

## Guidelines for authors

- A policy brief should:
  - Give brief background information to the reader to help them understand the problem.
  - Provide information about alternatives if the brief gives an objective assessment of issue.
  - Provide evidence to support one alternative if the brief advocates a particular solution to a problem.
  - Be short and to the point. Do not go into all the details of the academic debate or the issue at hand, instead provide enough information for the reader to make a decision.
  - Avoid excessive referencing. All references should follow endnote system of referencing in Chicago style.
  - Avoid academic jargon
  - Be based on systematic evidence from various sources.
  - Not be focussed too much on the methodology through which information is gathered but on what is found and what is recommended.
  - Draw recommendations and conclusions that are not too specific to one context but rather generally applicable.
- Policy Brief: A Practitioner's View contributions are written only by practitioners on EU Foreign Policy developments and challenges for EU foreign policy and contain policy recommendations
- A policy brief should include:
  - Title
  - Policy recommendations/policy implications in bullet points (4-5 bullet points)
  - The body (Main text)
  - Acknowledgements (if any)
  - References in Chicago style endnotes (kept to a minimum)
  - A 50-word author's biography
- The body (Main text) includes:
  - Introduction stating the aim of the policy brief
  - Analysis and policy recommendations/ policy implications
  - Boxes, tables, graphics and photographs to support your analysis and help the reader navigate
- The policy brief should be between 1600-1900 words including bullet-point policy recommendations, author bio and references, acknowledgments, images (each image counted as 120 words)
- Please provide a 200-word summary of the policy brief, touching upon all the main points made in it.
- Please provide a profile photo to be used in the promotional material
- OPTIONAL: Please also provide any photos/visuals to be uploaded with your policy brief to appear on the website (copyright and privacy considerations should be given) subject to editorial board's review.