Final Policy Report Guidelines

Up to 6 single-spaced pages in length (2 additional pages for graphics and tables)

The primary objective is to "translate" statistical information for a policy-maker.

Contain empirical analysis in the form of tables, graphs, and hypothesis tests.

Write your report for the client (a non-statistician), but include enough information for a statistician to evaluate what you’ve done (in footnotes and appendices).

This statistical/methodological information may include:
- Results from confidence intervals
- Results from hypothesis tests
- Descriptive Statistics
- Details about survey methodology (sampling method, exact wording of questions)

Required elements of Policy Report

- **Executive summary** (up to 1 page at front of paper): what are your results?
- Construct a **research question**: what question will you answer for your client?
- Describe your **data source**: what is the source of your evidence?
  - You can discuss some data limitations here, but this should be mostly in your discussion
  - Be clear on how you are operationalizing the research question
- Present your **evidence**: how can you translate statistics into meaning?
  - Present relevant demographics and CIs, hypothesis tests
- Tell client how good this information is (Discuss! Give caveats about data or methods) and how to get better information: do these data answer the questions? How might you design follow up research?
  - The discussion can include:
    - Information from outside sources (be sure to cite)
    - Specific ideas for future research
- **Give your conclusions and policy implications**: what should your client do with this information? Make sure you come back to the research question.
  - You have the most freedom to make broad suggestions at this point!