**Guidelines for Case**

Formatting guidelines must be followed rigorously since papers will not be typeset. Authors are advised to print this sample manuscript and use it as a reference while preparing their own Case Presentation to ensure all guidelines are met.

The Abstract of the Case should not be longer than 1500 words, including the title page, main body, charts, tables, and figures. References are not included in the word limit.

The Case should be 1.5 line spacing throughout. The font to be used for the paper should be Times New Roman 12-point font. The page size should be A4 formatting. 2.54 cm margins should be used on all sides (left, right, top, bottom). Endnotes, Headers, or Footers should not be used.

References must be in the American Psychological Association (APA) style and carefully checked for completeness, accuracy, and consistency.

Please fill in relevant information under suggested headings. Kindly use only those that are applicable.

Kindly note these guidelines are only for the Case. for full-length case, the author should follow the submission guidelines of Case journals or Case Repositories/ Aggrregators as applicable

**PFB Case Template**

**Type the Title of This Case, Capitalize the First Letter of Each Content Word - Not More Than 15 Words**

**[[1]](#footnote-1)\*First Author1, Second Author2, Third Author3**

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e-mail

**Keywords (12pt, Times New Roman)**

Include at least 3 keywords or phrases in alphabetical order, which must be separated by commas to distinguish them

* Abstract
* Introduction
* Case
* Data/ Boxes/ Tables/ Exhibits
* Conclusion
* Consent
* Acknowledgment
* References / Links

1. \*Corresponding Author [↑](#footnote-ref-1)