

Policy Paper Format¹

There is a great deal of confusion about the policy paper. Ideally, a policy paper is akin to a decision memorandum. It is separated from a theory-relevant research paper by its tense (present or future *vice* past) and the practicality of its “bottom line” (very *vice* remotely).

A policy paper must be thoroughly researched and – in an academic environment – be richly accompanied by endnotes. The scholarly requirements for attribution and documentation on a policy paper in a class setting are the same as for a research paper.

A good policy paper will have the following parts:

Introduction/Background

Keep it short and to the point. This section frames the issue.

Problem Statement

The problem statement may come at the end of the introduction. It concisely identifies the problem to be solved. It may be in the form of a question.

Objectives

Identify the objectives of the entity that is trying to solve the problem. Usually, the entity is a nation or an alliance, but it can also be a transnational actor. Focus on a single decision-maker or decision-making body. It is best to work from an official list in a government document or leadership statement. Consider the domestic political goals that may be associated with your policy recommendation. Defense issues can rarely be decided without considering domestic issues.

Options

Enumerate the options and describe them briefly. It is common to provide three options, but don't force it to that. For and against arguments do not constitute two options. Give the decision-maker some choices.

Analysis of Options

How does each option serve the objectives listed above, and what are the other cost issues associated with each. Consider positive and negative externalities. You should be sensitive to the options' domestic political repercussions.

Recommendation

Select the best option and recapitulate why it is the best. Do a reality check. Does the recommendation solve the problem; is it actionable? Your recommendation should ideally be a stand alone, and not require another iteration of the process to figure out how to implement it. A good recommendation is never a suicide pact.

Occasionally, the policy paper format is used more loosely than shown above. Indeed, a similar format can be used for information papers or literature reviews that center on differing perspectives or viewpoints. In such cases, the objective section may be attenuated and the recommendations become more reflections or observations.

¹ Adapted from Joseph J. Collins, October 1993.

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researcher and a helpful guide for new researchers and teacher researchers narrowing down their own research topics

Quantitative and Applied Research Methodology in Economics Niranjana Devkota, Sushanta Kumar Mahapatra, 2025-06-06 This book is an illustrative and comprehensive guide designed to help readers understand and navigate the complex world of academic writing and research in economics. Written by experienced researchers, this book offers theoretical and practical insights into the research process. It provides an understanding of the foundations of the research process like research design, methodology, problem definition, data collection, and analysis among others. The authors also share insights into the process of preparing, proofreading, and publishing academic papers. With their experience in the field of academic research, in this book, they provide practical examples and step-by-step guidance to assist in research-related issues. The section on how to prepare and publish academic papers is a must-read for students and early career researchers as it offers valuable guidance on how to succeed in the highly competitive world of academic publishing. With its clear and concise writing, this book will be an indispensable resource for undergraduate and postgraduate economics students, teachers, independent readers, and early career researchers as well as those seeking a deeper understanding of research methodology in economics.

Interdisciplinary Research on Climate and Energy Decision Making M. Granger Morgan, 2022-12-16 This book explores the role and importance of interdisciplinary research in addressing key issues in climate and energy decision making. For over 30 years, an interdisciplinary team of faculty and students anchored at Carnegie Mellon University, joined by investigators and students from a number of other collaborating institutions across North America, Europe, and Australia, have worked together to better understand the global changes that are being caused by both human activities and natural causes. This book tells the story of their successful interdisciplinary work. With each chapter written in the first person, the authors have three key objectives: 1) to document and provide an accessible account of how they have framed and addressed a range of the key problems that are posed by the human dimensions of global change; 2) to illustrate how investigators and graduate students have worked together productively across different disciplines and locations on common problems; and 3) to encourage funders and scholars across the world to undertake similar large-scale interdisciplinary research activities to meet the world's largest challenges. Exploring topics such as energy efficiency, public health, and climate adaptation, and with a final chapter dedicated to lessons learned, this innovative volume will be of great interest to students and scholars of climate change, energy transitions, and environmental studies more broadly.

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