# GUIDELINE

*Part A – for all EPIS Fellows*

*13 November 2026*

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# Part A – For every EPIS Fellow

*Part A is public: who we are, how to join, and how to publish with EPIS. Part B (from chapter 1) is for Fellows who lead a group or serve in the Board or the Network, and is only available in the Fellow Portal.*

## A1. Welcome

Dear EPIS Fellows,

EPIS is one of the largest student organisations in Europe. Since its reformation in 2022, EPIS has grown to more than 900 Fellows from many countries and fields of study – and has remained non-partisan and independent throughout.

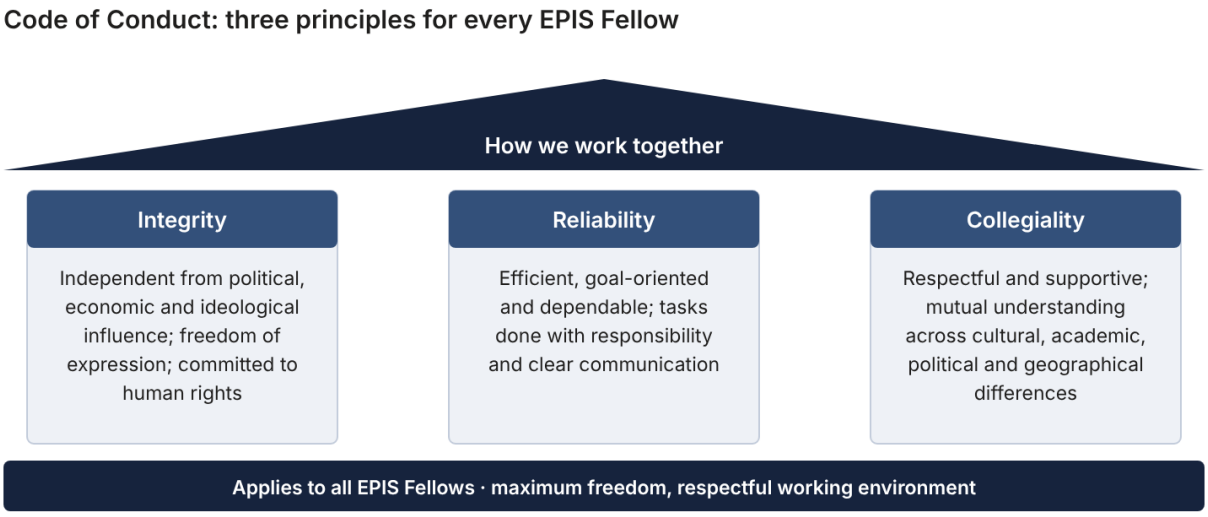
Within its branches, EPIS is a bridge between students and experts: through the **Thinktanks**, Fellows gain first experience in research and publishing; through the **Network**, they build far-reaching professional connections; through **Consult**, we foster careers and develop business plans.

This Guideline introduces you to the EPIS-verse: how EPIS is structured, how each part works, and how you contribute. Questions or comments? Contact Internal Affairs at board.internal@epis-thinktank.com.

EPIS trumps international business, policy and affairs – let's do this together!

**Theodor Himmel**, Chairman EPIS

### Our Code of Conduct

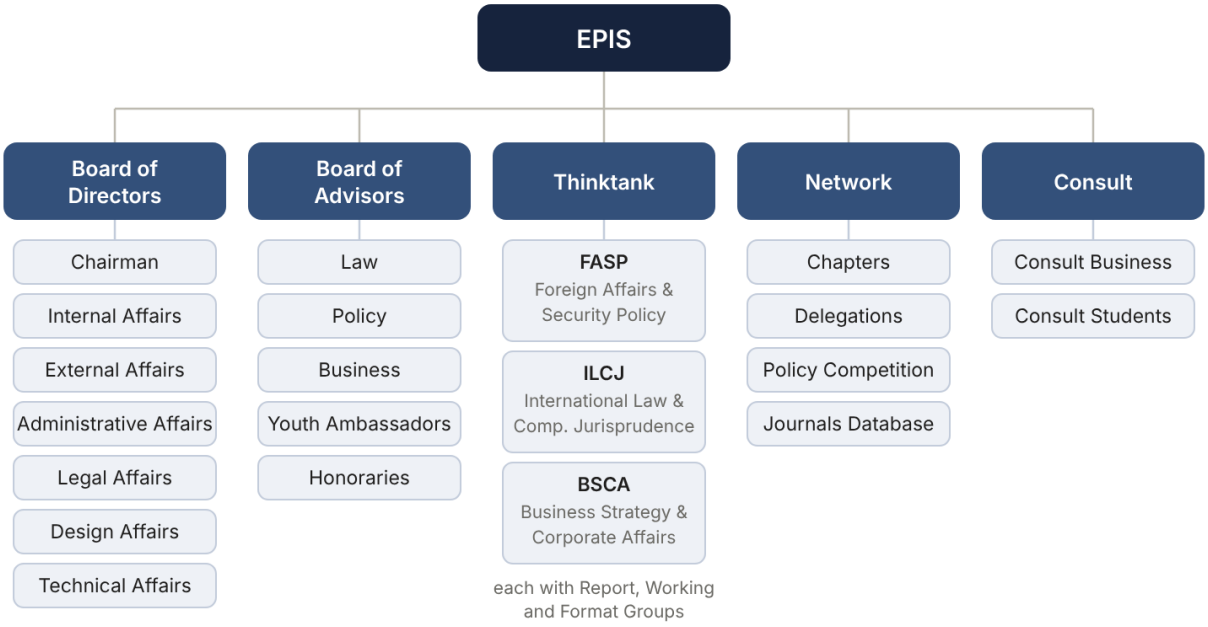



Full text: epis-thinktank.com/code-of-conduct

## A2. EPIS at a glance

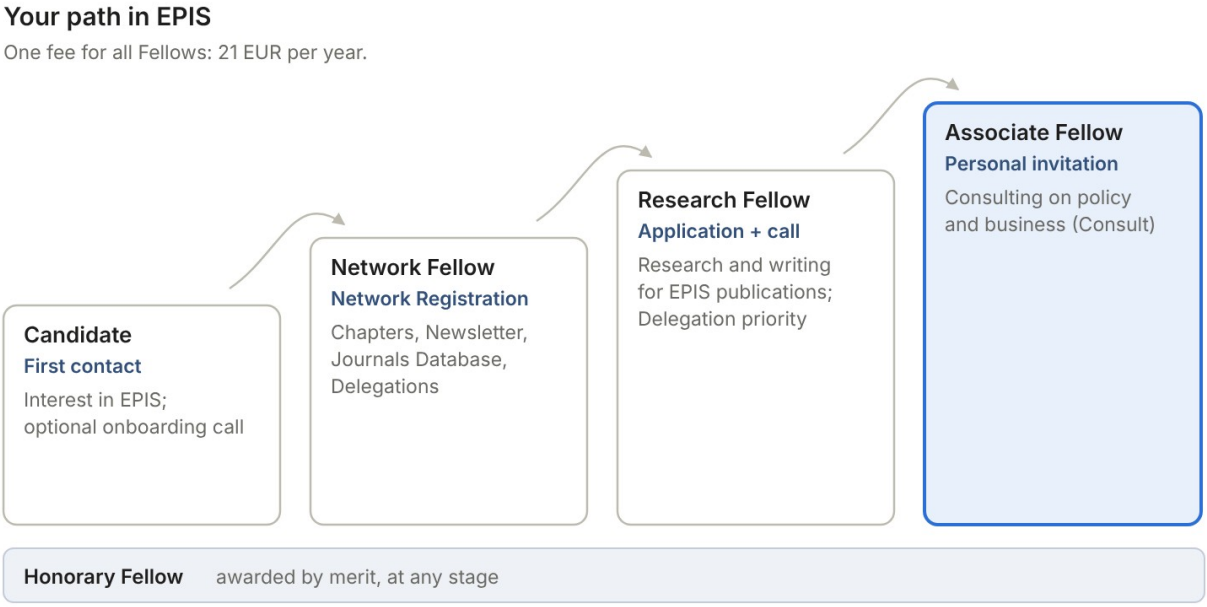
EPIS combines research (Thinktank), connections (Network) and consulting (Consult), steered by the Board of Directors and supported by the Board of Advisors.

EPIS at a glance: five parts, one organisation




## A3. Your path in EPIS

Students and recent graduates interested in international policy, business and law start as Candidates. From there, the path leads through the Network into the Thinktanks – and for some, further.




### How you join EPIS

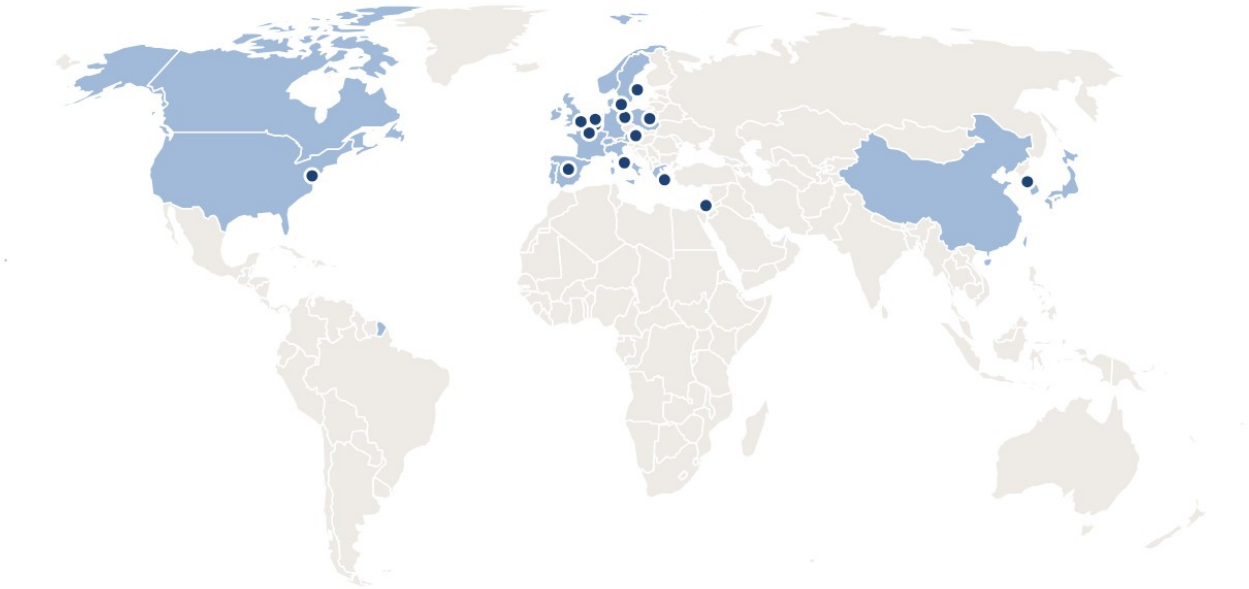
1. **Network Registration:** register as a Network Fellow.
2. **Application:** apply for a group at epis-thinktank.com/fellowship/apply and book your application call there. Not sure which group fits? Book an onboarding call with Internal Affairs first – they introduce EPIS and help you choose.
3. **Application call:** we talk about your background, motivation and a first topic. You receive the decision by email.

4. **Role request:** once accepted, complete your profile on the EPIS website and send your role request by the date in your welcome email.

## A4. EPIS Network

### EPIS Chapters

The EPIS Chapters unite Fellows from the same region who meet regularly to exchange ideas and strengthen their local network. Each Chapter hosts a monthly gathering for personal connections, professional exchange and cross-disciplinary dialogue.



Countries with an EPIS Chapter are highlighted. Select your country and join your Chapter at epis-thinktank.com/chapters

### EPIS Delegations

With EPIS Delegations, Fellows attend international conferences, summits and institutional visits. EPIS provides entry, supports the preparation, and together we engage first-hand with high-level events.

- **Apply:** calls for delegates are announced on WhatsApp, LinkedIn and Instagram; apply with the Delegation Form before the deadline.
- **Application link:** Delegation Form (also linked at epis-thinktank.com/delegations).
- **As a delegate:** join the preparation call, take at least 30 photos and videos, and write or contribute to the Conference Report.
- **Costs:** EPIS secures free or reduced tickets wherever possible. Travel and accommodation are paid upfront; any support is agreed in advance and reimbursed against official receipts.
- Upcoming delegations and recent Conference Reports: epis-thinktank.com/delegations

### EPIS Policy Competition

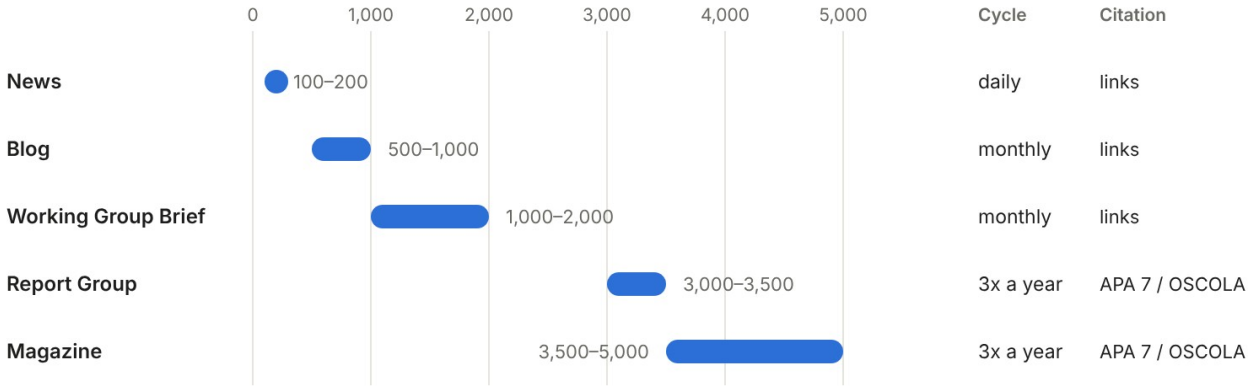
Fellows submit policy papers on current questions; details and deadlines: epis-thinktank.com/policy-competition

## A5. EPIS Thinktank: groups, formats and deadlines

Each Thinktank (FASP, ILCJ, BSCA) is organised in Resorts, led by a Resort Leader, which combine several Groups, led by a Group Leader. Research Fellows write in a Working Group, a Report Group or a format such as the Blog or the Magazine.

### Five formats, from 100 to 5,000 words

Length in words · cycle · citation style




## Report Group deadlines

Each Report Group publishes on a fixed day in fixed months. The deadline is that day; research and writing begin well before it. Agree your individual milestones with your Group Leader.

**FASP – Report Group deadlines**

Deadline = the day shown, in each marked month. Working Groups follow the same months.

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GEOGRAPHIC GROUPS** | | | | | | | | | | | | | |
| South America | 8th | 8 | | | | 8 | | | | 8 | | | |
| Europe | 8th | | 8 | | | | 8 | | | | 8 | | |
| Middle East & North Africa | 8th | | | 8 | | | | 8 | | | | 8 | |
| Arctic & Space | 8th | | | | 8 | | | | 8 | | | | 8 |
| Sub-Saharan Africa | 18th | 18 | | | | 18 | | | | 18 | | | |
| Eurasia | 18th | | 18 | | | | 18 | | | | 18 | | |
| Indo-Pacific | 18th | | | 18 | | | | 18 | | | | 18 | |
| North America | 18th | | | | 18 | | | | 18 | | | | 18 |
| **THEMATIC GROUPS** | | | | | | | | | | | | | |
| Security Policy & Defence | 28th | 28 | | | | 28 | | | | 28 | | | |
| Climate Policy & Environment | 28th | | 28 | | | | 28 | | | | 28 | | |
| Human Rights & Humanitarian Aid | 28th | | | 28 | | | | 28 | | | | 28 | |
| International Law & Treaties | 28th | | | | 28 | | | | 28 | | | | 28 |
| Artificial Intelligence & Cybersecurity | 18th | 18 | | | | 18 | | | | 18 | | | |
| International Economic Relations | 18th | | 18 | | | | 18 | | | | 18 | | |
| Peacekeeping & Conflict Prevention | 18th | | | 18 | | | | 18 | | | | 18 | |
| International Relations & Diplomacy | 18th | | | | 18 | | | | 18 | | | | 18 |

Each group publishes three times a year, every four months.

### ILCJ – Report Group deadlines

Deadline = the day shown, in each marked month. Working Groups follow the same months.

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GEOGRAPHIC GROUPS** | | | | | | | | | | | | | |
| South America | 8th | 8 | | | | 8 | | | | 8 | | | |
| Europe | 8th | | 8 | | | | 8 | | | | 8 | | |
| Middle East & North Africa | 8th | | | 8 | | | | 8 | | | | 8 | |
| Arctic & Space | 8th | | | | 8 | | | | 8 | | | | 8 |
| Sub-Saharan Africa | 18th | 18 | | | | 18 | | | | 18 | | | |
| Eurasia | 18th | | 18 | | | | 18 | | | | 18 | | |
| Indo-Pacific | 18th | | | 18 | | | | 18 | | | | 18 | |
| North America | 18th | | | | 18 | | | | 18 | | | | 18 |
| **THEMATIC GROUPS** | | | | | | | | | | | | | |
| Public International Law & Global Governance | 8th | 8 | | | | 8 | | | | 8 | | | |
| Intl Banking, Finance & FinTech Law | 8th | | 8 | | | | 8 | | | | 8 | | |
| Intl Corporate, Commercial & Business Law | 8th | | | 8 | | | | 8 | | | | 8 | |
| European Law & International Institutions | 18th | 18 | | | | 18 | | | | 18 | | | |
| Intl Dispute Resolution & Arbitration | 18th | | 18 | | | | 18 | | | | 18 | | |
| IP, Technology & Cyber Law | 18th | | | 18 | | | | 18 | | | | 18 | |
| International Criminal Law & Human Rights | 28th | 28 | | | | 28 | | | | 28 | | | |
| Energy, Environmental & Climate Change Law | 28th | | 28 | | | | 28 | | | | 28 | | |

Each group publishes three times a year, every four months.

### BSCA – Report Group deadlines

Deadline = the day shown, in each marked month. Working Groups follow the same months.

| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GEOGRAPHIC GROUPS** | | | | | | | | | | | | | |
| South America | 8th | 8 | | | | 8 | | | | 8 | | | |
| Europe | 8th | | 8 | | | | 8 | | | | 8 | | |
| Middle East & North Africa | 8th | | | 8 | | | | 8 | | | | 8 | |
| Arctic & Space | 8th | | | | 8 | | | | 8 | | | | 8 |
| Sub-Saharan Africa | 18th | 18 | | | | 18 | | | | 18 | | | |
| Eurasia | 18th | | 18 | | | | 18 | | | | 18 | | |
| Indo-Pacific | 18th | | | 18 | | | | 18 | | | | 18 | |
| North America | 18th | | | | 18 | | | | 18 | | | | 18 |
| **THEMATIC GROUPS** | | | | | | | | | | | | | |
| Entrepreneurship | 8th | 8 | | | | 8 | | | | 8 | | | |
| Strategy & Management | 8th | | 8 | | | | 8 | | | | 8 | | |
| Public Affairs | 8th | | | 8 | | | | 8 | | | | 8 | |
| Business Economics | 18th | 18 | | | | 18 | | | | 18 | | | |
| Digital Transformation & AI Strategy | 18th | | 18 | | | | 18 | | | | 18 | | |
| Sustainability & Innovation Management | 18th | | | 18 | | | | 18 | | | | 18 | |
| Organisational Behaviour & Human Capital | 28th | 28 | | | | 28 | | | | 28 | | | |
| Supply Chain Management | 28th | | 28 | | | | 28 | | | | 28 | | |

Each group publishes three times a year, every four months.

## How your text gets published

You write in WordPress and submit your draft. Your Group Leader scores it, your Resort Leader approves it, Design Affairs publishes it. If changes are needed, you receive an email with the reasons, your scores and a comment.

### How a text moves from draft to publication

Only texts with at least 5 in every category reach approval.




### Six criteria, each scored 1–10

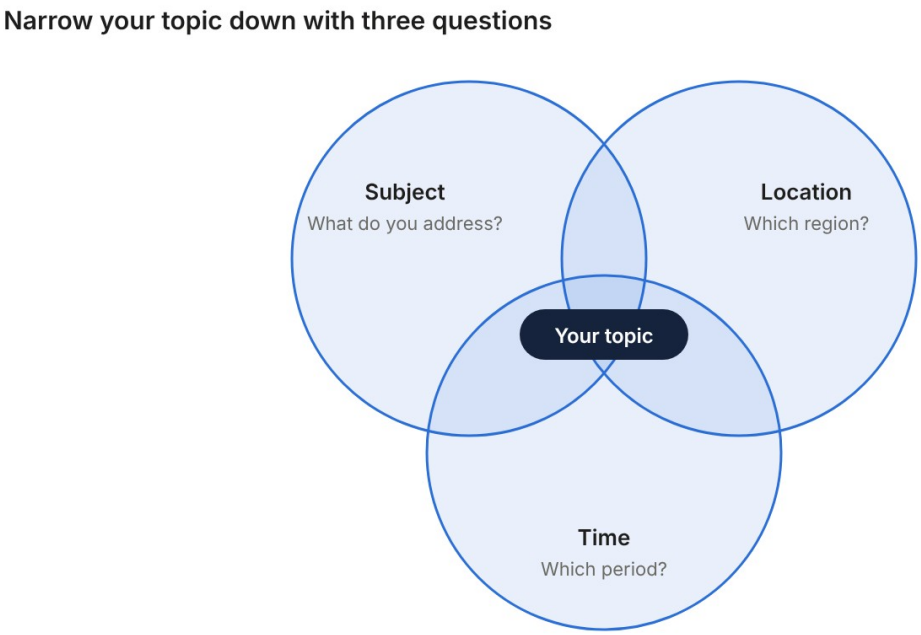
Your text is published when every criterion reaches at least 5.

| | | |
|---|---|---|
| **1 Focus & question**<br>One clear question or thesis that the text answers | **2 Answer & argument**<br>The conclusion answers it, step by step | **3 Sources & accuracy**<br>Credible sources that say what the text claims |
| **4 Contribution**<br>The reader learns something new | **5 Structure & clarity**<br>Easy to follow from introduction to conclusion | **6 Language & style**<br>Correct, concise, active English |

The text with the highest average score per format, branch and month wins the **EPIS Award**, announced in the EPIS Newsletter.

## A6. Writing guide

### 1. Pick a topic




Pick one topic – not more. It keeps the text focused and leaves room for arguments.

### 2. Set a title

A good title gives **clarity** (the main idea at a glance), **branding** (memorable and credible), **searchability** (keywords that appear in searches) and **engagement** (it makes people curious).

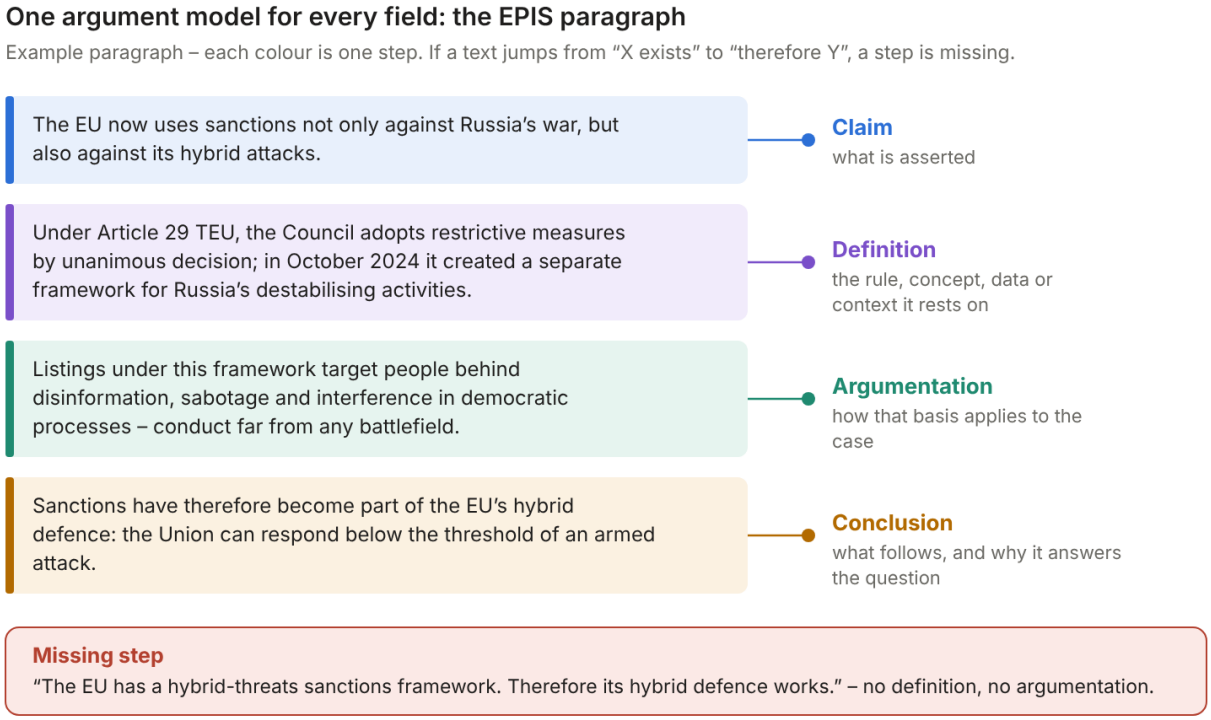
| Tip | Instead of | Write |
|---|---|---|
| **Pose a question** | Russia and NATO | Is NATO Prepared for a Military Conflict with Russia? |
| **Be precise, avoid generalisation** | Global Warming Trends | Northern Hemisphere Trends in Global Warming |
| **Define the purpose** | Study on Climate Change | Urban Heat Islands and Regional Climate Change Patterns |
| **Use keywords, show the scope** | Drones Today | Terminators on Mars? How Killer-Drones Change Warfare |

### 3. Write an introduction

The introduction is the most important part: it is the first impression and presents the whole text – the beginning, the structure and the conclusion.

1. **Introduce the issue:** is there a special occasion or reason?
2. **State the research question:** what does it cover, and what do you exclude and why?
3. **Show why it matters:** practical interest (who benefits?) and scientific interest (what has been published, and what do you add?).
4. **Answer it in one line.**
5. **Describe your method:** e.g. literature review or empirical analysis.
6. **Explain the structure:** how many parts, and why.

### 4. Write a paragraph




### 5. Write the text

- **Content:** a guiding thread; claims backed by robust evidence; concepts explained once and used consistently.
- **Data and results:** describe sources and methods; visualise results where it helps.
- **Discussion:** interpret your results honestly – if they differ from your claim, say so; place them in the literature; acknowledge limitations.
- **Conclusion:** summarise findings and implications, and suggest avenues for future research.
- **Structure:** an engaging title, clear subtitles, logical sections with smooth transitions.

### Language and house style

- **Formulate actively:** "as the Council of Europe communicated", not "as was communicated by the Council of Europe".
- **Formulate explicitly and indicatively;** avoid hedging and complicated sentences that hide what you mean.
- **Short and precise sentences;** delete filler words ("clearly", "very") and tautologies ("exact facts").
- **Write vividly:** a surprising metaphor or image keeps readers attentive.
- **Technical terms:** use them where they shorten an explanation, and explain unfamiliar ones; the readership is not a committee of experts.
- **House style:** British English (analyse, not analyze) · numbers one to twelve in words, 13 upwards in digits · dates as 03. January 2026 · no abbreviations or contractions (do not, not don't) · capitalise proper nouns, not concepts or theories.

### Citations, AI and plagiarism

- **Report and Magazine:** APA 7 (law texts: OSCOLA) – in-text citations and a reference list.
- **News, Blog and Working Group Brief:** embedded links – a keyword backed by a link.
- **AI:** you are free to use AI tools for research, correction and improvements. A text written by an AI tool is not published.

- **Plagiarism:** plagiarised content is not published. We check.

### Images and copyright

Use only images you have the right to use – your own pictures or Creative Commons – and name the source. These libraries are a good start – click a name to open it:

| ALL BRANCHES | | FASP | |
|---|---|---|---|
| UN Photo | Flickr | White House | WTO |
| European Commission Audiovisual | Unsplash | NATO | World Bank |
| Council of the EU Newsroom | Pixabay | OSCE | WEF |
| European Parliament Multimedia | Canva | UNHCR | ICJ |
| German Bundestag Image Database | | ICRC | ITLOS |
| | | African Union | UNFCCC |
| | | ASEAN | NASA |
| | | APEC | ITU |

| ILCJ | | BSCA | |
|---|---|---|---|
| ICJ | ITU | World Bank | NASA |
| ITLOS | WTO | WEF | White House |
| UNHCR | APEC | WTO | African Union |
| ICRC | World Bank | APEC | ASEAN |
| NATO | WEF | ITU | |
| UNFCCC | | | |

**ILCJ:** the EU sources under General (Commission, Council, Parliament) are especially relevant for European Law.

Credit every image below it, e.g. “Photo: UN Photo/Eskinder Debebe” or “Photo: Jane Doe, CC BY 2.0”.

## A7. Publishing in WordPress

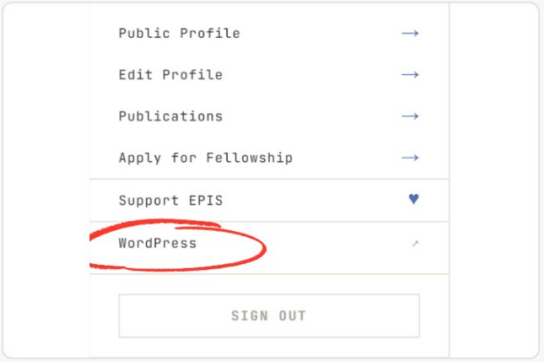
Every EPIS article follows the same template. Six steps take your draft from the Dashboard to “Pending for Editing”; the template at the end shows the ten elements every article contains.

**Publishing in WordPress, step by step**

Screenshots from the EPIS website and the WordPress editor.

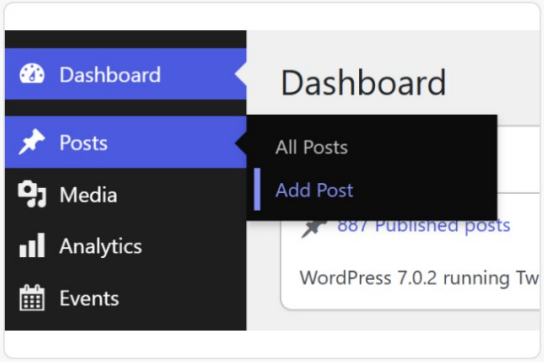
**1 Open WordPress**

Sign in at **epis-thinktank.com/dashboard** and click **“WordPress”** in your Dashboard.



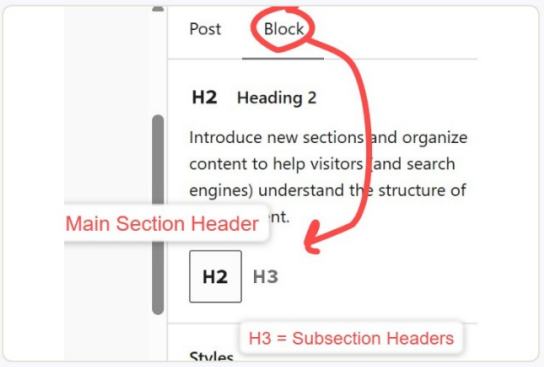

**2 Create a draft**

**Posts › Add Post.** Write your text; save the draft at any time and come back to it.



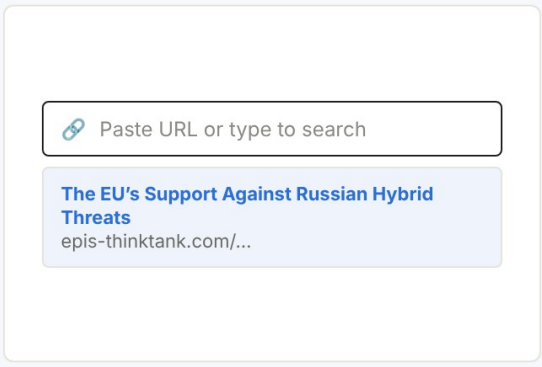
### 3 Headings and images

Tab **"Block"**: H2 for main sections, H3 for subsections. Click an image and fill in **"Alternative Text"**.



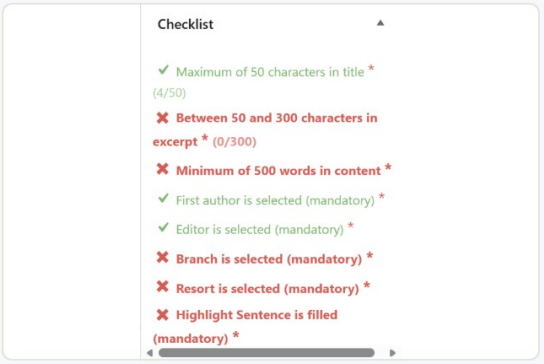

### 4 Add links

Paste an external link and press Enter. For an internal link, type the name of the content and pick the suggestion.



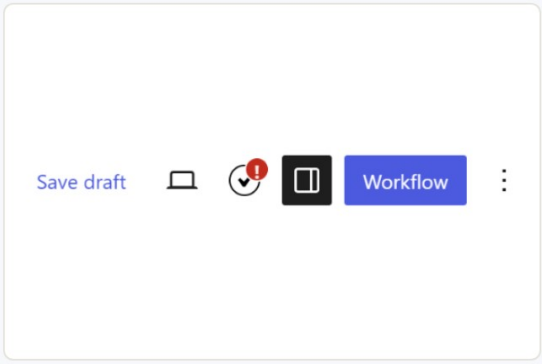

### 5 Check the checklist

Tab **"Post"**: the checklist shows what is still missing – title, excerpt, word count, branch, resort ... Every point must turn green.




### 6 Submit

Click **"Workflow"** and send the draft to **"Pending for Editing"**. Your Group Leader takes it from there (A5).



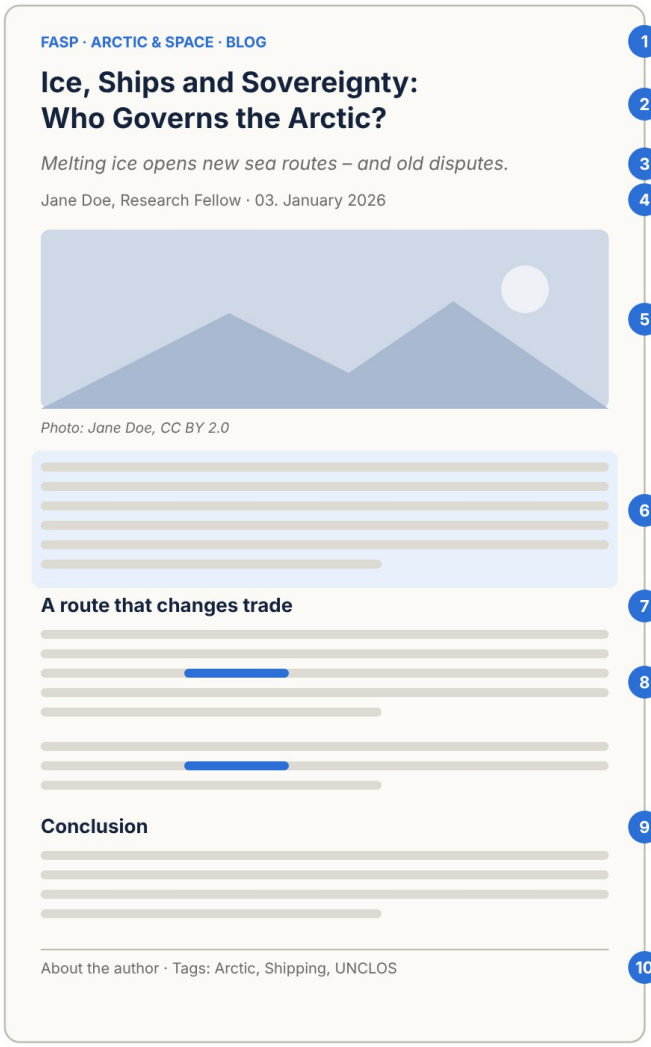

### What happens after you submit

Your Group Leader scores the draft in six categories (A5). If every category reaches at least 5, it goes to your Resort Leader for approval and then to Design Affairs for publication. If not, you receive an email with your scores, the reasons and a comment – revise the draft and submit it again via "Workflow".

## The EPIS article template

### Template: how an EPIS article is built

Example Blog post as it appears on the website – numbers point to the notes on the right.




1. **Branch, Group, format**
   Set in WordPress as category and tags.
2. **Title**
   Catchy and precise, with the key term up front (see A6).
3. **Subtitle**
   One sentence: what is the text about and why now?
4. **Author and date**
   Your name and role; dates as 03. January 2026.
5. **Featured image**
   Only own or Creative Commons images. Credit below; add alt text in the "Block" tab.
6. **Introduction ≈ ¼ of the text**
   Hook, question and your claim – the part most readers decide on.
7. **Subheadings**
   Every 2–4 paragraphs; each one tells the reader what comes next.
8. **Paragraphs and links**
   Claim → Definition → Argumentation → Conclusion. Blog, News and WG Brief: keyword backed by a link.
9. **Conclusion**
   Sum up, answer the question, point to what follows.
10. **Author box, tags, sources**
    Report and Magazine: APA 7 / OSCOLA reference list here.