



Tribhuvan University

Faculty of Management

School of Management (SOMTU), Kirtipur

## Journal of Business and Management Research School of Management, Tribhuvan University

### CASE STUDY SUBMISSION GUIDELINE

This set of guidelines provides instructions for the writing of case study for publication. Submissions must include a teaching case in the following format.

**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.

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

**Format:** All files should be submitted as docx format.

**Case Study Length:** Case studies should be between 1000 and 8,000 words in length, excluding appendices, references and supplementary materials.

**Case Study Title:** A title of not more than 12 words should be provided.

**Case Study Title Page:** A Case Study Title Page should be submitted alongside each individual submission. This should include: Case Study Title; Author Details with email, Structured Abstract and Keywords.

**Abstract:** Authors must write a structured abstract on the Case Study including subject area of the teaching case, student level (e.g., BBA level) and proposed courses the teaching case can be used on, Brief overview of the teaching case, Expected learning outcomes, List of supplementary materials (if any), Keywords. Structured abstracts must not exceed 350 words in length (including keywords).

**Keywords:** Please provide between two and five keywords below the abstract. Please separate your keywords with ( , ) . Font: Times New Roman, Style: Normal, Size: 10.

**Author details:** Please write authors' names after main topic. Font: Times New Roman, Style: Bold, Size: 11. All contributing authors' names should be provided with email and contact number. The affiliation of each contributing author should be correct in their individual author account. Font: Times New Roman, Style: Italic, Size: 11.

**Figure and table requirements:** All figures, tables and photographs should be in editable versions. Tables must be edited with word/Excel. Figures, tables and equations should be numbered and cited as Figure 1, Figure 2, Figure 3, Table 1, Table 2 etc. in sequence. Table number and title should be above the table and figure detail should be below the figure.

**Manuscript body formatting:** All the characters in the body in a single typeface and point size as 12 pt Times New Roman.

**Biographies and acknowledgements:** Authors who wish to include these items should save them together in an MS Word file and of not more than 100 words.

**Citation and References:** APA 6<sup>th</sup> style to be strictly followed.

Associate Editors