Two lines to headline your project or study should go in this space (28pt)

**Name of author**, name of university your work represents, including the country (10pt Calibri)

## Summary

## Key recommendations

* **This should include a brief series of bullet points.**
* **There can be as many as you wish, although they should only be key recommendations.**
* **A maximum of six is envisaged or otherwise there is too much detail.**
* **Please use Calibri 10pt bold to make all your key recommendations stand out.**

## This should indeed be a summary of your policy brief, its intention and why it is important. The summary should be no more than 120 words (please use 10pt Calibri throughout all your copy from now on).

## Introduction

## The background to your project or study and why it is necessary. The length for all the sub-sections from now on is really down to you.

However, please bear in mind that this policy brief should be no more than FOUR pages and that includes pictures, graphics, and/or charts which will be vital in illustrating this policy brief and making it more engaging to the reader.

Also, while low-resolution images will be necessary to keep the file size within the margins of most acceptable Server limits, if you could supply hi-resolution pictures separately, there will then be an opportunity to print your finalised policy brief.

## About the study

Please see details above.

## Results and conclusions

Please see details above.

## Recommendations

These should obviously expand upon the key reommendations bullet points in opening your policy brief.

## About the author

Picture to go in here of author

This section should be no more than 100 words and include a photograph to be used alongside. If there is more than one author, then you obviously must include all but please make the total no longer than 150 words.

### References

These references will obviously take up the full space required.

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**NOTE TO AUTHORS**

Pictures, graphics, diagrams, charts are important. Please do not forego to get in extra words

Examples of edited previous policy briefs for guidance, inspiration and help can be found at

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Any questions, queries or observations, then please contact

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