUIDELINES**

### **Editorial Objectives**

Emerald Emerging Markets Case Studies will publish teaching case studies that address issues relevant to Business and Management in the developing and emerging markets of Asia, Africa, Eastern Europe and Latin America, as well as comparative studies.

The collection seeks to publish teaching cases focused on any subject area within Business and Management, including: Accounting and Finance; Built Environment; Entrepreneurship; Environmental Management; International Business; Human Resource Management; Management Science; Marketing; Operations and Logistics; Public Sector Management; Strategy; and Tourism and Hospitality

### **Editorial Criteria**

Submissions to the collection must include a teaching case and associated teaching notes. Please consider the following points when preparing your submission.

#### **Your Teaching Case Study**

- Does your teaching case describe the actions of a central protagonist who makes management decisions?
- An effective teaching case is more than just a story. The Editors are looking for *teaching* cases rather than case histories.
- The collection is an educational resource. Does your teaching case feature a central management issue or decision? Does this issue have valuable applications to the teaching environment? Is it relevant to the courses you teach?
- The issue should not be too obvious, nor should it be impossible to define. Make sure the case includes the data needed to tackle the issue – not too much, not too little.
- Have you presented a balanced perspective, including contrasts and comparisons?
- Have you taken a 'neutral' stance (to avoid biasing your readers)?
- Can the teaching case be used to provide 'currently useful generalizations' applicable to your chosen subject area?
- A good teaching case brings the protagonists to the foreground. Have you spent enough time developing the central protagonist in your teaching case?

#### **Your Teaching Notes**

- Have you identified your target audience?
- Does your teaching case allow students to discover up to four key learning points?
- Are these learning points relevant to the course you are teaching?
- Could a different faculty member teach the case independently based on your teaching notes?
- Do you have a specific plan for the first 15 minutes of your class session, including the opening question?
- Do you have a specific plan for the final 15 minutes of your class session (which is when the students should have realized the key learning points)?
- Do your teaching notes contain sufficient discussion and assignment questions, with suggested answers (including, ideally, one example of an acceptable answer and one of an outstanding answer)?
- How has the case been received by students? Do you have expected answers, including good answers and typical mistakes?
- How sensitive is the case to changing business conditions?

For further guidance, please read our guide on [How to Write a Teaching Note](#).

### **Submit to Emerald Emerging Markets Case Studies**

Submissions to Emerald Emerging Markets Case Studies are made using ScholarOne Manuscripts, the online submission and peer review system. Registration and access is available at <http://mc.manuscriptcentral.com/eemcs>. Full information and guidance on using ScholarOne Manuscripts is available at the Emerald ScholarOne Manuscripts Support Centre: <http://msc.emeraldinsight.com>.

### **Registering on ScholarOne Manuscripts**

Firstly, you must create an account on the manuscript submission site:

- Go to <http://mc.manuscriptcentral.com/eemcs>
- Click on 'Register here'.
- Follow the on-screen instructions, filling in the requested details before proceeding.
- Your username will be your email address; your password must be at least 8 characters in length, two or more of which must be numbers.
- Click 'Finish' to create your account. You can now login to the manuscript submission site (see below).

**Note:** You will need to create an author account to submit your teaching case, even if you already have an account with another journal on ScholarOne Manuscripts. You can however use the same username and password.

### **Submitting a Teaching Case on ScholarOne Manuscripts**

- Login to the manuscript submission site at <http://mc.manuscriptcentral.com/eemcs> with your username and password (see above). This will take you to the Welcome page. (To consult the Author Guidelines, click on 'Home Page' in the 'Resources' column.)
- Click on the 'Author Centre' button.
- Click on 'Submit a manuscript', which will take you to the Manuscript Submission page.
- Enter all the information required and click 'Browse' to locate your file and select it for upload. Repeat this step for all files in your submission (e.g., figures, teaching notes).
- Review the files uploaded and click 'Save and continue'.
- When all required sections are completed, preview your PDF proof
- Click 'Submit' and then 'OK' to submit your files.

On acceptance of your teaching case, you will be directed to complete a copyright assignment form. Please ensure that this is completed in full for each contributing author, including full name, email address and full, international postal address.

### **Review process**

Each teaching case has to pass an initial screening and, if judged suitable for publication in the collection, is sent to an appropriate editorial board member for review.

### **Copyright**

Teaching cases submitted for publication should not have been published before in their current or substantially similar form, or be under consideration for publication with any ISSN/ ISBN-registered publication. Please see [Emerald's originality guidelines](#) for details. Authors submitting

teaching cases for publication warrant that the work is not an infringement of any existing copyright and will indemnify the publisher against any breach of such warranty. For ease of dissemination and to ensure proper policing of use, papers and contributions become the legal copyright of the publisher unless otherwise agreed.

The editor may make use of [iThenticate software](#) for checking the originality of submissions received. Please [see our press release](#) for further details.

## Permissions

**Prior to teaching case submission, authors must clear permission to use any content that has not been created by them.** Failure to do so may lead to lengthy delays in publication. Emerald is unable to publish any content which has permissions outstanding. The rights that Emerald require evidence of clearance for, are:

1. Non-exclusive rights to reproduce the material.
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## Consent to Publish – Release Form

All teaching cases submitted for review **must** include appropriate signed permissions from case Protagonists, e.g., CEO; company directors or any employee given authority by the organization; or the person or persons under review, granting full permission to publish the case. Written permission must also be obtained if you include any material for which someone other than yourself or the case subject/protagonist, own the copyright. Please see **Permissions** section above for more detail.

Please refer to Emerald's [Consent to publish – Release Form](#) as an example of the required release form.

### **Defamation / Libel**

If inaccurate, unsubstantiated or emotive statements are made about organizations or people in a submitted case, Emerald reserves the right to request changes to the text from the author or to reject the case prior to publication.

Critiques and reviews of organizations, products and services are acceptable but comments must be constructive and must not:

- Expose groups or individuals to hatred, ridicule or contempt;
- Cause them to be shunned or avoided;
- Lower them in the estimation of right-thinking members of society generally;
- Disparage them in their business, trade, office or profession.

For more information on Best Practice in Publication, please see:  
[http://www.emeraldinsight.com/authors/writing/best\\_practice\\_guide.htm](http://www.emeraldinsight.com/authors/writing/best_practice_guide.htm)

### **Emerald Literati Network Editing Service**

The Emerald Literati Network can recommend, via our [Editing Service](#), a number of freelance copy editors, all themselves experienced authors, to contributors who wish to improve the standard of English in their paper before submission. This is particularly useful for those whose first language is not English.

### **Final Submission**

**Authors should note that proofs are not supplied prior to publication. The manuscript will be considered to be the definitive version of the teaching case. Therefore, any requests for changes after the final submission will not be granted. The author must ensure that the final submission is complete, grammatically correct and without spelling or typographical errors.**

Before submitting, authors should check their submission against the [Teaching Case Submission Checklist](#).

## **MANUSCRIPT REQUIREMENTS**

Please format your teaching case before submission, using the following guidelines:

Format	All files should be submitted as Word documents.
Case Study Length	Case studies should be between 1000 and 12,000 words in length, excluding appendices, references and supplementary materials.
Case Study Title	A title of not more than eight words should be provided.
Teaching Notes	All case studies <b>must</b> include teaching notes including sufficient discussion and assignment questions. For more guidance, please see <a href="#">How to Write a Teaching Note</a> .
Case Study Title Page	A <a href="#">Case Study Title Page</a> should be submitted alongside each individual submission. This should include: Case Study Title; Author Details (see below); Acknowledgements; Author Biographies; Structured Abstract (see

	below); and Keywords (see below).
Author Details	<p>Details should be supplied on the <a href="#">Case Study Title Page</a> including:</p> <ul style="list-style-type: none"> <li>• Full names of each author.</li> <li>• Affiliations of each author, including job title(s).</li> <li>• Where more than one author has contributed to the teaching case, details of who should be contacted for correspondence.</li> <li>• E-mail address of the corresponding author.</li> <li>• Brief professional biography of each author (optional, no longer than 60 words).</li> <li>• Subject Code (choose one from a list of twelve).</li> </ul>
Structured Abstract	<p>Authors must write a structured abstract on the Case Study Title Page, structured under the sub-headings below (see our <a href="#">How to... write an abstract</a> guide for practical help and guidance):</p> <ul style="list-style-type: none"> <li>• Subject area of the teaching case.</li> <li>• Student level (e.g., BA level) and proposed courses the teaching case can be used on.</li> <li>• Brief overview of the teaching case.</li> <li>• Expected learning outcomes.</li> <li>• List of supplementary materials (must include teaching notes)</li> <li>• Keywords.</li> </ul> <p>Structured abstracts must not exceed 250 words in length (including keywords).</p>
Keywords	<p>Please provide between <b>two and twelve keywords</b> on the Case Study Title Page. These should encapsulate the principal topics of the paper.</p> <p>Whilst we will endeavour to use submitted keywords in the published version, all keywords are subject to approval by Emerald's in house editorial team and may be replaced by a corresponding term to ensure consistency.</p>
Headings	<p>Headings must be concise, with a clear indication of the distinction between the hierarchy of headings.</p> <p>The preferred format is for first level headings to be presented in bold format and subsequent sub-headings to be presented in medium italics.</p>
Notes/Endnotes	<p>Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the teaching case.</p>
Figures	<p>All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in an electronic format.</p> <p>All Figures should be of high quality, legible and numbered consecutively with Arabic numerals (1,2,3, etc.). Graphics may be supplied in colour to facilitate their appearance on the online database.</p> <ul style="list-style-type: none"> <li>• Figures created in <b>MS Word, MS PowerPoint, MS Excel and Illustrator</b> should be supplied in their native formats. Figures created in other applications should be copied from the</li> </ul>

	<p>origination software and pasted into a blank MS Word document or saved and imported into an MS Word document. Alternatively, create a PDF file from the origination software.</p> <ul style="list-style-type: none"> <li>• Figures which cannot be supplied as above are acceptable in the following standard image formats: .pdf, .ai, and .eps. If you are unable to supply graphics in these formats then please ensure they are .tif, .jpeg, or .bmp at a resolution of at least 300dpi and at least 10cm wide.</li> <li>• To prepare web pages/screenshots simultaneously press the 'Alt' and 'Print screen' keys on the keyboard, open a blank Microsoft Word document and simultaneously press 'Ctrl' and 'V' to paste the image. (Capture all the contents/windows on the computer screen to paste into MS Word, by simultaneously pressing 'Ctrl' and 'Print screen'.)</li> <li>• Photographic images should be submitted electronically and be of high quality. They should be saved as .tif or .jpeg files at a resolution of at least 300dpi and at least 10cm wide. Digital camera settings should be set at the highest resolution/quality possible.</li> <li>• Figures and tables should be introduced within the body of the text with appropriate callouts, e.g.:</li> </ul> <p><i>“The results of the data analysis show that the UK has experienced a continual, albeit not continuous, population increase from 1901-2001(see Table I).</i></p> <p><i>Following on from these data...”</i></p> <p><b>or</b></p> <p><i>“The results of the data analysis, detailed in Table I, show that the UK has experienced a continual, albeit not continuous, population increase from 1901-2001.</i></p> <p><i>Following on from these data...”</i></p> <ul style="list-style-type: none"> <li>• Sources for tables and figures must be appropriately referenced in the References section.</li> </ul>
Tables	<p>Tables should be typed and included in a separate file to the main teaching case. The position of each table (as for figures above) should be clearly labelled in the body text of the teaching case, with corresponding labels being clearly shown in the separate file.</p> <p>Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate.</p>
References	<p>References to other publications must be in <b>Harvard</b> style and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef.</p>

	You should cite publications in the text: (Adams, 2006) using the first named author's name or (Adams and Brown, 2006) citing both names of two, or (Adams <i>et al.</i> , 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied:
<i>For books:</i>	Surname, Initials. (year), <i>Title of Book</i> , Publisher, Place of publication.  e.g. Harrow, R. (2005), <i>No Place to Hide</i> , Simon & Schuster, New York, NY.
<i>For book chapters:</i>	Surname, Initials. (year), "Chapter title", in Editor's Surname, Initials. (Ed./Eds), <i>Title of Book</i> , Publisher, Place of publication, pages.  e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), <i>Creating the Discipline of Knowledge Management</i> , Elsevier, New York, NY, pp. 15-20.
<i>For journals:</i>	Surname, Initials. (year), "Title of article", <i>Journal Name</i> , volume, number, pages.  e.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", <i>Journal of Consumer Marketing</i> , Vol. 22 No. 2, pp. 72-80.
<i>For published conference proceedings:</i>	Surname, Initials. (year of publication), "Title of paper", in Surname, Initials. (Ed./Eds), <i>Title of Published Proceedings which may include Place and Date(s) held</i> , Publisher, Place of publication, Page numbers.  e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", <i>Proceedings of the 2007 International Information and Communication Technologies in Tourism Conference, Ljubljana, Slovenia</i> , Springer-Verlag, Vienna, pp. 12-32.
<i>For unpublished conference proceedings:</i>	Surname, Initials. (year), "Title of paper", paper presented at Name of Conference, place of conference, date of conference, available at: URL if freely available on the internet (accessed date).  e.g. Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), Heraklion, Crete, 29 May-1 June, available at: <a href="http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf">http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf</a> (accessed 20 February 2007).
<i>For working papers:</i>	Surname, Initials. (year), "Title of article", working paper [number if available <sup>1</sup> ], Institution or organization, Place of organization, date.  e.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.
<i>For encyclopedia entries (with no author or editor):</i>	<i>Title of Encyclopedia</i> (year) "Title of entry", volume, edition, <i>Title of Encyclopedia</i> , Publisher, Place of publication, pages.  e.g. <i>Encyclopaedia Britannica</i> (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71. (For authored entries please refer to book chapter guidelines above.)

<sup>1</sup> If the working paper has a number, please present as Working Paper No. 1234. Where no number is given, please present as working paper (lower case).

<i>For newspaper articles (authored):</i>	<p>Surname, Initials. (year), "Article title", <i>Newspaper</i>, date, pages.</p> <p>e.g. Smith, A. (2008), "Money for old rope", <i>Daily News</i>, 21 January, pp. 1, 3-4.</p>
<i>For newspaper articles (non-authored):</i>	<p><i>Newspaper</i> (year), "Article title", date, pages.</p> <p>e.g. <i>Daily News</i> (2008), "Small change", 2 February, p. 7.</p>
<i>For electronic sources:</i>	<p>If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed. Where <a href="http://">www.</a> is used, there is no need to prefix the URL with <a href="http://">http://</a></p> <p>e.g. Castle, B. (2005), "Introduction to web services for remote portlets", available at: <a href="http://www.128.ibm.com/developerworks/library/ws-wsrp/">www.128.ibm.com/developerworks/library/ws-wsrp/</a> (accessed 12 November 2007).</p> <p>Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).</p>
<i>For foreign references</i>	
<i>Journals:</i>	Surname, Initials. (year), "Title in the original language", ("Title translated into English") <i>Journal Name</i> , volume, number, pages.
<i>Books:</i>	Surname, Initials. (year), <i>Title of Book in Original Language (Title of Book in English)</i> , Publisher, Place of publication.
<i>Book chapter:</i>	Surname, Initials. (year), "Chapter title in original language" (Book chapter in English), in Editor's Surname, Initials. (Ed./Eds), <i>Title of Book</i> , Publisher, Place of publication, pages.