

SUBMISSION OF CASE PROPOSAL FORM

		ACTION BY
STAGE 1 <i>*If it is not applicable to your case, please skip to STAGE 2*</i>	All research conducted by NTU staff and students involving the use of human subjects (or human participants) must be reviewed and approved by the NTU's Institutional Review Board (NTU-IRB) before they are conducted. For more information, please visit Do I Need IRB Approval Research NTU Singapore or contact NTU-IRB for clarifications.	Author Representative
	For field research cases that involves interviews with companies, please complete the Case Information Release Form .	
STAGE 2 Author representative submits the Case Proposal Form to ABCC . The Case Proposal Form can be downloaded from the ABCC website.		
STAGE 3 The Case Proposal Form will be reviewed by a faculty appointed by the ABCC Director. Turnaround time: ~2 weeks	ABCC Centre Director / Admin	
STAGE 4 After the case proposal has been reviewed, ABCC will redact ⁺ the Case Proposal Form accordingly and send it to the author representative.		
STAGE 5 Author(s) can proceed to write the case study after the case proposal has been approved.	Author(s)	

⁺ ABCC practises a 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.

REVIEW OF CASE STUDY AND TEACHING NOTE (TN)

		ACTION BY
STAGE 1	Author representative will submit the first draft of the written case and TN (in MS Word format) to ABCC for review.	Author Representative
STAGE 2	An NBS faculty will be appointed by the ABCC Director to review the case.	ABCC Centre Director / Admin
STAGE 3	ABCC will send the draft case and TN, together with the Case Evaluation Form, to the reviewer(s) only after they have agreed to review the case. <i>Turnaround time: ~1 month</i>	ABCC Review Panel
STAGE 4	ABCC Admin will consolidate the reviewers' comments and send to the Centre Director (Editor) for approval.#	
STAGE 5	After ABCC Director has reviewed the comments, ABCC will redact [†] the Case Evaluation Form accordingly and send it to the author(s).	ABCC Centre Director / Admin

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- **Revise and Resubmit:** Author(s) to revise the case and TN based on the reviewer's comments and to resubmit to ABCC thereafter for second round of review.
- **Approved for ABCC Publication:** Case can be published after the necessary changes have been made.

[†] ABCC practises a 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 COPYEDITING BY COPYEDITOR

		ACTION BY
STAGE 1	Author representative will submit the amended draft of the case and TN to ABCC (in MS Word format).	Author Representative
STAGE 2	ABCC will forward the amended documents to the reviewers for a second review. Turnaround time: ~ 2 weeks	ABCC Admin / Review Panel
STAGE 3	If the reviewers are satisfied with the revisions made, ABCC Director will review the final draft and TN before ABCC proceeds to send them for copyediting (with the author(s) copied in the email). Turnaround time: ~ 2-3 weeks	ABCC Review Panel / Centre Director / Admin / Copyeditor
STAGE 4	The copyedited case and TN (with tracked changes) will be returned to the author(s), and they can either accept or reject the tracked changes. If there are any questions, the author(s) will liaise with the copyeditor directly.	Author(s)

CASE FORMATTING BY ABCC

		ACTION BY
STAGE 1	Author representative will submit a clean copy of the case and TN to ABCC (in MS Word format) for formatting.	Author Representative
STAGE 2	ABCC will format the case and TN, and assign a case reference no. (e.g., ABCC-2021-0xx). Turnaround time: ~ 2 weeks	ABCC Admin
STAGE 3	Author representative to submit information of the case to ABCC via the Metadata Form . For field research case that involves interviews with companies, please also complete the Case Information Release Form (refer to page 1).	Author Representative
STAGE 4	ABCC will send the formatted case and TN to the author(s) for review and confirmation before proceeding with the publication.	ABCC Admin / Author(s)

**PUBLICATION ON ABCC-NBS WEBSITE & DISTRIBUTORS' PLATFORMS
(Harvard Business Publishing, The Case Centre, Ivey Publishing)**

		ACTION BY
STAGE 1	ABCC will upload the formatted case and TN on ABCC SharePoint and provide the relevant metadata to the content editor in charge of the ABCC website to assist with the publication.	ABCC Admin / Content Editor
STAGE 2	ABCC will submit the new cases to the three distributors (Harvard Business Publishing , The Case Centre , Ivey Publishing) in batches.	ABCC Admin

POINT OF CONTACT

If you are keen or simply exploring the possibility of writing cases and/or would like to discuss resources available to support your case development, feel free to reach out to either the Centre Director or Division Representative:

ABCC Director	FOO Maw Der
ABCC Deputy Director	KOH Cheng Boon
ABCC Admin	Angela YEO Katie CHEW

DIVISION	NAME
ACC	JIAN Ming
BF	Yougesh KHATRI
BL	Dennis ONG
ITOM	SIA Siew Kien
LMO	KOH Cheng Boon (concurrently Deputy Director, ABCC)
LMO (Communications)	Constance NEMETH-CHAY
MKT	LIM Boon Chong
SIE	TAN Joo Seng
