

- 3/27-29** Participate in the MBAA International Conference to get feedback on a proposed CI [Call for Papers found here](#)
- 5/20/19** Submit Critical Incident, Teaching Note, and Memo to the *JCI* editors (ignited.global/peer-review). Create an account on the website and include a memo indicating how the author(s) addressed recommendations from the SCR meetings if applicable. Prepare documents for
- BLIND REVIEW. NO IDENTIFYING INFORMATION ON CI or TN or Memo!***
- Cover: title_cover.docx (include author-identifying information)
- Memo: title_memo.docx (no author-identifying information)
- CI: title_CI.docx (no author-identifying information)
- TN: title_TN.docx (no author-identifying information)
- 5/25/19** Critical incidents to reviewers
- 6/24/19** Reviewers return comments (Round 1)
- 6/29/19** Round 1 reviewer comments sent to authors
- 7/31/19** Revised Critical Incidents due
- 8/6/19** Critical Incidents returned to reviewers (Round 2)
- 8/26/19** Round 2 reviewers return comments
- 9/7/19** Conditional Acceptances or rejections notified
- 9/30/19** Edited Submissions due (CI, Teaching Note, Cover, Release and Summary)
- 10/31/19** Copy editor revisions returned to authors for additional revisions
- 11/15/19** Final (camera ready) submissions due (CI, Teaching Note and Summary)
- 12/31/19** Publication of *JCI* volume 12

Editors will REJECT submissions that do not adhere to SCR *formatting* and identity guidelines.

Authors of Critical Incidents are expected to review other submissions (failure to do so might mean deferral of your Critical Incident to a later volume). Additionally, *JCI* will gladly accept volunteers from all disciplines to serve as reviewers. To volunteer, e-mail the editor at jci.sfcr@gmail.com.

Submissions intended for the Journal of Critical Incidents (JCI) must be 3 pages or less (plus teaching note) and comply with SCR manuscript guidelines. Critical incidents focus on essential details of a situation and are often decision focused. Descriptive critical incidents are possible but must have questions in the teaching note that extract valuable lessons and connections to theory. Also, JCI accepts quantitatively oriented incidents, but these must have questions that include an element of judgment with room for class discussion.