Business Case Journal Submission Checklist

Ensure you complete all items on the checklist before uploading your case so the editors can complete a desk review. A desk review precedes any decision to send the case, and teaching note out for peer review.

Check		Item
	1.	Files must be submitted using Word because reviewers often comment in-text as they complete their work.
	2.	Remove the properties from your saved Word files to ensure your submission is anonymous. Video: Removing document properties in word
	3.	Upload the case, teaching note, and abstract as separate files. If your case is based on primary sources, including field research and interviews, you should also upload the completed SCR publishing form.
	4.	If you presented this case at the annual meeting or summer workshop, upload your response to reviewers.
	5.	Cases should have detailed and well-developed teaching notes in order to be considered. Although BCJ does not publish teaching notes, they are a key determining factor in the review process. Building Better Teaching Notes: An Editor Perspective, BCJ, Vol. 29 (1) pp.13 -14
	6.	Your teaching note should indicate where and when the case was classroom-tested in a brief section following the epilogue or the discussion section. Indicate what changes you made as a result of your teaching experience. Class testing can occur after submission but before publication.
	7.	Email the editors indicating areas where you can serve as a reviewer. **NOTE**: All authors who submit are expected to serve as a reviewer of at least ONE other case.
	8.	All submissions must follow APA 7 and the manuscript guidelines, including omitting any identifying information in the files or manuscripts submitted.
	9.	The editors highly recommend that authors use grammar-checking software like Grammarly prior to submitting their manuscripts. This software may correct your use of past tense, which is required in case studies, to present tense. The software also recommends corrections to direct quotes, which should not be changed.
	10.	Understand the citation requirements for information and data developed using Artificial Intelligence. Grammarly Blog (2023) How to Cite ChatGPT and AI in APA Format
	11.	Read and follow the manuscript guidelines for both the case and teaching note. SCR Manuscript Guidelines