Content Guidelines

- Version: 01 01 20 -

What is the Blog about?

The CPD Policy Blog tackles challenges and identifies opportunities in policy making: from engagement of grass roots movements to decision-making by high-ranking government officials. The blog's institutional foundation relates to the field of peace and conflict studies: It analyses formations of violence and conflicts in order to describe strategies that resolve those in the short, medium and long term. Hence, we welcome submissions from distinct experts and all scientific fields. An interdisciplinary approach can contribute to social progress and enabling sustainable politics.

Language

You can submit articles in German or English.
Please note that the use of **gender-neutral language** is mandatory.

Length

Contributions should be no more than **7.000 characters** long (including spaces).

Format

Please submit your text in **Word-format**.

Structure

- Lead text/abstract
- Main part
- Conclusions
- **Policy recommendations**

Lead

At the beginning of the text, the core messages should be summarized in no more than four lines. The lead sentence should attract the reader's attention. The next 2-3 sentences should avoid complicated formulations and give the reader an impression of what the text is about.
A proper lead could also be used in Social Media (Twitter/Facebook).

Headings

Try to formulate attractive and promising titles and headings in order to awaken the reader's interest – the shorter the better. The main parts of your text should have short sub-headlines.

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Content & Recommendations

We would appreciate it if you could generally keep **policy implications** in mind throughout your contribution and focus on **concrete recommendations** at its end: 3 - 7 key messages that highlight the most relevant points of your contribution for policy makers.

Sources

Please refrain from using footnotes as references. Since the contribution will be published online the use of **hyperlinks** is more applicable.

Keyword and Tags

Focus Keywords and tags are extremely relevant for reaching a broad public. We encourage you to suggest one "Focus Keyword" which sums up your text and is used throughout it as well as in its' title.
Tags are equally important: Please try to write down as many associations, persons, dates, institutions etc., related to your contribution. A minimum of **15 tags** would be satisfactory.

Author's description

A **short biography** (at least four lines) should include: year of birth, exact title and current function, important previous functions and other relevant information, such as important publications.

Featured image

We would appreciate it if you could suggest an image that can be used as a featured image for the piece. Only pictures available under a [Creative Commons (CC) Licence](#) (a CC-search engine can be found [here](#)).

Review

In the first step, the article is anonymously reviewed. Then you have the opportunity to make some adjustments. In the second step, a language editor will process the text. We always strive to keep the editing process as short as possible and to publish the articles promptly.

Plain English / Leichte Sprache

In order to make this important information accessible and more inclusive, the CPD Policy Blog generates a second version of the article either in Plain English or Einfache Sprache.

We are very much looking forward to working with you.
Please feel free to contact us if you have any further questions.

Kind regards,
The CPD Policy Blog Team