

# **STYLE SHEET**

*Adopted 1 October 2011*

## **Format for Case or Critical Incident and Teaching Note**

All submissions for publication should be in Microsoft Word '97 or higher, and must be in the format prescribed below, ready for publication with all tables and figures embedded directly in the text where they should appear.

## **APA Guidelines**

The publication guidelines of the APA (Sixth Edition, except as noted below) should be followed for all submissions, particularly regarding the forms for making citations in the text, listing references, formatting tables and figures, and formatting headings. See the [APA Style Sheet Summary](#). (Click on link)

## **Identity of Authors**

- It is the goal of the JACR editor to have all documents blind-reviewed. The assurance of author anonymity belongs to the submitting author. To assure author anonymity, all documents submitted must comply with the following submission procedures.
- No author names are to be included in the case, critical incident, or teaching note submitted for review.
- The case and teaching note should be submitted in separate files with the case identification followed by “blind” as the file name, e.g., Daktronics case – blind; Daktronics TN – blind.
- Separate files must be submitted with the cover page and authorizations. These are the only files in which author names should appear.
- To purge Microsoft Word documents of embedded identity, authors are to consult [http://www.argumentationandadvocacy.com/blind\\_review](http://www.argumentationandadvocacy.com/blind_review) for guidance on how to clean your documents. Steps vary depending on the software in use.

## **Typeface and Size**

- Text must be prepared using Microsoft Word, 12 point Times New Roman font. If prepared with the 2007 edition (Vista) the document must be saved as a Word 97-03 edition.
- Bold characters are permitted, as are italics.
- Smaller font sizes are permitted on tables and figures if necessary for the purpose of achieving proper fit.
- Avoid underlining text as this might be construed as a hyperlink.

## **Margins and Spacing**

- Use one-inch margins all around with left alignment.
- Text should be single-spaced (a deviation from APA), with no paragraph indentation.
- Double-space between paragraphs.

- Do not use style choices offered in the MSWord toolbar—heading 1, body text, etc.
- Identify block quotes by indenting text one-inch (1”) both from the left and the right.
- References should be single-spaced with the second and all subsequent lines of an item indented, and double space between individual references.

### Page Numbers

- Page numbers are to be contained in a footer.
- Flush left in the footer should be the italicized text – *Journal of Applied Case Research*.
- Number pages in the footer, flush right, starting with the first page of the case. Precede the page number with the unique one-word identifier [keyword] for the case. For example, if the case were named —Success at Daktronics, page numbers might be —Daktronics 1, —Daktronics 2, and so forth, adding TN- before the page number for the teaching note, e.g., —Daktronics TN-1.

### Titles

Titles of the case or critical incident and the teaching note are to be upper case, centered, bold, 16-point typeface. Triple-space after the title to begin text. (Note: author names and affiliations are inserted into the item submitted only after the blind review process has been completed.)

### Copyright

The following statement is to be included as footnote 1 on page one of the case or critical incident.

Copyright © **2011** (*insert correct year*) by the *Journal of Applied Case Research* and the **author/authors** (select one). No part of this work may be reproduced or used in any form or by any means without the written permission of the *Journal of Applied Case Research*.

Note: Such permission is granted annually to members of the Southwest Case Research Association as a benefit of membership.

### Headings

Follow APA guidelines regarding the denotation of various levels of headings. For example, a paper with five levels of headings would be formatted as follows:

**Centered, Boldface, Uppercase and Lowercase Heading** ←Level 1

(Then your paragraph begins below like a regular paragraph)

**Flush Left, Boldface, Uppercase and Lowercase Heading** ←Level 2

(Then your paragraph begins below like a regular paragraph)

**Indented, boldface, lowercase paragraph heading ending with a period.** ←Level 3

(Your paragraph begins on the same line in line with the heading)

***Indented, boldface, italicized, lowercase paragraph heading ending with a period.*** ←Level 4

(Your paragraph begins on the same line in line with the heading)

***Indented, italicized, lowercase paragraph heading ending with a period.*** ←Level 5

(Your paragraph begins on the same line in line with the heading)

For headings at Levels 3-5, the first letter of the first word in the heading is uppercase, and the remaining words are lowercase, except for proper nouns and the first word after a colon.

### **Nesting**

When it is necessary to nest material within a document – outline, section of document, etc. – use the following hierarchy:

- Roman numeral I, II, etc.;
- Capital letter A, B, etc.;
- Arabic numeral 1, 2, etc.;
- lower case letter a, b, etc.; and
- italicized Roman numerals i, ii, etc.

Apply the nest in reverse order from the lower levels of the hierarchy. For example, if you only have three levels, use 1.a.i. If you have four levels, use A.1.a.i. For five levels, use I.A.1.a.i.

### **Tables and Figures**

JACR publications do not use Exhibits. JACR publications follow the convention that distinguishes between tables and figures in which a table has rows and columns and a figure is a picture, chart, schema or artwork. The formatting of tables and figures should follow APA guidelines, with the exception that they are to be embedded in the text in the place closest to the discussion about them. Tables and figures are to be consecutively numbered within their group (Table 1, Table 2, etc.; Figure 1, Figure 2, etc.) and must have a title descriptive of the content. When content is other than author's original work, the source is to be cited below each table and figure.

Where tables or figures are embedded objects imported into the document, the table or figure number and title must be in Microsoft Word and typed outside of the imported object. A table may be all numbers, all words, or words and numbers. Denote tables as Table 1 or Table TN-1, etc.

A figure is anything that is drawn or constructed: a pie chart, map, bar chart, cartoon, sketch, organizational chart, etc. Include a legend as needed. It can also be a picture, in color or halftone (a black-and-white photo.) Figures have numbers and titles. Denote figures as Figure 1 or Figure TN-1, etc. All graphics should be original material. Otherwise, the author must obtain explicit, written permission from the appropriate party for its use. Consult with the Editor if you are unsure on this issue.

### **Lists**

For lists, use your own numbering or symbols for a bullet or use formatted bullets or automatic numbering or bulleting provided in Microsoft Word.

### **Use of Color**

The use of color is permitted and enhances materials that are accessed by students on-line. However, many users download JACR materials for duplication and distribution in classroom use, making the use of color problematic, especially in figures such as graphs, bar graphs, and pie charts where distinguishing colors appear the same when printed in black and white. If colors are used, combining them with cross-hatching patterns or different types of dashed lines is

encouraged and allows the graphs or charts to be interpreted when printed in black and white is acceptable.

### **Use of Photographs and Video Clips**

As an on-line journal, JACR supports the limited use of photographic material for illustrative purposes if an author deems a picture to be essential to the effectiveness of a case or teaching note. JACR cannot support video clips embedded in the case or teaching note. Where such material is beneficial to the case or teaching note, a link to the material may be included.

### **References**

If citations of published works are included in the case, critical incident, or teaching note, their references must be listed at the end of the text. Use Microsoft Word's endnote function with notes or references. References should be single spaced with the second and all subsequent lines of an item indented.

### **Footnotes**

Use of footnotes is to be severely limited and only employed for supplemental explanation where its inclusion in the case would materially disrupt the flow of the document.

### **Length of Cases and Critical Incidents**

Cases submitted to the *Journal of Applied Case Research* should not exceed 30 pages, single-spaced, including tables and figures. Illustrative material or supplements should be strictly limited and are counted in the page limitation. Critical incidents should be no longer than five pages, single-spaced, including tables and figures. There is no page limitation for teaching notes.<sup>1</sup>

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<sup>1</sup> The *Journal of Applied Case Research* is indebted to the Society of Case Research publications for much of the content and format of this style sheet. Modifications have been made by JACR to better serve our use as an electronic journal.