

Instructions for Policy Brief Authors

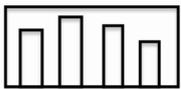
The OSCE Academy welcomes your prospective Policy Brief (PB), which we hope will not only foster interaction between policy-makers, scholars and other practitioners and experts, but also lead to genuine policy change. We expect all PBs to adhere to the following rules with respect to their content, format and citation system, as well as method of submission.

Content Rules

Your PB submission must not have been published elsewhere and have the following characteristics:

1. Address a policy challenge that either currently exists or will exist in the near-term future. As part of this, your analysis should clearly state what is to be lost by not addressing the challenge and/or what is to be gained by addressing it. When appropriate, you may include an historical or contextual analysis to identify the causes of the policy challenge.
2. Propose a concrete policy change that can address the challenge you have identified, either by revising or replacing existing policies, or by introducing entirely new policies. You are not limited to legislation; you may also propose changes to rules, regulations and procedures, as well as mission statements, military strategies, conceptual frameworks, etc.
3. Abide by the OSCE’s mandate to ensure human rights and fundamental freedoms in its member states. Any deviation from the OSCE’s mandate must be thoroughly justified in your argumentation.
4. Be realistically implementable, meaning that it has a reasonable possibility to be enacted by policy-makers. Otherwise, you must argue why implementing your proposal would be in policy-makers’ best interest.
5. Be given in a consultative, non-adversarial and non-partisan manner, meaning that you do not make demands of those who should implement your proposed recommendations, you do not knowingly pick a side in an ongoing conflict, and you do not knowingly advocate for any kind of political violence, terrorist activities or regime change.
6. Not contain any plagiarised or falsified material. You must offer your own research and analysis, while making sure to acknowledge and cite any argumentation and evidence, including data, that is not strictly your own. Any failure to do so will lead to the dismissal of your submission without the possibility of either re-submitting or appeal.

Format Rules

<p>Executive Summary</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Central Asia’s Decaying Roads</p> <p>_____</p> <p>_____</p> <div style="text-align: right; margin-right: 20px;">  </div> <p>_____</p> <p>Build More Roads</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Recommendations</p> <p><input type="radio"/> _____</p> <p><input type="radio"/> _____</p> <p><input type="radio"/> _____</p> <p>References</p>

Word Limits	
Executive summary:	Up to 300 words
Policy challenge:	Up to 700 words
Policy change:	Up to 1000 words
Recommendation list:	Up to 500 words
<i>Total:</i>	<i>2500 words</i>

Style Rules	
Font:	Times New Roman, size 12
Spacing:	1.5
Margins:	A4
Page numbers:	Bottom right corner
Anonymisation:	Do not include your name in the document

Citation Rules
<p>The OSCE Academy uses the Chicago Manual of Style for citations and references. Please refer to this website for instructions: https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html</p>

Your PB submission must ...

1. Be no more than 2500 words in total, including executive summary, key findings and footnotes, but not including references and your author biography. We reserve the right to grant you additional space, but only after the peer review process is complete.

2. Begin with an executive summary consisting of one paragraph that must contain:

- A clear overview of the policy challenge.
- Your proposed policy change.
- How your change addresses the challenge.

3. Following the executive summary, the body of your submission must contain:

- One section explaining the policy challenge, including any contextual analysis you deem necessary.
- One section explaining your proposed policy change, including argumentation and evidence. Diagrams are welcome.

4. Following the body, list your recommendations as bullet points.

- Please only give one recommendation per bullet point.
- Where relevant, identify specific entities whom you feel should implement the recommendation (e.g., a government, an inter-governmental organization, etc.). Please do so in a consultative, non-adversarial and non-partisan spirit.

5. Use British English or the language relevant to your submission.

6. Use footnotes to cite references. You may also use footnotes to make the reader aware of other viewpoints on your topic, or to include other relevant but not critically necessary information.

7. Use the Chicago Manual of Style. There are slightly different versions. Here are some tips:

The first time you refer to a text, write a complete citation:¹

Full name(s) of author(s), *Title of book* (City: Publisher, Year): page number of citation.

Full name(s) of author(s), "Title of article, report or chapter", *Title of journal or book, etc.*, volume and issue number (Year): page number of citation.

Full name (s) of author(s) "Title of article, report or chapter", Name of organisation, publication date: page number of citation.

Full name (s) of author(s) "Title of article or webpage", *Title of news agency or website*, publication date: ¶ number, § number.

Every time afterward, you must use a shorted citation:²

Author last name(s), *Title of book*, year: page number of citation.

Author last name(s), "Title of article, report or chapter", year: page number of citation.

Author last name(s) or organisation name (or acronym), "Title of article, report or chapter" year: page number of citation.

Author last name(s) or news agency/website title, "Title of article or webpage," year: ¶ number, § number.

For the bibliography/references, you must use a slightly modified version of the footnote:³

Full name(s) of author(s). *Title of book* (City: Publisher, Year).

Full name(s) of author(s). "Title of article, report or chapter." *Title of journal or book*, volume and issue number (Year): full page range.

Full name (s) of author(s). "Title of article, report or chapter", Name of organisation, publication date: full page range.

Full name (s) of author(s) or title of news agency/website title, "Title of article or webpage," year: URL (date when you accessed it).

1 If the author is unknown, you do not need to include it in the citation.

2 If there are more than three authors, write the last name of the first author followed by "et al."

3 Some versions of the Chicago system have author name followed by year. This is also acceptable.

Submission Process

1. We accept submissions on a rolling basis, although we may stipulate deadlines for special events or negotiate deadlines with authors who are still in the process of drafting their submission.
2. Before making your submission, please consult with either the **Research and Training Unit** and/or the **Chief Research Editor** to confirm whether the OSCE Academy would be interested in your topic. In your e-mail, clearly explain the policy challenge you want to address and the policy change you will offer. Our team may be reached via e-mail: **publication@osce-academy.net**
3. If you receive a positive response, please submit your anonymised draft and biography to the above e-mail address in either .odt, doc, or .docx format. Due to the need to make comments inside the text, we do not accept .pdf format.
4. Your submission will undergo double-blind peer review, meaning that neither you nor the reviewers will be made aware of each others' identity. Depending on the availability of review candidates, your submission will have one to two reviewers.
5. We will inform you of the reviewers' decisions and commentaries about your submission. Please be advised that the review process can take between two weeks and two months, depending on the situation. The reviewers have seven options:

"Ready to publish"	The reviewers feel your submission is already sufficient for publication.
"Minor revision"	The reviewers feel your submission only requires small changes.
"Major revision"	The reviewers feel your submission requires significant changes.
"Shepherd"	Your submission requires either a major or minor revision, but a reviewer is willing to offer direct guidance and/or assistance.
"Revise and re-submit"	The reviewers feel submission must be rejected in order to be re-conceptualised, and perhaps even re-written, from scratch.
"Reject"	The reviewer feel your submission suffers from a problem so critical that no revision could salvage it.
"Illegible"	Equivalent to "Revise and Resubmit", but on the basis of linguistic problems as opposed to argumentation and evidence.
6. If you have received suggestions for revisions, you must implement those that seem reasonable to you and justify those that you have not. Once completed, send your submission back to the Research and Training Unit and/or the Chief Research Editor.
7. Proofreading will commence, during which you should expect further instructions or suggestions from our team.
8. Once the proofreading process is complete to all parties' satisfaction, your submission will be sent to a graphic designer for finalisation and publication. You will also be invited to promote your work via your social media accounts.

Honoraria

Under certain conditions, the OSCE Academy can offer a small honorarium for your submission. Please be advised that honoraria are only paid on publication, will require a contract, and will be taxed according to the official rates of the Kyrgyz Republic.

If you want to learn whether you are eligible for an honorarium, as well as other questions pertaining to it such as the contracting process and rate of taxation, please contact the Research and Training Unit.