



Guidelines for Centre for Asian Studies (CAS) Policy Brief Series Submissions

Rationale

The Centre for Asian Studies (CAS) Policy Briefs are short, informative and policy sensitive analyses on pressing Africa-Asia affairs confronting Ghana in particular and the African continent more generally. The briefs are structured to offer easily digestible background information, critical engagement with its subject matter and recommendations for policy-makers, journalists and the general public.

Policy Briefs will be posted in pdf format on a dedicated page of CAS's website to ensure easy access by the University community and the general public. For consistency and identification, all papers accepted for publication will be provided with a unique identification number and will have cover pages formatted according to a standard template.

Requirements

As a general rule, we expect submitted papers to the CAS Policy Brief Series to be of very high quality and crafted in a way which affords even the non-specialist more than enough understanding of the issues reflected upon and inspires concrete policy action. All submissions should be examined carefully to eliminate grammatical and typographical errors. In consonance with University of Ghana academic standards bibliographic references, citations and references should follow the APA style. Articles for submission should be within the range of 1000-1500 words for shorter briefs and between 2500-3000 words for longer briefs (excluding main text, abstract, notes, and references); end notes are preferred over footnotes).

A typical CAS Policy Brief should cover the following areas:

- Title
- Abstract
- Introduction
- The body (the main text)
- Policy Angles/Implications

- Recommendations
- Conclusion

By submitting a paper for consideration, the author verifies that there are no copyright or other legal/ethical concerns which would prevent posting of the manuscript on the CAS website. Papers may be submitted by any CAS member (including affiliates, partners, faculty, staff and students), the larger University of Ghana community members, local/international researchers and scholars interested in Africa-Asia affairs.

CAS reserves the exclusive and sole right to reject any policy brief submission, or insist on revisions prior to acceptance, at its discretion.

Submission Process

Papers must be submitted via email, as a Microsoft Word file, to the Director, Dr. Lloyd G. Adu Amoah, lgamoah@ug.edu.gh or cas@ug.edu.gh. Submissions may be made at any time and any questions regarding this may be sent to the emails provided.

Upon acceptance for publication, the paper will be given a unique identification number and will be wholly formatted according to our Series template. The manuscript will then be posted as a pdf file on the CAS website for free public download.

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