

## Instructions for the Authors

*INFER Policy Brief Series* aim to publish short Policy Briefs containing no more than 2000 words. A policy brief is a concise summary of a particular issue, the policy options to deal with it, and some recommendations on the best option. It is aimed at government policymakers and others who are interested in formulating or influencing policy.

If you are interested in submitting your contributions, please contact Cristina Badarau who is in charge of the INFER Policy Brief Series (Email: [florina-cristina.badarau@u-bordeaux.fr](mailto:florina-cristina.badarau@u-bordeaux.fr)). A template for Policy Briefs is available upon request or you can download it from our webpage and open it using MsWord. Submissions are to be sent to the same email address: [florina-cristina.badarau@u-bordeaux.fr](mailto:florina-cristina.badarau@u-bordeaux.fr).

### What Should a Policy Brief Do?

- Provide enough **background** for the reader to understand the problem.
- Convince the reader that the problem must be addressed **urgently**.
- Provide information about **alternatives** (in an **objective** brief).
- Provide **evidence** to support one alternative (in an **advocacy** brief).
- Stimulate the reader to make a **decision**.

### What Should a Policy Brief Contain?

- **Be short and to the point.** It should focus on a particular problem or issue. Do not go into all the details. Instead, provide enough information for the reader to understand the issue and come to a decision.
- **Be based on firm evidence,** not just one or two experiments or a single year's experience. It should draw evidence from various sources – preferably from several different areas or organizations.
- **Focus on meanings, not methods.** Readers are interested in what you have found and what you recommend. They do not need to know the details of your methodology.
- **Relate to the big picture.** The policy brief may build on context-specific findings, but it should draw conclusions that are more generally applicable.

### *INFER Policy Brief Organization*

- Title

- Summary
- Policy Recommendations
- Introduction
- The main text
- Policy implications
- Conclusions

In addition, *INFER Policy Brief* may contain the following:

- Sidebars
- Tables

*INFER Policy Brief should be a maximum of 2000 words long.*

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- Graphics
- Acknowledgments
- References

## **Title**

It should be **short** (max.12 words), **catchy** and to the point.

## **Summary**

It gives the main points in the policy brief.

## **Policy Recommendations**

- State the recommendations clearly and in a way that is easy to understand.
- Keep them short: do not overwhelm the reader with a long list of recommendations.
- Make them realistic: policymakers will be more interested in recommendations that they can implement: that are politically, economically, socially and technically feasible.

## **Introduction**

- It grabs the reader's attention.

- It introduces the topic.
- It says why it is important.
- It tells the reader why she/he should do something.

## **The main text**

- You should structure the text in a logical manner.
- Do not force the reader to work to understand the logical flow.
- Keep the paragraphs short and restricted to a single idea.
- Use headings and sub-headings to organise your ideas and arguments.

## **Policy Implication**

Here are some items to consider including:

- Suggested revisions in the policy
- Effects of the revised policy
- Advantages or disadvantages of each policy option

## **Conclusions**

Keep it short and do not merely repeat what you have already stated.