

# Case Studies

A case study

- details aspects of a specific individual, group, situation, organisation, or institution
- analyses the case based on theory, concepts, and evidence-based principles and practices
- makes recommendations for alternative solutions, practices, and strategies

## Case Study Structure

**Abstract or Executive Summary** (check if needed for your assignment)

- a synopsis of the entire case study

**Introduction**

- purpose of the case study
- brief outline of the case
- outline the scope of the case study

**Case Background** (may be divided into subsections)

- detailed description
- specific problems or issues
- specific positive and successful aspects (where applicable)

**Problem Analysis / Discussion**

- identification of causes and impacts/outcomes
- analysis of the problems or issues and the positive and successful aspects using theoretical frameworks, concepts, and/or evidence-based principles and practices

**Recommendations**

- evidence-based solutions, alternatives, strategies, or practices

**Conclusion**

- reiterate the purpose of the report
- summarise the main findings, discussion points, and recommendations

**References**

- use [APA 7<sup>th</sup> style](#)

**Appendices** (if required)

- for example, data sheets, case notes, lab reports, figures and tables from annual reports



## Characteristics of a Good Case Study

**Clarity:** clear and concise expression of ideas

**Detailed:** sufficient information and data

**Coherent:** logical flow from introduction to conclusion

**Critical thinking and analysis:** potential causes and impacts of the aspects of the case are explored and logical conclusions and recommendations are constructed

**Evidence:** credible sources are used to support all points

**Formal tone:** academic language and style

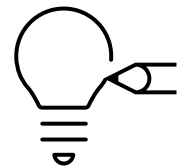
**Formatted correctly:** [APA 7th style](#) is used

**Referenced:** [APA 7th](#) citation of all points with matching reference

**Correct grammar and spelling**

## Tips for Effective Case Study Writing

- Begin several weeks before the case study is due
- Plan using outlines or mind maps
- Use academic sources for your analysis and recommendations
- Draft and revise multiple times
- Proofread carefully
- Seek advice from an [Academic Learning Advisor](#)



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