

## 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 as possible. 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*: do not introduce bullet points with a colon, or finish individual points with a 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, in the first instance
- 8 *affiliations*: largest to smallest with no comma between them 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

## industry junior analyst/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 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《工业企业结构调整专项奖补资金管理办法》的通知**

[http://jjs.mof.gov.cn/zhengwuxinxi/zhengcefagui/201809/t20180920\\_3023919.html](http://jjs.mof.gov.cn/zhengwuxinxi/zhengcefagui/201809/t20180920_3023919.html)

and

**《燃煤自备电厂规范建设和运行专项治理方案(征求意见稿)》**

<http://www.chinacoaljournals.com/i,5,7765,0.html>

2. For **one** of the commentaries 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

**rumour on winter heating season industrial production control**

<https://www.jiemian.com/article/2461391.html>

or

**regulations on captive power plants**

[https://www.thepaper.cn/newsDetail\\_forward\\_2448915](https://www.thepaper.cn/newsDetail_forward_2448915)

3. Give a list of mainland Chinese sources where you would expect to find policy updates and informative commentary related to **industry issues**. Please categorise and briefly explain your choices. Before submitting your application, please check again that it conforms to our style.