

## **TEMPLATE for CSW POLICY BRIEFS**

**Title:** Title needs to be a strongly worded call to action. 5 to 7 words

**Write for an intended audience of policy makers, organizers, and scholars.**

**Total word count: 750** (Submissions that exceed the word count will not be considered!)

**Font:** Calibri 12 pt

**Summary:** This section should do three things: (1) announce problem, (2) summarize why approach should be changed, and (3) recommend/call for specific action. 2 paragraphs.

**Problem Description:** Describe the context of the problem and root causes of its continuation. Finish with a clear statement of what the policy implications are. It is important to remember your audience when writing this section. 3 to 7 paragraphs.

**Critique:** This section should address the problems with current policy and why it is failing. Present (with evidence and supporting data) as many possible policy options as you can. Anticipate your audience's objections here. 3 to 9 paragraphs.

Since you are trying to convince an audience who may not agree with your assessment, you need to be clear on why the current policy needs to be changed. And you need to present a set of feasible policy changes.

**Recommendation:** Present your recommendations (with supporting data). The recommended action needs to include practical measures that can be implemented. Provide a set of steps if appropriate. 3 to 5 paragraphs.

**Author:** This section includes author's name, affiliation at UCLA, and a short bio.

**Recommended reading:** List of related materials. OPTIONAL

**Works Cited:** All sources need to be fully cited as endnotes using Chicago Manual Style (see the CSW Citation Style Guide for samples of the most common forms of citations). Do not include a separate Works Cited section. Please be careful and make sure citations are correct and complete. Include links to all web sources.

**Illustrations:** Tables, graphs, and charts may be included. Make sure to include a caption, a source to credit, and if not your own photo, permission for CSW to publish.