

## 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

## sci-inno analyst exercise

To be considered for this position, please complete the following three exercises in English, referring to the style guide above. Close attention to style at the drafting stage is important for our editorial process.

1. For the following **two** government announcement texts below

- write a clear summary of the announcement in a few paragraphs
- focus on the key changes and policy content, rather than rhetoric

**关于印发《促进大中小企业融通发展三年行动计划》的通知**

**'3-year action plan for promoting business linkages among large-, medium- and small-sized enterprises'**

<http://miit.gov.cn/n1146295/n1652858/n1652930/n3757016/c6514036/content.html>

and

**关于加强国家重点实验室建设发展的若干意见**

**'Opinions on consolidating state key laboratories'**

[http://www.most.gov.cn/mostinfo/xinxifenlei/fgzc/gfxwj/gfxwj2018/201806/t20180625\\_140289.htm](http://www.most.gov.cn/mostinfo/xinxifenlei/fgzc/gfxwj/gfxwj2018/201806/t20180625_140289.htm)

2. For **one** of the commentaries below

- write a concise paragraph or two (no more than 300 words) that convey its main points and the perspective of the commentator
- include a short introduction (about two sentences) to explain the context of these remarks and why they matter to our readers
- 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
- additionally, find two texts from mainland Chinese sources on similar issues; copy the texts and urls; summarise any difference in perspective and motivate your choices in a few sentences

**Miao Wei: manufacturing sector is capable of mitigating risks**

<http://www.miit.gov.cn/n1146285/n1146347/n1147601/n1147604/c6399834/content.html>

or

**the state should update its industrial policy toolbox to cultivate high-tech firms**

<http://www.21jingji.com/2018/11-30/OMMDEzNzIfMTQ2MDIOMQ.html>

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