**[Title]** by[Insert your name], [affiliation], [email address] (DATE)

We are delighted that you have decided to write a briefing for SOAS ICOP. Your briefing will reach all MPs and peers on our mailing list.

Please follow the instructions below and send your completed briefing to icop@soas.ac.uk or to your ICOP author-liaison for review and suggested edits.

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.

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 policy recommendations.
* Use subheadings if required, and embolden text to emphasise key points.
* Use a lead in for bullet points; see the [ONS style guide](https://style.ons.gov.uk/house-style/bullet-points/) for punctuation.
* Use hyperlinks in the briefing to reference and support key points.

You can refer to briefings on our [website](https://blogs.soas.ac.uk/cop/icop-briefings/) or [UK parliament guidance](https://post.parliament.uk/how-to-write-a-policy-briefing/).

**Selected References and Resources**

If required, please use this subheading to provide additional references (not already hyperlinked in the main text); otherwise, delete.

**-----------------------------------------------**

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