**Case Study Center - KUBEAC**

**Author Guidelines**

**Introduction**

The publishing section of case study center has three main sections. They are:

* ***Policy Debates and Controversies:*** This section contains policy relevant case studies that are of general interest to stakeholder. We strive to obtain opposing views on current business practices.
* ***Recent Trends in Business Practices:*** This section contains case studies from all fields of business studies, similar to those published in other general interest of our case study center. These case studies are not necessarily easily accessible to non-academic individuals. We expect authors to provide the main insights in a non-technical introduction and in the conclusions.
* ***Comments and Discussions of Past and Present Contributions to the stakeholder:***  This section has two aims.

1. On the one hand it is a platform to critically discuss recent contributions to the business practices literature. This section contains contributions that revalidate theoretical case studies and/or discuss the importance of recent findings.
2. On the other hand, it contains a critical appreciation of classic contributions to the relevant scope of practice.

We invite original authors as well as scholars that work in the field to review the importance of classic contribution to modern practices.

**Submission Checklist**

You can use this list to carry out a final check of your submission before you send it to the case study center for review. Please check the relevant section in this Guide for Authors for more details.

**Ensure that the following items are presented:**

One author has been designated as the corresponding author with contact details:

• E-mail address

• Full postal address

All necessary files have been uploaded: Manuscript:

• Include keywords

• All figures (include relevant captions)

• All tables (including titles, description, footnotes)

• Ensure all figure and table citations in the text match the files provided

• Indicate clearly if color should be used for any figures in print Graphical Abstracts / Highlights files (where applicable) Supplemental files (where applicable)

**Further considerations**

• Manuscript has been 'spell checked' and 'grammar checked'

• All references mentioned in the Reference List are cited in the text, and vice versa

• Permission has been obtained for use of copyrighted material from other sources (including the Internet)

• A competing interests statement is provided, even if the authors have no competing interests to declare

• Journal policies detailed in this guide have been reviewed

• Referee suggestions and contact details provided, based on journal requirements

**Ethics in Case Study Publishing**

* **Declaration of Interest**

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential competing interests include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors must disclose any interests in two places:

1. A summary declaration of interest statement in the title page file (if double anonymized) or the manuscript file (if single anonymized). If there are no interests to declare then please state this: 'Declarations of interest: none'.
2. Detailed disclosures as part of a separate Declaration of Interest form, which forms part of the journal's official records. It is important for potential interests to be declared in both places and that the information matches.

* **Use of inclusive language**

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Content should make no assumptions about the beliefs or commitments of any reader; contain nothing which might imply that one individual is superior to another on the grounds of age, gender, race, ethnicity, culture, sexual orientation, disability or health condition; and use inclusive language throughout. Authors should ensure that writing is free from bias, stereotypes, slang, reference to dominant culture and/or cultural assumptions. We advise to seek gender neutrality by using plural nouns ("clinicians, patients/clients") as default/wherever possible to avoid using "he, she," or "he/she." We recommend avoiding the use of descriptors that refer to personal attributes such as age, gender, race, ethnicity, culture, sexual orientation, disability or health condition unless they are relevant and valid.

* **Change of authorship**

Authors are expected to consider carefully the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only before the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the corresponding author:

* the reason for the change in author list and
* written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors after the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

* **Abbreviations**

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

* **Acknowledgement**

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

* **Please do not:**
  + Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
  + Supply files that are too low in resolution;
  + Submit graphics that are disproportionately large for the content.
* **Tables**

Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.