

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

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	sulfur = sulphur

do not submit a text without checking this page

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. Please browse the following website and select **three to five industry news** in March 2019 that you consider most important

List of websites:

中钢协行业要闻 China Iron and Steel Association

<http://www.chinaisa.org.cn/gxportal/DispatchAction.do?efFormEname=ECTM40&key=CmlcYw1mWTgKa1NkUjUHZgZiBGclbFJIBzQDMAJhATZWRQ1CDhUENgYXUhVUQwxs>

我的有色 (铝) Mysteel (aluminum section)

<https://list1.mysteel.com/article/p-1934----0202-----1.html>

中国煤炭资源网 China coal resources

<http://www.sxcoal.com/news/index>

21世纪经济报 21st Century

http://epaper.21jingji.com/html/2019-03/28/node_1.htm

经济观察网 EEO

<http://www.eeo.com.cn>

界面 jiemian

<https://www.jiemian.com/lists/28.html>

Please write here your choice of the most important industry news (three to five) and explain briefly why:

- 1.
- 2.
- 3.
4. (optional)
5. (optional)

2. For the following government announcement texts below

- write a clear summary in a few paragraphs; use bullet points where appropriate
- focus on the key changes and policy content, rather than rhetoric

关于印发钢铁水泥玻璃行业产能置换实施办法的通知

<http://www.miit.gov.cn/n1146295/n1652858/n1652930/n3757017/c6006927/content.html>

and

关于进一步做好“僵尸企业”及去产能企业债务处置工作的通知

http://www.ndrc.gov.cn/gzdt/201812/t20181204_922163.html

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

- write a concise paragraph or two that convey its main points and the perspective of the writer
- include a short introduction (two to three sentences) to explain the context and significance of these remarks
- 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

2000万吨：央企煤炭资源整合新任务

<http://www.eeo.com.cn/2019/0315/350491.shtml>

or

行业政策首发，氧化铝何去何从？

<https://news.cnal.com/2019/01-23/1548204618531246.shtml>