



## Policy brief guidelines

An IGC policy brief draws from your research to provide guidance or recommendations for policymakers in addressing a particular policy problem, either within a specific country/region or globally.

**Page limit:** 2-4 pages

**Template:** Use the [IGC Policy brief Word template](#) found in the [Funded project documents](#).

**Referencing:** [APA style](#), which uses in-text citations: (Luna, 2020); (Goldberg and Pavcnik, 2007); (Adebe et al., 2024). Include citations as references at the end of your brief.

### Audience and writing style:

- The policy brief should be written for a policy audience, i.e. **brief, bulleted or sectioned, attractively presented**, and **non-technical**. Write concisely and for a general audience – the brief should be accessible to someone without an economics background.
- Use **clear and descriptive subheadings** to highlight your main findings/recommendations and increase the readability of your brief.
- Please use **British spelling**. Non-English words should be italicised with a simple definition or English equivalent. For example, "*vikas* (development in Hindi)".

### Structure of a typical policy brief:

- Bulleted summary of the brief's key messages on the cover page (required)
- Description and significance of the policy issue/problem that your research addresses
- Description of your research and how it addresses the problem
- Non-technical summary of your key research findings
- Recommendations for policy
- Implementation issues/challenges for policy recommendations (political, economic, etc.)

### Content:

- Be sure to include the **list of authors** at the top of the brief.
- **No regression tables or equations** in the text; they are too much detail for most readers and not enough for the specialists. Please give the results in graphics, charts, or words, and direct readers to the underlying research for details.
- **Simple infographics, bar charts, and diagrams** are encouraged. Remember to provide both a title and a caption for figures. Captions should explain the figure and provide the data source.

**Examples:** [Enhanced salience of nonlinear pricing and energy conservation](#); [The favourable impact of livelihood opportunities for vulnerable Rohingya refugees](#); [Kampala's urban accessibility challenge](#)

### Submission:

- Submit the policy brief as a **Word .docx file** using the formatted [IGC Policy brief Word template](#) found in the [Funded project documents](#).
- Send **figures separately** in an Excel file (preferred) or as high-res images (JPG, PDF, PNG).
- **Proofread your document thoroughly before submission** – the IGC may only conduct a light edit using AI tools.

**Publication:** The IGC reserves the right not to publish policy briefs that do not meet our editorial quality standards. This editorial decision will not affect the status of your project payments/milestones.

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