LSE WPS Policy Brief Guide

The LSE WPS Policy Brief Series presents policy analysis and recommendations arising from academic research and practice in the global field of women, peace and security.

Overview

- **Content & structure:** the policy brief should address a contemporary issue in gender, peace and security and offer recommendations for policy change to non-academic audiences such as civil society, International Organisations, national governments, etc. The brief should include an executive summary of maximum 220 words and a concluding summary. We strongly encourage a set of policy recommendations. Images, diagrams and tables can be used where necessary. Headings and sub-headings are encouraged.
- **Authors:** Members of the LSE Centre for Women, Peace and Security and affiliated projects. External authors only when the brief is of direct relevance to the Centre for Women, Peace and Security.
- **Length:** 2,000 - 5,000 words, including executive summary and any footnotes.
- **Style:** Must be written in a style that is accessible to an informed non-academic readership, as well as policy-makers and specialists, to maximise impact.
- **References:** Referencing should only be used when needed, with emphasis placed on suggested further reading or sources at the end of the brief. Where citing is used the references should be added into the document as endnotes and without a separate bibliography. All references should be given according to Chicago style (https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html).
- **Consistency:** Titles, acronyms and other abbreviations should be used consistently.
- **LSE house style:** Briefs will be produced in British English (e.g. organisation, not organization); quotes will be in double quotation marks; non-English words will be italicised.
- **Accuracy:** Authors are responsible for ensuring names are cited accurately and that acronyms are explained within the text.
- **Publication:** Policy briefs will be published on the Centre for Women, Peace and Security website and LSE Research Online. There may be a limited print run, depending on funding and assessment of need. Briefs arising from affiliated projects, such as the UKRI GCRF Gender, Justice and Security Hub, will be published on the relevant project site.
- **Public engagement:** Authors are encouraged to write a short blog post (750 – 1000 words) to introduce their brief to a wider audience.
- **Visual aids:** authors are welcome to provide copywrite-free or creative commons images, tables or graphic illustrations.

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Editorial Process

- In the first instance, draft submissions or enquires from authors should be directed to the Communications Manager, Nicky Armstrong at n.armstrong@lse.ac.uk.
- Policy briefs authored by colleagues from the Gender, Justice and Security Hub will be edited by the Hub Impact Manager, Dr Evelyn Pauls. Briefs arising from other Centre staff and affiliates, or external contributors, will be edited by Dr Sarah Smith.
- The editor may request changes, seek clarification and/or make suggestions to the author. They will agree a deadline for any changes and provide the production timeline.
- Policy briefs are proof-read and prepared for production by the Communications Manager. The marked-up document is returned to the author, who will have up to five days to conduct a final review before it goes to production. Once approved, no further changes may be made to the text and final proofing will be related to formatting and correction of errors only.

Some Good Examples

Please note that these papers are from the LSE WPS **Working Paper** Series. LSE WPS Policy Briefs will not require the same extent of academic referencing and will need to conform to the word limits set out above. They are nonethess good examples of papers authored by academic researchers which have a clear orientation towards policy development.

1. Sexual orientation and gender identity as part of the WPS project – Jamie J Hagen, 2016
2. Abortion and reproductive rights in the women, peace and security agenda – Claire Pierson and Jennifer Thomson, 2018
3. The known knowns and known unknowns in data on women, peace and security – Robert Ulrich Nagel, 2019
4. Performing anti-trafficking: human rights, the security council and the disconnect with the WPS agenda – Gema Fernández Rodríguez de Liévana, 2019

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