



Planetary Security Initiative Policy Briefs

The Planetary Security Policy Briefs shall be produced following guidelines for the Clingendael Policy Briefs. The Clingendael Institute is a think tank with a strong policy oriented focus. The target audience of its products consists in principle of policy makers (ranging from the executives to MPs and policy advisers within ministries and international organizations, as well as non-governmental organizations), media and practitioners, but its remit is broader. Experience shows that this target audience of the policy papers is best served by short and succinct pieces that help them in their daily work. The characteristics of a policy brief therefore must be to advance a persuasive argument in a concise, clearly organized fashion. It should be clear that the concise format of a policy brief does not allow for a lengthy analysis or review of the literature on a topic.

Making a Difference: Topic, Focus and Type of Message

In terms of focus and topic, it is important to see where a policy brief can make a difference. Whilst it would appear to be obvious to focus on big events, summits, etcetera, the question should not be whether or not to write about them, but what can be added to what others doubtlessly will write. Hence, the aim should be not to add to the pile of comparable analyses and reports in the press, but to provide a different angle, a special niche, a challenging perspective for the identified target audience.

Nature of the message

A policy brief starts from the notion that a perspective is missing in a specific policy or discussion. There has to be a sellable point. Policy briefs are longer and different from op-eds or policy commentary, which usually have a limited lifespan. The concise format of policy briefs allows for more analysis and evidence to build a case yet remains limited compared to more profound analyses. The lifespan of a policy brief should be longer than that of a policy commentary. A policy brief could, and where possible should, result from (or inform/provide input to) broader research –

i.e. could be a (first phase in) a spin-off of ongoing research or a final product of a research project. It could also function as a preliminary pilot for later research or be inspired by a workshop or roundtable (but it should not be an event report on who said what!).

One Format: Four Pages

In terms of length, the policy briefs use a 2-column layout that allows for up to 2500 words on 4 pages. In practical terms this implies a length of up to almost 6 pages A4 which is already long for a 'brief' and should therefore not be exceeded. The authors have to focus on the message they want to deliver. The layout follows a standardized format (see below).

Preparing for a Policy Brief

Before starting the process of writing, the following questions should be answered:

1. What is the key challenge, development or event you want to address?
2. Who is the target audience and why?
3. What are the likely recommendations (i.e. tailor to the audience)?

Structure

A policy brief always has an abstract of about 150 words maximum. It generally concludes with policy recommendations that are carefully phrased. A key message can already be included in the abstract in such a way that it inform and generates curiosity of readers. The introduction should be appealing and pointing to the policy and political relevance of the topic covered. The title should be short, sharp and might be thought provoking. Throughout a policy brief about 4- 6 sections are

included which contain topical headings that guide the reader through the text.

Procedure and Requirements

- Feedback and quality control is covered by two peer reviewers from Clingendael and/or externally. Normally this process lasts for about a month, so if you want to have your policy brief ready ahead of the Planetary Security Conference or other big event, then please take this into account.
- Drafts will be reviewed by 2 reviewers. They will look specifically at:
 - Solid and well written analysis building on reliable sources and dealing with potential criticism
 - Relevant analysis in terms of addressing topics that are 'hot' or introducing topics ahead of the attention curve
 - Clear conclusions (and potentially present them in innovative ways – such as using infographics)
 - The publication being in line with the authors guidelines in terms of style and footnote referencing
- The policy briefs will be published on the website, will be included in the newsletter that is sent to a customized distribution list. They will also be promoted through twitter and other PSI social media channels.

Examples

The EU and Climate Security

https://www.planetarysecurityinitiative.org/sites/default/files/2017-03/PB_The_P20EU_Climate_Security.pdf.pagespeed.ce.C75k3WI-1K.pdf

Enhancing regional cooperation in the Middle East and North Africa through the Water-Energy-Food Security Nexus

https://www.planetarysecurityinitiative.org/sites/default/files/2017-06/PB_PSI_MENA.pdf.pagespeed.ce.nKqus4fudj.pdf

At the Gate - Civil and military protection of Europe's borders

https://www.clingendael.nl/sites/default/files/PB_At_%20the_%20gate.pdf

Guidelines for authors - Clingendael / CRU Publications

Guidelines regarding submission of text

Lay out and text are submitted through the Word template for reports / policy briefs using the building blocks for adding information regarding author(s), editor(s), main / sub / short titles, tables, boxes, images, quotes, etc.

The lay out of the final version is automatically adapted in the Clingendael corporate style.

Font for texts in Word is Verdana; body text Verdana 9.; (sub)headers, etc., Verdana 10. or 11.

Footnotes can be inserted in the body text in the usual way.

Pages should be **numbered** sequentially.

Reports have in principle no limits in amount of words.

Reports present a more in depth and long-term analysis on key topics of Clingendael research.

Lay out is indicated through the formats used in the templates for reports.

Chapters are numbered. This can be indicated in the template for reports.

Policy Briefs should be between 4,000 and 8,000 words in length for body text.

They are meant to be short policy analysis on current developments on international affairs.

Contrary to Reports, Policy Briefs contain no numbered chapters. They are incorporated in the body text through general lay out using headings and sub-headings and are not indicated as a separate entity in the template for policy briefs.

Clingendael publications have a clear scope. They are accessible and focused on the targeted audiences. They are structured according to the guidelines of the Clingendael corporate style, and can contain elements such as an executive summary, an acknowledgement, an introduction, conclusion(s) and / or recommendations, and clearly defined annexes.

Executive summaries should contain no more than 350 - 400 words.

Information on authors / editors is updated, contains the latest and most relevant expertise and consists of three to four lines. This information is inserted through a format in the relevant template.

Graphics / images / maps, etc., are described or inserted via hyperlink in the format in the relevant template and included as a separate attachment, preferably an original image in jpg. or png. with the highest possible resolution.

Five to ten keywords on the main issues / topics / countries / region(s) for reference purposes.

Titles should be no longer than 80 characters.

Subtitles should be no longer than 120 characters.

Short titles for web pubs should be no longer than 20 – 30 characters.

Guidelines regarding language and elements in text:

General:

All texts are written in UK English (and not in US English)

In all texts UK English is used for:

- Spelling and Vocabulary;
- Abbreviations;
- Hyphenations;
- Quotations (using the exact words of another author);
- Punctuations;
- Numbers and Dates;
- Names and Terms;
- Citations (citing another author in your own words).

Foreign slogans and other phrases that are not names should be italicized, unless they have been anglicized. For example: *per se*, *à la mode*.

Language and Spelling

Language should be clear, concise and legible.

Clingendael only uses British spelling and vocabulary, and makes no use of US English:

UK English	US English
The committee were unable to agree (plural)	The Committee was unable to agree (sing.)
The government are taking measures (plural)	The government is taking measures (sing.)
Learned or learnt / spoiled or spoilt	Learned / spoiled
Sawn	Sawed
Proved / proven	Proven
At university	At the university
Timetable/ fortnight / post / petrol	Schedule /two weeks / mail / gas
Mr / Mrs / Dr (no period)	Mr. / Mrs. / Dr. (with period)
Centre	Center
Globalisation / privatisation / realise	Globalization / privatization / realize

There are many websites with information on differences in vocabulary, for example:

<https://www.englishclub.com/vocabulary/british-american.htm>

<http://www.studyenglishtoday.net/british-american-english.html>

For general info on grammar: www.grammarbook.com

Abbreviations and acronyms

- No space between initials in personal names and separate each letter with a period:
for example: R.A. Jones, W.B. James;
- Do not use periods in professional degrees, which should have no space between letters:
for example: PhD, MA, DPhil, BSc
- Spell out all acronyms on the first reference and thereafter use large caps and no periods:
for example: European Union (EU), thereafter: EU.
- Do not spell out USA, UK and UN on the first reference.
- Do not use apostrophes in the plural form of acronyms:
MPs, PCBs, TCs, NGOs
- Possessive forms of acronyms require an apostrophe:
The EU's foreign policy is topic of debate.
- Use i.e. and e.g. punctuated with periods and followed by commas within parentheses but 'for example,' in the text.
For example:
Many countries in Western Europe (e.g., Germany, France and Spain) are still suffering because of the economic crisis.
Many countries in Western Europe, for example Germany, France and Spain, are still suffering because of the economic crisis.

For more info: <http://grammar.ccc.commnet.edu/grammar/abbreviations.htm>

Hyphenations

As a general rule, Clingendael follows a closed (no-hyphen) style.

Not hyphenated: intergovernmental, nongovernmental, multinational, subsystem, subgroup, subsample, prewar, postconflict, turnout, postindustrial, semiskilled, crosstabulation, socioeconomic, psychosocial, peacebuilding*, statebuilding*, etc.

* peacebuilding and statebuilding can also be found written as peace building / state building, or peace-building / state-building, but the one-word-version is the most commonly used.

No hyphenation is used in: policy maker, policy making, decision maker and decision making when used as nouns.

It does hyphenate adjectival forms, such as 'policy-making (decision-making) process.'

In general, hyphenate:

- a) Fractions and numbers above nine and at the beginning of a sentence.
For example: two-thirds, one-half; Seventy-nine people
- b) Measurements used as adjectives preceding a noun.
For example: a four-mile run, a 15-ml test tube
- c) To avoid ambiguity.
For example: a canned meat-and-vegetable dish; a canned-meat and vegetable dish
- d) Compounds, prefixes and suffixes. For example: mid-June, president-elect, ex-dictator.

More info: <http://www.grammarbook.com/punctuation/hyphens.asp>

Quotations

- Short quotations should be incorporated into the text and are not indented;
- A single inverted comma should be used at the beginning and end of the quote with double quotation marks used within the single if necessary. For example: "'We have been wished away,'" states one ex-combatant.' **(NB: there is no space between ' and ")**
- In all cases, the original spelling and punctuation of the quotation should be reproduced exactly.
- Periods and commas sit inside quotation marks. For example: 'Women's silence can be recognized as meaningful.'
- Colons and semicolons sit outside quotation marks. For example: Williams described the experiment as 'a definitive step forward'; other scientists disagreed.
- Question and exclamation marks should sit outside quotation marks, unless they are part of the quotation. For example: She asked, 'Why are you so upset?' OR Why was Jennings trembling when he said, 'I'm here to open an inquiry'?
- A quote within a quote is written with single and double quotation marks:
For example: The president said: 'During my inauguration 'Long live the king!' was shouted by some members of the audience."

More info: <http://grammar.ccc.commnet.edu/grammar/marks/quotation.htm>

Punctuations

- Punctuation points should be followed by a **single** space:
for example: The crisis mostly affects women and children. They have no alternative.
- The **serial comma** is not used:
for example: milk, cheese and oil. Not: milk, cheese, **and** oil. (No comma before 'and').
- An **ellipsis** [...] proves to be a handy device when you're quoting material and you want to omit some words. The ellipsis consists of three evenly spaced dots (periods) with spaces between the ellipsis and surrounding letters or other marks.
For example: the full sentence would be: "The ceremony honoured twelve distinguished politicians from the Caribbean who were visiting the EU." If you want to leave out "from the Caribbean who were", it becomes: "The ceremony honoured twelve distinguished politicians ... visiting the EU."

More info: <http://grammar.ccc.commnet.edu/grammar/marks/ellipsis.htm>

- **Dashes** are used in:
 - a) Compound adjectives when at least one of the elements is a two-word compound.
For example: pre-civil war period.
 - b) To replace the word 'to' between capitalized names.
For example: Harare-Port Elizabeth flight
 - c) When elements of equal significance are joined in a more complex relationship than signified by 'and' or 'or'. For example: male-female relationship, student-teacher ratio

More info: <http://www.grammarbook.com/punctuation/dashes.asp>

- **Colon:**
 - a) The first word after a colon is lowercase when it begins a list.
For example: Most domestic farms focus on cash crops: corn, beans, wheat and tobacco.
 - b) The first word after a colon is lowercase when it begins a complete sentence.
For example: The strategies of corporatist industrial unionism have proven ineffective: compromises have left labour in a weakened position in the new economy.
 - c) If a colon introduces two or more sentences, the first word of each sentence is capitalized.
For example: Please visit us at our newly revised website: Topics and Themes have been updated. You will also find more information on our publications.

For more info: <http://www.grammarbook.com/punctuation/colons.asp>

- **Semicolon:**
 - most commonly used to link (in a single sentence) two independent clauses that are closely related in thought. The first word after a semicolon is a lowercase.
For example: Some people write with a word processor; others write with a pen or pencil.
 - between two independent clauses that are connected by conjunctive adverbs or transitional phrases.
For example: But however they choose to write, people are allowed to make their own decisions; as a result, many people swear by their writing methods.
- NB:** Avoid using a comma, when a semicolon is needed.
For example: The dictator is old, he is also rich (incorrect).
The dictator is old; he is also rich (correct).
(both parts of the sentence are independent clauses).

More info: <http://www.grammarbook.com/punctuation/semicolons.asp>

Numbers and dates

- Numbers from one to nine should be written as words, unless they express a percent or are in a collection of numbers for comparison.
- Higher numbers should be written as numerals.
For example: 46 not forty-six, unless at the beginning of a sentence: Sixty-eight years ago.
- Percentages: Always use figures for percentages.
The word 'percent' is used instead of the symbol '%'.
For example: The group represents 40 percent of the voters.
- Centuries should be referred to as follows: 18th century, not eighteenth century, unless at the beginning of a sentence.
If in adjectival form, they should be hyphenated: 18th-century politics.
- Dates: Dates should always be written as 'date month year.'
For example: 24 November 2014

More info: <http://www.grammarbook.com/numbers/numbers.asp>

Names and Terms

- Use of capitals: The use of capital letters should be minimized except for proper names. Lowercase letters should be used generically for government, ministries, departments, prime ministers, presidents, summits, committees, commissions, courts, etc., unless used as a proper name, e.g., President Obama, the Ministry of Defence, etc.
- The first letter of specific commissions or institutions (e.g., courts) is capitalized (ICC, ICTR, SCSL, EU, ILO, etc.) on second mention.
For example: The International Criminal Court (ICC) is located in The Hague. The Court is often in the news.

More info: <http://www.grammarbook.com/punctuation/capital.asp>

Citations

- Footnotes are used, not endnotes.
Footnotes should be used for both bibliographic and explanatory information and should be marked clearly in the text in numeric order after a point of punctuation and listed at the bottom of the relevant page.
- Use Arabic numerals (1, 2, 3 ...) for all footnotes.
For example: ...This process arguably commenced with the First Gulf War in 1991 and accelerated with the US invasion of Iraq in 2003¹...
- The page numbers include all the numbers and are not abbreviated.
For example: 175-178
- In cases where one source is being cited for several references within a paragraph, number the reference only once at the end of the paragraph.
- Footnotes and / or reference lists may contain the abbreviations , *Id. Ibid.* and / or *op. cit.*:

DEFINITIONS:

- o *Id.* (abbreviation for the Latin *idem*, meaning "The same").
Refers to the same author as before.
- o *Ibid.* (abbreviation for the Latin *Ibidem*, meaning "The same").
Refers to the same author and source (e.g., book, journal) in the immediately preceding reference.
- o *op. cit.* (abbreviation for the Latin *opus citatum* or *opere citato*, meaning "the work cited").
Refers to the reference listed earlier by the same author.

Ibid. refers to the immediately preceding reference; *op. cit.* refers to the prior reference by the same author.

EXAMPLES:

2. A. Irving, *The EU in transition*, London, 2002, p. 151
3. *Id.*, p. 158
4. R. Poirer, *Learning physics*, Academic, New York, 1993, p. 4.
5. *Ibid.*
6. T. Eliot, *Astrophysics*, Springer, Berlin, 1989, p. 141.
7. R. Builder, *J Phys Chem* 20(3) 1654-57, 1991.
8. T. Eliot, *op. cit.*, p.148.

IDENTIFYING THE SOURCE:

- o Where *Id.* appears,
The source is listed in the immediately preceding reference .
Same author, same publication, different page.
For reference # 3 in the list above, the source is listed in # 2 (Irving, The Eu....etc.).
- o Where *Ibid.* appears,
the source is listed in the immediately preceding reference.
Same author, same publication, same page, etc.
For reference # 5 in the list above, the source is listed in # 4 (Poirer, Learning Physics).
- o Where *op. cit.* appears,
the source is listed in the previous reference by the same author.
For reference # 8 in the list above, the author is Eliot and reference # 6 is by Eliot so the source is Astrophysics.

¹ Iraq's modern history is well described in: Cleveland, W. (2004), *A History of the Modern Middle East*, Third edition, Westview Press: Oxford; Gairdner, D. (2012), *Risk and Violence in Iraq's New Sectarian Balance*, Report of NOREF and the Clingendael Institute: Oslo; Allawi, A. (2014), *Faisal I of Iraq*, Yale University Press: New Haven.

Citation examples (titles in citations are fictitious and only serve as example)

One author:

Rood, J.Q.Th. 2011. *Beter een goede buur dan een verre vriend*, The Hague, the Clingendael Institute, 123.

Two authors:

Schout A., and Mijs A. 2010. *The Dualism of the European Union*, The Hague, the Clingendael Institute, 87.

Several authors:

Janssen, F.J.A., et al. 2012. *The Clingendael Review of International Defense*, The Hague, the Clingendael Institute, 262.

Editor, translator or compiler instead of author:

Melissen, J., trans., 2003. *The Importance of Diplomacy*, Amsterdam, Amsterdam University Press, 91-92.

Editor, translator or compiler in addition to author:

Briscoe, I., *Sources of Conflict in Colombia*, ed., Suarez P. and Richardson T. 2013. Bogotá: Universidad de Colombia, 22.

Chapter or other part of a book:

Rood, J.Q.Th. 2011. 'Leiderschap in de Europese Unie: de kwadratuur van de cirkel', in: *Koning Nobel: opstellen over goede en kwade leiders, en wat het verschil maakt*; liber amicorum for Prof. dr. Hans Renner / ed. Bosscher, D. and van Hoef, Y., 207-212.

Chapter of an edited volume originally published elsewhere (as in primary sources):

Ginkel, B. van 2012. 'Handbook on Piracy in Africa,' in: *Piracy on a Global Scale: An International Approach*, ed. Meer, S van der, and Schregardus, P., vol. 2 of University of Leiden Readings in International Terrorism, ed. Bakker, E., and Price, M. Leiden, Leiden University Press, 75.

Preface, foreword, introduction or similar part of a book:

Schout A. 2012. Introduction to *Guidelines to the European Union*, by Rompuy, H. van, Brussels: University of Brussels Press, xx-xxi.

Book published electronically:

Beijnum, M. van and Smits R., ed 2011. *Conflict Management in East Africa*, The Hague: the Conflict Research Unit, the Clingendael Institute, <http://www.clingendael.nl/cru/management-east-africa> (accessed 28 November 2013).

Organization as author:

The Clingendael Institute, *The International Monitor on Security*, 2013. May.

Article

Colijn, K., 2011. 'WikiLeaks en de gevaren van laaghangend fruit', *Internationale Spectator*, March, 65(3), 113-114.

Article in an online journal:

Schaik, L. van, et al. 2012. 'Latest Developments in Sustainable Water Management', *Journal of Global Issues*, 287(5), <http://jgi.org/issues/v287n5/rfull/latdevsusman/schaik2012> (accessed April 2014).

Popular magazine article:

Drent, M. 2002. 'NATO: five possible scenarios', *European Review*, 6 May, 12.

Newspaper article:

Meer, S. van der, 2012. 'Iran-US: Nuclear Stalemate,' *Washington Post*, 20 June, Foreign Policy section, East coast edition.

Other print sources

Book review:

Okano-Heijmans, M., 2011. 'Endangered Species,' review of *The Socialist State*, Ko Colijn, *Internationale Spectator Book Review*, 8 May, 16.

Thesis or dissertation:

Meerts, P., 2014. 'Negotiations: the Art of Duality', PhD diss., Leiden University, November.

Paper presented at a meeting or conference:

Hemmer, J., 2013. 'Conflict and Mediation in Sudan: Recent Developments', paper presented at the annual international meeting of the British Institute of Conflict Management, London, 19-22 June.

Conference proceedings:

'Water Management in Africa, Proceedings of the roundtable on Water and Global Sustainability', 2010. The Hague, the Clingendael Institute, April.

Unpublished material:

Price, M., July 2002. 'The Role of Non-state Actors in Fragile States', unpublished manuscript,.

Online sources

Web sites:

Clingendael Annual Report 2012, the Clingendael Institute, The Hague, 2013, <http://www.clingendael.nl/sites/default/files/Annual%20Report%20Clingendael%202012.pdf> (accessed April 2014).

Weblog entry or comment:

Ham, P. van, 2010. Comment on 'US-China relations: a new era,' *The Ingrid d'Hooghe China Blog*, comment posted 7 April 2010, <http://www.clingendael.nl/sites/default/files/dhooghe/chinablog.pdf> (accessed March 2012)

Other sources

Personal interview:

Personal interview, Briscoe, I., 2013. Buenos Aires, Argentina, 20 July.

Regional instruments and other:

The North Atlantic Treaty, adopted 9 April 1949 Washington D.C., entered into force 24 August 1949.

Oswood, R., Report of the Independent Commission to Revise the Rules of Engagement, ICRRE Doc. ICRRE/DC.5/2004/113, 27 June 2004, para. 12 (hereinafter 'Report of the Independent Commission').

Report of the Commissioner on Overseas Developments on the Rule of Law in Post-conflict Societies, COD Doc. S/2009/512, 2009, xv, para. 23 (hereinafter 'Report of the COD').

NB

References in English containing Dutch last names with the infix 'van', 'van de', 'van der', 'de', et. al., are listed under 'v', with 'v' written as capital. In Dutch the reference is listed alphabetically under the first letter of the last name.

Examples:

English:

Van Schaik, L.,

Van der Meer, S.,

De Wit, P., ...

Dutch:

Schaik, L. van,

Meer, S. van der, ...

Wit, P. de, ...