



IPSI Case Study Guidelines

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1. Introduction

The International Partnership for the Satoyama Initiative (IPSI) collects case studies as one of its major tools to facilitate sharing of knowledge and experiences related to “socio-ecological production landscapes and seascapes” (SEPLS). Case studies help members to have a better understanding of SEPLS-related issues around the world and find commonality and uniqueness in their own and other landscapes and seascapes. Furthermore, it is expected that members will learn from other cases about challenges faced, useful methodologies and approaches to solve problems, and unexplored benefits of SEPLS.

Toward this end, the IPSI Operational Guidelines state that IPSI member organizations are required to contribute at least one case study report on SEPLS and SEPLS-related activities (Chapter 1.2). All case studies are made freely available on the IPSI website, and constitute a continually growing body of knowledge useful to policymakers, practitioners, researchers and interested members of the general public. It is expected that knowledge extracted and synthesized from the case studies contribute to the various international discussions on the relevant issues such as the Convention on Biological Diversity and its Aichi Biodiversity Targets, the Sustainable Development Goals and the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services.

In addition to being shared on the IPSI website, IPSI case studies have been used for knowledge-management and synthesis activities including:

- A systematic analysis of the first 80 IPSI case studies, resulting in a report including an overview of their characteristics and lessons learned
- A publication titled “Contributions of the Satoyama Initiative to mainstreaming sustainable use of biodiversity in production landscapes and seascapes”
- A publication series, the “Satoyama Initiative Thematic Review”

The guidelines below have been designed to help authors submit IPSI case studies easily and with the required information for greatest effectiveness.

2. Scope of IPSI case studies

IPSI case studies are intended to crystallize IPSI members’ experiences working for SEPLS, which can vary greatly due to the wide range of different regions and ecosystem types, issues being addressed, and approaches and methods used. Case studies should therefore address authors’ experiences and contain useful information about their activities in conserving and revitalizing SEPLS as well as cautionary points and lessons learned.

IPSI has received case studies on a wide variety of topics to date. Some examples include:

- Descriptions of community-held common lands
- Multi-stakeholder engagement for resource management and conservation
- Customary use of biological resources in accordance with traditional cultural practices
- Effective approaches to address benefits for both biodiversity and human well-being that could be replicated in other areas
- Tools or guidelines that contribute to fostering synergies in implementation

Despite the diversity of members' activities, authors are encouraged to consider the conceptual framework of the Satoyama Initiative—including its “three-fold approach” and “six ecological and socioeconomic perspectives” (see below)—which illustrates the different aspects and elements of SEPLS that are important for their conservation and. These elements should be addressed as much as possible in describing activities, challenges faced, results and achievements, and lessons learned.

The three-fold approach of the Satoyama Initiative is:

- 1) Consolidating wisdom on securing diverse ecosystem services and values,
- 2) Integrating traditional ecological knowledge and modern science to promote innovations, and
- 3) Exploring new forms of co-management systems or evolving frameworks of “commons” while respecting traditional communal land tenure.

The following six ecological and socio-economic perspectives should be considered in following the above approach:

- 1) Resource use within the carrying capacity and resilience of the environment,
- 2) Cyclic use of natural resources,
- 3) Recognition of the value and importance of traditions and cultures,
- 4) Multi-stakeholder participation and collaboration in sustainable and multi-functional management of natural resources and ecosystem services,
- 5) Contributions to sustainable socio-economies including poverty reduction, food security, sustainable livelihood and local community empowerment, and
- 6) Improved community resilience to achieve multiple benefits through ecosystem-based approaches.

3. Format of IPSI case studies

Although authors are encouraged to develop written case study reports, to respond to the diversity of members' activities and the ways in which they are presented, different formats are also accepted.

The following may be submitted as IPSI case studies:

- Written original reports developed according to the guidelines in section 5
- Witten documents that are already published on other platforms, with or without changes
- Audiovisual materials such as videos

To maintain consistency of information provided in case studies, all case studies in any format must be accompanied by the “IPSI Case Study Summary Sheet”.

Please note that the IPSI website has limited capacity to store large files such as video files. It is preferable that audiovisual and similar files be hosted on another server (public video-hosting sites such as YouTube and Vimeo are acceptable), and the link be provided in the “IPSI Case Study Summary Sheet”.

4. Language

In principle, English is preferable as it is the common language for IPSI functioning. Case studies can also be submitted in Spanish or French, as long as they provide a Summary Sheet in English. Manuscripts by authors whose primary language is not English should be proofread by one who has a high level of proficiency in English prior to submission as necessary.

Manuscripts should be written in accessible language and concise sentences. Technical terms or sentences that may not be familiar to laypersons should be explained.

5. Elements of an IPSI case study

Case studies in both manuscript and audiovisual format should include:

1. *A completed "IPSI Case Study Summary Sheet"*: with as many fields filled in as possible or appropriate

Please include following elements for the case studies in manuscript format:

1. *Title of case study*: should be concise and within approximately 20 words
2. *Author(s) and affiliation(s)*
3. *Main body*: text should be approximately 2000 to 4000 words, and should describe as many of the following elements as possible or appropriate:
 - a. Background*
 - b. Socioeconomic, environmental characteristics of the area*: including benefits and threats to human-nature relationships
 - c. Objective and rationale*: including intended outcomes
 - d. Detailed description of activities*: including how the case study is in line with the conceptual framework of the Satoyama Initiative
 - e. Results and lessons learned*: These do not need to be limited to successful cases, but also failures, as they may enrich knowledge gained. Please include significant factors that led to success or failure of any project activities. If the case is ongoing, please describe the present situation.
 - f. Key messages*
4. *References and bibliography*
5. *Figures, tables and photos*: included within the main body text, with captions and credits as appropriate
6. *Web links of any relevant organizations and projects*
7. *Recommendations for further reading (if any)*
8. *Author's profile(s)*: within 50 words

For case studies in audiovisual formats, such as videos and photo stories: Length and style of audiovisual case studies up to the author's discretion, but should include elements *a.* to *f.*

above to the extent possible. If an audiovisual case study lacks some of these elements, additional information can be included as a separate document and/or described in the “IPSI Case Study Summary Sheet”.

Audiovisual case studies produced for other purposes, but still in line with the Satoyama Initiative, are welcome. Authors must, however, comply with the principles in section 7, “Author’s responsibilities”, below.

6. Submission process

Please submit case studies to the IPSI Secretariat (isi@unu.edu).

Required submission materials vary according to format:

- Manuscript case studies
 - IPSI Case Study Summary Sheet
 - Manuscript*
 - * A Microsoft Word file is preferable, but for case studies already published on other platforms, for example in PDF format, a URL link included in the “IPSI Case Study Summary Sheet” is acceptable.
- Audiovisual case studies
 - IPSI Case Study Summary Sheet*
 - * A URL link to material hosted on another platform should be included in the “IPSI Case Study Summary Sheet”.

All submitted case studies are checked for consistency and completeness by the IPSI Secretariat. Any necessary amendments will be made in collaboration between the author and the Secretariat.

7. Author’s responsibilities

Authors are responsible for legal undertakings regarding their case study. By submitting a case study according to these guidelines, authors ensure and warrant that:

- The case study is the author’s original work, and does not contain any material that is plagiarized, libelous, obscene, abusive, defamatory, fraudulent and/or illegal.
- Authors are responsible for obtaining permission to use any work including photos and figures that is protected by copyright in their case study; and for including a copyright statement.
- Authors are expected to adhere to basic ethical principles, including good-faith efforts to accurately represent cultures, ecosystems, and wildlife. For example, for audiovisual materials, authors should not harm or unduly affect subjects or their environments for the sake of creating an image.

8. Use of case studies by the IPSI Secretariat

Once checked for consistency and completeness as mentioned above, all IPSI case studies are posted on the IPSI website (<http://satoyama-initiative.org/en/casestudies/>). Recent case

studies are also often featured in the IPSI Newsletter.

Submission of a case study does not imply a limitation on authors' rights to use all or part of the data for publication or other purposes elsewhere. However, the Secretariat may use all or part of the manuscript data, with acknowledgment of the source and/or credit, for activities related to the Satoyama Initiative, including translation into other languages where necessary.