

## Briefing Submission Requirements

### Briefing profile

Laas Geel Briefing serves as a platform and channel designed to communicate the key findings and political insights from the Institute's research to practitioners, policymakers, and decision-makers at the national, regional, and international levels.

### Submission and referencing guidelines

This guideline provides a framework for authors to craft an academic policy briefing in an appropriate scholarly format. The briefing should follow the structure below:

1. **Title:** the author should select a title that communicates the contents of the paper and is memorable.
2. **Executive Summary:** this section summarizes an overview of the briefing and the policies needed to implement it.
3. **Context or the Scope of the problem:** this part is connected to the literature review of the briefing and is the bridge that connects the title with the major findings of the briefing and its conclusion. This section should explain the importance of the briefing and the problem under scrutiny and aims to convince the reader why this policy briefing is worth reading.
4. **Major Findings or results:** this section contains the most detailed explanation of the major findings and what steps are to be taken to address the gaps identified.
5. **Reference Format (both in-text citation and reference):** this section contains the reliable sources that you have used throughout the writing process of the briefing. The writing format of the reference, including in-text citation, should be the American Psychological Association (APA). Citations and references are meant to provide a 'clear trail' so that the reader can identify the information and ideas you have used as well as verify the sources if needed.

Additionally, the author should adhere to the following requirements:

1. **Word limits:** The article should be submitted in no less than 3,000 words in length (including references) and a maximum of 3,500 words.
2. **Spacing and alignment:** The text should be justified, and ensure that spacing on all pages is consistent.
3. **Font size and name:** Use Lato with a font size of 11 and it must be consistent throughout the article, including the title.
4. **The article must be typewritten on A4 metric size paper.** The space between paragraphs should be single-spaced.
5. **Manuscripts should be submitted in Microsoft Word format.**
6. **The article must be original and not published elsewhere.**

7. Footnotes/endnotes, references/bibliographical entries, long quoted passages, and items in lists and tables may be single-spaced.

### **Persistent Identifiers**

**The Briefing ISSNs are as follows:**

- o Print [3079-4978](#)
- o Online [3079-4986](#)

### **Where to send papers**

Articles must be submitted to [briefing@laasgeel.org](mailto:briefing@laasgeel.org).

### **Whom to contact**

Should you require additional information or assistance, please reach out to the Editor, Nasir M. Ali, via email at [nasir.ali@laasgeel.org](mailto:nasir.ali@laasgeel.org).

### **Please note**

Please note that the Institute accepts submissions each month.