



Formatting Instructions

POLICY BRIEFS & RESEARCH PAPERS

Format and Type: Consistency in format is important. Please follow the prepopulated instructions for font type, margins, etc.

Paragraphs

- Calibri 12, regular, justified
- Single-line spacing
- No indent
- Spacing between paragraphs: 6 before, 6 after

Do not forget to number pages and to include contents

Main title

- Calibri 18, bold, left-aligned, font colour: black

Author(s) First Name, Surname

- Calibri 13, italics, justified, font colour: black

Author's/Authors' capacity

- Calibri 11, regular, justified, font colour: black

Chapters' Titles

- Calibri 14, bold, left-aligned, font colour: black, paragraph spacing: 0 before, 6 after
- Capitalise the first letter of every word in titles and subtitles

Subtitles

- Calibri 14, bold, left-aligned, font colour: black, paragraph spacing: 0 before, 6 after

Footnotes

- Calibri 10, regular, justified
- Use the Chicago Manual of Style

Abstract (necessary)

- The abstract must be placed at the beginning of the first page, following the author
- The title "Abstract" should appear in: Calibri 14, bold, left-aligned, above the body of the abstract

- The body of the abstract should appear in Calibri 12, regular, justified, single-line spacing, no indent, spacing between paragraphs: 6 before, 6 after
- The abstract should be no more than 200 words in length

Keywords (necessary)

- The title “Keywords” should appear in: Calibri 14, bold, left-aligned
- The keywords: Calibri 12, regular, justified, paragraph spacing: 6 before, 6 after

Numbers

- Spell out numbers one through nine. Use figures for numbers 10 and greater
- Spell out numbers that begin a sentence
- In tables and text containing four-digit figures or more, use a comma, e.g., 1,276; 10,416; 115,000.
- Form the plural of numbers by adding an “s,” e.g., in the 1990s

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