**Full Case Study Guidelines**

Below we provide specific guidance for your case study. Please note that the following guidance may seem to be a bit prescriptive and rigid. *Please do not take it that way!* The goal is to hear local stories of local recovery and moving forward towards a better future from the voice of the writer(s) and the local community members. We are hoping this type of personal sharing on how a community changed the course of their future can inform and inspire others. That is the most important goal!

**Header:**

* TITLE (please make short: 3-5 words)
* PRINCIPLE
* AUTHOR(S)

**Specific Guidelines:**

* Include prologue and reflection on one of the 12 principles
* Describe the process from the perspective of the community
* Written in a personal narrative voice
* Include quotations if appropriate
* Cite all sources (i.e. quotes, sources) in endnotes using Chicago Style

**Audience:** community leaders (elected/appointed/volunteers/non-profit/religious/local government)

We recommend that you write in highly accessible form with low tolerance for jargon and try to minimize acronym names. Consider using imagery words vs. just science or data.

**Full Case Study Sections:**

* Prologue/Abstract
  + Effective orientation of place/context
  + Portray why the case is compelling/useful
  + Summarize general outcomes
* Introduction
  + Expand on the place/context described in Prologue (be specific)
* General overview and initial presenting situation
  + Illustrate context and history of the issue/initiative
  + Identify key drivers/stakeholders of the issue/initiative
  + Provide your interpretation of how the issue/initiative has evolved to its current state
* Goals, approaches, challenges (with Key Principles shown as letter(s) in parenthesis at the end of the sentence)
  + State identified objectives or community vision
  + Identify strategy/intervention points from the community perspective
  + Describe any barriers and how they were overcome
  + Emphasize the above using specific principles
* Outcomes
  + Describe results quantitatively/qualitatively (include relevant citations)
  + Use specific examples to show what change(s) was achieved
* Reflections on Principle (#X) and this Case Study
  + Show how the process and results of the case study applies to the main principle discussed
  + Discuss valuable take away lessons

**Overall Guidance:**

*Length:* Up to Maximum 3,000 words (8 pages, single spaced, 12 pt. Font, Times New Roman Font). The word count includes endnotes.

*Illustrations:* Three photos plus any tables, figures, or diagrams as needed. Note: words in tables count towards total word count.

*Use Chicago style endnotes for all your references*

**Timeline: Submit by the end of spring or beginning of summer (Not later than June 15, 2019). The final full manuscript is due to New Society Publishers by September!**

**Thank you for contributing a case study to this manuscript.**

**The book team,**

**Jim Gruber, Jacques Kenjio, Shaylin Salas, and Charlene Phillips**