

HSRC Policy Brief Review process and the responsibilities of the different reviewers

1 Author Responsibilities

The authors are responsible for:

- Ensuring content accuracy, adherence to the HSRC template and guidelines, as well as language appropriateness.
- Adherence to set deadlines
- Providing any visuals they would like to be used



2 DE review and sign off

The Division is the custodian and expert for a policy brief. It is therefore the responsibility of the division to ensure content accuracy and relevance to policy. Aspects to consider:

- Does the brief reflect the research results?
- Is the content sufficiently, correctly and credibly presented?
- Is the brief correctly targeted to the right audience?
- Are the policy recommendations clear?
- Is the brief evidence-based?
- Does the policy brief engage with current policy issues which are not sensitive or divisive?



Submission to the Impact Centre (SIS)

3 The responsibilities and process in the Impact Centre

i. After preliminary review, SIS sends the policy brief to external policy brief reviewers. The focus of this stage is to review the extent to which the brief conforms to the policy brief structure and style, not to review content strength and accuracy.

Among others this looks at the following:

- Does the brief provide enough background which highlights the importance of the issue?
- Is there a clear line of argument linking the main issue to the recommendations?
- General writing style, not too technical and no jargon
- Does the use of graphics make sense?

ii. Reviewer comments are sent to Author with a set deadline for revision

iii. Policy brief is sent for language editing

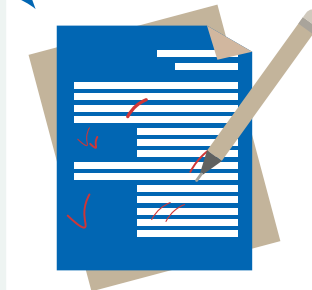
iv. Major language edits are sent back to authors to address

v. Brief is sent for design and layout

vi. The brief is sent for PDF proofreading

vii. Author sign off of policy brief

viii. Policy brief Dissemination



4 Envisaged Timelines

Activity Time frames in the Impact Centre (SIS)

Activity	Envisaged Time frames
External Review Process	3 weeks
Language Editing	2 weeks
Lay out and design	3 weeks
Proof reading	3 weeks



These timelines are dependent on author commitments to adhere to the set deadlines.

For any given financial year the last date of submission of policy briefs to the IC is the 10th January to allow the process to unfold before the end of the FY .