

## ISPP Policy Review: Content & Style Guide

2021-2022

### Domains

At the ISPP Policy Review (IPR) we work on some broad domains, which are essential to policymaking, to provide a structure to our journal and website. Your submission can be related to any one of these domains or be at an intersection of several of them.

The domains are:

- Economy & Finance
- Education
- Environmental Studies
- Gender
- Governance
- Health
- International Relations
- National Security
- Urbanization
- Science and Technology

### Common Pointers:

1. The content of your submission should be related to the subject of Public Policy.
2. All submissions must be original. We do not accept articles that have been published before.
3. All written submissions should be made in a *word document*.
4. For references, citations must use the *7th edition APA Publication Manual* (in-text citations + bibliography).

5. Choose your references based on credibility and relevance. Academic references are preferred over news articles or website information like Wikipedia.
6. The language and style of your written piece should be analytical and insightful. Avoid using jargon as far as possible. A clear structure, with sub-headings, will ensure higher reader engagement and understanding.
7. Please avoid the use of first pronouns i.e. 'I' or 'We'.
8. A basic grammar check before submission would be appreciated. You can use free software like **Grammarly** to do the same. For submissions in English, we use English (UK).
9. If you wish to use visuals in your written piece, then send it to us as a **.jpeg file** with a clear label and mention of your data source for the same. You can also use [pixabay.com](http://pixabay.com) or [unsplash.com](http://unsplash.com) for royalty free or stock photos.
10. Plagiarism is a serious offence and at IPR we have stringent policies against it. Hence, our **plagiarism target is 10%**.
11. We request all the scholars at ISPP to submit their articles with a plagiarism report. This report is not necessary for contributors who are not students at the Indian School of Public Policy.

Send us an email at [policyreview@ispp.org.in](mailto:policyreview@ispp.org.in) for further queries.

**Following are the types of submissions that IPR can accommodate. They vary in word limit and content type.**

- I. Blogs
- II. Policy Analysis
- III. Opinion Editorial
- IV. Interview/Podcasts
- V. Case Study
- VI. In-depth Pieces (Articles that are research-oriented)
- VII. Photo Essays/Illustrations

## **Blogs**

Format – The length of the article must be between 600 to 800 words and should follow English (UK).

Content – The content of the blog must relate to a current or relevant policy topic. Use simple sentences and avoid jargon and legalese wherever possible. Maintain a clear flow of arguments and supplement it with facts and figures wherever required. Remember that you are writing for an educated and informed public.

The use of infographics, charts, graphs, pictures, etc. is encouraged. Label the graphs properly. Please cite your sources if they are not your thoughts.

References – As this is a blog-style article, the use of hyperlinks instead of citations is encouraged. Please insert the hyperlink at the relevant portion of the sentence.

*For example, in this sentence, ‘The police report showed that...’ here the words ‘police report’ should be hyperlinked to the relevant news story.*

## **Policy Analysis**

Format – The length of the article must be between 1000 to 1500 words and should follow English (UK).

Content – The policy analysis should be based on relevant and contemporary policy topics and seen through an analytical framework having multiple perspectives. As this is not an opinion editorial, it must be objective and succinct. Remember you are writing for an educated and informed public.

The use of infographics, charts, graphs, pictures, etc. is encouraged. Label the graphs properly. Please cite your sources if they are not your thoughts.

Additionally, please refer to a policy analysis which we have previously published titled [‘A Game of Incentives: The Gap of the Three Farm Acts’](#) for an example.

## **Opinion Editorial**

Format – The length of the article must be between 1200- 1500 words and should follow English (UK).

Content – An op-ed aims to provide the author’s opinion on an issue of relevance to a targeted audience. The opinion is generally strongly held, informed, and should represent clarity of thinking with a clearly defined point of view.

Refer [to this guide](#) for further information.

## **Case Studies**

Format – The length of the article must be between 3000 to 4000 words and should follow English (UK).

Content – The case study aims to give a deep analysis of the situation at hand. To disseminate all the layers, it is important to ask the interrogative questions of why, what, and how to arrive at a holistic picture. One can either focus on the background of the policy or focus more on the issue at hand and its impact.

Another way of writing a reflection on the case study is to have a problem-oriented mindset. Through this, you can address the major problems of a policy and suggest solutions that are contextualized. Hence, the following framework can be followed:

1. Synopsis/Executive Summary
2. Findings
3. Discussion
4. Conclusion

5. Recommendations
6. Implementation
7. References
8. Appendices

### **In-depth research analysis**

Format – The length of the article must be between 4000-6000 words and should follow English (UK).

Content – This is an article style with a focus on a specific theme. The paper can include qualitative or quantitative methods of research. A research paper usually requires:

1. Abstract
2. Introduction
3. Literature Review
4. Methodology
5. Findings/Results
6. Conclusion/Discussion
7. Bibliography

We encourage writers to be informative and intuitive. Try to validate the research assumptions and objectives. As this is a long-form of writing, exhaustive citations will be required.

### **Podcasts/Video Interview:**

Format – The length of the interview/podcast cannot exceed 90 minutes.

Interviewer – 2 (maximum)

Content – Interviews or podcasts must be conducted to uncover deeper insights and perspectives of policy professionals and experts. The interview or podcast must be reading friendly,

transcripts usually do not make for a compelling read. The interview can be free-flowing and may cover a broad array of topics. However, the subject, scope and purpose of the interview must be defined. It should be simple to understand and easy to retain. Keep multiple tracks of questions.

## **DISCLAIMERS:**

The language and structure of the submitted content should not be derogatory, offensive or inflammatory.

The opinions would be of authors alone and not representative of the ISPP Policy Review (IPR) or the Indian School of Public Policy (ISPP).

The editorial board will have the final say on the content that will be published under the ISPP Policy Review (IPR) banner. This includes all of the content verticals mentioned above - Journal, Blog, Social Media Posts.