

SUBMISSION CHECKLIST

Content Requirements
☐ Introduction
☐ Hook
☐ Research question + explanation
☐ Brief overview of paper
☐ Significance and Background
☐ Issue explanation. What is the problem you're talking about?
☐ Who, what, where, when, and why of the problem.
☐ Previous research/literature review.
☐ Relevant policies. What policies impact this problem? Has previous policy
attempted to solve the problem? Has there been policy success related to this issue in the past?
☐ Explain any current debates regarding the problem.
☐ Theory and Argument
☐ Propose policy/argument
☐ (optional) Specify agencies involved and potential budgetary requirements.
☐ Causal mechanism. What about your policy solves the above problem?
☐ (optional) Alternate solutions. Why is your proposal better?
☐ 2-3 sentence conclusion
Formatting Requirements
☐ Times new roman
☐ 12pt font
☐ Double-spaced
☐ 1 inch margins
☐ Section header
☐ Bibliography/works cited
☐ MLA Formatting