

## ICCT Journal Checklist Policy Brief

### The Policy Brief:

- is 4,000 - 5,000 words, excl. footnotes and appendices, but **incl. bibliography**.
- uses British English spelling and grammar
- is formatted in Times New Roman, size 12, 1.5 line spacing.
- targets counter-terrorism policy-makers/ practitioners, has a policy-orientated focus.
- contains a limited number of clearly-argued points in the body of the text.
- stresses the relevance of the findings being discussed for the professional reader.
- concludes with recommendations or policy options.
- adheres to the [ICCT Style Guidelines](#).
- uses [the Chicago Manual of Style \(17th edition\)](#) for the footnotes and bibliography.

### The submission:

- includes a Letter of Commitment, which states that the manuscript has not been published elsewhere, nor is it currently under review elsewhere. Please also disclose any potential conflicts of interest herein.
- includes an author(s) biography, listing your current position(s), qualifications and recent publications, a copyright-free photo for use by ICCT, social media handle(s) and the email addresses for all co-authors (max. 200 words).
- includes a cover page, which consists of the title, author(s) name(s), an abstract of max. 150 words, includes 4-8 keywords, a 1-2 line excerpt, an abstract and list of bullet points (recommendations) that summarise the publication. If appropriate, acknowledgements and funding should also be included.
- includes the original datasets and photographs for publication, if applicable.

Please see [this published Policy Brief](#) as an example of our expectations for prospective submissions.