

Colombo Business Economic Summit

March, 2024

Policy Pitching Contest

Template and Guidelines

Policy Paper

Title of the Paper

Author A
Author B
Author C

Month Year

Template and Guidelines –Policy Pitching Contest

Title of the paper (Font Size: 16)

Authors (Font Size: 14)

Author A:

Title, institution

Email address.

Author B:

Title, institution

Email address.

Author C:

Title, institution

Email address.

Acknowledgments (Font Size: 14)

This first section is mandatory.

In this section, the authors should be grateful to all who have provided the support and guidance, as well as to parties who have given valuable comments and suggestions for your policy paper. **This section can be customized and may include other contributors, but we encourage you to start by acknowledging your supervisors.**

Content

1	Introduction	The introduction to a policy paper establishes and defines the main content that will follow in the body of the paper. It is crucial to convince your reader to share your viewpoint that an urgent problem exists and that your paper is worth reading because it will offer possible solutions to the problem
2	Problem description	The objective of this section is to “define the problem that your policy seeks to address/inform, FROM THE PERSPECTIVE OF THE POLICYMAKER
3	Evaluation of policy options	Having detailed the background and current policy environment of the problem, the policy options element entails discussing the POSSIBLE WAYS IN WHICH THE PROBLEM CAN BE SOLVED. The purpose of this part is to present an argument for the preferred policy solution/orientation, based on the evaluation of the possible alternatives.
4	Conclusions and policy	This final element brings the policy paper to an end by synthesizing the key findings of the research and outlining the author’s suggested course

	recommendations	of action towards solving the policy problem analyzed throughout the paper. The purpose of the policy paper as a decision-making tool and call to action is ultimately fulfilled in this section
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General Guidelines

- Your Policy Paper should not exceed 2000 word count for above content. Maximum 2 additional pages can be used for ‘References’ and ‘Annexes’.
- The main topic, subtopic and others should be 16, 14 and 12 font sizes respectively. (Font Style: Times New Roman, Page Size; A4, Line Spacing: 1.15)
- Top, bottom, and right margins of the page should be set to 2.5cm and the left margin should be 3 cm.
- The article text align should be ‘Justify’.

The End