

Academic engagement with parliaments

Online resources

- Government Office for Science
 - Routes for academic engagement with Government - [Link](#)
 - A guide to engaging with Government for academics - [Link](#)
 - The Government Chief Scientific Adviser's Guidelines on the Use of Scientific and Engineering Advice in Policy Making - [Link](#)
 - Guidance on responding to cross-party committee calls for evidence - [Link](#)
 - How to write for a parliamentary audience - [Link1](#), and [Link2](#) to pdf
 - Other parliamentary 'how to' guide page - [Link](#)
 - Parliamentary Office for Science and Technology (POST) - [Link](#)
 - An independent policy brief 'how to' - [Link](#)
 - Royal Society Science Diplomacy - [Link](#)
 - AAS and Royal Society guide on science diplomacy in an era of disruption – [Link](#) to pdf
 - Example Policy Groups among learned societies
 - [Geological Society](#)
 - [European Geosciences Union](#)
 - [Royal Astronomical Society](#)
- Should you choose to search, other policy oriented groupings can be found with further learned societies, independent bodies, or special interest advisory / advocacy groups.

In short, quick hints

Do:

- explain who you are and why you are sending us evidence
- keep what you write relevant to the subject of the inquiry
- limit or omit embedded pictures
- put your evidence in a Word, ODT or RTF document
- make sure the file is no more than 25MB in size

Don't:

- write more than 3,000 words
- send us material that has already been published
- include logos
- embed any macros

10 other top tips on providing written evidence

1. Keep your submission short and to the point.
2. Number the paragraphs and include clear headlines and sections.

3. Think carefully about what you can bring to the discussion that others may not.
4. Note who you are and your employer / affiliation at the top of page 1 / the start. Make it clear if you are submitting personally, or if the views are on behalf of an organisation.
5. Write in plain English, using as little technical jargon as possible, but define your key terms if necessary.
6. Highlight key questions, conclusions and recommendations throughout the submission.
7. Avoid saying anything defamatory – we may not be able to accept all or some of your evidence if you do.
8. Address the questions in the Call for Evidence.
You do not need to answer all of them but make it clear which ones you are!
9. You can quote from published material, such as research papers. If you do this, cite them in footnotes. Include essential citations and avoid excess.
10. Do not submit something which has already been published elsewhere or publish your submission anywhere until the Committee has accepted it as evidence.

Notes on making a submission

Those making a submission to a Committee inquiry should note the following:

- Personal contact details supplied to the Committee will be removed from submissions before publication but will be retained by the Committee staff for specific purposes relating to the Committee's work, such as seeking additional information.
- Evidence which is accepted by the Committee may be published online at any stage; when it is so published it becomes subject to parliamentary copyright and is protected by parliamentary privilege. Submissions which have been previously published will not be accepted as evidence.

Once you have received acknowledgement that the evidence has been accepted you will receive a further email, and at this point you may publicise or publish your evidence yourself. In doing so you must indicate that it was prepared for the Committee, and you should be aware that your publication or re-publication of your evidence may not be protected by parliamentary privilege.

- Persons who submit written evidence, and others, may be invited to give oral evidence. Oral evidence is usually given in public at Westminster and broadcast; transcripts are also taken and published online. Persons invited to give oral evidence will be notified separately of the procedure to be followed and the topics likely to be discussed.
- Substantive communications to the Committee about the inquiry should be addressed to the Clerk of the Committee, whether or not they are intended to constitute formal evidence to the Committee.
- Committees normally publish written evidence on the Internet (where it will be accessible to search engines). If you do not wish your submission to be published, you must clearly explain your reasons for not wishing its disclosure. The Committee will take this into account in deciding whether to publish. The final decision on whether or not to publish evidence rests with the Committee.
- If you wish to include private or confidential information in your submission to the Committee, please contact the Clerk of the Committee to discuss this before making your submission.
- Material already published elsewhere should not form the basis of a submission, but may be referred to within a submission, in which case it should be clearly referenced, preferably with a hyperlink.