**TEMPLATE FOR SENDING PUBLICATION BRIEF TO SITE4Society**

Fill up following template as a word file. Send it to site4society@merit.unu.edu along with a photo of yourself and any photos to illustrate the publication brief.

**1. Title of brief**

**2. Name of Author & Institutional Affiliation of author & email id**

**3. Related to which Sustainable Development Goals (SDGs) and National Programmes** of country concerned as:  #SDGx (full name) # National Mission acronym (full name)

Example: #SDG3 (Good Health and Well Being) #SBM (Swachh Bharat Abhiyan) for India

**4. Country Focus**: This can be a country, a region, for other regional identities like High Income countries, Developing countries, Emerging countries etc.

**5. SITE Focus:** Which of the following areas do your brief touch upon: Science, Innovation, Infrastructure, Technology, Engagement, Entrepreneurship, Environment, Governance of any of the above

**Sub-disciplines** of science/social science/humanities: Please name them.

**6. Based on**: Give the reference of the article, book chapter, book, conference presentation – with full names of co-authors. Give the url link whenever possible.

**Research Output Description (Between 1000 to 1500 words)**

**8. Context:** What is the context being studied? What is the situation or problem?

**9. Research Questions:** State the questions. Do not consider more than two or maximum three.

**10. Motivation for Research Questions:** What makes these questions relevant? What makes them a puzzle? What makes them pertinent to citizens and policy makers? You have to be convincing. You have to explain why your research matters.

**11. Data and Methodology Used:**

**12. Main findings:** State them according to order of priority. State them simply and understandably. Avoid jargon. Imagine you are explaining them to your grandmother.

**13. Policy Recommendations:**State them according to order of priority. Make them as concrete as possible. To do this – imagine you are the Minister who has the power to make the necessary changes – what would you do? That said, please refrain from writing any utopian, personal or ideological desires! Your recommendations should be pragmatic and doable.

**The research description and findings should be at most 1500 words.**Thus, it will not be possible to go into detail of all parts of your research publication / essay. Do as you see fit. The language should be simple, to the point, avoiding acronyms, avoiding jargon, and yet rigorous and comprehensive.

**Incomplete briefs or those that do not conform to the above norms may either be rejected or returned for revision.**