**[Insert Title] by** **[Insert your name]** (DATE)

We are delighted that you have decided to write a briefing for SOAS ICOP. Your briefing will reach the inboxes of all MPs and all peers (c 1,000 influential people), unless you prefer a targeted approach concentrating on a few. Please follow the instructions below and send your completed briefing to [rw52@soas.ac.uk](mailto:rw52@soas.ac.uk).

Please keep the current font and size (Calibri (body), 11) and spacing, and do not exceed one page – this is to help busy parliamentarians take the time to read your briefing.

You can use subheadings and embolden text to emphasise your points; please have a look at other [briefings on our website](https://blogs.soas.ac.uk/cop/icop-briefings/) for examples of what is expected.

Advice:

* Imagine your reader knows little about the subject; this is probably true
* Please use non-technical language
* Keep sentences short (this also makes it easier to record and listen to)
* Make three to five main points and finish with three recommended actions.

You will find plenty of advice on writing briefings online, including via this link <https://www.parliament.uk/mps-lords-and-offices/offices/bicameral/post/about-post/writing-a-policy-brief/>

**Selected References and Resources**

Please provide relevant links to further resources here.

If you don’t want to add further references and resources, then simply delete this title and section.

You should also add your contact details as indicated in the footer of this page.

After receiving your briefing, the team will review it and get back to you with any necessary changes. If you are a student, please seek the support of your tutor or supervisor and cc them in on any correspondence to us. Senior academics might like to use this opportunity to engage a student by copying them in and asking them to lead on the editing process before signing the briefing off for us to review/ disseminate.