Fall 2014 Internship, **Journal of Critical Incidents**

Description:

The editor of the Journal of Critical incidents (JCI) is looking for an independent self-starter who can help to develop a marketing/public relations plan to increase the visibility of JCI and related journals. In addition, the intern would be expected to help the editor publish this year’s edition (7th edition). JCI is an academic, peer-reviewed journal published by the Society of Case Research (SCR). Its editorial focus is publishing short-form business case studies (<3 pages).

Expected Duties:

1. In cooperation with editor and the Society of Case Research (SCR), implement a plan to increase the visibility of SCR and its journals.
2. Use APA style to assist editor’s review of critical incidents.
3. Assist editor to maintain e-mail correspondence with authors and reviewers.
4. Organize and maintain Journal’s files (multiple versions of Critical Incidents and contact information for authors and reviewers).
5. Assist editor to prepare final journal manuscript by October 31, 2014.
6. Flexible schedule: Intern’s work hours to be scheduled around key due dates and could vary week to week.

$500 Stipend awarded upon completion of internship.

*2014 JCI* Publication Process:

11/08/13 Submit draft of Critical Incident to the Case Research Track at the Annual MBAA International meeting in Chicago (March 28-30, 2014).

3/26-28/14 Present Critical Incident. Receive constructive feedback from 2014 Critical Incident session discussants.

4/25/14 Submit Critical Incident & Teaching Note to the *JCI* editor (jci@ferris.edu). Include a memo indicating how the author addressed recommendations from the conference

5/12/14 Critical Incidents sent to reviewers (Round 1)

6/06/14 Reviewers return with comments

6/16/14 Reviewer comments sent to authors.

7/07/14 Revised Critical Incidents due

7/21/14 Critical Incidents returned to reviewers (Round 2)

8/08/14 Reviewers return with comments

8/25/14 Notify Authors whether Accepted, Conditionally Accepted, or Rejected

**Intern begins work. First day of classes.**

9/26/14 **Final submissions due (CI, Teaching Note, Cover, Release, and Summary).**

10/31/14 **Publication of *JCI,* Volume 7**.