Guidelines for authors
EU3D Policy Brief

Purpose

The purpose is to disseminate some **policy and polity implications of EU3D's research results and to extract recommendations** derived from research in the various WPs by our scholars and experts identifying conditions under which differentiation is politically acceptable, institutionally sustainable, and democratically legitimate, as well as forms of differentiation that engender dominance. By doing so, EU3D will contribute to a well-informed political and public debate about the future design of the EU and the potentials and pitfalls of differentiation. The aim is to facilitate critical reflection among policy stakeholders on the implications of different policy options.

Among EU3D's research findings, the consortium is to identify those parts and implications that are of relevance for policy making, institutional design, reforms, etc. at EU, national and sub-national levels. It is an opportunity to increase awareness of our research, and in turn improve the chances of policy impact. This aspect is a contractual obligation, as it is expected that publicly funded research is put to use and 'exploited' beyond academia, leading to more informed decisions and as such returning something back to wider society.

In line with the EU3D Grant Agreement and EU3D Dissemination and Communication Plan (D7.7), at least one policy brief per WP 1-5 is expected to provide review and recommendations on the viability and legitimacy of different reform proposals as well as identifying conditions under which reforms may fail or succeed.

Target groups

Policy stakeholders in EU member states, affiliated and neighbouring states, including post-Brexit UK; European political leaders and officials of the main EU institutions and agencies; think tanks that provide research-based policy advice and forums for informed policy debates; NGOs advocating democracy and citizens' rights; interest/lobby groups; local, regional and national governments, parliaments and public administration; youth organisations and social partners.

For each brief, it is important to narrow down and specify in more detail the target groups (individuals/institutions/organisations). This is important so you know who you talk to, but also so that actors who may build on project findings to influence policy making can be specifically targeted (see ***Promotion***).

What is a policy paper?

- Written for informed non-specialists
- Translation of academic work into a more accessible format; an academic paper is the core of any evidence-based recommendation
- Focus should be on the topic of discussion and not on the process of studying that topic
- Policy makers/advisers lack the capacity to absorb and process the information in an academic publication, or to assess the quality of your work and of the academic journal – you need to explain, help, and position your research

EU3D's policy briefs

Structure: best practice

1. Title
2. Key points, including Executive Summary
3. Problem identification, including the reason why action is needed
4. Approach and Results, including options available
5. Conclusions
6. Implications and recommendations, which are substantiated and backed up and not merely based on assumptions. Recommendations should be as specific as possible, providing a practical advice.
7. References/links to the original research and/or technical information in annexes

Format

- 2,000 words is ideal with some flexibility up to 2,500 words
- Refer to your own research publication(s) for more details
- Possibly include graphs, infographics, tables, illustrations
- Use accessible language (no jargon) and short, clear and sharp sentences
- Avoid vagueness in timing and references

Editorial process

Each policy brief will undergo two editorial cycles – performed by Bruegel and ARENA respectively – focusing on language, readability, structure and references.

ARENA will edit text and visuals in InDesign, add technical information on the EU3D policy brief series including ISSN number, funding info, etc., and publish on the EU3D website.

Promotion

Specific groups, institutions and people will be targeted for each brief, depending on who your recommendations are aimed at. To do so, it is important that you consider who constitute the main target groups of your specific brief and inform ARENA accordingly.

EU3D has undertaken a stakeholder mapping as part of WP6 and will send personalized emails to identified policy stakeholders and consider invitations to meetings and policy dialogues. The policy briefs will be widely shared via EU3D's channels: newsletter, website, Twitter, as well as the local channels available at partner institutions (i.e. ARENA Newsletter, social media accounts of your home institution).