

Guidelines for Writing an ACU Policy Brief

If you are interested in preparing a policy brief for ACU's consideration, we ask that you adhere to the following format:

1. Title must be in 14 or 16 pt Times New Roman font.
2. Please write a paragraph on problem and what the purpose of brief is.
3. Include a series of bullet points calling clinicians and other advocates to action.
4. The brief should contain the following headings:
 - Background
 - Landscape
 - Options
 - Recommendation
5. Text within the body of the brief must be fully justified.
6. All pages must have 1.25 inch left and right margins.
7. All pages after front page have 1 inch top margin.
8. References should be included as footnotes (for ease of reading) and numbered consecutively using (1,2,3....)
9. Footnote citations should be in one of the well-known styles (e.g., Chicago, AMA, APA, Turabian, MLA, etc.) and appropriate to the discipline to which the author belongs or to which the subject of the policy brief belongs.
10. Policy briefs may not exceed 5 pages in length. Problem paragraph and What you can do bullets must not exceed one page.