Guidelines for Authors

Thank you for your interest in submitting a contribution to the HCRI Policy Brief Series. Before submitting a proposal, please read the following brief guidelines on scope and formatting.

Scope
The scope of the policy brief should fall within one of the core thematic areas of HCRI: Humanitarianism, Peace and Conflict Studies, Global Health or Disaster Management.

The series intends to make policy-relevant findings from academic research projects available to a broader audience. This can be international donors, policy makers or other relevant stakeholders. Please make sure you are clear about your target audience and readership.

Submission
Please send your fully-formatted text and a note on your target audience as a word document to hcripolicy@manchester.ac.uk.

We are happy to discuss ideas on briefs with authors prior to receiving the full text.

Guidelines for structure and text
- Briefs should not normally be between 1500-2000 words including abstract, footnotes and references.
- Abstracts should not be a repeat of your first paragraph/introduction, but should bring out the article’s main aims, findings and conclusions. Do not include any references.
- Keep paragraphs and sentences short.

Style guide
- Please use British spellings – set your Word document to ‘English (UK)’.
- Use consistence formatting: either online, leftwing; or on-line, left-wing, but not both styles.
- When an acronym is first used, write it out in full.
- When a specialist term is first used, please provide a definition.
- Bear in mind international readership and explain country- and subject-specific terms, as well as any foreign-language terms not widely known.
- Spell out numbers from one to ten, and use numerals for those above ten, except at the start of a sentence.
- Insert a comma after thousands: 1,000; 10,000.
- Use open punctuation (US, eg and ie rather than U.S. e.g. and i.e.).
- Use figures + % rather than percent/per cent in text (5%, 200%).

References
- Please use Harvard in text references.
- Keep references to a minimum.