

CBNRM Net

The Community-Based Natural Resource Management Network

Guidance on preparing case studies

Note: This document is available online at: <www.cbnrm.net/support/guidance.html>.

Introduction

This document contains guidelines for preparing, formatting and submitting community-based natural resource management (CBNRM) case studies. Once accepted, case studies are made available in *CBNRM Net's* Case Studies Database. To request further guidance and help write to: <mail@cbnrm.net>.

The guidelines are adapted from existing guidelines, including the guidelines prepared in connection with the International CBNRM Workshop (Washington D.C., May 1998). This is done in order to enable comparison between existing CBNRM case studies and those prepared for *CBNRM Net*.

Preparing the case study

CBNRM Net is soliciting case studies of viable institutional innovations with respect to community-based management of natural resources in developing countries and countries in transition.

Each case study should focus on an institutional innovation or innovations within the area of CBNRM. The case studies should address renewable natural resources, such as biodiversity, fisheries, forests, rangeland, soils, water and watersheds. Case studies that address the selected renewable natural resource or resources from the point of view of a significant common property dimension will be given preference.

Each case study should address the selected institutional innovation from several perspectives, including one or more of the following: culture, economics, environment, law, politics, religion and social organization. One of these perspectives will likely be more important than the others.

A typical case study will report on activities, events and stakeholders located on various levels, including the local level, the regional level, the national level, and/or the international level. Viable institutional innovations will likely have important co-management or collaborative management aspects to it.

Case studies are not limited to finished or closed activities. As CBNRM activities are ongoing processes also work in progress will provide useful insight and learning experiences.

Case studies can be submitted in these languages: English, French, Portuguese, Russian and Spanish.

Please include tables, diagrams and figures as needed.

Structuring the case study

The case study should not exceed 10 pages, excluding title, name of author(s), abstract, tables, diagrams, figures, and list of references. It should follow this format (suggested length of each part, based upon a total length of 10 pages of text, is given in parenthesis at the end of each part):

1. *The title.* The title should be descriptive of the content, that is, key terms or issues should be mentioned. It should also include necessary geographic reference points.
2. *Abstract.* To be written only after the case study is finished.
3. *Identification of the case.* Which country (or countries), or which region of which country? Which activity or project? Where is it located? When (include important dates)? What type of renewable natural resource? What are the important contextual factors (see the list of perspectives above) that are relevant to this case? How are/were the authors involved in the case? (Length: 1 page)
4. *The initial situation.* What was the situation before the institutional change occurred that is the focus of the case study? What was unsatisfactory about the initial situation in terms of, for example, efficiency, equity, sustainability or accountability? How long has/had the problem been apparent, and to whom? Who and/or what would continue to suffer if the problem went unaddressed? (Length: 1-2 pages)
5. *The reform process.* What was the process by which the institutional reform came about? How did the problem emerge onto the public (or private) agenda? Who were the key actors in the reform process, and what were their interests in addressing the problems at hand? Who took the initiative and the responsibility for bringing about the change? (Length: 5 pages)
6. *The outcome.* What are/were the key institutional reforms that were adopted and implemented, or that will be adopted? Who is responsible for administering these reforms? What is the (expected) impact of these reforms on the management of natural resources? (Length: 1-2 pages)
7. *The lessons learned.* What are the principal lessons that can be derived from the case? Are these lessons replicable in other situations? What is universal or what is unique about this case that will have an impact on its replicability in other situations? (Length: 1 page)
8. *List of references.* List of documents and other material used in preparing the case (for material not readily available, please submit along with the case in electronic form - see below)

Formatting the case study

Margins: 2.5 cm. *Title:* Times New Roman 14 point, bolded, centered, and followed by author(s) and institutional affiliation(s) in Times New Roman 12 point. *Headings:* Times New Roman, no numbering, capitalize first letter in words – level 1: centered, bolded, 13 point, level 2: flush left, bolded, 12 point, level 3: flush left, not bolded, 11 point. *Text:* Times New Roman 11 point, single-spaced, one empty line between paragraphs. *Footnotes:* Times New Roman 10 point, located at the bottom of the page, to be used sparingly. *Pagination:* Top, centered, Times New Roman 10 point.

Tables, diagrams and figures to be included on separate pages, following the List of references, with a separate line in the text for each table, diagram and figure, indicating where it belongs.

Submitting the case study

The case study should be submitted as a Word file attached to an email. Include the following information about the author(s): name(s), email address(es), phone number(s), fax number(s), and postal address(es). Send the case study and the other requested information to: <mail@cbrnm.net> (alternatively: CBNRM Net, P.O. Box 1600, NO-4688, Kristiansand, Norway).

Please submit also key documents utilized in the case, if at all possible in electronic form. This is especially important in the case of grey literature. These documents will be made available on the *CBNRM Net* web site in PDF format.

After the case study is submitted

Depending upon the nature of the case and how well developed it is, it may be necessary to discuss and revise it.