**Title of the Policy Brief**

**Name of the Author**

**Author Designation**

**Author Contact Information**

**Abstract or Summary**

Add a small brief about what the policy brief is about in less than 100 words.

**Introduction to the Policy or Programme**

Write a brief introduction/background to the policy or the programme with statements about the dynamics of the research in 200-250 words.

**Literature Review**

Clearly present the analysis of the literature that you have analyzed from your policy brief with proper references in less than 900-1100 words.

**Data Analysis (Qualitative and Quantitative)**

Explain the methods for the research/analysis and analysis of data for your study in about 1000-1200 words.

**Findings**

Present your findings from the study in less than 600-800 words.

**Conclusion/ Ending Remarks**

Present a small conclusion to your policy brief in less than 200-300 words.

**Recommendations**

Briefly talk about recommendation that you would like to suggest to various stakeholders in about 500-600 words.

**Conflict of Statement/Interest**

Briefly state the conflict of statement or interest, if any, with an idea, philosophy, person or institution.

**References**

Put all the references in APA style format as quotes in the article.

**Acknowledgement**

Put names of institutions, people and entities who are involved in the policy brief and have helped you with the case.

**About the Author**

A brief 50 words about the author describing author’s associated institution, designation, experience etc.