

Suggested detailed outline for a (SURE) policy brief¹

(Title page)	Required
(Date)	Required
Policy brief ('Evidence-based policy brief' or Evidence brief for policy')	Standard
(Title of the policy brief)	Required
(Organisation that prepared the policy brief)	
(Colophon)	
(Authors and affiliations)	Required
(Contact details)	Required
Contributions of authors	Recommended
Competing interests	Standard
Acknowledgements	Standard
Suggested citation	Required/Optional
Table of contents	Standard
Key messages	Standard
Executive summary	Standard
Table – Policy options	Recommended
Table – Implementation of the policy options	Recommended
Preface	Optional
The problem	Standard
Background	Recommended
Framing of the problem	Optional
Size of the problem	Recommended
Factors underlying the problem	Recommended

¹ Last revised November 2011. The headings are categorised as follows:

- *Required*: these must be included, but the wording will vary between briefs (e.g. 'Title of the Policy Brief')
- *Standard*: these must be included and the wording may *not* vary between briefs (e.g. 'Policy Brief')
- *Recommended*: e.g. for tables summarising each of the policy options listed in the 'Executive Summary'
- *Optional*: e.g. for the 'Preface'

The order of the outline may change. For example, headings categorised as 'Standard' (fixed) may change position in the report. It may also be desirable to split the report into an executive summary and the full report.

Policy options	Standard
(Followed by a clear, concise description of the rationale for deciding which policy options to present. (More detailed information about the reasons for excluding or including specific options can be included as an appendix.)	Required
Heading for each option	Required
(Followed by a clear, concise description of the option)	Recommended/Optional
Likely impacts	Recommended/Optional
Summary of findings tables	Recommended/Optional
Additional considerations	Recommended
Equity	Optional/Recommended
Costs	Optional/Recommended
Monitoring and evaluation	Optional/Recommended
Implementation considerations	Standard
Heading for each option	Recommended
Table summarising key barriers, implementation strategies and the evidence for each	Optional
Barriers	Optional
Implementation strategies	Optional
Summary of findings tables	Optional/Recommended
Next steps	Recommended
Appendix 1. How this policy brief was prepared	Standard
Other appendices	Optional
Glossary, acronyms and abbreviations	Recommended
References	Standard