



Analytical writing

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Policy Paper

What is that?



Analytical writing

I Writing in International Relations

II Different kinds of writing in IR:

- Official letters (Diplomatic Protocol), eg. Letter of credence
- Non-papers
- Memos
- Notes
- Policy paper

Policy paper/option paper

I It is not an essay, article for scientific journal etc.

II Very specific type of writing – it serves policy makers in the proces of decision making

III Specific structure:

- Very narrow and concrete issue – you have to focus on it
- Adressed to the specialists – no long background necessary, you do not have to explain everything
- 3 Steps: Identify problem  identify options  chose one
- Clear and precise and realistic recommendation „just ready to do” (no „we need to solve the problem of huger around the world”)

Policy paper: how to write one?

I. Identify problem

Eg. The US-EU relations  The US duties on European steel: how to react?



II. Short description of the problem 3-4 paragraphs



III. Identify options and describe pros and cons of each

Eg. A) Retaliatory duties B) No reaction C) Political pressure



IV. Choose the best one and explain why



V. Give the recommendations (how to implement the option chosen)

Professional writing in IR – general rules

I. **Analytical language** (not publicist, literary one) – very precise: no metaphores, no ornaments (no very, beautiful, good as hell etc./ try to limit: significant, moreover, nevertheless etc.)

II. **Write unpersonaly:**

I think that....



One can think..., It is considered as..., One may notice...



III. **Plagiarism**  **Crime**

1. No copy-paste: paraphrase or quote and give footnote after each paragraph (or sentence if necessary), in which you used someones thought, opinion, data etc. Look at https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html
2. Foot notes and bibliography (bibliography dosen't free you from footnotes)



Fundacja im **K**azimierza **P**ułaskiego

Thank you!

