Guidance for Writing Policy Briefs

While a policy brief itself is important as a written product, the real power lies in how you use it to engage specific people. The process of writing a policy brief and asking key people for feedback can be a valuable way to engage stakeholders and understand diverse perspectives on an issue.

Guidance from universities

Harvard Kennedy School of Government Communications Program
How to Write a Policy Memo
Bob Behn on The Craft of Memo Writing

Syracuse University Maxwell School of Citizenship and Public Affairs
Peter Wilcoxen on Tips on Writing a Policy Memo.
Plus more tips with “do and don’t” suggestions.

Princeton University Woodrow Wilson School of Public and International Affairs
Policy Memo Writing Tips

Guidance from an academic study


Guidance from NGOs

Fast Track Impact: How to make a policy brief that has real impact

International Centre for Policy Advocacy: Policy Brief Resources, including an Essential Guide to Policy Brief Writing

Leadership for Educational Equity: Guide to Writing an Effective Policy Memo

CONTACT
Stephen Posner, PhD
Director of Policy Outreach
p: (802) 656-2591   |   sposner@uvm.edu   |   www.uvm.edu/gund