

Re-Branding LBS Cases:

If you are adding an LBS Case to Canvas, Learning Innovation can assist with the re-branding. We are currently working through the Cases on Harvard Business Publishing (HBP) and the Case Centre, but are happy to prioritise cases for use on courses. If you require re-branding assistance please e-mail Brigitte Gomes via cases@london.edu.

LBS Cases on Canvas:

We do not need to pay for LBS case studies that are to be used on LBS courses. If you need to source an LBS case then email Brigitte Gomes via cases@london.edu who can further advise. Until the portal is ready, LBS cases may be added to Canvas as pdf's. Brigitte can also advise on which Cases are defined as being part of the LBS Case Collection (i.e. they have LBS Case numbers) and those that are teaching cases (i.e. have not been registered yet).

New Cases and Teaching Note References:

Please contact Brigitte Gomes via cases@london.edu who will provide new numbers for Cases, supplements and teaching notes as well as working with you to register the Case with the Case Centre and HBP (if required).

New Portal Cases Collection:

All Faculty Assistants will have access, once launched, to the London Business School Case Collection, where you will be able to download or get a link to the case at no cost.

Cases Templates:

Please contact Brigitte Gomes via cases@london.edu who will provide you with the new templates and guidelines. A4 for Case Centre and London Business School Case Collection, and US letter for Harvard Business Publishing.

Process Guidance Timelines:

- Proofing and Editing: 2 to 4 weeks
- Copyright Checks and Approvals: 2 to 4 weeks
- Final Approvals: 1 to 2 weeks
- Case Centre and Harvard Timeframe: 10 to 12 weeks
- Case Collection Portal Timeframe: Up to 4 weeks

Who to Contact:

Brigitte Gomes, *Operations Manager, Learning Innovation*, for all Case related queries, submission of new Cases, templates, reference numbers, re-branding or copies of Cases – cases@london.edu.

Suseela Yesudian, *Director, Special Projects, Learning Innovation*, for assisting Faculty in producing new Cases, budget for developing Cases, procuring copy editors & writers and further guidance/ assistance to Faculty on Cases - storfjell@london.edu.