

## 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 deputy director
- 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

Australian spellings listed on the right

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

do not submit a text without checking this page

## offsite analyst exercise

To be considered for an offsite analyst position in our trade; industry; science and innovation; social policy and finance 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), known as an announcement 'tracker' at China Policy, 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), known as a policy 'ticker' at China Policy, 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.

Working on time-sensitive texts for publication, it is critical that candidates demonstrate attention to detail and are able to follow style and, where necessary, formatting instructions.

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

## industry

### i. tracker

'promoting mid to long-term coal contracts 2019' (关于做好2019年煤炭

中长期合同签订履行有关工作的通知)

[http://www.ndrc.gov.cn/zcfb/zcfbtz/201811/t20181130\\_921509.html](http://www.ndrc.gov.cn/zcfb/zcfbtz/201811/t20181130_921509.html)

or

'Aluminum capacity replacement through M&A' (关于电解铝企业通过兼并重组等方式实施产能置换有关事项的通知)

<http://xxgk.miit.gov.cn/gdnps/wjfbContent.jsp?id=6017123>

### ii. ticker

rumour on winter heating season industrial production control (市场传言引发钢铁期货骤跌 生态环境部环监局：不应该有限产要求)

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

or

regulations on captive power plants (山东省发文征收自备电厂交叉补贴，中国宏桥股价2天跌逾二成)

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

## trade

### i. tracker

关于支持自由贸易试验区深化改革创新若干措施 ‘Supporting further reform and innovation in pilot FTZs’

[http://www.gov.cn/zhengce/content/2018-11/23/content\\_5342665.htm](http://www.gov.cn/zhengce/content/2018-11/23/content_5342665.htm)

or

2018年1-12月社会消费品零售总额增长9.0% total retail sales of consumer goods grew 9.0 percent (January-December 2018)

[http://www.stats.gov.cn/tjsj/zxfb/201901/t20190121\\_1645784.html](http://www.stats.gov.cn/tjsj/zxfb/201901/t20190121_1645784.html)

### ii. tickers

美国发布对日贸易谈判22条新规 US released ambitious agenda for trade talk with Japan

[http://www.chinatradenews.com.cn/epaper/content/2019-01/03/content\\_57460.htm](http://www.chinatradenews.com.cn/epaper/content/2019-01/03/content_57460.htm)

or

“一个没有美国的WTO”？WTO改革的“危”与“机” US denies being cause of crisis and accuses China at WTO

<http://www.21jingji.com/2018/12-29/5MMDEzNzlfMTQ2NDY5MA.html>

## social policy

### i. tracker

‘基础教育有关热点难点工作进展’

[http://www.moe.gov.cn/jyb\\_xwfb/xw\\_fbh/moe\\_2069/xwfbh\\_2018n/xwfb\\_20181213/sfcl/201812/t20181213\\_363143.html](http://www.moe.gov.cn/jyb_xwfb/xw_fbh/moe_2069/xwfbh_2018n/xwfb_20181213/sfcl/201812/t20181213_363143.html)

or

‘国家组织药品集中采购和使用试点方案’

[http://www.gov.cn/zhengce/content/2019-01/17/content\\_5358604.htm](http://www.gov.cn/zhengce/content/2019-01/17/content_5358604.htm)

### ii. ticker

‘代际居住分离下的农村留守老年群体’

<https://mp.weixin.qq.com/s/CmYQzpaDeKu1zXy6jO5i3Q>

or

‘周天勇：限制流动损失5万亿 为户籍改革算笔账’

<https://mappsv5.caixin.com/article/5/6790/506790.html?nolmg=0>

## science and innovation

### i. tracker

工业和信息化部关于印发《工业互联网网络建设及推广指南》的通知

<http://miit.gov.cn/n1146295/n1652858/n1652930/n3757020/c6605619/content.html>

or

关于印发《中央级新购大型科研仪器设备查重评议管理办法》的通知

[http://jkw.mof.gov.cn/zhengwuxinxi/zhengcefabu/201901/t20190122\\_3127213.html](http://jkw.mof.gov.cn/zhengwuxinxi/zhengcefabu/201901/t20190122_3127213.html)

### ii. ticker

刺激车市“汽车下乡”政策或重启？

<http://auto.people.com.cn/n1/2019/0117/c1005-30560046.html>

or

信通院，华为，京东《虚拟（增强）现实白皮书（2018年）》

<http://www.caict.ac.cn/kxyj/qwfb/bps/201901/P020190123331729713099.pdf>

## finance and macroeconomy

### i. tracker

2019年中国人民银行工作会议在京召开

<http://www.pbc.gov.cn/goutongjiaoliu/113456/113469/3738117/index.html>

or

全国财政工作会议在京召开

[http://www.mof.gov.cn/zhengwuxinxi/caizhengxinwen/201812/t20181228\\_3110638.htm](http://www.mof.gov.cn/zhengwuxinxi/caizhengxinwen/201812/t20181228_3110638.htm)

### ii. ticker

大摩邢自强：中国已启动新版宽松，但这次不一样

<https://wallstreetcn.com/articles/3444910>

or

28城楼面价下调、上千宅地流标，房企不敢拿地了

<http://www.iwview.com/jingwei/html/12-12/201089.shtml>

25 January 2019