

## Policy Brief Writing – Assignment Instructions

### Editorial

Pictures included in the text

References at the end

You can be creative with the design

Submit a PDF document

### Guidelines

**Maximum Word Count:** The optimal word number for the policy briefs is 1,000 words, but the total should not exceed 1,500 words, excluding references.

#### Required Sections:

- Highlights (in bullet points),
- Background,
- Core: two or three subheadings
- Key Policy Changes and Recommendations: The recommendations should be numbered, each with a bolded subhead followed by a short paragraph. There are no specific restrictions on the sizes of these sections, but they should be concise and direct to keep the text to a minimum.

**Picture Use / Visuals:** One figure or picture recommended. Double check that the visual (in case you do not create it yourself) is open access – so our use is allowed. Generally, any visuals should support the clarity and impact of the policy brief without overwhelming the text.

**Bio / One-Line Introduction for Supervisor and Student:** one-line introduction for both the student (university, degree/programme) and supervisor (if the brief is based, for example, in a thesis)