

Case release and acknowledgement

Case release

We cannot publish field-based cases on Publicases without signed permission from the subject organization. This is called case release.

Case release is vital to ensure you don't divulge commercially sensitive information that may lead to a claim for damages. In addition, it's always good practice to maintain positive relationships with your contacts. Gaining permission for case release is an essential part of this.

Below is a sample case release letter:

Extract from a case release request

I very much appreciate your co-operation over the past few weeks in allowing me to talk to you and your staff about the implementation of x program. On the basis of these discussions and the documents you kindly provided, we have prepared the attached case entitled '.....'. I hope this reflects the key issues that you had to address without revealing any confidential information. We believe the case will make a valuable contribution to the teaching of

When you have noted any final corrections you wish me to make, will you please sign and return one copy of this letter to indicate your agreement to publication of the case and its distribution by Publicases for educational use.

Signed:

Position:

Date:

Acknowledgement

Please add a footnote to the front page of your case to acknowledge the help of your subject organization. For example:

This case was made possible through the generous co-operation of XYZ.

These notes are adapted from:

Heath, J (2015), *Teaching and Writing Cases: A Practical Guide* (The Case Centre)

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www.thecasecentre.org