



International Journal of Instructional Cases

Publication Ethics

At IJIC, we are committed to providing authors and other users with an experience that is robust, transparent and ethical.

In this document, you can find information about how we do this and about how the journal itself is operated. We hope that it provides you with all the information that you need to make an informed choice about publishing with us. If you require any clarification or still have any outstanding queries, please do contact us at info@ijicases.com

Information about the journal

IJIC Editorial Office

Any queries regarding the editorial function of IJIC should be addressed to editorial@ijicases.com in the first instance. We will respond within one working day.

Ownership

IJIC is jointly owned by [Herald Academic](#) and [Organizational Ergonomics](#); these companies are owned and managed by Rob Edwards, IJIC Publisher, and Gina Vega, IJIC Editor-in-Chief, respectively.

Things to know prior to submitting a case to IJIC

Archiving Policy

Given the confidential nature of the accompanying teaching notes, IJIC cases and related ancillaries may not be archived in an open institutional archive.

All IJIC cases are stored off-site by a third-party provider. In the event of the journal being discontinued, all content that has been purchased will remain available to readers in perpetuity.

Author fees

Authors are not required to pay any fees to submit a case, or to publish, in IJIC.

Author responsibilities

By submitting cases for review to IJIC, authors agree to the following:

- All authors must participate in the journal's review process
- All authors have contributed significantly to the research and writing of the submitted case(s)
- Where corrections or retractions are deemed necessary following the publication of an IJIC case, authors agree to provide these when requested
- Cases have not been submitted and/or published in another journal
- Authors will provide a list of references and/or details of any financial support received

Copyright Policy

Copyright to all published cases will be retained by the International Journal of Instructional Cases (IJIC). IJIC will license usage of cases through its own website and through various distribution outlets. Authors retain the right to use their own cases in their classes, but not to distribute them without prior IJIC permission.

How cases are accessed and sold

Published cases are made available to readers via individual purchase, subscription and also via an annual collection.

Publishing Schedule

IJIC cases are published as soon as they are accepted via the review process.

After submitting a case to IJIC

The IJIC review process

All manuscripts (both the case and the teaching note) are reviewed by the Editor-in-Chief for appropriateness to the IJIC mission and for adherence to submission guidelines before being sent for blind review by two external reviewers. The target time frame from submission to author feedback is 30 days.

It is our goal to encourage and develop case writers. That will be evident to you from the quality of reviews that you receive, both from the reviewers and from the editor. We are always available to you as a resource for case refinement and to brainstorm improvements.

Cases that have been recommended for revision should be revised and returned within 60 days (extensions will be provided as needed) for an additional review. When the case has been accepted and formatted for publication, it will be released for use and will appear in the volume for the relevant year.

Editorial Review Board

All our Editorial Review Board members are experts in their particular discipline and have experience in case study teaching and writing. They have been selected for their expertise and for their proactive support of the journal's philosophy and mission. Our Editor-in-Chief works closely with our reviewing team to ensure that the journal's review process is efficient and conducted ethically. Full details of our ERB are available at <http://www.ijicases.com/editorial-review-board/>

Ethics Policy

Cases will be rejected if there is an indication that they have been published elsewhere, are currently under review elsewhere, or if they include plagiarized material. Under egregious circumstances, the dean of the author[s]' institution will be notified. Field-researched cases will not be published without submission of a signed statement from the author confirming having received a publication release prior to submission of the case manuscript and describing the author's relationship with the company featured in the case. If the characters, company name, industry, or geographic area of the case are disguised in any way, statement of same must appear in a footnote on the first page of the case. In addition, the author attests to the accuracy of the information within the case, including appropriate citations.

After cases are published

Content retraction/correction policy

Errors of fact discovered post-publication will be corrected for future distribution and notice of such will appear on www.ijicases.com in a durable link labeled "errata" on the editorial policies webpage. If a case proves to be plagiarized, published in more than one peer-reviewed publication, or factually inaccurate, it will be withdrawn from all distribution outlets and notice of same will appear in the "errata" link.

Malpractice Statement

Any correspondence regarding a potential case of publication malpractice should be addressed to the Publisher via the 'Contact' form on the website. Confirmation of receipt will be sent within two working days, and all cases will be investigated in accordance with the IJIC publication ethics and article retraction/correction policies as applicable.

The Publisher and Editor-in-Chief reserve the right to take all reasonable steps to identify and prevent the publication of cases where any misconduct has occurred.

All allegations of unethical review and/or publication will be dealt with swiftly. Where necessary, any corrections, clarifications, retractions and/or apologies will be made as quickly as possible.

Contact

If you have any questions regarding the journal, please contact us at info@ijicases.com

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