

UNU-CRIS Policy Brief Guidelines

- The word count of a policy brief should be between **2,500-3,000 words** (excl. the reference list). UNU-CRIS reserves the right to allow the limits to be exceeded, depending on the nature of the article.
- All policy briefs are to be written in consistent **British English**, although other languages (currently: French, Dutch and Spanish) are also accepted.
- A short **executive summary, biography**, acknowledgements, and contact details should be included.
- Authors are welcome to present executive summaries in the main language(s) of the regions on which their papers focus.
- Tables, schemes, diagrams and figures may be incorporated into the text. UNU-CRIS encourages the visualisation of key information.
- **Subheadings** should be included in the text.
- Bibliographical references should be incorporated into the text using the **author-date system**, with page numbers where necessary (example: Lee, 2002, 55-62). Short website portals may be incorporated as acronyms into the text; for instance, World Health Organization (WHO.org). All references should be **listed alphabetically at the end of the article**. Bibliographical references should follow the reference style used by the International Organization journal: <https://www.cambridge.org/core/journals/international-organization>

Referencing Examples

Books:

Dahl, Robert A. 1971. *Polyarchy: Participation and Opposition*. New Haven: Yale University Press.

Journal articles:

Marijsse, Stefaan. 2003. Regress and War: The Case of the DR Congo. *European Journal of Development Research* 15 (1): 73-98.

Chapters in an edited book:

Breslin, Shaun, Richard Higgott, and Ben Rosamond. 2002. Regions in Comparative Perspective. In *New Regionalism in the Global Political Economy: Theories and Cases*, edited by Shaun Breslin, Christopher W. Hughes, Nicola Phillips, and Ben Rosamond, pp.1-19. London: Routledge,

Conference papers:

Smith, John. 2001. A History of Canada. Paper presented at the International Studies Association Conference, March, Los Angeles.

Online documents:

Radelet, Steven, and Jeffrey Sach. 1999. What Have We Learned, So Far, From the Asian Financial Crisis? Harvard Institute for International Development, 4 January. Available from <www.hiid.harvard.edu/pub/other/aea122.pdf>.