# Policy brief template

## Title

Short and catchy; clearly outline what this brief is about

## Key messages

3 – 4 messages - 1 sentence each - containing everything the reader needs if this is all they read

## Background and context

About 100 words

Outline the research issue and the policy context; indicate why they need to read this brief now

## Details of the research

100 – 200 words

Include the key policy-relevant findings of the research

Do not include research methods (other than a brief mention if relevant)

## Implications of the research

100 – 200 words

What does your research mean for policy? Stick to realities, not theories.

## Recommendations

Clearly state what the evidence shows policy makers should do (1 – 3 dot points)

## References and further reading

Provide key journal articles and grey literature for the reader to access more detailed supporting evidence and information

## About your organisation

Brief summary – gives credibility to the work

Contact details, acknowledgements, author details and disclaimers

This template, from the Collaboration for Enhanced Research Impact (CERI) User Guide, is one of many available from [The Australian Prevention Partnership Centre website](https://preventioncentre.org.au/work/collaboration-for-enhanced-research-impact-ceri/ceri-user-guide/).