

OSCE ACADEMY IN BISHKEK POLICY BRIEF STYLE MANUAL

I. Introduction

The OSCE Academy's Policy Briefs are intended to foster interaction among the policy, expert and scholarly communities. Policy briefs deal with current issues of politics, security, society, and economy that are relevant to Central Asia and the wider OSCE area. OSCE Academy Policy Briefs are published on-line in PDF format on the Academy's website and shared with the OSCE, its institutions, and the Academy's partners.

The manual is designed to provide interested scholars with the Academy's general rules for Policy Brief submission as well as the requirements in regard to formatting and style.

II. General Rules

While the structure of a Policy Brief may vary depending on the preferences of the author, as a product addressing relevant policy and expert communities it should outline

1. existing challenges
 2. proposed or implemented and tested responses;
 3. analysis of policy dilemmas and trade-offs and present;
 4. recommendations based on the analysis of alternative policy options;
- The content of PB does not necessarily reflect views of the OSCE Academy.
 - At the beginning of the Brief, one paragraph of executive summary (150-300 words), at the end, recommendations should be presented.
 - The use of diagrams for the presentation of arguments is welcomed; the clear identification of recommendations will be enhanced by setting them apart from other parts of the text in bulleted-point style.

Language

Submissions can be made in English or Russian. We will increasingly try to make Russian translation of select Briefs as well as translations into local languages.

Length

The PB is expected to be **1500-2000 words** in length (including key findings, executive summary, and excluding reference list and footnotes). The Briefs should include a short biography of the author noting one or two recent publications, research focus, and e-mail contact details.

III. Submission and Deadlines

The OSCE Academy Policy Briefs are submitted to the OSCE Academy preferably after a preliminary discussion over the relevance of the topic. Please submit them electronically including one writing sample and CV to Research and Training Unit, to publication@osce-academy.net in .odt, doc, or .docx format.

There is no submission deadline for proposals as they are accepted on a rolling basis. However, calls for special issues inside the series might occur from time to time. Once submitted the draft briefs will undergo a double blind review process, involving up to two reviewers per submission. After receiving commentary from the reviewers, the author will be asked to make minor corrections or to engage into major revisions. If negatively evaluated by both reviewers the Academy reserves the right to reject the submitted draft.

IV. Plagiarism

All papers submitted for assessment are accepted on the understanding that it is the author's own effort without falsification of any kind. Authors are expected to offer their own analysis and presentation of information gleaned from research. Any failure adequately to acknowledge or properly reference other sources in submitted work and to properly acknowledge help and assistance received will lead to the dismissal of the paper. Such a paper cannot be re-submitted and the decision will be final with no appeal.

V. Formatting

Margins

Left margin must be 3.81 cm. Right, top and bottom margins must be 2.54 cm.

Page numbers

Page numbers should appear at the bottom right corner of the page. Use the same font type and size that you use for the body of your text (Times New Roman, 12).

Justification

All the text should be justified.

Spacing

Regular text (body) must be formatted with 1.15 line spacing. This includes chapters, headings and subheadings. Quotations, data in the tables (figures, illustration etc.) are allowed to be single spaced. Footnotes must be single spaced. Bibliography must be single spaced with one blank line after each entry and must be formatted according to the **Chicago Style**.

Font

Times New Roman font must be used for all parts of the policy paper, including the title page, headings, reference list, etc. (exceptions some data in the tables or footnotes). Bold face and italics may be used in subheadings, tables, figures, and specific words in text, but extensive use should be avoided.

Style

Authors should use the Chicago Manual of Style (<https://www.chicagomanualofstyle.org/>). If the paper, including the bibliography, does not comply with the Chicago Manuscript Format, it will not be accepted by the Academy

Color

Color may be used for illustrative materials. Do not use colors for regular text, including the headings, chapters, titles of tables etc.

Footnotes and Reference list

Please use both footnotes and a reference list to acknowledge the sources used. Reference list must be in the same font and size as the body of the paper. It should be single spaced, with one entry in between. Chicago Manual of Style must be followed in formatting your bibliography. Reference list should be in the alphabetical order of the family name of the (first) author. For footnote and reference style, consult the Chicago Manual of Style, 17th edition: https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.htm

Samples

You can download earlier policy briefs here: <http://www.osce-academy.net/en/research/policy-briefs/> to guide you through format and style.