SUBMISSION GUIDELINES

The Case House of IIM Raipur (CHIRP) publishes cases in all major and allied streams of business and public management. We also publish cases on interdisciplinary areas such as business ethics, sustainability, and development management. Our focus remains on emerging markets, particularly India. CHIRP has two publication verticals: '*Business*' for business cases and *Loksutra* for cases in public administration and allied disciplines.

CHIRP encourages innovative approaches in case methods and welcomes text-based, software-based, and multimedia cases. We encourage research-driven and real cases due to their practical relevance and richness in research while not necessarily rejecting fictional cases. The authors are encouraged to pilot their newly written cases in a classroom or training setting and add the insights from the session to the teaching notes.

CHIRP accepts cases written by authors affiliated with IIM Raipur as well as solicited external case writers. Each submitted manuscript undergoes a meticulous quality check to ensure originality and compliance with the CHIRP guidelines followed by a double-blind peer review process.

CHIRP discourages 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.

Quick Links

1. How to submit?

1.1.   All submissions should be made through the CHIRP portal by creating a new user or logging into the existing account. Visit: https://casehouse.iimraipur.edu.in/

1.2.   Upload the case and related documents - teaching notes and supplementary materials in **'docx'** format.

1.3.   Please send the supplementary materials (**files other than docx**) such as **spreadsheets or program codes** separately to the Case Editor at caseeditor@iimraipur.ac.in tagging CHIRP Office at caseea@iimraipur.ac.in indicating the **manuscript ID** in the system-generated acknowledgment.

1.4.   Please make sure that the case, teaching notes, and supplementary materials **DO NOT** contain any identifying information of the authors.

Preferred Vertical

1.5.   When submitting a case, the authors should **indicate their preferred vertical** - *Business* or *Loksutra*. However, interdisciplinary cases with implications for both business and public administration teaching will be published under both verticals depending upon the manuscript's characteristics.

1.6.   All submissions under *Loksutra* should be based on **primary information** from a trusted source. While 'Teaching Notes' are **not compulsory** for Loksutra cases, the authors must provide specific 'Learning Objectives' during submission.

Multimedia Cases and Non-Text-Based Cases

1.7.   Submit the case details in the submission portal and upload a summary of the case (less than 1 page) to obtain the Manuscript ID. Once you obtain the manuscript ID, share the multimedia files with the Case Editor at caseeditor@iimraipur.ac.in citing the manuscript ID tagging caseea@iimraipur.ac.in

2. Preliminary Editorial Review

2.1.   The merits to qualify for peer review, among others, include originality, coherence of structure and content, academic relevance and educational value, publishable language standards, and compliance with the CHIRP policy and submission guidelines.

Data Sources

2.2.   CHIRP encourages, to its business vertical, **real cases based on primary or secondary information** while not necessarily rejecting fictional cases.

2.3.   The authors should **mention the source of information** in the teaching note. For *Lokustra* cases, the source of information should be mentioned on the first page as a **prefatory note**.

Word Limit

2.4.   CHIRP imposes **no strict word limit** on cases and teaching notes. However, authors are encouraged to consider the reader's characteristics and classroom usability to determine an appropriate length.

3.   Format and Referencing

Formatting

3.1.   We do not impose strict formatting requirements; authors can submit using **free-flow formatting**. However, the headings, sub-headings, and exhibit titles must be legibly differentiated.

Exhibits

3.2.   All tables, images, figures, and charts in the case must be titled '**Exhibit**' and numbered consecutively (Exhibit 1, Exhibit 2, etc.).

3.3.   All tables, images, figures, and charts in the Teaching Note must be titled '**TN Exhibit**' and numbered consecutively (TN Exhibit 1, TN Exhibit 2, etc.).

3.4.   **All exhibits** in the case and teaching notes **should have in-text references** at appropriate positions. In other words, the author should indicate the line a*fter reading which the reader should look at the exhibit*.

3.5.   Exhibits that are spreadsheets or software codes should also have in-text references at appropriate positions.

3.6.   All exhibits should have **sources cited below** them in full APA style of citation.

Citations and Referencing

3.7.   All in-text citations should appear as **footnotes** in APA 7th edition.

4.   Presentation, Style, and Language

4.1.   The case narrative must be in the **past tense**, preserving conversations and quotes.

4.2.   The discussion questions **should NOT be added to the case text**. This should be a section in the Teaching Note. However, for *Loksutra* vertical, discussion questions are not compulsory. The case along with the exhibits should be sufficient to answer the discussion questions for students/participants who regularly update their knowledge and skills.

4.3.   **'Teaching Notes'** is a **compulsory component** of cases submitted under the *Business* vertical. An indicative layout for the teaching notes for text-based cases is provided in **Annexure 1**. 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.

4.4.   In multimedia cases, the teaching notes need not follow a conventional structure.

4.5.   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.**

4.6.   All **non-English words** should have a footnote explaining the meaning. The non-English words or dialogues in pictures, audio, and videos should be supplemented with subtitles or summaries.

4.7.   The manuscript should be grammatically correct and have clear and complete sentences, proper paragraph division, and adequate headings or subheadings.

4.8.   Please ensure that all case materials use **non-discriminatory language**. When discussing discrimination in organizational contexts, maintain a non-offensive narrative, and include a footnote clarifying the intent to depict reality while avoiding offense to any group or individual.

5.   Permissions and Copyright

5.1.   *Release Form*: The cases based on primary data may require permission (release form) from the host organization or informant.

5.2.   *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.

5.3.   *Conflicts of Interest*: The authors shall 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.

Annexure 1. Indicative Layout - Teaching Note

1	*Case Synopsis/Abstract*	Less than 250 words.
2	*Keywords*	2-5 relevant keywords are desirable
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	*Pre-reading Materials (if any)*	Any background reading that the instructor might wish to suggest the students to read before the session.
8	*Suggested Teaching Strategy*	Discussion plan, time range, role-plays, debates, audio-visuals, handouts, and pre-requisite readings/preparation. We encourage sharing the class materials if previously used/tested.
9	*Assignment/Discussion Questions*	3-10 questions based on case information. Please do not add new pieces of information that are not available in the case.
10	*Analysis and Responses to Questions*	Sample responses and input from quality classroom responses.
11	*Epilogue*	If applicable, follow-up information on actual decisions and outcomes. Can be a separate 'Case B' if lengthy.
12	*Additional Readings (if any)*	Additional reading materials in full APA style 7th Edition.