**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](mailto: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 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.