**[Insert Your Title Here]**

***Teaching Note***

**Authors Names**

Authors affiliation

| **For Internal Use** |  | **ABSTRACT** |
| --- | --- | --- |
| ***Article history:***  Received:  Revised:  Accepted: |  | **Subject area**  [Write your subject area]  **Study level/applicability**  [Write your study level/applicability]  **Case overview**  [Write your case overview]  **Keywords**  [Write your keywords] |
| ***Corresponding Author:***  *Name:*  *Department:*  *University/Institution:*  *Town/City:*  *Country:*  *Email:* | | |

## Teaching Notes

### • 1. Case synopsis

o Describe the case context and key issues in not more than 250 words.

Include:

o Name of the organization

o Industry

o Country

o Details of the protagonist

o The dilemma facing the protagonist

o Date when case problem is positioned

### • 2. Learning objectives

o State at least three (03) case learning objectives relevant to the intended audience

### • 3. Target audience/course/subject:

o Identify the appropriate audience for the case (e.g., undergraduate, graduate, practitioners)

o State the course (s) name that you are writing the case to be used for

o Identify and decide specific topic areas within the course in which the case is planned for

### • 4. Concepts/theme/theories/academic terminology to cover

o Describe the concept/theme/theories/ academic terminology related to the case

### • 5. Data Collection Methods

o Describe the type(s) of data collected and the data collection methods in developing the case

### • 6. Suggested Case Questions

o Include at least three (3) case questions to be attempted by the students

o Ensure that the case questions are in alignment with case learning objectives

### • 7. Suggested Case Answer(s).

o Prepare suggested case answers for all the case questions proposed

o Integrate the relevant theories, models, and frameworks in answering the case questions

o Ensure that the case questions are in alignment with the case learning objectives

### 8. References

### Manuscript Requirements

• Format: All files should be submitted as Word documents.

• Teaching Case

o Case text should be written in past tense.

o Use Times New Roman, 12-point font, single space.

o Case Study Length: The teaching case should be between 2,000 and 2,500 words in length (4-5 pages), excluding references, and other supplementary materials (e.g. teaching note).

• Teaching Notes:

o All case studies must include teaching notes including sufficient discussion and assignment questions. The teaching notes should be between 1,000 words to 1500 words in length (2-3 pages)