

## Submitted cases should include

- A **title** that clearly states the solution; and a **summary** section that captures the key content of the case
- **All team members' names and email addresses**
- **Team name, if any**
- **Acknowledgement** of everyone who is not a team member but has contributed to the case
- Properly cited literatures/publications – in the **References/Bibliography** section
- **<3,000 words** (= 1 solution for problem 1 + 1 solution for problem 2); not counting words in footnotes, captions, figures and graphs, or reference. Indicate word count at the end
- In **PDF format**

*No other requirements.*

 A rough guide to case submission – *by 4 Sep*