



## **International Association of Genocide Scholars – Policy Brief Style Guide**

### **Style Requirements**

Font and size: Garamond 12pt (main text), Garamond Bold 14pt (headings)

Length: no more than two single-spaced pages of text. Suggested references and brief author biographies (explained below) can extend onto the third page.

Language: all briefs must be written in English using American spelling and grammar rules as specified in the Chicago Manual of Style, 17<sup>th</sup> Edition. Please keep the briefs jargon free with minimal use of statistics, and please avoid direct quotations.

Citations and recommended readings: Please follow the Chicago Manual of Style and footnote citations, though try to use citations sparingly. Do not include a bibliography, but please include up to 5 citations for recommended further reading as relevant.

Visuals: no more than two graphs, charts, pictures, or other images per brief. Must be full color, high-resolution images.

### **Structure**

- Title and Author Name(s)
- Executive Summary: central message of the brief conveyed in no more than one paragraph. Please incorporate the intended audience in the executive summary.
- Content: please use headings to organize the content
- Implications: as you conclude the brief, be sure to address implications/key takeaway points.
- Recommended readings: as relevant, include up to 5 citations for recommended further reading.
- Contact information of author(s). Please also include a brief biography of approximately 3-4 sentences for each author.