

## 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**

## analyst exercise

To be considered for an analyst position you are invited to complete the following exercises in English. It is important to reflect our style guide above.

1. For one of the following texts

<http://www.pbc.gov.cn/goutongjiaoliu/113456/113469/3280778/index.html>

or

[http://www.gov.cn/zhengce/content/2016-02/04/content\\_5039353.htm](http://www.gov.cn/zhengce/content/2016-02/04/content_5039353.htm)

- 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 below

beware of overcapacity and inflated numbers in the graphene industry

[http://www.stdaily.com/index/chanye/2016-11/28/content\\_349367.shtml](http://www.stdaily.com/index/chanye/2016-11/28/content_349367.shtml)

- 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 the issues of heavy industry and overcapacity. Briefly explain your choices.

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