



Networks

Case study guidance notes

The guidance notes are intended to help you complete your case study but not to be prescriptive in terms of content.

Your case study should enable colleagues in art / design / media (including journalism, cultural studies and art and design history) higher education to benefit from your experience, and, where appropriate, transfer elements to their own teaching practice.

The case study should be approximately 2,000 – 3,000 words long, written in narrative style using visuals where appropriate. If you are including photographs please ensure that you have acquired all relevant permissions including student consent.

Please structure your study as follows:

Author's name and institution

Title of case study

Keywords

Please provide 4-6 keywords to make the case study searchable.

Abstract

Include a brief outline (no more than 100 words) of the learning and teaching initiative or activity that is the subject of this case study.

Context and rationale

Describe the context and rationale for this initiative. Include the name of course / unit / module, level (e.g. 1st year MA, etc.), number of students, student background.

- Background of students: include any relevant background to the students' output; eg: international, mature, etc.
- Learning context: include details of where the module (for example) is placed within the students' development

Description of activity or initiative

Outline details of the learning and teaching activity or initiative. Include any details that would be useful to colleagues; for example:

- Your aims and objectives
- The students' learning outcomes
- The stage currently reached in the development of the initiative
- Details about how the activity has been implemented; for example: staff involvement, resources, other enablers

Evaluation

Include details about how you are evaluating the activity or initiative (for example using student feedback questionnaires, through staff observation, etc.) and any findings from this evaluation, for example:

- Progress to date
- Impact and benefits
- Achievement of aims
- Challenges in implementation
- Resource implications
- Sustainability

Contact information

Include any contact details that you would like us to publish.

Biography

Provide approximately 100 words including any credentials and professional experience / qualifications that inform the feature article. If the feature article is accepted, these details will be published (verbatim) in *Networks* and on this website.

References

Please use the Harvard referencing system described in the Referencing guide. The use of footnotes or endnotes is discouraged.

Images

We actively encourage the use of images. If at all possible please include 3-4 images/illustrations. Please title images using figure numbers and include a list of corresponding captions. If you are including images please ensure that you have acquired all relevant permissions. Do not embed images within the main text. Please email them in JPEG format at 300dpi quality or higher.

Submission

Submit as a Microsoft Word document to Debbie Flint: d.flint@brighton.ac.uk

Successful authors will receive a £300 fee.

Please note that we are unable to publish all case studies submitted; articles will be reviewed by the *Networks* team and evaluated for their relevance to the subject community, anticipated interest and timeliness. You may be asked to make amendments. If you would like to make a speculative enquiry or discuss a submission please contact Debbie Flint:
d.flint@brighton.ac.uk