



Global Policy Paper series

Guidelines for authors

Contents:

1. Short assessment of the global topic/trend with regard to country/region and/or in-depth analysis of the situation in-country or region
2. Implications and food for thought
3. Liberal policy recommendations

Structure of the paper:

1. Title page
2. Table of contents
3. Executive Summary
4. Introduction
5. Body of the text (different sections of the paper, authors are encouraged to avoid too many sub-sections within a section and limit it to a maximum of three subsections)
6. Conclusion/recommendations/concluding remarks/etc.
7. Bibliography
8. About the author: Background information: full name, title, institution, focus of work (maximum 150 words).

Where necessary, consider including a list of abbreviations and figures.

Language: English or German

Length: max. 4.500 to 7.000 words. Please strictly consider this criterion!

Style: Authors are encouraged to avoid jargon wherever possible and to write with a generalist audience in mind. We would encourage contributors to avoid either lengthy reviews of the scholarly literature or methodological discussions that they might otherwise include in an academic text.

Authors are strongly encouraged to adhere to the FNF style guide (available February 2023) and we stress the three 'c's as criteria in all cases of doubt: **common usage, consistency and clarity**.

Review and editorial support: The drafts policy paper will be reviewed by the respective experts at the Global Themes Division. They will provide feedback on the text. Any required changes will be communicated swiftly with contributors.

It is important to share the table of contents with Global Themes Division before writing the actual text of the paper.