

August 11, 2011

To: Society for Case Research Researchers

From: Leigh W. Cellucci (Editor) and Cara Peters (Associate Editor)

Journal of Case Studies (formerly *Annual Advances in Business Cases*)

RE: Directions for authors for *Journal of Case Studies* (formerly *Annual Advances in Business Cases*)

Hello Everyone,

As many of you know, *Annual Advances in Business Cases* is now *Journal of Case Studies*. There are a few differences regarding the journal: *Annual Advances* was published once a year and distributed to you on a CD. Now, *Journal of Case Studies* (JCS) will be published twice a year (May and November) and will be electronically available via a link that will be emailed to you at the time of publication.

Otherwise, the timeline [see timeline for JCS (formerly AABC) on the www.sfcr.org website] remains the same as distributed to you at the SCR Summer Workshop 2011 in Rochester, NY.

With the change to electronic status, the submission process will change as well. The following changes are noted in the instructions as you go through the registration and submission process on the site, but we thought some additional explanation may help you through the process.

Do not use Internet Explorer 9 (IE9). It is new and the glitches will create problems for you. You must use Mozilla Firefox or Internet Explorer 8 (or below).

TO SUBMIT A CASE:

1. Go to Journal of Case Studies website, www.sfcrjcs.org. On the log in page, see “not a user.” Register with the site. You will complete a profile. **Please check both boxes for author and reviewer.** After your register, a verification email will be sent to your email account.
2. Check your email and click on the link provided to validate you as user. Just to clarify, you will be receiving two emails from me as Editor. The first is the one to validate; the second is the one that notes your username and password. Once you have validated, click the link, which takes you back to the site and log in on **RIGHT SIDE OF SCREEN** with your username and password.
3. You should then see User Home.
4. To submit a paper, click on “**new submission.**” Make certain you check boxes on the submission checklist and the copyright notification. Save and Continue.

5. Uploading submission. This is different from your submission process last year. Last year you submitted three files: your cover sheet, your case and your teaching note. Do not submit a cover sheet; you will be entering this information on another step in the submission process.
Do submit your case and teaching note in one file, labeled title_case_tn (for example: Blackhawk_case_tn).
Note: You will be submitting one file only here. Also, make certain that you have no identifier on your word file (you can double check by saving your file in word with “save as” and looking at “author” notation). You might want to make certain you have uploaded the file you wanted to upload. You may replace your file at this time, but not after you save and continue. Once you are satisfied that this file is the one you wanted to upload, Save and Continue.
6. Type in title of the case and abstract. Save and Continue. (You used to wait and submit an abstract. We would like for you to go ahead and submit an abstract here. See manuscript guidelines on the www.sfcr.org website.) You will type your abstract in word and copy and paste into the box on the JCS submission site. Here is where you will give the author information. Please remember to select (check the box) to denote who is the principal contact author. Also, you might want to make certain you have typed in all the authors’ names. Once you move on, you cannot go back to make edits.
7. Uploading supplemental materials. This is where you upload your memo (i.e., response to the scribe’s notes), titled title_memo (for example: Blackhawk_memo). Upload. Save and Continue.
8. Confirm submission. Finish submission.

Overall Note Regarding Submissions

If, after you have finished the submission, you decide that you want to delete, edit, or replace any of your uploaded files, or if you forgot to include an author, you should email me (celluccie@ecu.edu) and send me the information. I can override what you have entered if you give me permission to do so and you specify what you want me to change (e.g., please add such and such’s name as last author). In your email, please include the following:

I give the Editor permission to alter my submission as indicated.

Remember, this is our first year with electronic submissions; I am more than happy to answer emails and respond to your questions, etc. as need be. I would like to thank Cara Peters and Roy Cook for ‘testing’ the site and submission process. Hopefully, the process will be positive for all SCR folks. I think it will as Cara and Roy offered excellent ideas for us to make the site more user friendly and we have tried to anticipate questions/problems that might arise. Thank you for your interest in JCS and we hope you enjoy the submission process. Best, Leigh and Cara

Just a reminder. Submissions are due by September 5, 2011.