**Brief 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 with low tolerance for jargon and try to minimize acronym names. Consider using imagery words vs. just science

**Brief Case Study Sections:**

* Prologue/Abstract
	+ Effective orientation of place/context
	+ Portray why the case is compelling/useful
	+ Summarize general outcomes
* Introduction and General overview and initial presenting situation
	+ Expand on the place/context described in Prologue (be specific)
	+ 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, and outcomes
	+ 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 a., b., and c. using specific principles
	+ 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 1,500 words (5 pages, single spaced, 12 pt. Font, Times New Roman Font). The word count includes endnotes.

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

*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**