

## Structuring your policy brief

Here is the recommended structure for HSRC policy briefs; note that it differs radically from the structure of a journal article

Section	Description
Title	<p>The title should be short, catchy, and to the point.</p> <p><b>Short:</b> Try to keep it to less than 12 words. If that is not possible, consider breaking it into a title and subtitle.</p> <p><b>Catchy:</b> It should grab the reader's attention. Try to include relevant key words, or find an unusual turn of phrase that sticks in the mind. Also consider using a question as a title.</p> <p><b>To the point:</b> It should be relevant to the topic.</p> <p><b>EXAMPLES</b></p> <p>Food security in protracted crises: What can be done?</p> <p>HIV, food security and nutrition</p> <p>Farmer field schools on land and water management: An extension approach that works</p>
Executive summary	<p>Ask yourself, 'What are the main points you want policymakers to get – even if they read nothing else?'</p> <p><b>EXAMPLE</b></p> <p>Soaring food prices pose problems for three groups. First, the poor whose ability to buy food is undermined. Second, governments of low-income countries facing higher import bills, soaring costs for safety net programmes and political unrest. Third, aid agencies juggling increased demands for food, cash and technical advice. High food prices threaten the gains made since the 1960s and highlight the long-term need for investment in, and better management of, the global food supply.</p> <p>This Policy Brief examines the causes of rising food prices, expected trends, the likely impact and possible policy responses.</p>
Introduction/statement of the aim of the policy brief	<p>Think of the introduction as the problem statement:</p> <p>The problem (What is the problem? Why is it important?)</p> <p>Background, context (What happens, where, who is involved?)</p> <p>Causes of current situation (Why? Give evidence or examples.)</p> <p>Effects of current situation (What effects does it have? Give evidence or examples.)</p> <p>The policy relevance of the problem/ current policy situation on the problem</p> <p>The aim of the policy brief</p>
Critique of the policy context/option	
The Study findings	<p>Here you describe the key aspects of the study/ies on which the policy brief is based</p> <p>Make sure you structure the text in a <i>logical</i> manner. Do not force the reader to work to understand the logical flow. Some ways to do this:</p> <p>Keep the paragraphs short and restricted to a single idea. Consider putting this idea into a single phrase or sentence and printing it in boldface at the beginning of the paragraph.</p> <p>Use more headings and subheadings than you would do normally. In a four-page policy brief, you should have at least six subheadings – one for every two to four</p>

# Policy Writing Guide Templates

**Pamela Cibbarelli**



## **Policy Writing Guide Templates:**

*Targeted Regulatory Writing Techniques: Clinical Documents for Drugs and Biologics* Linda Fossati Wood, MaryAnn Foote, 2009-01-05 This book describes the authors standard or best practices used in writing regulated clinical documents for the drug and biologics industry The fundamental premise of this book is that the end documents submitted to a health authority is dependent on the beginning the planning and strategy that go into organizing written documentation Each regulatory document inherently exists within a constellation of related documents This book attempts to show the relationships between and among these documents and suggests strategies for organizing and writing these documents to maximize efficiency while developing clear and concise text At all times and irrespective of applicable laws and guidelines good communication skills and a sense of balance are essential to adequately accurately and clearly describe a product s characteristics At no time should the reader perceive these suggestions to be the only viable solution to writing regulatory documents nor should the reader expect that these suggestions guarantee product success The audience for this book is the novice medical writer or those who would like to explore or enhance regulatory writing skills We assume the reader will have a basic understanding of written communication but little experience in applying this skill to the task of regulatory writing Extensive knowledge of science clinical medicine mathematics or regulatory affairs law is not required to use the best practices described in this book

**Policy as Code** Jimmy Ray, 2024-07-02 In today s cloud native world where we automate as much as possible everything is code With this practical guide you ll learn how Policy as Code PaC provides the means to manage the policies related data and responses to events that occur within the systems we maintain Kubernetes cloud security software supply chain security infrastructure as code and microservices authorization among others Author Jimmy Ray provides a practical approach to integrating PaC solutions into your systems with plenty of real world examples and important hands on guidance DevOps and DevSecOps engineers Kubernetes developers and cloud engineers will understand how to choose and then implement the most appropriate solutions Understand PaC theory best practices and use cases for security Learn how to choose and use the correct PaC solution for your needs Explore PaC tooling and deployment options for writing and managing PaC policies Apply PaC to DevOps IaC Kubernetes and AuthN AuthZ Examine how you can use PaC to implement security controls Verify that your PaC solution is providing the desired result Create auditable artifacts to satisfy internal and external regulatory requirements

**Letting Go of the Words** Janice (Ginny) Redish, 2012-09-01 Web site design and development continues to become more sophisticated An important part of this maturity originates with well laid out and well written content Ginny Redish is a world renowned expert on information design and how to produce clear writing in plain language for the web All of the invaluable information that she shared in the first edition is included with numerous new examples New information on content strategy for web sites search engine optimization SEO and social media make this once again the only book you need to own to optimize your writing for the web New material on content strategy

search engine optimization and social media Lots of new and updated examples More emphasis on new hardware like tablets iPads and iPhones

**Teaching Content Management in Technical and Professional Communication** Tracy Bridgeford,2020-01-31 This collection offers a comprehensive overview of approaches to teaching the complex subject of content management The 12 chapters define and explain content management and its accompanying competencies providing teaching examples in areas including content strategy topic based writing usability studies and social media The book covers tasks associated with content management such as analyzing audiences and using information architecture languages including XML and DITA It highlights the communal aspects of content management focusing on the work of writing stewardship and project management and the characteristics of content management in global contexts It concludes with a look to the future and the forces that shape content management today The editor situates the collection within a pedagogical exigency providing sound instructional approaches to teaching content management from a rhetorical perspective The book is an essential resource for both instructors new to teaching technical and professional communication and experienced instructors who are interested in upgrading their pedagogies to include content management

**Public Affairs and Administration: Concepts, Methodologies, Tools, and Applications** Management Association, Information Resources,2015-05-31 Effective administration of government and governmental organizations is a crucial part of achieving success in those organizations To develop and implement best practices policymakers and leaders must first understand the fundamental tenants and recent advances in public administration Public Affairs and Administration Concepts Methodologies Tools and Applications explores the concept of governmental management public policy and politics at all levels of organizational governance With chapters on topics ranging from privacy and surveillance to the impact of new media on political participation this multi volume reference work is an important resource for policymakers government officials and academicians and students of political science

**Data Management in Large-Scale Education Research** Crystal Lewis,2024-07-09 Research data management is becoming more complicated Researchers are collecting more data using more complex technologies all the while increasing the visibility of our work with the push for data sharing and open science practices Ad hoc data management practices may have worked for us in the past but now others need to understand our processes as well requiring researchers to be more thoughtful in planning their data management routines This book is for anyone involved in a research study involving original data collection While the book focuses on quantitative data typically collected from human participants many of the practices covered can apply to other types of data as well The book contains foundational context instructions and practical examples to help researchers in the field of education begin to understand how to create data management workflows for large scale typically federally funded research studies The book starts by describing the research life cycle and how data management fits within this larger picture The remaining chapters are then organized by each phase of the life cycle with examples of best practices provided for each phase Finally considerations on

whether the reader should implement and how to integrate those practices into a workflow are discussed Key Features Provides a holistic approach to the research life cycle showing how project management and data management processes work in parallel and collaboratively Can be read in its entirety or referenced as needed throughout the life cycle Includes relatable examples specific to education research Includes a discussion on how to organize and document data in preparation for data sharing requirements Contains links to example documents as well as templates to help readers implement practices

How to Write an Investment Policy Statement Jack Gardner,2004-04-19 An indispensable resource for every financial service professionals developing an IPS The Investment Policy Statement IPS is one of the most critical documents fiduciaries must draft For years ERISA and other industry regulations have governed the guidelines all fiduciaries must comply with when drafting one But the current climate of corporate scandal and the 2008 global banking crisis have led to increased scrutiny by regulators prompting firms to take a closer look at the quality and integrity of their IPSs and to take steps to have a rigorous formal process in place for drafting them Endorsed by the Foundation of Fiduciary Studies this concise guide provides a rigorous framework and the expert insight information and guidance you need to guarantee that your IPS is in complete compliance with all ERISA directed requirements Provides a step by step plan for creating a uniform IPS that every advisor in the office can follow Defines the duties and responsibilities of all parties involved while clarifying diversification guidelines and providing methods for keeping costs under control Packed with ready to use templates sample forms letters and other documents diagrams and other valuable tools including sample Policy Statement downloadable at the companion website Designed to get you quickly up to speed on what you need to know to confidently serve your clients with the highest standards of care and protection

*Research Perspectives on the Role of Informatics in Health Policy and Management* El Morr, Christo,2013-07-31 Healthcare providers require timely and accurate information about their patients As such a great amount of effort and resources are spent to ensure that the right information is presented to the right people at the right time *Research Perspectives on the Role of Informatics in Health Policy and Management* focuses on the advancements of Health Information Science in order to solve current and forthcoming problems in the health sector Managers policy makers researchers and Masters and PhD students in healthcare related fields will use this book to provide necessary insight on healthcare delivery and also to inspire new ideas and practices to effectively provide patients with the greatest quality care

**The Reference Librarian's Policies, Forms, Guidelines, and Procedures Handbook** Rebecca Brumley,2006 Offers ideas for service in your library and comparisons to measure your policies against This work provides policies from public and academic libraries covering both traditional and expanded service areas It is broken down into seven subjects including the Reference Program People in the Reference Program Reference Collections and more **The GUI Style Guide** Susan L. Fowler,Victor R. Stanwick,1995 The GUI Style Guide provides the tools necessary for programmers to write interfaces for a variety of windowing environments All of the guidelines are useful to programmers either creating IBM mainframe

applications or writing Windows applications It also explains how to take advantage of object oriented programming and fourth generation languages Contains all of the information for designing an effective GUI such as human factors color menu levels and prototyping Explains how to create an interface that makes sense to others Demonstrates similarities between various manufacturers underlying windowing environments Covers examples from all sorts of software on as many hardware platforms as possible Provides programmers with the necessary tools to write interfaces for a variety of windowing environments Includes all of the guidelines necessary for programmers to create any type of windowed application from IBM CUA mainframe to pen to Macintosh Motif NeXt and Windows systems      **Information Security Policies Made Easy**

Charles Cresson Wood,1997      **Neal-Schuman Internet Policy Handbook for Libraries** Mark Smith,1999 Intended to guide library administrators through the many complex decisions inherent in managing public Internet access Takes you through each possible element of an Internet policy Explores the potential positive and negative impacts for each option

*Labor Policy and Practice: Personnel management* Bureau of National Affairs (Arlington, Va.),1953      *EBOOK The Early Childhood Educator for Diploma, Revised* Lorraine Walker,2018-03-27 This new edition of the best selling *The Early Childhood Educator for Diploma* aligns with CHC50113 Diploma of Early Childhood Education and Care and covers all core units and a range of popular electives in conjunction with *The Early Childhood Educator for Certificate III 2e* The text addresses the design and implementation of the curriculum in an education and care service and links to the requirements of the Education and Care Services National Regulations and the National Quality Standard NQS The resource has been fully updated in response to new releases of the training package and changes to industry regulations and practices **KEY FEATURES UPDATED** Fully updated content aligns to release 4 of CHC50113 Five new units covered Chapter length aligns to the Australian Qualifications Framework AQF volume of learning indicators Links to approved frameworks and the NQS throughout the text      [Annual Report](#) Kenya. Transition Authority,2012      [The Early Childhood Educator for Diploma](#) Lorraine Walker,Shelagh Miller,Sonja Tansey,2013-11-11 Revised versions of five chapters have been added to this resource to meet the requirements of CHC50113 Diploma of Early Childhood Education and Care Release 4 The chapters are BSBMGT605 Provide leadership across the organisation CHCMGT003 Lead the work team CHCPRP003 Reflect on and improve own professional practice CHCPOL003 Research and apply evidence to practice CHCPOL002 Develop and implement policy Looking for a blended digital solution Get Connect Connect is an online resource hosting an abundance of interactive learning tools to create the ultimate learning experience for your students Click here for more information The *Early Childhood Educator for Diploma* aligns with the CHC50113 Diploma of Early Childhood Education and Care from the CHC Community Services Training Package endorsed in July 2013 This qualification applies to all early childhood educators who are responsible for designing and implementing a curriculum in early childhood education and care services A Diploma qualified early childhood educator works to implement an approved learning framework within the requirements of the

Education and Care Services National Regulations and the National Quality Standard NQS and may have responsibility for supervision of volunteers or other staff This text has been designed to support students learning with content and activities at the appropriate Diploma level of difficulty as well as a Registered Training Organisations delivery of this valuable qualification Scope The Early Childhood Educator for Diploma provides complete coverage of twelve of the required twenty three core units of competency of the CHC50113 Diploma of Early Childhood Education and Care The remaining eleven core units are included in the companion text detailed below It also includes five elective units carefully selected to enable an overall effective introduction to the essential skills and knowledge needed to be an effective Diploma qualified early years practitioner Related titles The Early Childhood Educator for Certificate III is the companion and supporting text

**The CQ Press Writing Guide for Public Policy** Andrew Pennock, 2023-02-22 A practical example rich guide to help students master all types of public policy writing

**The Internet Writer's Handbook** Martha C. Sammons, 2004 The Internet Writer's Handbook offers those writers specific advice on writing and designing on line hypertext documents The book has been updated to reflect the latest Web writing terms and concepts such as Web page elements Web page design and types of Web writing Extensive coverage includes such areas as writing Web pages graphics and design style common grammar punctuation mechanical and usage errors and research and documentation This dynamic handbook will appeal to anyone who needs help in creating a Web page or writing online

**The National Guide to Educational Credit for Training Programs** American Council on Education, 2005 Highlights over 6 000 educational programs offered by business labor unions schools training suppliers professional and voluntary associations and government agencies

**Embrace and Extend** Pamela Cibbarelli, 1998

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