

Global Land Tool Network (GLTN) **'Enumerations' book:** **Guidelines for authors**



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Purpose/focus

The purpose/focus of the book (publication) will be to unpack the current, and potential new usages of the 'enumerations', based on experiences and lessons learned in different contexts, and identify how the information produced by community-led enumeration exercises can also be effectively used to strengthen security of tenure through state recognition, and for use in formal physical planning procedures.

The book will be exploratory in nature and examine the process of conducting 'enumerations' globally, and the benefits and limitations of different methods in different settings. The core of the publication will examine:

- (i) How enumerations have been used to date (such as for planning, relocation and access to credit purposes) and strengths/weaknesses if their application in different contexts; and
- (ii) Potential new areas of usage for enumerations (such as evidence of land rights, land information, taxation, city-wide upgrading, and in the utilization of the GLTN Social Tenure Domain Model (STDM).

Readership

The book will be aimed at a range of audiences, including: associations of slum dwellers, non-government organizations and development agencies that support them, government agencies, land professionals, academics and students.

The book will be written in a simple, easy-to-understand style, avoiding jargon wherever possible. Translating a complex subject into simple language is not easy – that is one reason we are using a writeshop to help us do this.

Writing style

- **Avoid jargon.** Don't use words (like "enumeration"!) that our readers will not understand.
- **Use short sentences.** They are easier to understand than long ones.
- **Keep it simple.** The aim is to produce a book that people can read and use, rather than one that goes into every academic nook and cranny of the topic.
- **Use the active voice.** "We ran through the questionnaire several times with the interviewers" is better than "The interviewers were trained in how the questionnaire should be used".
- **Use lists where appropriate.** You can use bullets and run-in boldfaced headings (like in this list).
- **Use lots of subheadings.** Subheadings make it easy for readers to navigate through the chapter.

Manuscript structure

Here is a suggested structure for the manuscripts in Sections 3 and 4 (current and new applications for enumerations).

- **Definition/introduction:** What is the chapter about? Briefly say what it is about (e.g. urban planning) and why it is important (e.g. what problem it solves).
- **How enumerations are used to do it:** What are the special features of enumerations for this purpose? Do not describe the enumeration process in detail, as this will be done in a separate chapter, but describe the special approaches or adaptations needed for your subject (e.g. for city-wide upgrading, it has to cover the whole city). Describe who is involved and the aspects they are involved in. Describe the types of information collected during the enumeration, and how it is used.
- **Case.** Tell the story of how an enumeration has been done in a particular location. Give enough information for the reader to understand the initial situation, what was done to implement the enumeration, who was involved, how the information was used, and what the outcome was. A case may be ½ a page to 4 pages. Please include more than one case if appropriate. Include more than one case if appropriate. Give references to where readers can (easily) find more information – preferably a website.
- **Analysis.** Critically analyse the advantages or gaps of enumerations for this particular purpose. Possible things to consider: participation (or lack thereof), impact on poor populations, gender sensitivity, potential for upscaling, linkages to institutions, acceptance by government, affordability, equity, and so on.
- **Conclusions/recommendations/way forward.** What can you conclude from the analysis? What else should be done? How can the approach be improved or scaled up?

Example

Please see the attached (unedited) case on city-wide upgrading as a potential model.

Revisions during the writeshop

Please note that during the writeshop we will jointly discuss, comment on and rewrite each manuscript. Please be ready to incorporate others' suggestions into the draft. We will have a team of editors to help you do this.

Things to bring with you to the writeshop

- **A laptop computer** – we will be doing a lot of writing during the writeshop, and those who have access to a laptop are encouraged to bring one
- **Photographs** – of slums (e.g., before and after an upgrading), local people doing things, buildings, enumeration activities, etc.
- **Supporting information** – we may need this to develop further cases and process chapters.
- **Reference materials** – reports, training materials, guidelines, lists of websites, names and addresses of organizations that do or support enumerations, etc.