

The ENGAGEgreen Policy Engagement Toolkit

Guidelines for Authors

About the ENGAGEgreen Policy Engagement Toolkit

- The ENGAGEgreen Policy Engagement Toolkit is a virtual collection of how-to guides, examples, and brief analyses covering various formats and structures of policy engagement.
- It helps researchers, knowledge exchange officers, and policymakers identify suitable formats and structures for exchanging knowledge between academic institutions and policymaking institutions such as parliaments or ministries.
- Beyond planning and organising formats of policy engagement, the toolkit can also be used for training on policy engagement, and for drafting the dissemination and impact sections of grant applications.
- The Policy Engagement Toolkit aims to build a community of practice, allowing researchers, knowledge exchange officers, and policymakers to share and discuss their experiences with various formats and structures.
- The toolkit will be published in English, Czech, French, German, Italian, and Spanish.

The toolkit is part of the Erasmus+ project *Enhancing Institutional Capacities for Policy Engagement for Green and Digital Transitions* (ENGAGEgreen), a joint project of Goethe University Frankfurt, Technical University of Darmstadt, Johannes Gutenberg University Mainz, Palacký University Olomouc, Ca' Foscari University of Venice, University of Granada, University of Vic – Central University of Catalonia, and Université Lumière Lyon 2.

Macrostructure of the Toolkit

The ENGAGEgreen Policy Engagement Toolkit consists of five sections:

- **Introduction**
- **Formats** — the various ways to exchange knowledge between research and policymaking institutions. This section is divided into written formats (e.g., policy blogs, policy briefs, policy reports) and interactive formats (e.g., pairing schemes, policy workshops, hearings, and face-to-face meetings).
- **Actors and Institutions** — the actors and institutions that enable and carry out policy engagement formats (e.g., science shops, knowledge exchange offices, expert bodies).
- **Crosscutting Issues** — including impact evaluation, understanding the policymaking context, and recruiting policymakers to policy events.
- **Teaching and Learning Methods** — these provide opportunities to explore policy processes, understand the role of evidence in decision-making, and gain practical experience in interacting with policymakers and public institutions. They can take many forms, including project-based learning, collaborative theses, role-playing exercises, policy simulations, on-site visits, challenge-based learning, internships, and other experiential learning approaches.

Each section consists of thematic chapters (e.g., policy briefs, expert bodies). Every chapter comprises two types of contributions: a generic introduction and examples of the respective format (e.g., the chapter on

face-to-face meetings). You will also find stand-alone contributions covering specific issues that do not fit into a chapter.

Microstructure of Written Contributions

- **Written contributions should be short:** 5,000–7,000 characters, including spaces.
- Please use the accompanying example document as a model for structure, tone, and level of detail.
- Each contribution should follow this structure:
 - **About the author(s):** picture, name(s), job title, and e-mail address (optional).
 - **Summary:** key features in a nutshell (2–5 bullet points).
 - How does the format or structure work? / What is the crosscutting issue?
 - **Possible challenges and how to address them** (optional section).
 - **Tasks and resources:** a brief description of the tasks and resources needed by scientists, knowledge exchange officers/research managers, and policymakers.
 - **Required resources at a glance:** please tick the relevant boxes. We recognise that this is a subjective assessment.
- This structure is a guide, not a fixed template. If a heading does not apply to your contribution, leave it out.
- Contributions on the website should not exceed 7,000 characters. If you wish to submit a longer contribution, please provide it as a separate, longer PDF document, which we will link from the shorter web version.
- **Style and tone:** please write in a practical, conversational tone — the toolkit is closer to a collection of blog posts than to academic journal articles.
- **References and links:** please do not use footnotes. List any references at the end of the text following the ASA (American Sociological Association) citation style, and use inline hyperlinks within the text where relevant.
- **Language:** contributions can be submitted in British or American English (British preferred), as well as in German.

Images and Image Rights

- Authors are responsible for stating the rights status of any image submitted (e.g., author photo). Please include a short rights statement together with the image, in the format: © [Name].
- If you are not the rights holder, please confirm that you have obtained permission from the rights holder for online publication before submitting.

Co-Authorship

- For contributions with multiple authors, co-authors are free to decide among themselves on the order in which they appear and how they wish to be presented — the toolkit's contributions are closer to blog posts than to formal academic articles, so there is no fixed authorship convention to follow.

Submission, Creative Commons Licence, and Dissemination

- A Word template is available at www.policy-engagement-toolkit.eu.
- There is no submission deadline — contributions are accepted on a rolling basis.

- Please send the completed Word document as an e-mail attachment to science-policy@uni-frankfurt.de.
- The ENGAGEgreen editorial team will review your contribution, provide feedback, and decide on publication.
- Contributions will be published under a Creative Commons licence (CC BY), which authorises reuse of the text. Authors are free to reuse their contributions on their own websites, social media, newsletters, etc. To help increase the toolkit's reach, we ask authors to reference the Policy Engagement Toolkit when reusing their contribution.
- You may submit your article in German, or in English (British or American). The project partners will translate it into the remaining languages.
- Articles will be published in six languages, giving the authors' expertise visibility to an audience across Europe.

Examples and Contact

- Visit policy-engagement-toolkit.eu for examples of published contributions.
- For questions about the toolkit, please contact Tome Sandevski (Goethe University Frankfurt) via science-policy@uni-frankfurt.de.