

**1. Objective:**

The Policy Briefs shall offer background analysis and policy recommendations for political decision makers and opinion leaders. Recipients will include, inter alia, members of government on national and regional level, members of the European and national Parliament, national and EU institutions, civil servants, high-ranking members of the judiciary, the national bank, the social partners, as well as CEOs and experts in the economic and the banking sector, media representatives, academia, researchers and the interested public. Any scientific background and especially interdisciplinary approaches are welcome in order to allow for different regional, national and comparative perspectives on European integration, the EU Enlargement and relevant topics in focus of our project (rule of law and justice, social question and democratisation bottom-up). The Policy Briefs shall contribute to the ongoing policy discussion, outline main dilemmas and risks as well as potentials and alternatives related to the topic while putting an **emphasis on constructive solutions and possible ways forward!**

Special impact of the WB2EU Policy Briefs: Providing fresh insights and inputs to Europeanisation and democratisation with perspectives from the countries of the Western Balkans, neighbouring countries and key players in the EU.

**2. Relevance:**

We would invite you to address current issues of European integration and democratisation, which are of direct importance to policy making and broader public debates in your respective country and beyond. **Please focus on concrete problems, solutions** and your particular suggestions. How can we overcome the various aspects of the problem at hand and advance?

**3. Intelligibility:**

We are looking for **short, precise and focused analysis** in clear and simple language, which can be understood without extensive background reading. The policy recommendations shall provoke and promote discussions and serve as a basis for policy making.

**4. Formal criteria:**

The texts shall not be longer than 2,000 words. We recommend to keep it even shorter in order to make sure that the Policy Brief will actually be read.

Abbreviations (other than EU) should be avoided in titles and policy recommendations.

Dates: Day, month, year – with no punctuation, e.g. 10 May 2013, or May 10th, when the year is obvious. In referring to years, express decades as “the 1990s” (not “the nineties”) and express a span of years as “2013-17” not “2013-2017”.

Numbers: Spell out numbers from one to nine, unless accompanied by a unit of measure (e.g. 3 kg). In numbers with more than three digits (starting at 1,000), separate every three digits with a comma.

Percentages: Use the symbol % instead of the words “per cent” or “percent”, with no space between the number and the % symbol (e.g. 49%). Use full stop to indicate decimals, e.g. €75.50.

Tables and figures: All illustrative material should be numbered and referred to in the text at the most appropriate place. Source for all illustrations, even if it is the author’s own calculations, data or compilation.

Quotation marks: Quoted text should be set in double quotation marks (“...”). Use single marks (‘...’) for quotations within quotations or figures of speech. Quoted text must be accompanied by a source identified either in a **footnote** or the body of the text.

Headings and Subheadings: Limit to no more than three levels if possible.

**5. Structure:**

We ask to use our “WB2EU Submission Form” to make sure to provide

- a short **abstract** (200 words maximum) which summarises the text,
- 3 concise **bullet points** which summarise the policy recommendations,
- a **photo** (for website, social media and media cooperation),
- a few lines **about the author** and
- the **email address**.

We suggest subheadings that are beneficial to readability.

**6. Scientific approach:** Statements need to be **well founded**, i.e. based on scientific evidence, research and data, as well as citations where appropriate, and supported by references.

**Please send your submission to [susan.milford-faber@oegfe.at](mailto:susan.milford-faber@oegfe.at)**