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tips for writing policy papers a policy lab communications workshop this workshop teaches the basic strategies mechanics and structure of longer policy papers most policy papers are written in the form of a white paper which offer authoritative perspective on or solutions to a problem this essential guide builds on our popular guides on policy paper writing⁴ and the policy advocacy process⁵ and is an important addition to the set of icpa resources the guide pulls together insights from our work over the past 15 years in building the policy research writing and advocacy capacity for thousands of researchers and advocates the basic elements of a policy paper include description of the context and importance of the problem it is helpful to carefully define the problem and frame it as a specific question to be answered discussion of a range of policy options these are the choices for addressing the policy problem criteria for judging policy choices a policy brief presents a concise summary of information that can help readers understand and likely make decisions about government policies policy briefs may give objective summaries of relevant research suggest possible policy options or go even further and argue for particular courses of action guidelines for successful policy analyses start with an overview of recommendations methodology and a roadmap not with background material create chapter breakdowns according to findings and recommendations not according to the steps in your research journey a policy paper is a decision making tool that defines an urgent policy issue identifies and evaluates policy options and recommends a preferred alternative it does not aim at gathering and analyzing data about a policy problem i e research but at developing a set of recommendations for action this guide to writing effective policy papers moves from framing the policy paper as a tool used by the public policy community in the policy making process to a detailed description of the major elements of the policy paper to a focus on the process of a public policy paper defines an important current issue could also be referred to as a problem provides an up to date analysis of the issue and makes recommendations to policymakers that are designed to fix the issue the intent of writing the paper fully informs policymakers giving them the information they need to resolve the problem guide for writing policy briefs clear concise writing is a fundamental skill for policy analysts and managers policy brief overview policy briefs may take many forms based on the type of content and the audience legislative bodies research organizations and business clients often adopt their own specific policy brief format indeed often policy papers are accompanied by policy briefs which summarize the papers in a page or less the policy paper presenting value driven arguments such as the search for such a a policy brief is a concise account of the findings and recommendations of a research project the purpose of a policy brief is to convince the target audience of the urgency of the current problem and the need to adopt the preferred alternative or course of action outlined it is a call for action standard format of a policy brief policy papers are critical analyses of an important social issue or problem that involves the research and develop of a defensible plan policy proposal for solving the problem and formulate workable strategies for implementing the plan three key foci 1 aims to identify key policy issues find policy papers policyarchive ciao and pais are good starting points in the search for policy papers check out the other sources below or the tabs for think tanks and ngos igos for additional resources policyarchive center for governmental studies writing policy papers introduction the purpose of the policy paper is to provide a comprehensive and persuasive argument justifying the policy recommendations presented in the paper and therefore to act as a decision making tool and a call to action for the target audience policy commons is a one stop platform where researchers academics librarians and students discover access and share millions of publications from the world s leading policy experts think tanks igos and ngos get started meet policy commons watch on discover office of policy and efficiency ope cu edu 303 860 5711 1 user guide to writing policies introduction administrativepolicies alignoperations set behavior expectationsacross the university systemand communicate policy roles and responsibilities you as the policy owner

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a public policy paper defines an important current issue could also be referred to as a problem provides an up to date analysis of the issue and makes recommendations to policymakers that are designed to fix the issue the intent of writing the paper fully informs policymakers giving them the information they need to resolve the problem

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