

Submitting Parliamentary Evidence: A Good Practice Guide for Academics

Submitting written evidence advice – further information

- Address the terms of reference and the questions posed
- Have a clear structure with headings and bullet points
- Have a short introduction about you, your expertise and research areas (no longer than a short paragraph)
- On the first page, have an executive summary of your key points or recommendations, to be expanded on in the wider submission, if appropriate split these into logical categories that align chronologically to the rest of the document (these categories could be different areas of policy, stakeholder groups or bodies of evidence)
- Use simple language for non-academics to understand
- Keep your evidence under 3,000 words – less is more
- Try to offer a perspective that may not have been given by other bodies (such as industrial groups, charities and special interest organisations)