

ICCT Publication Checklist - Policy Brief

Medium-length piece to provide policy recommendations and point to solutions/ actions for counter-terrorism related actors

The Policy Brief must:

- be maximum 4,000 words, **excluding footnotes and bibliography.**
- use British English spelling and grammar.
- be formatted in Times New Roman, size 12, 1.5 line spacing.
- use the [Chicago Manual of Style \(17th Edition\)](#) for footnotes and bibliography
- adhere to the [ICCT Style Guidelines](#)
- Include original databases and photographs for publication, if applicable
- Target Counter-terrorism policy makers and practitioners in the field who are interested in policy implications of current topics

The submission:

- includes a cover page, which consists of the title, author(s) names(s)
- includes an abstract of max. 150 words, 4-8 keywords and a one or two line excerpt to include as a description on the ICCT website. If appropriate, acknowledgements and funding should also be included.
- includes a Letter of Commitment, which states that the manuscript has not been published elsewhere, nor is it currently under review elsewhere.
- Includes an author(s) biography, listing current position(s), qualifications and recent publications, a copyright-free photo for use by ICCT, social media handle(s) and email address for all co-authors.

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