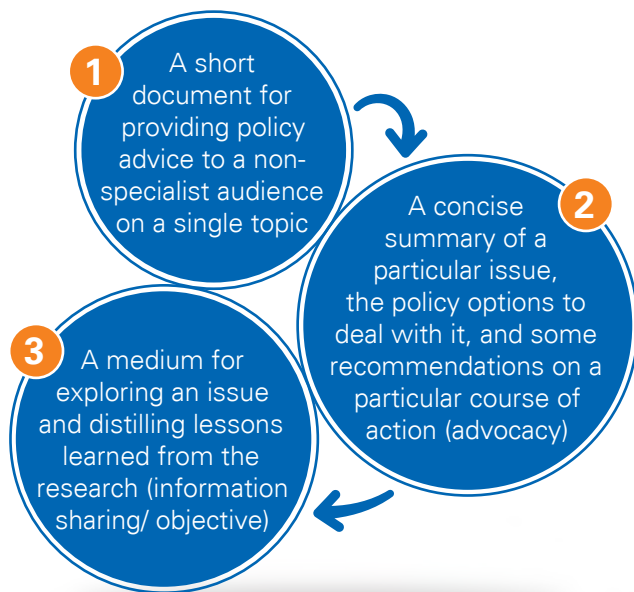


# HSRC POLICY BRIEFS GUIDELINES

## What is a Policy Brief?

The authors are responsible for:



### Parameters

- ! No more than 2–8 pages (1000 – 2000 words).  
A good average is 1 500 words.

## Before you start

Ask yourself:

- Who am I writing this brief for? What are the questions they want answered?
- What are their interests, concerns?
- How knowledgeable are they about the topic?
- How open are they to the message?



Focus your content as follows:

- Provide the necessary background for the reader to understand the problem.
- Convince the reader that the problem must be addressed urgently.
- Provide information about alternatives (in an objective brief).
- Provide evidence to support one alternative (in an advocacy brief).
- Stimulate/ enable the reader to make a decision.

## Structuring your Policy Brief

Here is the recommended structure for HSRC policy briefs; note that it differs radically from the structure of a journal article



MSWord document

**Tt**

Font: Times New Roman 12



Length: Maximum 2000 words

**H1**

Use the subheadings as they appear on the structure above

## Tips for writing policy briefs



**Be short and to the point.** It should focus on a particular problem or issue. Do not go into all the details. Instead, provide enough information for the reader to understand the issue and come to a decision.



**Be based on firm evidence.**



**Focus on meanings, not methods.** Readers are interested in what you found and what you recommend. They do not need to know the details of your methodology.



**Relate to the big picture.** The policy brief may build on context-specific findings, but it should draw conclusions that are more generally applicable.

## Policy Brief Template & Instructions

### Title

Engaging and informative - it tells the reader what the brief is about (12 words maximum)

### Introduction

Introduce the problem or issue being dealt with.

Answer questions such as:

- What is the problem?
- How is it a policy problem?
- How does it affect who?

Explain the importance of the issue; create curiosity about the brief, critique of the policy context

### Research Overview

Provide the evidence base related to YOUR RECOMMENDATIONS.

The evidence should not be a single project, but a synthesis of a body of evidence

Even if the brief is based on a particular study, explore other studies that have explored the topic to strengthen your arguments

### Acknowledgements

### References

Please ensure that you use footnotes for citing sources, include 8 to 10 reliable references to support your points, and add hyperlinks to online sources where applicable for easy access and verification.

### Key messages

These are messages that sum up three key points you want the reader to know even if they don't read the whole document.

(maximum of 3)

### Critique of the policy framework

Overview of the policy framework and context related to your problem.

What are the current policies? What are their imperatives? What the gaps and silences that you wish to be filled by PB.

How does it align to imperatives and priorities of National frameworks such as the APP, the NDP, the Decadal Plan, and others such as the SDGs

### Implications and recommendations

Implications and recommendations

A statement of what will happen if the policy issue does not get addressed. Here provide a statement to convince your reader that this policy issue is worth addressing.

Then provide a maximum of 6 recommendations must include practical and feasible steps

Indicated the level of intervention i.e. Global? National? Local government?

In each recommendation indicate the implementer. a multi-sectoral approach must identify the actors at least 3 sectors