

INSTRUCTIONS TO AUTHORS

Thank you for your interest in presenting at our **Case Conference on Responsible Innovations & Sustainability Practices (CRISP)**. To ensure a productive and impactful session, please carefully follow the instructions below for submitting your case.

Submission Guidelines

1. Case Selection

- **Relevance:** Ensure your case relates to sustainability issues and choose the correct track accordingly.
- **Source:** Cases are based on real people, companies, and events. Disguised cases will be accepted if the disguise is necessary and vital. Fictional cases will not be accepted.
- **Novelty:** Preference will be given to innovative cases and those offering new insights or solutions.
- **Educational Value:** The case should provide clear teaching points or learning objectives related to sustainability.

2. Case Preparation

- **Title:** Create a concise and informative title for your case.
- **Abstract:** Provide an abstract of 200-300 words summarising the case. Include the background, key findings, and conclusions.
- **Keywords:** List 3-5 keywords related to your case.
- **Body:** The first mention of a person in a case must include a given and family name. After the first introduction, a family name is appropriate. Slang or colloquial terms and expressions should be avoided. The Case must be written in the past tense. Teaching notes can be written in the present or past tense. The case introduction must clearly outline the decision that has to be made about the case dilemma. This gives the reader a concise understanding of the challenge examined in the case. The introduction must also include the relevant date and location for the case. There should be no references in the case to dates or events that occurred after the time in which it is set.
- **Exhibits:** All tables, figures, appendices, etc., should be referred to as exhibits in the body of the case or teaching note and inserted at the end of the document. To reproduce copyrighted material, such as artwork, images, figures, or large quotations, it is required that authors obtain written permission from the copyright holder before submission.

3. Formatting Requirements

- **File Format:** Submit your case in PDF or Microsoft Word format.
- **Font and Size:** Use Times New Roman, 12-point font.
- **Margins:** Set 1-inch margins on all sides.
- **Length:** The complete case should not exceed 10 A4 pages, excluding references and exhibits. The document should be at most 20 pages long with references and exhibits.
- **Size:** Only one file should be submitted; the maximum file size should not exceed 500 MB.
- **Figures and Tables:** Include relevant figures, tables, and images. Ensure these are high-quality, clearly labelled, and editable.
- **References:** Use Vancouver or APA style for references. Ensure all references are current and relevant. Cases based on published information require appropriate and sufficient footnotes. Care must be taken to properly source statements, actions, feelings, etc., attributed to actual persons or organisations.

4. Case Presentation Format

While we do not prescribe a strict format for the cases, it would be a good idea to incorporate the following:

- **Introduction:** Briefly introduces the protagonist, the context and the case's significance.
- **Background:** Provides a detailed background on the history, industry, products, services, and the sustainability issue being addressed.
- **Area of Interest:** Provides a detailed understanding of the firm, protagonist and how their actions were important for the sustainability issue.
- **Case Decision:** Explores the protagonist's dilemma, the implications of his decision choices, and challenges.
- **Conclusion:** Restates decision with relevant tasks or deadlines.

5. Submission Process

- **Submission Deadline:** Submit your case by 10th September 2024.
- **Confirmation:** You will receive a confirmation email within 48 hours of submission. If you do not receive a confirmation, please get in touch with crisp2024@iimv.ac.in

6. Review Process

- **Initial Review:** Submissions will be reviewed by the conference committee for relevance and quality.
- **Feedback:** You may receive feedback and requests for revisions before final acceptance.
- **Final Decision:** You will be notified of the final decision by 5th November 2024.

7. Presentation Guidelines

- **Time Allocation:** You will have 15 minutes for your presentation, followed by a 10-minute Q&A session.
- **Presentation Format:** Prepare your slides in PowerPoint or PDF format.
- **Technical Requirements:** Ensure compatibility with the conference's AV equipment.

8. Ethical Considerations

- **Confidentiality:** Ensure that proprietary or sensitive information is appropriately anonymised or removed.
- **Attribution:** Properly attribute all sources, data, and contributions.

9. Contact Information

For any queries or further information, please contact:

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We look forward to your valuable contribution to our Case **Conference on Responsible Innovations & Sustainability Practices (CRISP)**. Thank you for your attention to these guidelines, which will help us ensure a high-quality and impactful session.