



Submission Guidelines – Issue Brief

An Issue Brief is a balanced analytical paper on a particular topic/theme that should be comprehensible to both – a conversant as well as a general reader. The following are the guidelines that need to be followed while writing Issue Briefs:

- Focused analyses that clearly define a specific issue and put forward a clear, unbiased and convincing argument. Policy recommendations are not a requirement. However, the paper should leave the reader with a deeper understanding of the topic at hand as well as how the theme is likely to develop in the near future.
- The total length of the paper should be between **3000-4000 words**.
- Please use British English (United Kingdom) for the paper. Use of American English or a mix of both will not be accepted.
- Please identify at least 5 keywords at the start of your paper.
- A **short abstract** of the paper (of maximum 100 words) has to be submitted before the main paper. This would also be placed before the introductory paragraph of the paper.
- Please **provide a subtitle along with the title** of the Issue Brief. For example, in the piece, *China's Nuclear Build-up: Implications for India*, the subtitle is 'Implications for India'.
- A **short biography** (approximately 3-4 sentences) and a **formal picture** of the author(s) should be added for inclusion in the paper.
- Kindly **provide citations in the form of hyperlinks** (please use official and authentic sources for facts, quotes and numbers).
- Please only submit **Word documents** (not PDFs) that are justified with 1.5 spacing in Times New Roman (size 12).

Text Style Guide:

- Please write short, crisp sentences, which would add to readability.
- Please write dates in a Month Day, Year format – beginning with the month, followed by the date and then the year (for instance: March 21, 2011).

- In the text, please write numbers in words till the number nine and then in numerals (example: two, four, nine; and then 10, 11, 12 and so on).
- Kindly write 'per cent' and not '%' or 'percent'.
- Acronyms should carry the full-form in their first mention with the acronym in bracket; thereafter, please use the abbreviated version only.
- Names of books, journals, newspapers and foreign terms in the body of the text should appear in italics, for example, *The India Way: Strategies for an Uncertain World*; *Strategic Analysis*; and *The Telegraph*.
- While referring to currency, please use Rs 5,000 crores, not 5000 crores of rupees. Similarly, \$3.6 million, not 3.6 million dollars.
- Use lowercase while referring to establishments like the government, the army, and so on. Use uppercase if these are accompanied by the name of the country (as an example: the Indian Government or the Chinese Army). The president or prime minister should stay in lowercase, unless the name is mentioned (for instance: Prime Minister Tony Blair or External Affairs Minister Natwar Singh).