

Submission requirements, process, deadline, and disclaimers

Policy paper requirements:

- Policy papers should be between 2,000-3,000 words (excluding in-text references).
- Policy papers must centre around an issue relating to security, law, development, economics, health, migration, and energy in the international affairs of Asia, Africa, and the Middle East.
- Policy papers must be structured along the following six sections:
 - 1. Introduction
 - 2. Background
 - 3. Issues
 - 4. Policy recommendations
 - 5. Conclusion
 - 6. Bibliography
- The policy recommendations section should ideally constitute no less than 40 per cent of the total word count (not including the bibliography).
- All sources must be referenced using Chicago style with in text references (no footnotes).
- Policy papers must use the [house style of International Affairs](#), but use double quotation marks for quotations and single marks for quotations within quotations.
- For an example of how the policy papers should be structured please see the [SOAS Policy Forum's own papers](#).

Submission process:

- Students must email their policy paper proposal to soaspoliform@gmail.com. The email subject must be 'Policy Paper proposal - [YOUR NAME]'. The proposal must include a summary of the issue you intend to address and the intent of your policy recommendations in 100-200 words. You will then be told if your proposal has been approved; if so, you may start writing your first draft.
- Once you have completed a first draft, create a copy of it in a Google Docs file and email the 'share' link to soaspoliform@gmail.com. The email subject must be '[POLICY PAPER TITLE] - [YOUR NAME]' and the body of the email must include your full name, programme of study, and year of study. Your first draft will then be reviewed and annotated in Google Docs with editorial feedback. It may also be reviewed by a member of the SOAS teaching staff acting in an advisory capacity to the Policy Forum.
- Once you have received editorial feedback on your first draft, you must act upon the advised changes based on the feedback and recommendations. Once you have done this, you must email your second draft (using the same requirements outlined above) for final editorial feedback.
- Your second draft will be reviewed and annotated in Google Docs with editorial feedback for a final time. After you have acted upon the recommendations, you must submit your third draft for final approval (using the same requirements outlined above). If it is approved, the editorial team will finalize its design and publish your paper on the Policy Forum's website.

Deadline:

- Papers can be submitted at any time, with a final deadline of the last day of the second term of the academic year. Papers will be published online throughout the academic year.

Disclaimers:

- Students are entirely responsible for the accuracy of their policy paper.
- Students are entirely responsible for plagiarism. Plagiarism will not be tolerated. Plagiarism reflects both poorly on the SOAS Policy Forum and on SOAS as a whole.
- Students views are entirely their own and do not represent the view of SOAS or the SOAS Policy Forum.