

# Writing Effective Public Policy Papers

*A Guide for Policy Advisers  
in Central and Eastern Europe*

Eóin Young and Lisa Quinn

LOCAL GOVERNMENT AND PUBLIC SERVICE REFORM INITIATIVE  
OPEN SOCIETY INSTITUTE

*Address*

Nádor utca 11.  
H-1051 Budapest, Hungary

*Mailing address*

P.O. Box 519  
H-1357 Budapest, Hungary

*Telephone*

(36-1) 327-3104

*Fax*

(36-1) 327-3105

*E-mail*

lgprog@osi.hu

*Web Site*

<http://lgi.osi.hu/>

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## FOREWORD

In recent years, we at the Local Government and Public Service Reform Initiative (LGI), Open Society Institute -Budapest, have started to gradually move towards new forms of international development. Beyond traditional action-oriented, grant-giving and capacity-building activities, we are actively involved in policy design and policy-making. Consequently, we are working with new partners and our outputs have also been modified: LGI commissions more policy papers, provides grants for members of our professional networks to implement comparative and applied policy research, and we cooperate with international organizations in policy formulation and training.

In Central and Eastern Europe we are faced with special problems: English is the second language of our partners and targeted policy-makers, but it is widely used as a common form of communication. Policy paper writers very often have to present their ideas both in local languages and in English when communicating with foreign investors, donors and advisers.

Our objective with these guidelines is to provide support for policy paper writing. This is a handbook which can also be used as a reference guide. But, as it is built on the extensive literature of policy research, policy paper writing and publishing, it could also be the basis of training courses on policy paper writing.

We hope that policy analysts, applied and academic researchers will find this publication useful. Both for LGI and the potential beneficiaries of our projects, it is vital to improve the quality of future publications. Studies, reports, articles and books should be presented in a form which is generally accepted by the policy-making community and by the target audience of policy advisers.

This publication fits into LGI's "Public Policy Initiative," which was designed to support think tanks and policy-makers in the region. This program provides management advice and professional support to newly established policy institutes. We believe that these policy paper writing guidelines will help these policy centers as well as our other partners as well as benefit our colleagues in the policy trends in the region.

LGI is very grateful to *Eóin Young* and *Lisa Quinn* for their excellent work in writing and editing this publication. We have received professional advice and comments from *José de Barros*, *Petra Kovács*, *Péter Radó* and *Viola Zentai* during the preparation of the guide. The previous work of *Sarolta Kérészy* and *Éva Figder* also contributed to the development of this publication.

Gábor Péteri  
*LGI, Research Director*

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If readers have comments or feedback on this book, please contact us at [eoin@bos.org.yu](mailto:eoin@bos.org.yu) or [lisa@bos.org.yu](mailto:lisa@bos.org.yu)

**A u t h o r s :** Eóin Young and Lisa Quinn

*Centre for Academic and Professional Advancement*

*Belgrade Open School*

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Writing Effective Public Policy Papers is a guide to support policy advisers through the whole process of planning, writing and publishing policy papers. The analysis and insight provided in this guide is based on the view of the policy paper as a purposeful communication tool of the public policy community. As such, this guide not only details the nature of the policy paper itself, it also focuses on the paper's context and role in the community. For the novice, it provides a useful starting point to becoming an effective policy paper writer; for the experienced policy adviser, it provides an Writing public policy: A practicum. Article (PDF Available) in Technical Communication Quarterly 9(1):77-92 • January 2000 with 169 Reads. How we measure 'reads'. Practical experience teaches the difficulty and the messiness of democratic public policy processes. A discourse analytic perspective on rhetorical action in the institutional settings of policy work reveals the dynamics of effective agency. This paper seeks to begin a discussion about how to address that issue. A case for visual models to communicate implicit genre expectations within policy writing instruction. Conference Paper. Full-text available. Jul 2015.