

Eastern Partnership Think Tank Network Publication Guidelines

Memo (max 9,000 characters incl. spaces) / OP-eds

- Crunches new data or information OR
- Highlights upcoming political intelligence that we want to put on the political community's radar OR
- Repackages longer research you have previously done but that is now politically relevant so that it draws clear, practical conclusions for the here and now
- For the cover page, please provide: a **teaser** of 450-500 characters (incl. spaces) that lays out your premise and main argument

The title and subtitle should introduce your topic in a clear and compelling way that will make people want to read more. Phrase them as statements, not questions.

Include a separate teaser of 500 characters (incl. spaces) that lays out your premise and main argument.

Try to include subheadings after each 20 lines or so; phrase them as statements, not questions.

Does not feature footnotes but links can be included. Does not necessarily include info graphics

Policy Brief (12,000 to 20,000 characters incl. spaces)

- Statements are substantiated with arguments; backed up with data, facts, and examples; and documented with sources
- For the cover page, please provide: a **teaser** of 450-500 characters (incl. spaces) that lays out your premise and main argument and **3 to 4 bullet points** of 250 characters each (incl. spaces) that summarize your key messages

The title and subtitle should introduce your topic in a clear and compelling way that will make people want to read more. Phrase them as statements, not questions.

Try to include subheadings every 3 to 5 paragraphs or so; phrase them as statements, not questions.

Include citations in the form of footnotes. Include input for relevant info graphics

Analysis (50,000 to 110,000 characters incl. spaces)

- Statements are substantiated with arguments; backed up with data, facts, and examples; and documented with sources
- For the cover page, please provide: a **teaser** of 450-500 characters (incl. spaces) that lays out your premise and main argument and **3 to 4 bullet points** of 250 characters each (incl. spaces) that summarize your key messages
- Please provide an **executive summary**

The title and subtitle should introduce your topic in a clear and compelling way that will make people want to read more. Phrase them as statements, not questions.

Try to include subheadings every 3 to 5 paragraphs or so; phrase them as statements, not questions.

Include citations in the form of footnotes. Include input for relevant info graphics

Report

- A report can vary in length and format depending on whether it is an edited volume, a summary of findings from a workshop or conference, etc.
- Please try to avoid making a report a project deliverable, focusing instead on presenting findings in more digestible formats such as a commentary or policy brief
- We will likely outsource the editing process for reports, which means that funding should be secured through project budgets
- For the cover page, please provide: a **teaser** of 450-500 characters (incl. spaces) that lays out your premise and main argument and an **executive summary**

The title and subtitle should introduce your topic in a clear and compelling way that will make people want to read more. Phrase them as statements, not questions.

Try to include subheadings every 3 to 5 paragraphs or so; phrase them as statements, not questions.

Include citations in the form of footnotes. Include input for relevant info graphics