

Submissions

Ministers require rigorous submissions that contain high quality analysis and argument and that are simply expressed. This will be your main interaction with ministers and it is vital that you take the time to get submissions right. To minimise the number of iterations between your team and private office a focus on getting submissions right first time is essential.

A new [submissions template](#) is available here.

For detailed guidance on preparing submissions please see the annotated [submissions guidance template](#) as well as referring to the guidance on these pages.

Format

The MoJ submission template in Word should be used in all cases.

The seven standard headings for a submission are:

- issue
- recommendation
- timing
- argument
- background
- parliamentary handling
- financial implications
- presentation and media handling

For more information on what should appear under each heading, see the [annotated submission template](#).
[Important new guidance on submission copy lists](#).