Since this is an international handbook, we realise that many groups will want to translate material to create their own. When translating the handbook, we don't expect you to translate its full content, if you do so that is good but it is not a requirement. You are also welcome to add new content to your version, such as new case studies, and images relevant to your own context - this is a 'copy left' publication. Also, it may be that some words used in this handbook don't exist or are not used in the same way in your language. The glossary of terms will help you with some of the handbook's concepts to find the most suitable word in your language. When translating the first edition of the handbook, translators asked other translators or the WRI staff when having problems. We encourage you to get in touch with us at info@wri-irg.org if you need help.

If you are thinking of producing your own handbook, here are some general tips. First, you need to be clear about your goals and the amount of energy you are willing to put into a handbook (see questions below under goals and content). Another important aspect is thinking about what would make your handbook special.

Goals

- What is the main reason of the handbook?

- Who is the handbook for?

- How do you want the handbook to be used?

- What do you need to include in the handbook?

- Have you checked existing handbooks? What don't you like about them or find not useful?

Content

- What topics and themes do you want in the handbook?

- How do you want to structure the handbook?

- What is the length of your handbook?

- Will you use only new texts or existing ones?

- Who is choosing existing texts and writes new ones?

- What is the timeline for this work?

-

How should the handbook be used? Can people just read a section that is relevant or is it that you need to read the full handbook?

Production

- How will you fund the handbook?

- Do you want to sell if or give it out for free?

- What will the distribution scope be?

- What kind of layout do you want (e.g., paper size, graphic styles)?

- How would you evaluate the handbook?

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