STYLE SHEET
Adopted 1 October 2022

Format for Case or Critical Incident and Teaching Note
All submissions for publication should be in Microsoft Word (Microsoft Office 16 or later), and must be in the format prescribed below, ready for publication, with all tables and figures embedded directly within the text where they should appear.

APA Guidelines
The publication guidelines of the APA (Seventh Edition, except as noted below) should be followed for all submissions, particularly regarding the forms for citations in the text, listing references, formatting tables and figures, and formatting headings.

Identity of Authors
All submissions to the JACR are double-blind peer reviewed. 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 the teaching note should be submitted as separate documents with the case identification followed by "blind" as the file name. For example: Daktronics Case – blind; Daktronics TN – blind.
- Separate documents must be submitted with the cover page and authorizations. These are the only files in which author names should appear, and are only available to the Editor.
- To purge Microsoft Word documents of embedded identity, authors should follow the following instructions:[1]

Find and remove hidden data and personal information
Use the Document Inspector in Word to find and remove hidden data and personal information in documents.

1. Open the Word document that you want to inspect for hidden data and personal information.
2. Click the *File* tab, click *Save* As, and then type a name in the File name box to save a copy of your original document. **Important**: Use the Document Inspector on a copy of your original document because it is not always possible to restore the data that the Document Inspector removes.
3. In the copy of your original document, click the *File* tab, and then click *Info*.
4. Under *Prepare for Sharing*, click *Check for Issues*, and then click *Inspect Document*.
5. In the Document Inspector dialog box, select the check boxes to choose the types of hidden content that you want to be inspected. For more information about the individual Inspectors, see *Information* the Document Inspector finds and removes
6. Click *Inspect*.
7. Review the results of the inspection in the Document Inspector dialog box.
8. Click *Remove All* next to the inspection results for the types of hidden content that you want to remove from your document. **Important**: If you remove hidden content from your document,

---

[1] How_to_ensure_blind_review (aejmc.org)

you might not be able to restore it by clicking Undo. If you want to remove hidden data and personal information from documents you save in the OpenDocument Text (.odt) format, you must run the Document Inspector *every time that you save the document* in this format

Typeface and Size
- Text must be prepared using Word, 12 point Times New Roman font.
- Bold characters and italics are permitted.
- Smaller font sizes are permitted on tables and figures if necessary for the purpose of achieving proper fit.
- Avoid underlining text as this may 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 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-spaced 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(s) name(s) and affiliation(s) are inserted *by the Editor*, 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.

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 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 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.

Use of Photographs and Video Clips
As an online 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
Citations included in the case, critical incident, or teaching note, must be listed at the end of the text. Use 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.[1]

---

[1] The *Journal of Applied Case Research* is indebted to the Society of Case Research 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.