

UNU-CRIS Policy Brief Guidelines

A policy brief should inform readers of a particular issue, outline potential policy options, and deliver concrete and realistic recommendations.

They are designed to be short, concise, direct and easily digestible.

Before writing a policy brief, you should identify the purpose of the brief, your target audience (the more precise the better), and how your policy brief can help them solve a problem.

- The word count of a policy brief **should not exceed 2500 words** (excl. the reference list).
- All policy briefs are to be written in consistent **British English**, although other languages (currently: French, Dutch and Spanish) are also accepted.
- A short **highlights section** made up of bullet points (max. 150 words), **author biography**, acknowledgements (if applicable), and contact email address should be included.
- 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. These do not need to be numbered.
- Include only essential information.
- Use plain language and avoid using jargon.
- You may choose your style of referencing, but it needs to be clear and consistent throughout the submission. Otherwise, it may be returned to you for correction prior to publication.

For reference, you can view previous UNU-CRIS policy briefs [here](#).

Please contact adunn@cris.unu.edu if you have any questions about a potential submission.