**Guide to reviewing the case and teaching note**

Thank you for providing the important service as part of the ABCC Academic Panel by reviewing the case (and teaching note, if applicable).

**Why Evaluate the Case?**

1. Before ABCC puts a case (and teaching note) through the copyediting and publishing process, the writer gets developmental feedback to improve its quality. The writer then makes amendments to ensure that the final output is a teaching case that will be useful in the classroom.
2. While the reviewer provides an overall evaluation of the readiness of the case to be published (after copyediting), we aim to provide developmental feedback to the writer.

**What to Do Next?**

Read through the case (and teaching note, if applicable). Complete the “Teaching Case Evaluation Form.” Each point can be as short as a paragraph or several paragraphs.

Thank you again.

Best regards,

The ABCC team

Teaching Case Evaluation form

**IMPORTANT NOTE:**

ABCC practises single-blind peer review, i.e. the identities of the reviewers are kept anonymous to author(s), while the names of the author(s) are known. The purpose of this is to ensure that the review is honest and complete.

Case Title: Click here to enter text.

|  |  |  |
| --- | --- | --- |
| Criteria | | Comments / Suggestions |
| Teaching Case | | |
|  | Key issues and challenges are clear and well-articulated. |  |
|  | Illustrates a realistic situation based on facts. |  |
|  | There are specific insights and lessons to be learnt. |  |
|  | Correctly pitched to target learners and compels them to act after reading. |  |
|  | Well composed and presented (e.g. information is arranged in the best logical flow.) |  |

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| --- | --- | --- |
| Teaching Note | | |
|  | Teaching approach and rationale are well laid out. |  |
|  | Clear analysis of the case and good elaboration to discussion questions. |  |
|  | Contains interesting insights, lessons learnt, or theory applications |  |
| General Comments | | |
|  | | |

Name and Designation of Reviewer: Click here to enter text.

(Note: ABCC will redact this portion before sending the document to the case author(s) for revision.)

Date: Click here to enter text.

Reviewer’s Recommendation:

|  |  |
| --- | --- |
|  | **Revise and Resubmit:** Author(s) to revise the case and TN based on the reviewers’ comments and to resubmit to ABCC thereafter for a second round of review. |
|  | **Accept with Revisions:** Case can be sent for copyediting and published on ABCC website after the necessary changes have been made. |