



## Policy Brief Publication Guidelines

The South Centre is the intergovernmental organization of developing countries that helps developing countries to combine their efforts and expertise to promote their common interests in the international arena.

The South Centre undertakes research and analysis oriented on various international policy areas that are relevant to the protection and promotion of the development interests of developing countries.

The South Centre works on a wide range of issues relevant to the countries of the South and the global community in general, such as sustainable development, climate change, South-South cooperation, financing for development, international tax cooperation, investment, human rights, gender, trade, intellectual property, innovation, traditional knowledge, access to medicines, health, biodiversity and the Fourth Industrial Revolution.

**Policy Briefs** are a formal, occasional publication of the South Centre. They present a succinct analysis of policy issues in the areas covered by the Centre's Work Program. Their aim is to convey key messages and reach governments (including negotiators in various fora) and other audiences. They are targeted to respond to particular, specific and timely policy issues and events and may also be used to present findings of research undertaken by the Centre or by other academics or government officials.

### Purposes:

Policy Briefs may be used for the following purposes :

- Carry out the independent think tank aspect of the work of the South Centre by advancing:
  - a particular policy alternative or preferred course of action
  - important regional/global events
  - important current and emerging issues
  - cross-cutting policy issues<sup>1</sup> ;
- Integration of micro<sup>2</sup> and macro level<sup>3</sup> policy issues;
- Advancing the major themes of other formal publications;
- Advancing issues that can be followed by in depth analysis by the other formal publications;
- Reporting important meetings, negotiations and events.

### Characteristics:

- Technical language is simplified to the extent possible
- Succinct: focus on arguments/key evidence

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<sup>1</sup> Examining them through the perspective of substantive issues that relate to more than one South Centre Programme or more than one project in one of the programmes

<sup>2</sup> In the context of specific projects

<sup>3</sup> In the context of the broader mandate of the Centre

- Brief: 10 pages maximum (aprox. 5000 words)
- Include abstract, subtitles and conclusion

#### **Target audience:**

- Developing countries – delegates in Geneva
- Developing countries – capital based government officials / policy makers
- NGOs / Advocacy groups
- IGOs
- Academics / Research institutes
- Media

#### **Format/Editing:**

- Specific design/layout
- South Centre logo is used
- Acknowledgement of author
- Include an abstract (max. 5 sentences)
- A box on Previous South Centre Policy Briefs is included
- Use the style guide in the South Centre Editorial Manual/Editorial Guidelines

#### **Submission of the publication:**

- Papers will be internally or externally reviewed and submitted to the Executive Director before being published

#### **Dissemination method:**

- Website/s (in PDF format with abstracts in English, French and Spanish and with relevant tags)
- Note Verbale will be sent to the G77 and China Permanent Missions in Geneva
- Announcement of Policy Briefs will be sent to the general e-mailing list. The URL + abstracts will be included as part of the message (not the paper or any other attachment).
- Announcement on Twitter
- Announcement on LinkedIn
- Dissemination to relevant networks
- Included in Publications Catalogue(s) and monthly Publications newsletter

#### **Submission Guidelines for external contributions:**

- Please **include your first and last name and a title** for your paper.
- Please **indicate your current affiliation**.
- External authors need to **sign the Authorization to Publish form**.
- To submit, **e-mail your paper** to Anna Bernardo (Editorial Assistant) at [abernardo@southcentre.int](mailto:abernardo@southcentre.int) **jointly** with a scanned copy of the signed Authorization to Publish form.
- **Put "Policy Brief submission" in the subject line** of your e-mail.

- **Include a contact e-mail address** in the body of your message. Your e-mail will appear in the paper (unless you request it to be excluded).
- **Papers should be sent as an attachment**, in Word (.doc or .docx). Please do not send in .pdf format.
- **Pictures** may be submitted along with your submission.
  - Images must fall into one of these categories: [1] your own work—i.e. you took the photograph; [2] freely licensed; [3] public domain; [4] fair use. (E-mail [bernardo@southcentre.int](mailto:bernardo@southcentre.int) with any questions.)
  - **Attach images to the same e-mail** as your paper submission. Please indicate where you prefer to place these photos in the paper.
  - Include a short (1 sentence) **caption of each image**.
- We will work with you via e-mail to edit and proof your submission prior to publication, as necessary.
- The following **disclaimer** will appear in the Policy Brief: *The views contained in this brief are attributable to the author/s and do not represent the institutional views of the South Centre or its Member States. Any mistake or omission in this study is the sole responsibility of the author/s.*