Insert Brief Title

Add logo here
(if applicable)

Insert Brief Title

Insert your subtitle here

Insert subtitle here

HEADING (14pt): Summarize the background

Introduction: Begin with a brief overview of the policy issue here. Define any terms and avoid jargon. Include citations as needed and add each to the references section.
11pt font.

HEADING (14pt): Highlight key takeaways

Highlight key takeaways from the research. Overall summary goes here. We recommend listing between 1-4 key takeaways below, with visuals, such as simple icons, charts or graphs, as applicable. 11pt font.

**Takeaway #1 with visual (12pt)**

Summarize key takeaway here. 11pt font.

**Takeaway #2 with visual (12pt)**

Summarize key takeaway here. 11pt font.

 **Takeaway #3 with visual (12pt)**
Summarize key takeaway here. 11pt font.







**Issue Brief Template: Design Tips & Tricks for Word**

* Before adding a school/department’s logo to your document, ask and inform communications staff.
* Use [U-M Brand Colors](https://brand.umich.edu/design-resources/colors/) and the Arial font family throughout your brief.
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* Create an account and search/download icons (like those used above) from [NounProject.com](https://thenounproject.com/) to represent and emphasize key takeaways. The site has millions of icons to search from.
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HEADING (14pt): List Policy Implications & Conclusions

* **IMPLICATION 1: Policy discussions/options for policymakers to consider**

Discuss policy takeaway in more detail. 11pt font

* **IMPLICATION 2: Policy discussions/options for policymakers to consider**

Discuss policy takeaway in more detail. 11pt font

* **IMPLICATION 3: Policy discussions/options for policymakers to consider**

Discuss policy takeaway in more detail. 11pt font

* **IMPLICATION 4: Policy discussions/options for Policymakers to consider**

Discuss policy takeaway in more detail. 11pt font

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**Authors**

**Author names; 11pt font or smaller**

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References (14pt)

1. **REFERENCE** - 10pt font or smaller depending on the number of references
2. **REFERENCE**
3. **REFERENCE**