



ICHRIE Johnson & Wales Case Study Competition Submission Checklist & Helpful Information

When submitting a Case Study for review, please ensure you complete the following steps/tasks:

1. Review all material & guidelines before beginning the submission process.
2. Have all author names and institution information collected.
3. Go to http://scholarworks.umass.edu/ichrie_case_study_competition/ and log into your account on the ScholarWorks site.
4. Click "Submit Case Study" link in the menu on the right side and continue by reviewing the submission steps.
5. Review the requirements for submitting. *NOTE: at least one author needs to be a current, active ICHRIE member.
6. Before leaving the 'Requirements' page, please sure to download the Case Study Submission Requirements Agreement Form. You will need it in order to complete your submission.
7. As you continue through the submission form, be sure to use correct capitalization, punctuation and spelling. The information for the publication will be pulling directly from the online submissions. *Editors will not be responsible for editing punctuation, grammar or issues with upper and lowercase type usage.*
8. Before your submission is considered complete, you will need to review the Case Study Submission Requirements Agreement Form, sign and submit to ICHRIE. You may do this by scanning the document and uploading it with your Case Study submission or you may fax the signed copy to the ICHRIE office at 01 (804) 346-4800 Attn: Case Study Competition.

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