

# GGPB

## Geneva Global Policy Briefs

# Concept and Guidelines for Submissions

## 1. Concept

Considering its commitment to raise the general awareness on issues relative to Global governance, the Centre d'études juridiques européennes (CEJE) - Jean Monnet Centre of Excellence is launching the **Geneva Global Policy Briefs (GGPB)**.

Designed to enable outreach and impact, the GGPB will constitute a valuable informational tool and contain analysis and comments on current issues of Global Governance and will be delivered, by e-mail on a monthly basis, free of charge, to a wide range of stakeholders, ranging from International, European and regional Organizations, governments, NGOs, Multinational Corporations, Universities and Research Centers to the public at large.

All interested persons will have the possibility to subscribe, online and free of charge, to the GGPB on the CEJE website: [www.ceje.ch](http://www.ceje.ch).

The GGPB will be drafted in **English** and should consist of **3'000-4'000 words**. The GGPB will include an executive summary (**max. 300 words**), an introduction (without heading), main content (including text and any table and/or figure), and a conclusion, information about the author(s) and recommendations for further reading. The recipients of the GGPB will have the possibility to contact the Series Editor as well as the authors through a contact e-mail ([ceje@unige.ch](mailto:ceje@unige.ch)). Recipients will also have the possibility to follow the regular updates of the GGPB on the CEJE website ([www.ceje.ch](http://www.ceje.ch)) and social media (facebook, linkedin, twitter).

## 2. Submissions

In view of ensuring the quality and the diversity of the Geneva GPB, the CEJE invites researchers, practitioners and experts active on local, national, regional and global levels to submit analysis on issues relating to regional and Global Governance, from the perspectives of International Relations, Sociology, Economics, Political Science, Law or Public Administration.

GGPB submissions will be received on a **continued basis**. Potential authors are invited to express their interest by contacting the CEJE using the following e-mail: [ceje@unige.ch](mailto:ceje@unige.ch).

The e-mail of submission should include:

- **information about the author (title, affiliation, contact information)**
- **topic of the contribution**
- **abstract and short explanation on the relevance of the chosen topic and its relation to the issue of Governance**
- **the impact (local, national, regional, global) that the suggested topic may have**
- **the date at which the final draft of the Policy Brief can be delivered, should the proposal for submission be accepted by the Series Editor.**



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### 3. Review

The proposed submissions will be examined by the Series Editor. The latter is in charge with the reception and assessment of the proposals and with contacting the authors.

Proposals will be selected by the Series Editor who will take into account the importance, the impact and the timeliness of the suggested topics.

In case of acceptance of a submission, the authors will be expected to submit the final drafts of the Policy Brief **no later than the date indicated in their proposal for submission**, in order to enable the Editor to organize the online publication. Any delay regarding the delivery of the final draft should be notified to the Series Editor.

For the purpose of drafting the final version of a Policy Brief, the authors will receive a **preformatted style sheet** in view of complying with the format of the GGPB (structure, word count, styles etc). The authors are not authorized to change

the structure of the style sheet and are only required to insert content in the required fields (Summary, Main content, Further Reading, Information about the Author).

The Series Editor will reserve the right not to publish or distribute a submitted Brief. She also reserves the right to provide input and suggest modifications of the latter. Upon acceptance for publication, the Briefs will be included in a calendar for online publications. The authors will be informed of the date at which their submissions will be available online.

The GGPB are publications of the CEJE-Centre of Excellence Jean Monnet. They will be published on the CEJE website ([www.ceje.ch](http://www.ceje.ch)) and distributed within the Centre's network of recipients. The Centre's approval is required before a GGPB, or any part thereof, is submitted for publication or disseminated through other channels.

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