

ISPP Policy Review Content and Style Guide

Welcome to the *ISPP Policy Review*!

The following Content and Style Guide describes the guidelines for contributions to the ISPP Policy Review (IPR). This document is only indicative, and the IPR Board shall possess the final right for decisions regarding publishing.

Please note that the team will get back to you on any article you submit within four weeks.

The following document is divided into two main parts: a) Content Guidelines b) Style Guidelines

a) Content Guidelines

- i. All content must be original. We do not accept content that has already been published in other publications. You can, however, republish content that has been published by the Review.
- ii. The content must be related to policy since we are a policy review, as against being an academic journal or a news agency.
- iii. We publish pieces on the following topic areas:
 - Health Policy and Management
 - Education Policy and Design
 - Environmental Studies
 - Science, Technology, and Infrastructure Policy
 - Urbanisation and Governance
 - National Security
 - Economy and Finance
 - Human Rights and Social Justice
- iv. Types of content
 - In-depth Pieces (Articles that are research-based/ oriented): up to 3500 words
 - Policy Analysis: up to 1500 words
 - Case Study: up to 3000 words
 - Interview: up to 2000 words
 - Opinion Editorial (only if you are a domain expert): up to 1500 words
 - Podcasts/Vodcasts: a minimum of five minutes, a maximum of thirty minutes.
 - Other Content: Infographics, relevant book reviews, graphic and picture and video narratives, and other forms of creative content are encouraged. Ideas for creative or non-traditional content should be discussed with and approved by the Editor-in-Chief.

b) Style Guidelines

- a. IPR sees itself as a bridge between academia and practicing professionals; articles aimed at being that bridge are most appreciated. Consider using academic sources, while avoiding jargon. Simple language would help make sure that your article is consumable by both sets of audience - people who possess substantial knowledge of the field and the ones who don't.
- b. Please do a quick grammar check before you send us your work. To check grammar, readability statistics, and percentages of sentences in passive voice

in MS Word, Go to File→ Options→ Proofing → checkboxes for “grammar and spelling” and “readability statistics.”

- c. IPR has a policy of not accepting articles with more than 10% plagiarism. Therefore, we would advise you to carefully cite sources. If you’re not sure how to cite, check <https://owl.purdue.edu/>, if you’re still not sure, contact us at policyreview@ispp.org.in for clarification.
- d. References must be cited with endnotes following *17th edition The Chicago Manual of Style*. Please note, when published on the website, all references will appear as endnotes. Authors may use hyperlinks in addition to endnotes to link readers to relevant content. Please use <https://owl.purdue.edu/> to check your work.
- e. Avoid using first-person pronouns (“I”, “We”).
- f. Try to be gender-neutral (use “they” instead of “he” or “she”). On that note, keep in mind that “they” is plural, so if you use that pronoun, your verbs must also be plural.
- g. Use infographics, charts, pictures if you think they will help your case – if you do use them, title them, label them and submit it to us in **.jpeg**.

We look forward to receiving your work!

Team IPR