

Preparation Checklist for Research Briefs and Policy Briefs

Section	Description
Title	<input type="checkbox"/> Short, informative title.
Running head	<input type="checkbox"/> Abbreviated version of the whole title (around 50 characters).
Keywords/phrases	<input type="checkbox"/> Provide 5–10 keywords or phrases for indexing and for search optimization.
Authors' information	<input type="checkbox"/> Provide the names, academic degrees, affiliations, and titles/positions of all authors. <input type="checkbox"/> Authors include only those who have made contributions to written material. Other contributors should be identified in the acknowledgments. For further information, see our Authorship Policy .
Abstract	<input type="checkbox"/> Limited to 200 words. <input type="checkbox"/> Should be unstructured but describe purpose, methods, and results of publication. Note that the abstract will not be included in the brief; it will be used on the website.
Structure	<input type="checkbox"/> Include a short bulleted summary of “Key Findings” (or key research needs, key policy alternatives, key policy implications, key decisions to be made, etc.) on the first page of the manuscript. <input type="checkbox"/> Present your ideas clearly and succinctly to comply with length restrictions for briefs (approx. 3000 words). <input type="checkbox"/> Your discussion should persuade the reader that your argument for certain research priorities (for research briefs) or policy positions (for policy briefs) is a valid and important contribution to the field. <input type="checkbox"/> Conclusions may be headed “Policy Implications,” “Policy Alternatives,” “Future Research Needs,” etc., rather than “Conclusions.”
References	<input type="checkbox"/> For briefs, references should follow Uniform Requirements style, using superscript numbers for references. Everything cited must appear in the reference list. Limit references cited to key works.
Tables and figures	<input type="checkbox"/> Embed tables and figures after their initial callouts in the Word file. (If your manuscript is accepted, you will need to furnish original application files.) <input type="checkbox"/> Tables/figures must contain enough information to be interpreted independent of text. <input type="checkbox"/> Provide full information on the source of the data.
Acknowledgments	<input type="checkbox"/> Can include people who contributed but were not authors. Consult our Authorship Policy for guidance. <input type="checkbox"/> If appropriate and required by contract, acknowledge funder support. Please also include relevant funding information such as grant numbers and funding agencies. Authors are responsible for determining whether recognition of funder (or other specific text) is contractually required.