



Case House of IIM Raipur

SUBMISSION GUIDELINES

The Case House of IIM Raipur (CHIRP) publishes cases in all streams of business and public management as well as allied disciplines such as economics, law, liberal arts, and social sciences. CHIRP focuses on emerging markets, particularly India.

CHIRP encourages innovative approaches in case methods and welcomes text-based cases, multimedia cases as well as simulations. Our primary focus remains on real cases due to their practical relevance while not necessarily rejecting fictional cases.

CHIRP accepts cases with at least one author being an IIMR faculty. CHIRP selectively accepts and publishes cases written by solicited external case writers.

We encourage the authors to pilot their newly written cases in a classroom or training setting and add the insights from the session to the teaching notes.

We discourage the authors from using any language that might discriminate against an individual or group on the grounds of any social or biological characteristic including race, caste, gender, culture, or sexuality.

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HOW TO SUBMIT?

Text-based cases

Please make your submission through the CHIRP portal - (see Box 1).

<https://casehouse.iimraipur.edu.in/research/>

While no strict limit on case and teaching note length exists, authors are requested to consider the audience's learning characteristics, class discussion time frame, and case presentation brevity to determine an appropriate length.

Box 1. How to submit text-based cases?
<ol style="list-style-type: none"> 1. Create a user account in the CHIRP portal 2. Upload the case, teaching note, and the supplementary materials in 'docx.' format.
<p>Note:</p> <ul style="list-style-type: none"> • Please make sure that the cases, teaching notes, and supplementary materials DO NOT contain any identifying information of the authors or their background. • Please send the supplementary materials in non-'docx' format (excel sheets, python codes etc.) separately to caseea@iimraipur.ac.in indicating the manuscript ID in the system-generated acknowledgement.

Multimedia Cases and Simulations

Should you wish to submit multimedia cases or simulations, please make a communication to the Case Editor at caseeditor@iimraipur.ac.in tagging the CHIRP office at caseea@iimraipur.ac.in.

The non-English words or dialogues in pictures, videos etc. should be supplemented with subtitles or summaries.

REAL CASES AND FICTIONAL CASES

Our primary focus remains on real cases due to their practical relevance while not rejecting fictional cases.

Please keep a disclaimer above the case according to the nature of the case (see Box 2).

Box 2. Real and Fictional Cases	
Real cases using primary data	This case is an original work, based on actual events in a real organization. Written permission has been obtained from the copyright holders for any material not covered by the "Fair Use Doctrine." Additionally, written authorization has been obtained from the host organization(s) or individual informant(s) for the publication of all information gathered directly from them. The extent of disguise of names for people, events, and organizations (if any) has been mutually agreed upon by the organization's representative. Secondary information available in the public domain has been used to enrich the case and teaching note <i>[if applicable]</i> .
Real cases using ONLY secondary data	This case is an original work, accurately reflecting real events in an authentic organization. It relies solely on secondary data sources, including newspaper articles and television media, to provide comprehensive insights. The names of people, events, and organizations have <i>[have not]</i> been disguised.
Fictional cases	This case is purely fictional and intended solely for classroom teaching purposes. Any resemblance of characters or events to real individuals or organizations is purely coincidental. The information and data provided in this case should not be used in any decision-making public forum, including business meetings and parliamentary debates.

FORMAT AND STRUCTURE

Box 3. Formatting	
Page	1" margin on top, left, right, and bottom
Title	Times New Roman, 16 pt., Bold, Unitalicized, Left Aligned
Heading 1	Times New Roman, 14 pt., Bold, Unitalicized, Left Aligned
Heading 2	Times New Roman, 12 pt., Bold, Italicized, Left Aligned
Normal Text	Times New Roman, 12 pt., 1.15 lines spacing, Unitalicized
Exhibit Title	Times New Roman, 12 pt., Bold, Centre Aligned
Exhibit Source	Times New Roman, 10 pt., Centre Aligned
Footnotes	Times New Roman, 10 pt., 1 line spacing

Endnotes	Times New Roman, 10 pt., 1 line spacing
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TEACHING NOTE LAYOUT

We provide an indicative layout for the teaching notes for text-based cases (see Box 4). However, the authors are encouraged to use innovative methods to enrich the teaching note without losing the purpose of the case, necessarily the learning objectives. In **multimedia cases**, the teaching notes need not follow a conventional structure.

The case and the teaching note are not two isolated entities. Every concept or idea discussed in the teaching note should have linkages to the information provided in the case. In other words, no new pieces of information except those derived from common sense and logic should be introduced in the teaching note.

The case along with the exhibits should be sufficient to answer the discussion questions for students/participants who regularly update their knowledge and skills.

Box 4. Indicative Layout - Teaching Note		
1	Case Synopsis/Abstract	Less than 250 words.
2	Keywords	2-5
3	Intended Courses and Level	Undergraduate, graduate, corporate, or government training etc.
4	Learning Objectives	Precise, specific, and consistent with case and teaching notes. Use appropriate verbs like 'evaluate', 'apply', 'understand', 'analyze', 'learn XYZ skill', etc.
5	Research Methods	Information/data collection details, analysis techniques used, and previous class use if applicable.
6	Theoretical Linkages	Overview of theoretical concepts and frameworks grounding case analysis. Include associated readings or materials for students.
7	Suggested Teaching Strategy	Discussion plan, time range, role-plays, debates, audio-visually, handouts, and pre-requisite readings/preparation. We encourage sharing the class materials if previously tested.
8	Assignment/Discussion Questions	3-10 questions based on case information Please avoid adding new information.
9	Analysis & Responses to Questions [optional]	Sample responses and input from quality classroom responses.

10	Epilogue	If applicable, follow-up information on actual decisions and outcomes. Can be a separate 'Case B' if lengthy.
11	References	Full APA 7th Edition

LANGUAGE AND STYLE

Please use **PAST TENSE** for case narratives, preserving conversations and quotes.

Please make sure that the submissions meet the quality guidelines: clear, complete sentences, proper paragraph division, impeccable grammar, spelling, punctuation, and brevity.

We encourage the authors to do an appropriate grammar and spelling check before submitting the cases.

Please provide adequate footnotes to explain non-English words.

Please ensure that all case materials use non-discriminatory language, and when addressing discrimination in organizational settings, maintain a non-offensive narrative while including a footnote declaring the intention to depict reality and avoid offense to any group or individual.

COPYRIGHT

Copyright: The copyright of the case materials is vested with IIM Raipur. The copyright provisions shall be governed by the laws and judicial proclamations in the Republic of India.

Conflicts of Interest: The authors should declare any conflicts of interest associated with the case materials. CHIRP shall hold no responsibility for any conflicts of interest over the case materials from internal or external sources.

Release: The cases based on primary data shall have permission (release form) from the host organization or informant (see Box 6).

Box 6. Release Form

To,

**The Case House of IIM Raipur
Indian Institute of Management, Raipur.**

Regarding:

The case titled __<Title of the case>_____ (Version dated _____<Version Date>_____) written by __<Authors Name>_____

The undersigned has read the case study outlined above, in which I and/or the organization with which I am affiliated, is described. Based on my review of the attached case study, I agree that the case study may be used as outlined above and I agree that the case study does not require changes.

The information used in the development of this case study was provided for the purpose of research, training, and teaching. I understand that the authors do not intend to evaluate the effectiveness of handling a managerial situation. I agree to the extent of disguise used in names of people, events, and organization(s), if any.

I understand that IIM Raipur may test the use of this case study in a classroom environment and that as a result of this use, the case study may be modified to enhance its use in a classroom environment, but not in a material way. The authors or Case House of IIM Raipur will not make changes to which I reasonably object on the basis of reputational, accuracy, or confidentiality concerns. Neither I nor my organization assume any future liability for the case study.

On behalf of my organization and myself personally:

(A) I hereby authorize the use of this case study at: (1) Indian Institute of Management Raipur, and (2) other educational institutions and other organizations.

(B) I acknowledge that the copyright for this case study is held by IIM Raipur, and that IIM Raipur may, in its sole discretion, distribute, sell, authorize use of this case study in a book or otherwise deal commercially with this case study in whatever way it deems appropriate.

(C) I hereby release and discharge the Author(s) and IIM Raipur, from any and all claims, demands, or causes of action that I may have against them by reason of anything contained in the case, or any of the above uses, including any claims based on the right of privacy, the right of publicity, copyright, defamation, or any other right.

These terms are governed by the laws of the Republic of India and shall be subject to the exclusive jurisdiction of the courts of India.

Name:

Designation:

Organization:

Address:

Date:

Signature: