

## **About the Journal**

The *IIUM Journal of Case Studies in Management* is an internationally refereed journal published twice yearly by the Kulliyyah of Economics and Management Sciences, International Islamic University Malaysia.

The journal is dedicated to the development and promotion of case studies in the field of management and related disciplines for the purpose of enhancing our knowledge and understanding in the areas. Cases selected for publication are expected to deal with important issues related to the discipline, which may be used, among others, by instructors of Master of Business Administration and Master of Management programmes. Special consideration will be given to cases that deal with management issues in the Asia-Pacific region. Cases based on both research and secondary sources will be considered. Also, papers on case writing, case teaching and case analysis will be accepted for publication. Occasionally the journal will publish empirical papers on current issues in management, but the manuscript should be prepared as a case write-up.

### **Type of access**

Open access. This is due to the maximum dissemination of the management cases published in the journal. However, the instructors of the cases are expected to acknowledge the journal while using the cases for class discussion.

### **Review Process**

Currently, every submitted case is reviewed by two experts in the area using a double-blind reviewing process. The editorial makes the final decision whether the case would be accepted or rejected on the basis of the recommendations of both the reviewers.

### **Publication Process**

After completion of the reviewing process, if a case is accepted by the editorial board, it will be sent for copyediting followed by the publication of the case. At this moment, only soft copies of the cases are published through the journal website.

### **Publication Fee**

No publication fees are charged.

### **Publication Ethics**

IIUM Journal of Case Studies in Management (IJCSM), a high quality management case journal, published by the International Islamic University Malaysia, and has been publishing case studies on management since 2010.

While publishing, IJCSM adheres to the following code of ethics throughout its publication history:

- a) IJCSM does not charge any publication fees from the authors.
- b) IJCSM treats all submitted articles equally.
- c) All cases submitted at IJCSM are double-blind, peer-reviewed professionally. The editorial team's decision on a paper largely depends upon the reviewers' comments and their recommendations. A third reviewer's evaluation is sought when no clear decision has emerged from the first two reviewers' reports. IJCSM maintains confidentiality of reviewers' identities at all time.

- d) Authorships are limited to those who have made a significant contribution to the work.
- e) IJCSM never publishes any plagiarised work and takes the matter very seriously. In case of plagiarism, the concerned author is notified and he/she is barred from any future submission.
- f) Self-plagiarism is not condoned either. An author cannot submit essentially the same materials which have been published elsewhere.
- g) It is highly unethical to submit an article concurrently to more than one journal.
- h) The authors must not infringe any copyright. While preparing the paper, if any copyrighted materials are used, it is the author's responsibility to seek permission from the copyright owners. Any breach of copyright will result in retraction of the published paper.
- i) In the reviewing process, if any reviewer finds a conflict of interest, he/she will not be reviewing the manuscript and will return the manuscript to the IJCSM desk.

### **Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

There are three files:

1. Main case file WITHOUT author details. The case ends with Discussion questions,
2. Teaching notes which comprises the answer of the Discussion questions, and
3. Title page which consists of the Title of the case, names and affiliations of all the authors and the abstract of the case.

The submission file is in Microsoft Word file format. Where available, URLs for the references have been provided.

The text is DOUBLE-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is provided below.

### **Author Guidelines**

#### **Submission Process**

Cases submitted for review must be written in English language (UK) and typed in double-space or single-space using Times Roman 12 point font to be printed on A4 size paper with 1-inch margin on all sides. Cases should be described in past tense. The journal prefers short and medium length cases of not exceeding 6,000 words.

Three files should be uploaded. The first file will contain the case which ends with Discussion questions. This file should be anonymous. The second file will contain the

teaching notes. Without teaching notes, the case will not be processed and authors will be notified accordingly. The teaching notes should include the following:

- a) The learning objectives addressed in the case.
- b) The relevant management issue observed in the case.
- c) Linkages with available literature on the issues highlighted in the case.
- d) Answer of the Discussion questions

The third file is the title page. This file should contain the title of the case, names and affiliations of all the authors and the abstract of the case.

The case write-up must contain the Abstract of the case. This appears after the Title in the first page of first file.

Figures and tables essential to the case content should be embedded in the text and numbered consecutively. A reference list should be provided at the end. The case must follow APA style for references, exhibits, figures and tables. The details of reference format has been provided at the end of this section.

The manuscript should be submitted by using online submission system. All contributions will be fully refereed by the double blind review process. The language of the case should be proofread by a professional proofreader.

**CASES SUBMITTED WHICH DO NOT COMPLY WITH THE ABOVE REQUIREMENTS WILL BE RETURNED TO THE AUTHORS.**

Case writers must solicit necessary permission from the company before identifying the organization or person concerned.

Details of Reference format:

#### JOURNAL ARTICLES

##### One Author

Williams, J. H. (2008). Employee engagement: Improving participation in safety. *Professional Safety*, 53(12), 40-45.

##### Two to Seven Authors [List all authors]

Keller, T. E., Cusick, G. R., & Courtney, M. E. (2007). Approaching the transition to adulthood: Distinctive profiles of adolescents aging out of the child welfare system. *Social Services Review*, 81, 453-484.

#### MAGAZINE ARTICLE

Mathews, J., Berrett, D., & Brillman, D. (2005, May 16). Other winning equations. *Newsweek*, 145(20), 58-59.

#### BOOK

Alexie, S. (1992). *The business of fancydancing: Stories and poems*. Brooklyn, NY: Hang Loose Press.

#### CHAPTER IN A BOOK

Booth-LaForce, C., & Kerns, K. A. (2009). Child-parent attachment relationships, peer relationships, and peer-group functioning. In K. H. Rubin, W. M. Bukowski, & B. Laursen (Eds.), *Handbook of peer interactions, relationships, and groups* (pp. 490-507). New York, NY: Guilford Press.

#### PROCEEDINGS

Abd. Aziz, M. J., Darus, S., Hassan, M. K., T. Wook, S. M., Ismail, M. N., Lek Chuan, J. K., et al. (2003, 30 September-2 October 2003). LSA and its applications in automated essay grading. Paper presented at the International Symposium in Information Technology (ITSIM 2003), Universiti Kebangsaan Malaysia.

#### ONLINE RESOURCES

Online Report from a Nongovernmental Organization

Kenney, G. M., Cook, A., & Pelletier, J. (2009). Prospects for reducing uninsured rates among children: How much can premium assistance programs help? Retrieved from Urban Institute website: <http://www.urban.org/url.cfm?ID=411823>

Online Report with No Author Identified and No Date  
GVU's 10th WWW user survey. (n.d.). Retrieved from [http://www.cc.gatech.edu/user\\_surveys/survey-1998-10/](http://www.cc.gatech.edu/user_surveys/survey-1998-10/)

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