

first aid for every China Policy text

China Policy style is designed for clean and simple online presentation. We aim for as few marks on the page. We drop some established rules, particularly punctuation and capitalisation. And like all systems, we have a few exceptions.

- 1 *titles and subtitles*: lowercase, unless a proper noun
- 2 *dates*: number before month: 12 Dec 2015 or 12 dec 2015 or 12 December 2015; never December 12, 2015 never add -st, -th, or -rd
- 3 *numbers and currency*: write out up to and including ten, but numerals for 11 and up; C¥5,000 not RMB or CNY
- 4 *spaces*: always single, no double spaces after full stop or colon
- 5 *bullet points*: not preceded by colon or followed by semicolon or full stop
- 6 *quotes*: single ('like this') double quotes inside single quotes ('like "this"')
- 7 *Chinese names*: always followed by characters, Xi Jinping 习近平
- 8 *affiliations*: largest to smallest with no comma in-between e.g. NDRC Price Supervision and Anti-Monopoly Bureau
- 9 *13th 5-year plan*: never 13th five year plan, or 13th five-year plan, or 13th 5 year plan, or 13th FYP
- 10 *exceptions*: percent (one word) not %; 'and' not &, except R&D and M&A

we use Australian spelling—similar to UK, with a few exceptions

-ize = -ise	programme = program
-ization = -isation	license (v) licence (n)
-er = -re	defense = defence
-or = -our	judgment = judgement
-og = -ogue	sulfur = sulphur

do not submit a text without checking this page

offsite analyst exercise

To be considered for an offsite analyst position in our finance, industry policy, social policy or trade/geopolitics portfolios, you are invited to complete the following exercises in English. It is important to reflect our style guide above.

1. For one of the texts under (i) in your chosen portfolio below
 - write a clear summary of the announcement in a few paragraphs
 - focus on the key changes and policy content, rather than rhetoric
2. For the text under (ii) in your chosen portfolio below
 - write a concise paragraph or two that convey its main points and the perspective of the writer
 - select a quote (up to three sentences) that you feel is distinctive in conveying the message of the text, and translate it into idiomatic English
 - find two texts from mainland Chinese sources on similar issues; copy the texts or the urls and justify your choices in a few sentences
3. Give a list of mainland Chinese sources where you would expect to find policy updates and informative commentary related to your chosen portfolio. Briefly explain your choices.

finance - fiscal issues

i. tracker

http://whs.mof.gov.cn/pdlb/gzdt/201701/t20170123_2525531.html

or

<http://www.cbrc.gov.cn/chinese/home/docView/ADBA919718424013997B848840730EB1.htm>

ii. tax bureau strikes back on corporate tax burden

http://epaper.yinet.com/html/2016-12/23/content_233053.htm?div=0

industry

i. tracker

http://www.ndrc.gov.cn/gzdt/201612/t20161215_830151.html

or

http://zmhd.miit.gov.cn:8080/opinion/noticedetail.do?method=notice_detail_show¬iceid=1624

ii. beware of overcapacity and inflated numbers in the graphene industry

http://www.stdaily.com/index/chanye/2016-11/28/content_349367.shtml

social policy

i. tracker

http://www.gov.cn/zhengce/content/2016-03/11/content_5052267.htm

or

http://www.gov.cn/zhengce/content/2017-01/19/content_5161341.htm

ii. state should rethink healthcare system oversight

<http://opinion.caixin.com/2017-02-10/101053836.html>

trade/geopolitics

i. tracker

<http://www.mofcom.gov.cn/article/b/d/201612/20161202425267.shtml>

or

<http://www.mofcom.gov.cn/article/b/e/201612/20161202454764.shtml>

ii. China-Pakistan Economic Corridor: pipeline problems

<http://magazine.caijing.com.cn/20161220/4214477.shtml>

Before submitting your application, check again that it conforms to our style.