

Annex 2: Visual and Instructional Guide Policy Briefs

CPRSOUTH8/2013

POLICY BRIEF

Beginning with CPRsouth7 all presenters were required to submit a policy brief to be included in the conference packet and judged in a policy brief competition.

The policy brief has to be based on the paper that has been submitted, but it should not be just an abstract or summary of the paper. You need to imagine an appropriate decision-maker audience (not limited to government; may include NGO leaders, international development organizations, and senior management of companies) prepare a document that will help them understand the most important policy recommendations or policy relevant findings that flow from your paper. The brief should be limited to 2 pages. The title should relate to the content of the brief—no more, no less. The title may go onto two lines if necessary and may differ from that of your paper. Suggested length for this introductory section is 250 words but you can increase or decrease it as long as you keep to the total page limit of 2. The introduction should convince the reader that the questions you address are relevant.

This document is a visual and instructional guide. You may use this template or choose to use your own style re fonts, colors, the number of columns, etc.

SUMMARY OF FINDINGS/ RECOMMENDATIONS

- 1. Present the recommendations or findings as a list:** If your paper does not yield specific recommendations but contains findings that would broaden the understanding of decision-makers, the title for this section should say Summary of Findings. Give only new information generated by your study. Try to make the columns to be more or less equal in length.
- 2. Follow rules of parallel construction** by ensuring that your list of recommendations/ findings has the same sentence structure. E.g., if you start the first recommendation with a verb make sure others start with verbs as well. This simple rule will help you to organize your thoughts better and make it easier for the reader to follow your listing.
- 3. Make each recommendation self-contained.** Sometimes a busy decision-maker or a reader may not go beyond the list of findings/recommendations. That is the reality. A good set of recommendation will be brief and clear, but, give some indication that your summary of findings/recommendations is backed up by evidence. You must try to induce the reader to read beyond this section.

THE RESEARCH

I THIS IS AN EXAMPLE OF A GENERAL SECTION HEADING

The research section should include the information necessary to convince the reader that your recommendations or findings are evidence-based. This section may include the headings of “Introduction, Method and Results and Discussion”. Alternatively, you might relist the recommendations and expand on each. You may skip the introduction section if you are able to capture all the relevant background information in the introductory paragraph that follows the title.

A heading should not appear at the bottom of a page without at least two lines of text. Equations, figures, and tables must be sequentially numbered with no repeated numbers or gaps. Excessive white space—

such as large gaps before, between, and after text and figures—should be eliminated.

II A SECOND SECTION HEADING

Fonts and style of presentation can be used at the discretion of the author. Smaller points can be used for Sources or authors sections if more space is needed for other sections.

Equations are centered with the equation number flush to the right. In the text, these equations should be referenced as Equation (1) not eq. 1, (1), or *Equation 1*.

Abbreviations. When units of measure are abbreviated, lower case without periods is preferred in most instances; *e.g.* km, kg, sec, m/s, *etc.*, but in. for inch.

Figures. Illustrations are referenced as **Error! Reference source not found.**, Figure 2, or Figures 3 and 4. Ideally, every illustration should be legibly sized – usually about one-half or one-quarter page – and appear in the text near where it is called out or mentioned.



Figure 1. A Caption Goes Here.

Graphic Formats. Make sure your graphics fits the column width and appear unchanged in a PDF version of your document

Tables. Tables are referred to by name in the text as **Error! Reference source not found.**, or, Tables 2 and 3 (*e.g.*, not table 1, Tbl. 1, or *Table 1*). The title is centered above the table, as shown in **Error! Reference source not found.** The font size inside tables should be no larger than the body text, but may be adjusted down to 9-point if necessary (10-point serif font is considered minimal). Note that table units are in parentheses. Only the minimum number of table lines needed for clarity should be used. Ideally, every table should appear within the text just after it is called out.

Table 1. A Caption Goes Here.

Animal	Description	Price (\$)
Gnat	per gram	13.65
Gnu	stuffed	92.50
Emu	stuffed	33.33
Armadillo	frozen	8.99

Equations, figures, and tables must be sequentially numbered with no repeated numbers or gaps. Each figure and table shall be called out in the text; gratuitous figures and tables that are not called out should be eliminated. Intermediate equations may be numbered without being called out.

III A THIRD SECTION HEADING

The Portable Document Format (PDF) in A4 is the preferred format for final electronic submission. However, the briefs for review must be submitted in MS Word (.docx or .doc). If you submit a PDF file, use settings that keep the PDF file true to the original format.

Try to use the 2-page limit fully by expanding on selected sections.

CONCLUSIONS

Conclusions should not be included because your Recommendations/Summary of Findings section takes care of those.

ACKNOWLEDGMENTS

Acknowledgements need not be included in a CPR south policy brief, unless your funder so requires.

APPENDICES

Should not be included in a CPRsouth policy brief.

SOURCES

Can be included within the 2-page limit. Follow APA format. Following was used as the basis for the present guide:

Knowledge Management International Conference and Exposition (2012). Paper Format for the Proceeding of KMICe2012.

<http://kmice.cms.net.my/submission.asp> (accessed August 2012)

AUTHOR/S

Sujata N Gamage | Human Capital Research Program, LIRNEasia | 12 Balcombe Place, Colombo 00800, Sri Lanka | Tel Fax +94 11 267 1075 | sujata@lirneasia.net | www.lirneasia.net

Author2 | Department, Organization | Street Address, Country| Telephone/fax | Email | URL