Guideline for EPIS

- Network, Thinktank & Consultancy on Foreign Affairs & Security Policy



Introduction

Dear EPIS Fellows,

Berlin, 1. April 2025

With the EPIS guideline, we pursue two objectives:

- To give you a better **introduction** to EPIS, and
- To **assist** you in your engagement in EPIS.

About EPIS: The organization is parted into 3 (Consultancy, Network, Thinktank). Each section has its own EPIS Resort. They are led by a Resort Leader, a couple is managed by Resort Manager. Each EPIS Fellow is onboarded to the EPIS Network. EPIS Fellows can apply for positions of the EPIS Thinktank.

About Engagement: At EPIS Network you can participate at Delegations. At EPIS Thinktank you can participate in EPIS publications. Each Resort meets 1x/month to organise the publications. As soon as you have applied, you join a group and can participate. This garantuees a) flexible work-load, b) high standard c) possibilites to enact.

Thank you for your interest in EPIS! Theodor Himmel (Chairman EPIS)

Table of Content

- Organisation
 - Our Board of Directors
 - Our Board of Advisors
 - Our Internal & External Affairs
 - Our Social Media
- EPIS Consultancy
- EPIS Network
 - Delegation
 - CV-Check
 - Journals Database
- EPIS Thinktank
 - EPIS Resorts
 - EPIS Award
 - How to: -Guide
 - EPIS Report Groups
 - EPIS Formats
 - EPIS Working Groups

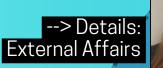
Our Organisation Thinktank Research Fellow EPIS is parted into 3: Network, Thinktank, Consultancy. As an EPIS Fellow you are a **Benefits** member of EPIS Network and can qualify for 1. Junior = Bachelor + Priority for EPIS other positions. 2. Senior = + Master Delegation 3. Alumni = + Graduation Researches/Write for EPIS Publications +6EUR/Year **Via Personal** Invitation only Consultancy Associate Fellow **Selection Process** via Internal Affairs • Consults on foreign affairs & security policies Study Script Network Efficiency Certificate Network Fellow **Benefits** Sponsor Fellow • Monthly EPIS News Onboarding Internal Information via Internal Affairs + Donation > 100 EUR/year • May join EPIS Delegation Interested Dude • May qualify EPIS Thinktank Honorary Fellow Interested in Foreign • Journals Database CV Check Affairs & Security Policy + Awarded by merits • Internship Market • Filled out Fellowship Form

15 EUR / Year

Our Board of Directors

Chairman Theodor Himmel











Internal Affairs Chiara Postinghel Julius Kurek

> --> Details: Internal Affairs

Social Media Mila Zocholl

> --> Details: Social Media



EPIS Thinktank



Data & Audit Daniel Gerjets Technical Affairs Leonard Strohwald

Administration Johannes Hollunder





Our Board of Advisors

The Board of Advisors combines several designated personalities of the foreign affairs and security policy. These former professionals contribute their experience to the professionalisation of EPIS. The EPIS Board of Advisors advises the EPIS Board of Directors on regarding the content and strategy.



Ron Keller



At the Moment

International Advisor on Geopolitics, Global Economics and Finance

Prior Experience

- Dutch Ambassador to Russia, Ukraine, Turkey and China
- Advisor at the EU, EBRD, IMF and World Bank
- Senior Director at the Dutch Ministries of Finance and Foreign Affairs



Robert Walter



At the Moment

Advocate for defense cooperation in Europe.

Prior Experience

- Member of UK Parliament
- Head of UK Delegation, Council of Europe (2010)
- President, European Security and Defence Assembly

Our Internal & External Affairs

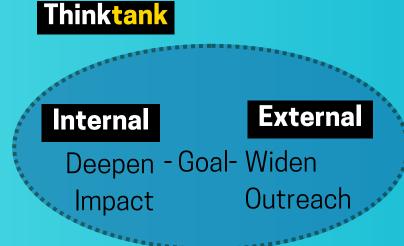
Caring for EPIS Research Fellows
 Selecting Suitable EPIS Network Fellows
 Assisting EPIS Resort Leaders

Network

- Recruiting Interesting Dudes
- Onboarding Interested Dudes
- Caring for EPIS Network
 Fellows

Ask&

join us



1. Making new Contacts

- 2. Organising Guest Contibutions
 - + Interviews + Informal Talks
- **3. Maintaining Contacts**
- 4. Exchange with Partnerships

Publications



Write & call Julia. She ge things done :)

External Affairs Manager +49 1573 4379959 external.affairs@epis-thinktank.de





Frequently Asked Questions

About EPIS

- 1. What does EPIS stand for? EPIS (short for the ancient Greek ἐπιστήμη epistḗmē) stands for "insight, knowledge, ability, science."
- 2. What does the EPIS Thinktank do? As a thinktank, we are active in four areas: 1. Publishing texts by our EPIS Fellows, 2. Networking with experts, 3. Sending EPIS Fellows to conferences, 4. Collaborating with stakeholders.
- 3. **Can I make a suggestion?** Of course -EPIS encourages initiative! Do you want to interview someone? Have an idea for a new format? Want to take on responsibility? Contact Karla Kohlhaas.

FAQ

About Organisation

- 1. What is an EPIS Resort? The EPIS Thinktank is divided into various EPIS Resorts: EPIS Formats, EPIS Working Groups, and EPIS Report Groups. Each Resort consists of multiple subgroups. You can join them by contacting Karla.
- 2. How can I publish texts? If you join of an Group in an EPIS Resort, you can publish a text. The respective EPIS Resort Leader will reach out to you and guide you though the process.
- 3. Where can I get involved? As an EPIS Fellow, you can contribute to any EPIS Resort.
- 4. Are there regular meetings I have to attend? No, there are no recurring endless online meetings. Our processes are structured and communication is directly person-to-person.

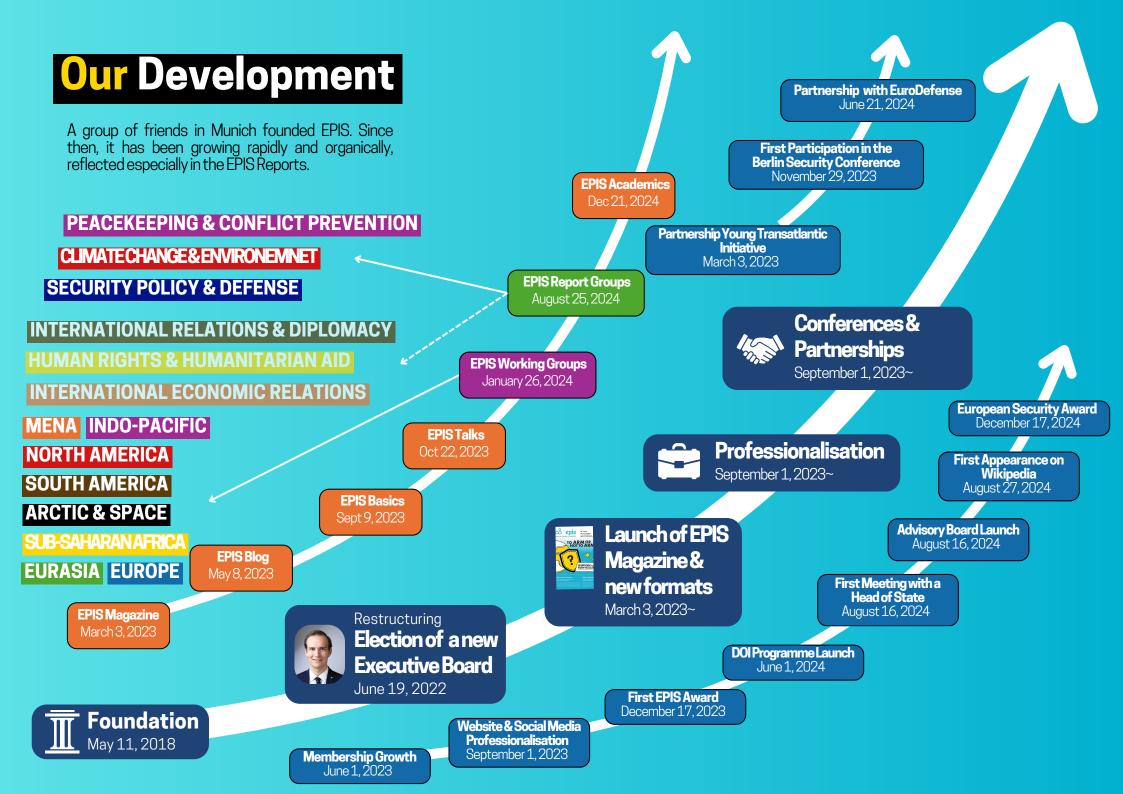
About Fellowship

- 1. **How can I join?** Visit us on epis-thinktank.de/become-member, and fill out the application form. Our Internal Affairs Manager Karla Kohlhaas will contact you.
- 2. What is the membership fee? 15 EUR per year.
- 3. What are the benefits of being an EPIS Fellow? As an EPIS Fellow, you may: 1. Publish your texts, 2. Participate in delegations, 3. Network with experts, 4. Expand your expertise.
- 4. **Are there any duties for EPIS Fellows?** No, EPIS operates on a voluntary basis. You can be active, but you don't have to. There are EPIS Fellows who publish once, others who are regularly active, and some who contribute occasionally.

Still got Questions

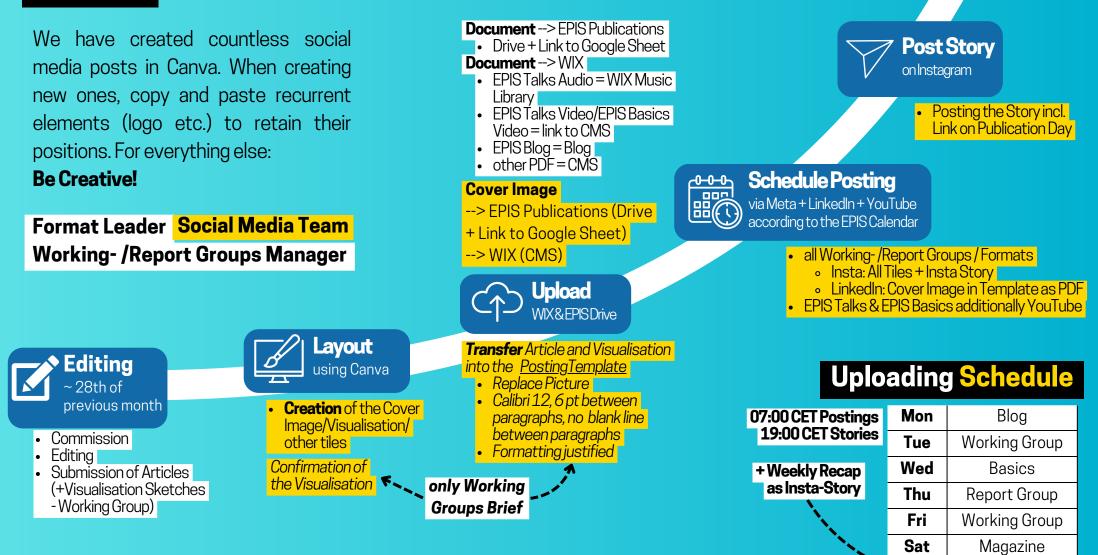
Message Chiara on WhatsApp. She will assist you :) Internal Affairs Manager <u>+4916097230307</u> internal.affairs@epis-thinktank.de





Social Media: Workflows

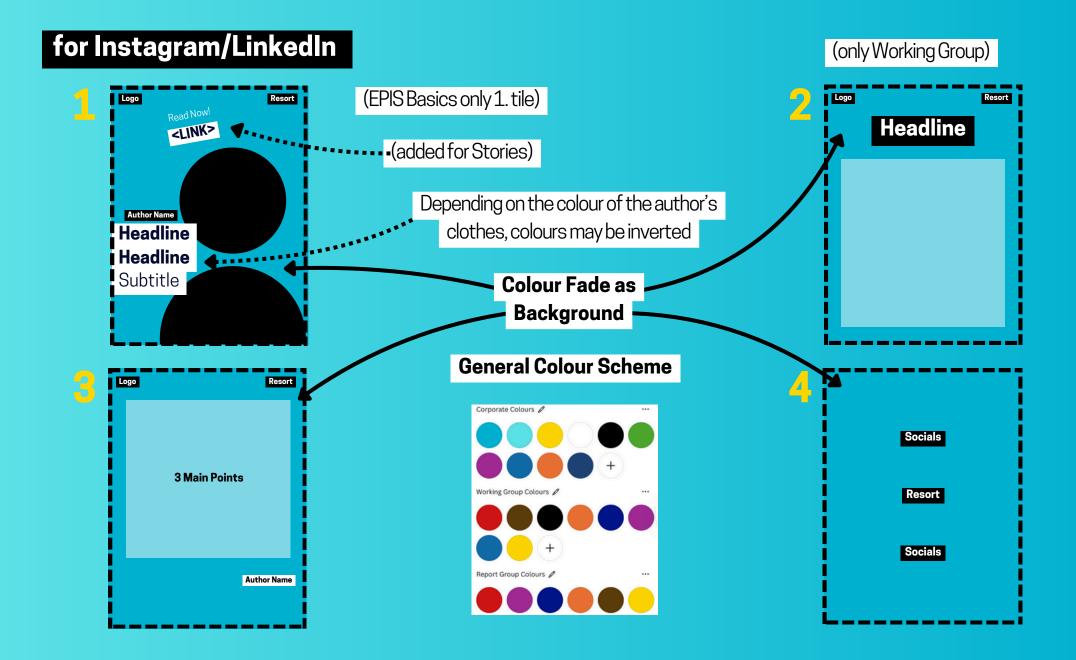
Guidance



Talks

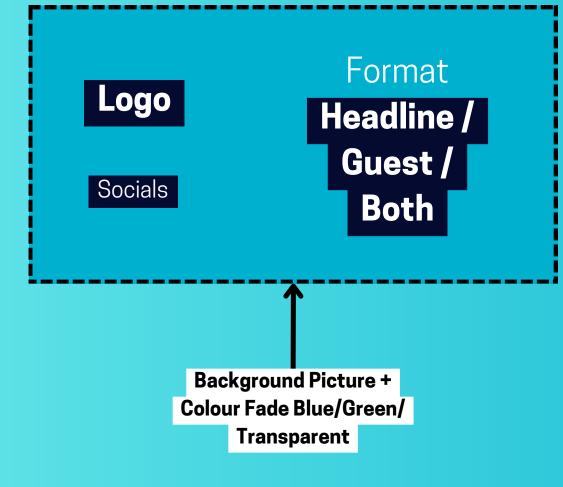
Sun

Social Media: Working- /Report Group/Formats

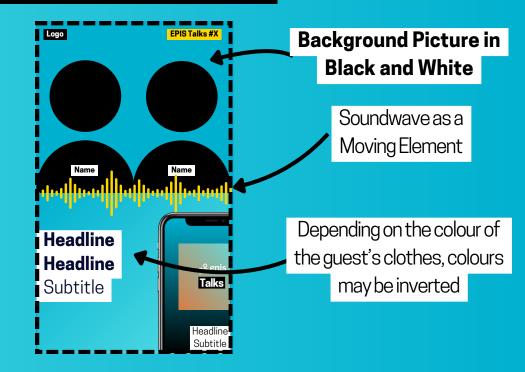


Social Media: Talks - Reel

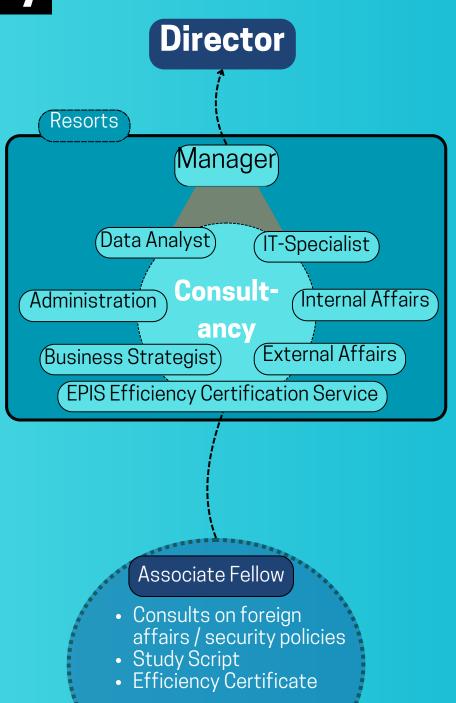
Social Media: YouTube Thumbnail

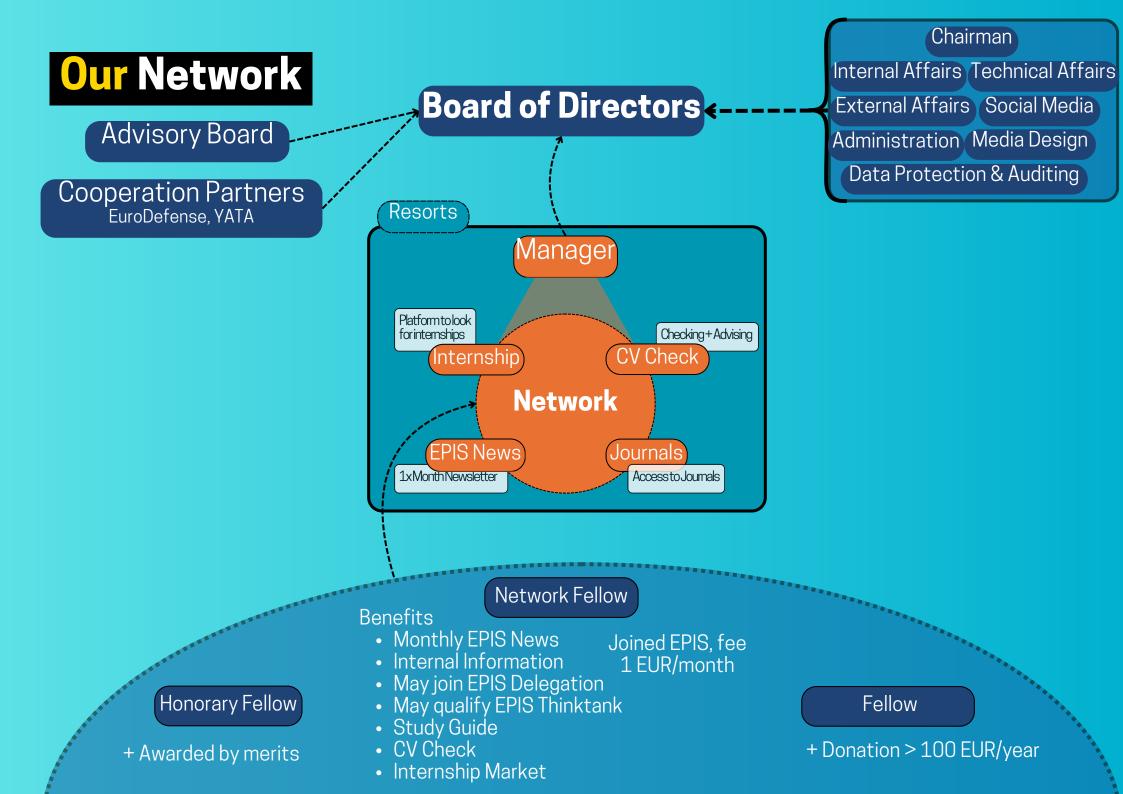


for Instagram/LinkedIn



Our Consultancy





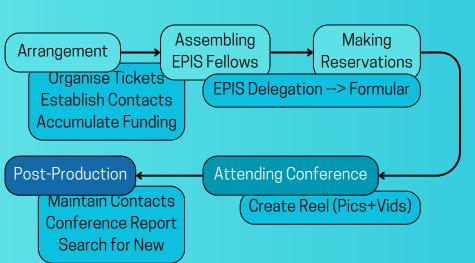
EPIS Network Delegations

Scope

With EPIS Delegations, our EPIS Fellows gain access to conferences on foreign and security policy. EPIS provides entry, supports Fellows in their preparation, and together we engage firsthand with political events.



From Idea to Delegation





Annual Conferences

- Berlin Security Conference
- Munich Security Conference
- Paris Defense & Strategy Forum
- Budapest Security Dialogue
- Warsaw Security Forum
- Euro Atlantic Resilience Forum

Collaborate with us Write & call Daniel. He gets people places :)

Delegation Manager +4491701282004 <u>delegations@epis-thinktank.de</u>

EPIS Network CV-Check

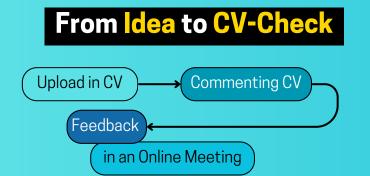
Scope

A well-drafted CV is essential for a career in foreign affairs and security policy. The EPIS Network offers to check the CV of EPIS Fellows on a) structure b) formatting c) content. Upload your CV and discuss the feedback in an online meeting.

following soon

Basic Tips

following soon





EPIS Network Journals Database

Scope

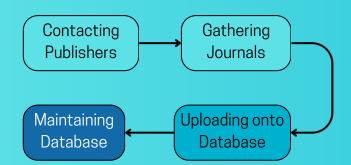
In addition to the EPIS Magazine, there are other journals in foreign and security policy. EPIS has direct access to various publications and share them within our network. Doing that, our EPIS Fellows have premium access to it.

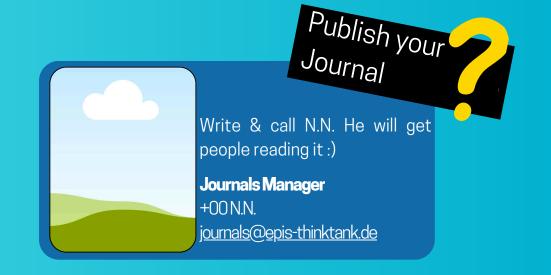
following soon

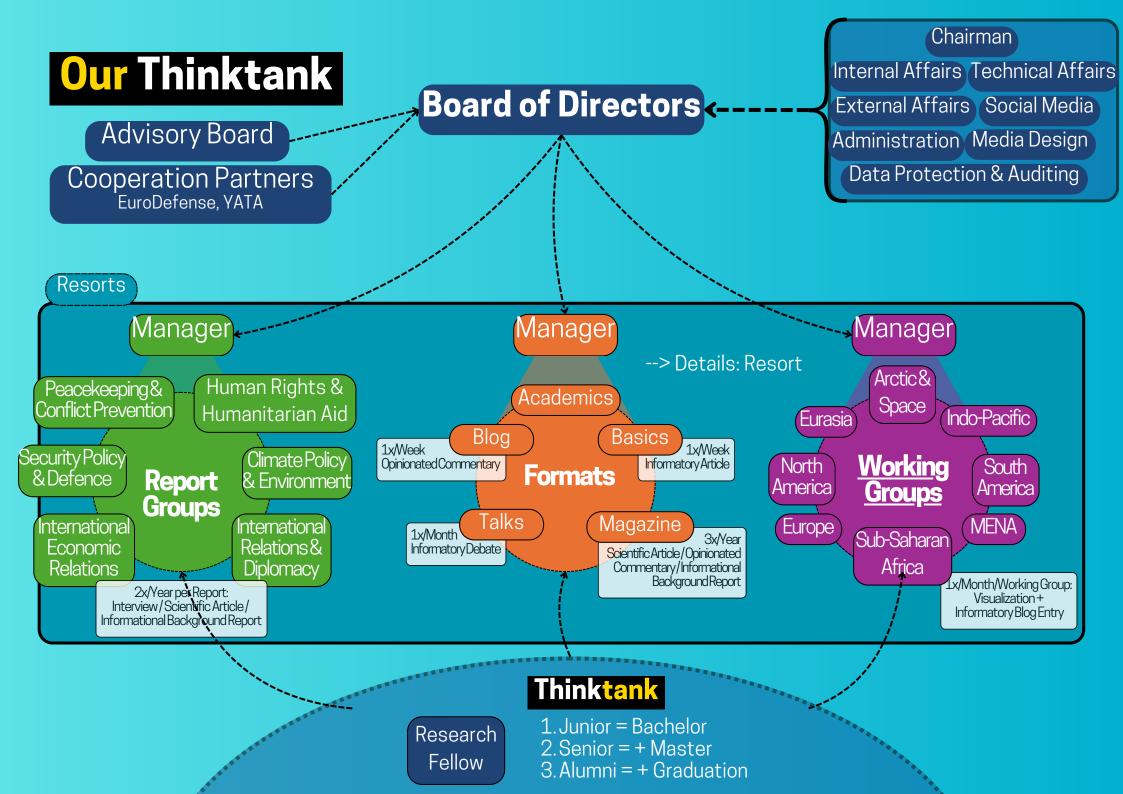
Journals Database

• following soon



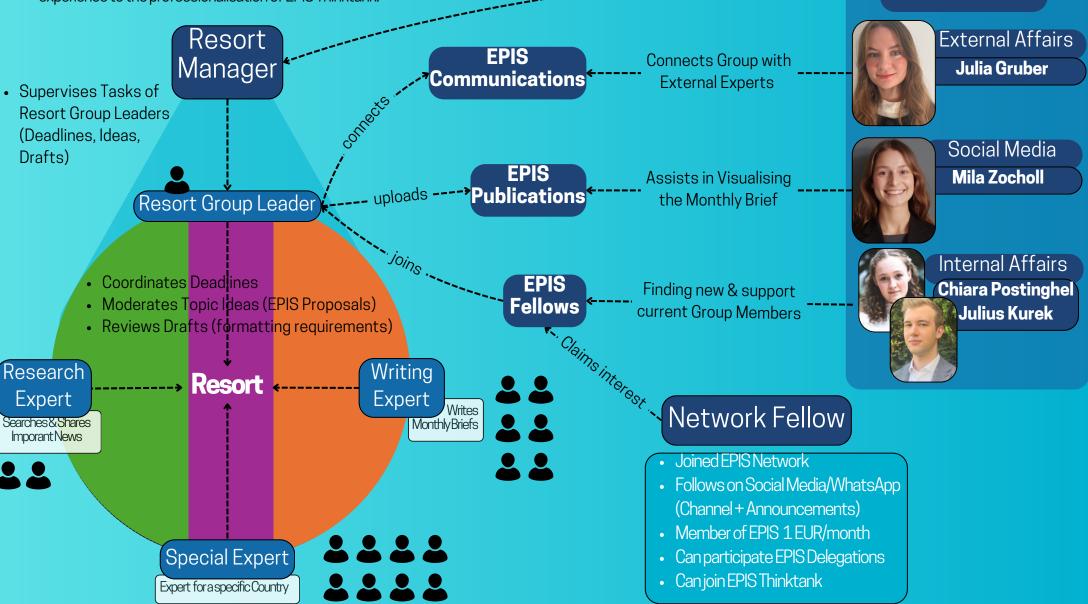






Our Resorts

It combines several designated personalities of the foreign affairs and security sector. These former professionals contribute their experience to the professionalisation of EPIS Thinktank.



Board of

Directors



Every year, the EPIS think tank presents the EPIS Award. This is intended to honour the best publication of the year. It is also intended as an incentive for authors to maintain the high standard of future publications. It is awarded at the end of the year in the categories: Best Magazine Article, Best Blog Post & Best Working Group Article.

Categories

1. EPIS Magazine / EPIS Report
 2. EPIS Blog
 3. EPIS Working Groups



Winners 2025:

EPIS Magazine



Artificial Intelligence & Aggressive Intentions Ferdinand Wegener, Dmytro Sochnyev, Vitaliy Venislavskyy EPIS Blog



Why Israel's Legitimacy Faces Unique Challenges Thalia Bouchehrian

EPIS Working Groups

Kaja Kallas: Gradual Accession CEPS-Template 2.0 for Staged Accession



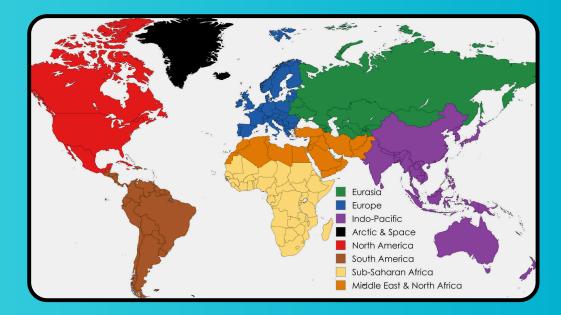
Kaja Kallas: Gradual Accession CEPS-Template 2.0 for Staged Accession Gaston Göttlich

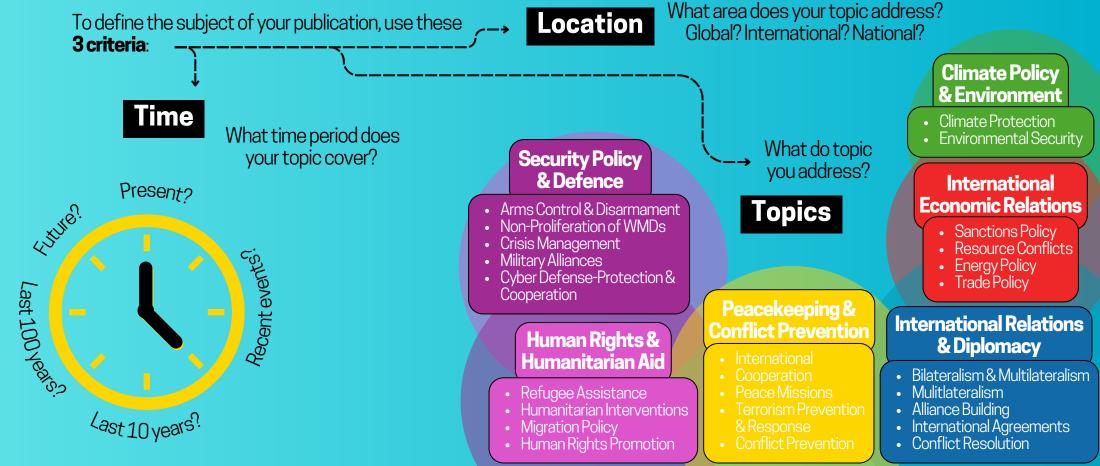
How to: Pick a Topic

Every topic has to deal with either **foreign affairs** or **security policy**.

Before writing, narrow down the topic of your publication. \rightarrow Pick 1 topic - not more.

- makes your text orderly and focused.
- support it with more arguments/paragraphs. <u>How? see example!</u>





How to: Set a Title

Indicate the scope, methodology "Meta-Analysis of Tech-Learning in Genomic Research."

Clarity

Pose a Question to highlight research problem. "Can CRISPR Treat Genetic **Disorders In Utero?"**

Keep it Simple and Clear 🗸

Avoid overly technical or 🚫

vague terms.

Summarizes the hain idea, helping readers quickly a ess its relevance.

Why

Titles Matter

Use Keywords for Visibility "Gene Editing in Maize: **CRISPR** Applications for Yield Enhancement."

Searchability

"Study on Climate Change"

Change Patterns."

SEO-optimized: helps to appear in relevant searches.

Branding

Strong & memorable: enhances the perceived value and builds credibility. **Avoid Generalization** "Global Warming Trends" "Northern Hemisphere Trends in Global Warming."

Highlight Contributions Emphasize the significant aspects of your research. "AI-Based Predictions for Protein Folding Dynamics."

Engagement

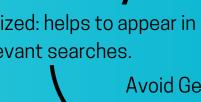
Catchy or thought-provoking:

encourages curiosity.

Be Precise and Contextual Include specific variables studied. "Arctic Fox Genetic Variability Under Climate Shifts."

Define the Study's Purpose without ambiguity.

"Urban Heat Islands and Regional Climate



How to: Write an Introduction

Guideline

- General introduction to the issue.
 - Is there a special occasion/reason?
- Clarification of the Research question
 - What does your research question cover?
 - What did you exclude from this coverage and why?
- Discussion of it's **theoretical and practical interests** Why should a reader take the time reading your article?
 - **Practical interests:** Why is it important to practical societal issues? Who benefits from reading/knowing your article?
 - **Scientific interests:** What is the current state of research? How, what and who has already published about this topic? What is your article going to add?
- Answer the research question
 - Provide a one-liner answer
- Description of the **methodology**
 - How did you approach the research question (i.e. via Literature review/empicial studies)?
- Explanation of the main subdivisions
 - How did you structure your article? Why and in how many parts did you split it? What is your thought behind it?

Example

- The **war in Ukraine** fired up the conflict between Russia and NATO
- Is NATO prepared for a military conflict against Russia?
 - This article covers new military technologies.
 - This excludes organisation, since less important in emergency.
- This answer is of interest both for society and science
 - The **practical relevance** is of how the society is included in preparation of war.
 - Research argues NATO is prepared. However, this is till invasion of Ukraine 2014. This article **updates the current stand.**
- NATO **is not prepared** till they level up their air systems.
- The article approaches the question **empirically** by collecting public information, weighing them and reaffirming them with rough estimates in expert literature.
- This article is divided in **three parts. First,** it explains the numbers of NATO. **Second**, the numbers are compared with Russian numbers. Third, it draws the conclusion.

How to: Write a Paragraph

To write a convincing, **well-structured paragraph**, follow these **principles**:

- 1 paragraph = 1 single, cohesive claim (don't stuff paragraphs with several thoughts)
- Each sentence contributes (only!) to this claim
- Each paragraph contains min. 4 sentences
- To better organise your sentences use the:

SNAKE Shape

1. Claim

Introduces the main purpose of the paragraph Serves as an introduction to a new claim

2. Definition

Explains the context or terms/theories used Serves to prepare the claim

3. Argumentation

Apply research/evidence/argument to definition Serves to argue your claim

3. Conclusion

Summarizes the argumentation to a solution Serves to validate that your claim is proven

> another snake, another paragraph eventually growing into a fulltext

+ Example

The Russian attacks on Ukraine clearly qualify as a war. War is defined as a sustained conflict between nations or organized groups involving significant armed violence. Russia's invasion of Ukraine in 2022, marked by large-scale military operations, territorial occupations, and the loss of thousands of lives. Furthermore, the use of artillery, air strikes, and ground troops reflects the organized and deliberate nature of the conflict. In conclusion, the scale, intensity, and duration of the Russian attacks on Ukraine unequivocally categorize the conflict as a war.

How to: Write a Text

Formalities & Structure

- You have an **engaging** title and use paragraphs & subtitles
- Logical, organised sections, with **smooth transitions** and clear headings
- Each paragraph deals with one single topic
- Terms are defined and used consistently

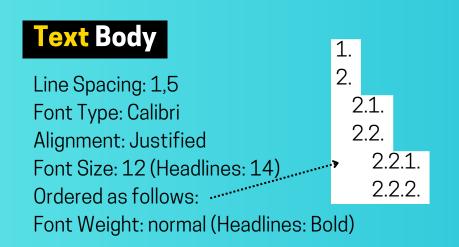
Language

- Your choice of language is ...
 - Clear and concise
 - Formal, unemotional and objective
- You avoid ...
 - Repetitions
 - Subjective or ambiguous language
 - Grammatical errors and awkward sentence structures
- Further Advice:
 - Vary your sentences in length and style for improved readability
 - Avoid overly complex sentence structures
 - Follow our 5 Do's of Good Writing

Content

- Your ideas flow naturally. Your text follows a guiding thread.
- Your claims are supported by **robust evidence**
- Necessary concepts are well-explained with the necessary level of detail and are used consistently throughout the text
- Data Analysis & Results
 - You describe data source and analysis methods
 - Your results are effectively visualised
- Discussion:
 - You interpret your results with regard to your findings
 - Your interpretation sticks to the facts, regardless of what your claim is. If your results differ from your claim, this is mentioned and explained in your text
 - Describe how your results fit into the overall literature on your topic of analysis
 - Acknowledge limitations
- Conclusion:
 - **Summarise** findings and implications, and **suggest** avenues for future research

How to: Format a Text



Use of AI Check out these Tools!

- You are free to use AI for support (research, correction, improvements).
- If it becomes apparent, however, that your text was written by an AI tool, it cannot be published

ChatGPT

Grammarly

Can help you structure your argumentation

Grammatical Correction

Stylistic Improvements

DeepL Write

Wording

- Capitalisation:
 - Proper Nouns / Names / Brands / Organisations / States etc. (<u>NOT</u> concepts or theories
 - Example: "President Lincoln was the president of the United States"
- Numbers: one through twelve = spelt out (one, two, ..., twelve, 13, 14, ...)
- **Dates**: Day Number Month Name Year Number (Example: 03. January 2023)
- **Wording**: British English Special attention to Differences with American English

(= analyse = analyze)

References & Formalities

- Line **indentation** at the beginning of a new paragraph
- Justified text and Hyphenation
- **APA 7** guidelines: In-text citations + Reference list entry Find a guideline and examples here
- Plagiarized content will not be uploaded! We will check.

How to: Create Visualisations

Visualization are a **core component** of a publication. They assist the reader in understand why you want to tell with you article. Also, it looks more apealing than a wall of words. Be creative: Don't just submit a BORING scale - be creative!

Our Media Designer digitalises your sketch!

Steps to like this: visualise

1. Check if you may use the visualization.

- As an author, you are liable for copyright infringements.
- Creative Commons licence are mostly usable. HOWEVER, some require naming the creator or forbid amendments. Be aware!

2. You can filter for a Creative Commons license

rocks when using someone elses visualisation Talk to your Resort Leader what do you want to visualise? Select a type of concentric diagram bar chart visualisation timeline venn diagram line chart Gather essential data bubble race chart Draw a sketch - by pie chart flow char which will be presented hand on paper +add it 🗲 in your visualisations to your document

How to: 5 Do's of Good Writing

Formulate Actively

- Write indicatively and avoid conjunctive formulations. It is wrong when inferring unavoidable conclusion.
 - "If tomorrow were a new day the sun **will** rise"
 - 👌 "If tomorrow were a new day, the **would** rise"
- Active phrases are more appealing than passive ones
 - "as the Council of Europe **communicated**" "as was **communicated by** the Council of Europe"

Write Vividly

- Cynical asides, surprising metaphors, the use of images and the like help readers identify with the text. This keeps them more attentive and allows you to better deliver your message.
- You can omit some content if this allows for a better delivery of your key message.
 - "After all China: once a **Dragon**, turned into **Winnie Poe**... or was lead by him
 - "After all China: lost it's **might**... or **competence**"

Formulate **Explicitly**

- Oftentimes, authors try to hide their uncertainty or lack of expressiveness behind complicated sentences. This prevents them from writing what they think and the reader from understanding what they mean
 - "He died in February"



"The **second month of the year** was when he **didn't live** anylonger"

Use Technical Terms

- The use of technical terms can facilitate discourse by summarising the meaning of an otherwise too-long explanation. It is important, however, to remember that the **readership** is **not** a committee of **experts**. Texts overflowing with technical terms are **unreadable** (even for the insiders!).
- Unfamiliar terms require **explanation** when used.
- No abbreviations, also do not 📀 don't 🔀

Short & Precise Sentences

- The reader's attention span forces precise formulation
- Delete **filler words** "clearly", "very" just as many adjectives are **tautological** "exact facts", "danger potential"

EPIS Report Groups







EPIS Report Groups

Scope

EPIS Reports analyse a single topic from multiple perspectives. The articles combine accessibility and expertise to provide readers with a clear and well-rounded understanding of key issues in international relations.

Monthly Meetings

Welcome	Leader	
Review last Briefing	Writing Expert	
Discussion & Approval: Topic Proposal	Research Expert	
Listing Experts for Informal Talks	Leader	
Discussion of Recent Topics	Specialist Expert	
Changes Fellowship (Admission + Resignations)	Leader	
Miscellaneous (incl. Excel, Google, Social Media, Informal Talks)	Leader	
Closing Remarks	Leader	

Structure

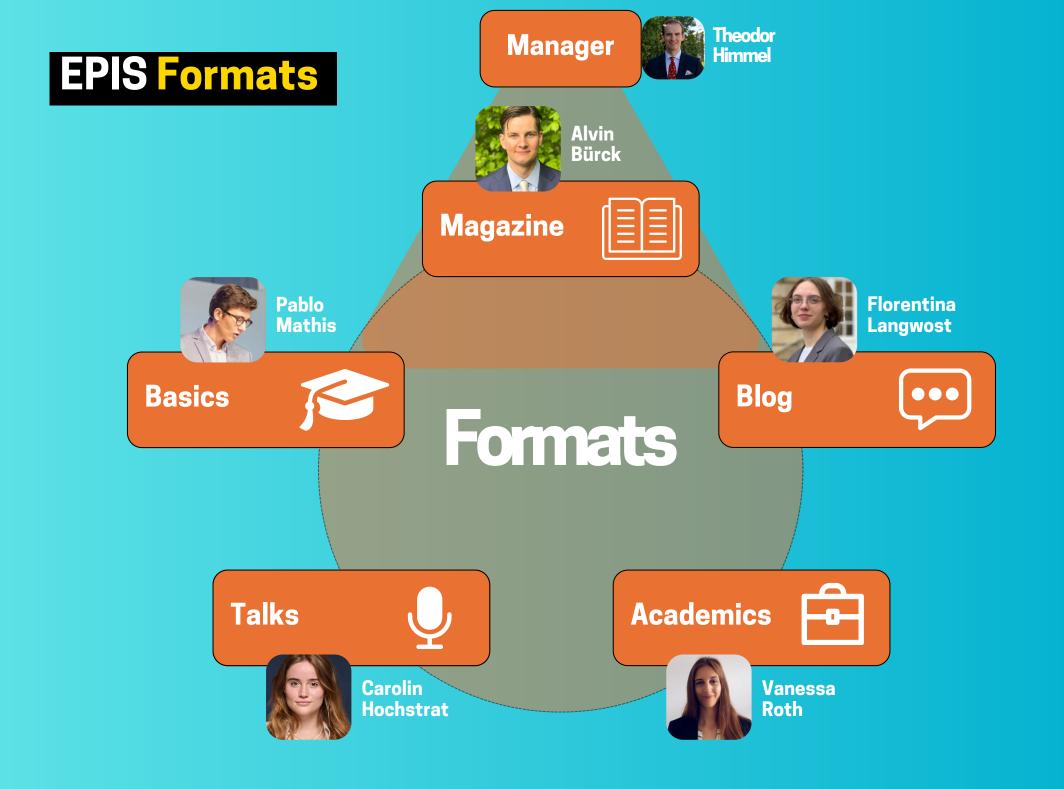




- Editorial & Greetings from our Partners
- Essay Articles (2.000 2.500 words + 2 visualisations)
 - = present an argument to rethink a perspective, original and by the author; supported by references
- **Review Articles** (2.000 2.500 words + 2 visualisations)
 - = comprehensive summary (of existing literature) + presenting/comparing different perspectives
- Opinionated Commentary (1.000 1.500 words)

 = written subjectively about a recent debate/event
- Guest Contribution
- Expert Interview
- Informatory Background Report (2.000 2.500 words)
 - Written Objectively as insight view into an organisation
- EPIS Basics Entry (500 600 words)





EPIS Formats Academics

Read Now

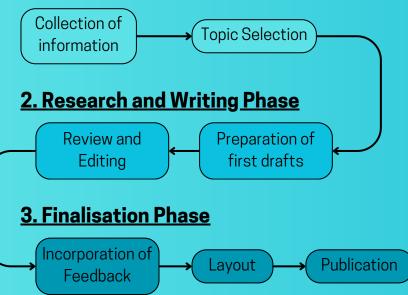


Scope

EPIS Academics offer the EPIS Study Scripts, EPIS Study Flashcards, and additional explanatory videos. They are designed to assist students in their studies by building a strong understanding of key concepts and theories. Simplifying complex ideas, EPIS Academics provides the tools needed for academic success and fosters a solid basis for future expertise.

From Idea to Publication

<u>1. Preparation Phase</u>



Projects of EPIS Academics

Study Script

70 pages pure international relations. Similar to EPIS Basics, but more comprehensive.

Explanatory Videos

No time to read? Watch instead! EPIS Academics Videos will provide you with everything you will need to know.

Flashcards

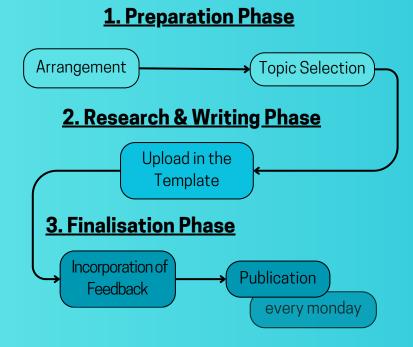
Flashcards that complement our script to allow you to study on the go - on the train, between lectures, or on the way to your best friend's birthday party.

EPIS Formats Basics

Scope

With EPIS Basics, we bring information on international relations in bite-sized pieces. We cover important personalities, theories and regimes to provide novices to the world of foreign affairs a point of entry.

From Idea to Publication

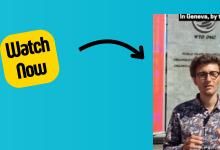


Guideline

- Introducing certain personalities/theories/regimes of main concern in foreign affairs and security policy
- Video length: max. 60 seconds
- Text length: max. 500 words
- Add a visualisation

Structure & Wording

- There is not pre-determined structure but the text must be **well-rounded**.
- Start theoretical and provide an example.
- Do not repeat information.



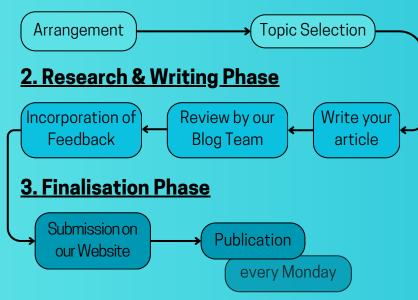
EPIS Formats Blog

Scope

Through our blog, we aim to promote debates that go beyond superficial headlines, and we would like to give you the chance to participate in the debate. When contributing an article, you present your personal view on a topic in international relations of your choice.

From Idea to Publication

<u>1. Preparation Phase</u>



Guideline

• Analyse a current issue related to foreign and/or security policy

Read

Now

The Red Rulet

- Share your personal perspective
- Length: 500-1000 words
- Add references as hyperlinks in the text
- Tip: Check your text with tools such as Grammarly or DeepL to elevate the level of your writing

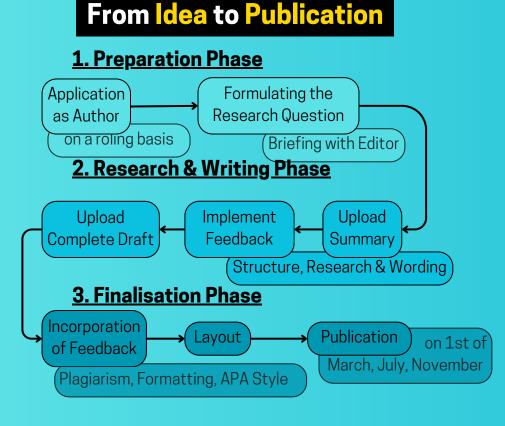
Structure & Wording

- There is not pre-determined structure but the text must be **well-rounded**.
- Do **not repeat information** but explain **your personal** view! Convince the reader of your perspective.
- Your **analysis** is the **main part** of your contribution. Provide only as much background information as is needed for non-experts to understand your opinion

EPIS Formats Magazine

Scope

Our magazine contributes to the academic debate by combining expert opinions and student voices. That way, we foster a dynamic exchange of ideas and promote intellectual growth.



Structure

Example? Here! epis III. issue March 2024

TO ARM OR

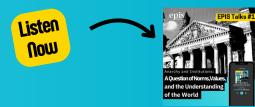
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- Essay Articles (2.500 3.500 words incl. citations + 2 visualisations)
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Read

Now

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- Expert Interview
- Informatory Background Report (2.000 2.500 words)
 - Written Objectively as insight view into an organisation
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EPIS Formats Talks



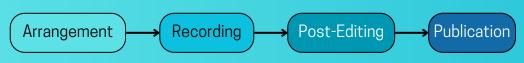
Scope

EPIS Talks complements our visual content with **dynamic discussions** on foreign & security policy. Aimed at young professionals, scholars, and engaged citizens, the podcast delivers **concise** episodes on strategies, careers, and key challenges, positioning EPIS as a hub for informed and inspiring conversations.

Style

- Conversational, friendly, inviting. Speak freely, elaborate the magic comes from the conversation!
- Objective and well-founded, without being overly academic
- Ensure clarity and comprehensibility
 - → incorporate examples and personal anecdotes!
- If you misspeak, repeat your entire sentence/ sentence chunk (that eases editing)

From Idea to Publication



Formalities

- Discussions with experts from the domains of diplomacy, military, academia, etc.
- 30-45 min episodes
- biweekly release

3-Part Structure

1. Person

- Focus: Portraying an interesting person from the domains of diplomacy, politics, science, etc.
- Topics: Personal path, experiences, challenges in the context of foreign & security policy

2. Field / Institution

- Focus: Analysis of a current issue in security or a pressing regional matter. Portraying the work of the interviewed actor with regard to this challenge
- Topics: Conflict zones, strategic developments, innovations

3. Career

- Focus: Advice for listeners who aim for a career in international politics
- Topic: Practical tips, soft skills, etc.



EPIS Working Groups

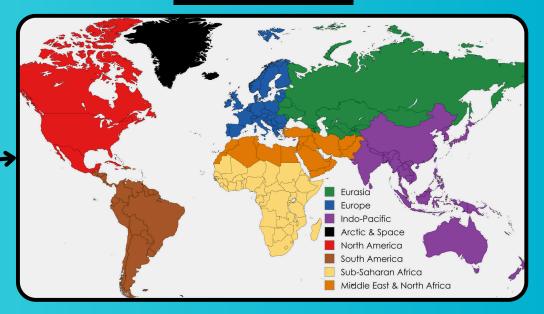
Organisation

Scope

Our Working groups publish **monthly briefs** on important developments in their respective regions. Each brief is accompanied by a graphic that the main point of the article. Which region are you interested in?

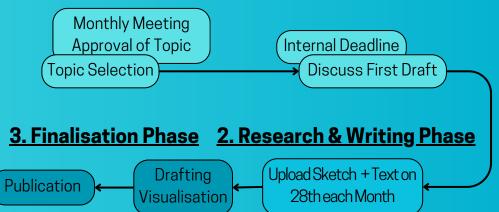
Monthly Meetings

Welcome	Leader	5 min
Review last Briefing	Writing Expert	10 min
Discussion & Approval: 1 of 3 Topic Proposals	Research Expert	10 min
Listing Experts for Informal Talks	Leader	5 min
Discussion of Recent Topics	Specialist Expert	20 min
Changes Fellowship (Admission + Resignations)	Leader	5 min
Miscellaneous (incl. Excel, Google, Social Media, Informal Talks)	Leader	3 min
Closing Remarks	Leader	2 min





<u>1. Preparation Phase</u>





Engage & Enact.