NZ Journal of HUMAN RESOURCES Management

NZJHRM CASE STUDY SUBMISSION GUIDELINES

Purpose of Cases in the NZJHRM
The primary purpose of a case study in the NZJHRM is to elucidate HRM practice in New Zealand workplaces, for the benefit of practitioners, students and researchers of HRM. To this end, the case study should describe practice and the context in which it occurred, the influences/reasons for its use, and (if possible) the outcome of its use. Author’s should remember their target audience – specifically, the reader should learn something from reading the case about a particular HR practice for example, a particular HR situation or decision making process, or how a particular HR practice was used to provide a solution to a HR problem.

Preparation for writing-up a Case
• Gather all related information including any documentary evidence. It is important to ensure your facts about the organisation and the particular HR practice [and any related issues regarding its adoption] are clarified and checked with related stakeholders, including key members of the organisation [e.g. HR manager]

• Confidentiality. If the organisation is happy to be identified, then ensure they see the final submission [and any related reviews] to ensure they are happy with what is going to be published about them. If they prefer anonymity, then simply disguise the organisation and any related names, industry or identifying aspects of the organisation. Please ensure you have organisational clearance for publication of the Case?

• What is your story and focus? Is it about the HR issue that lead to the adoption of the HR practice, or is it how the practice transformed the organisation? Be clear and specific about what the HR practice(s) is, and how your case study addresses these aspects. Remember – what is so distinctive and special about your story? Further, consider how generalisable the lessons learnt from the case study are for other organisations.

Case Study Template: Structure & Content
The following template is offered as a guide towards helping you write a case study that is appealing to the readers of NZJHRM. Remember, consider what your story is and the ‘angle’ you are trying to portrait with your case study.
<table>
<thead>
<tr>
<th>Author/s details</th>
<th>Provide the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by:</td>
<td>[author]</td>
</tr>
<tr>
<td>Position:</td>
<td>[insert job title]</td>
</tr>
<tr>
<td>Organisation:</td>
<td>[company name]</td>
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<td>Date:</td>
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<td>Phone:</td>
<td>[phone number]</td>
</tr>
<tr>
<td>Email:</td>
<td>[email address]</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Choose a title that reflects the key focus of the case.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Keywords</th>
<th>Provide up to 6 keywords that represent to the focus of the case - these will help readers to search for cases on particular practice areas (e.g. recruitment, performance, selection techniques etc.).</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Abstract</th>
<th>An opening paragraph which summarises the focus of the case and its interest or relevance to HRM practice (150-200 words).</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Situation</th>
<th>Brief outline of the situation, issue, problem, gap, event, process or aspect that precipitated the HR practice/s discussed in the case study.</th>
</tr>
</thead>
</table>

| Background | • Provide a brief background of the organisation/workplace including the nature of the business, size etc.  
• Brief outline of business and/or HRM strategy/approach at the time of the case study.  
• Brief outline of the strengths, weaknesses, opportunities and threats facing the organisation/workplace at the time of the case study.  
• Brief description of the key stakeholders in the case study – in particular if they play a major role in the adoption/issue.  
• Brief outline of any other factor(s) that is relevant to understanding the case study. |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<table>
<thead>
<tr>
<th>Options &amp; Action</th>
<th>Brief outline of the options considered, and the actual path taken, the HR practice/s used and why that choice was made (e.g. did the HR practice/s have to be designed or developed? How?). Further, provide some description of the enablers, hindrances and challenges that were encountered in adopting the HR practice.</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Conclusion</th>
<th>Outline the implications for practice that arise from the case study, and summarise key points of advice for other HRM practitioners. In particular, discuss how particular hindrances were dealt with, and how enablers were encouraged to back the practice or how it was achieved under specific challenges. The key points should be as specific as possible and note whether the HR practice/s is generalisable to other organisations or how they could be.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>References</th>
<th>Include a list of any references used and suggested further reading or information (if applicable).</th>
</tr>
</thead>
</table>

| Style | • Writing should be clear, concise and accessible.  
• Use bullet points in places in order to summarise key points.  
• Cases should be between 3000-4000 words in length. |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Cases should be submitted to the Editor of the NZJHRM using the online submission form located on our website or by emailing researcher@hrinz.org.nz. Email this address if you have any further questions or queries.