**Tips for writing your policy paper**

Source: http://faces.stanford.edu/sicfiles/tips.pdf

So ideally, a policy paper accomplishes the following goals:

To provide a balanced analysis on a particular policy issue

Analysis is used to help a policymaker make a decision based on your insights

Makes recommendation, but analysis leading to recommendation is crucial

Papers can often be written on difficult issues with no clear answer either way

By having a structure based on this:

Issue Definition: The policy decision is articulated and its significance is

established.

Background: All background information (technical, political, etc.) necessary to

place the decision in its proper context is given.

Policy Options: The various policy options that the decisionmaker must decide

between are presented and described.

Policy Analysis: The pros and cons of each option are explained. The value tradeoffs

implicit in choosing one option over another are explained.

Recommendation: Based on the analysis, a recommendation is made. The biases

and judgment factors that went into the recommendation should be explained.

You should summarize your recommendation concisely at the very start of your

paper.

**Proposed structure:**

0. Executive summary

1. Problem Statement

2. Key Assumptions

3. Key Facts

4. Courses of Actions

5. Recommendation

6. Implementation (Costs and risks)

7. Possible outcome