

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

energy and environment junior 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 or five energy and environment news items or policies in March 2019 that you consider most important

界面 *jiemian*

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

财新 *caixin*

<http://companies.caixin.com/energynews/>

中国能源报 *China energy news*

http://paper.people.com.cn/zgnyb/html/2019-04/01/node_2222.htm

经济日报 *economic daily*

<http://www.ce.cn/cysc/stwm>

21世纪经济报 *21st century economic herald*

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

经济观察网 *EEO*

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

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

- 1.
- 2.
- 3.
- 4.
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《汾渭平原2018-2019年秋冬季大气污染综合治理攻坚行动方案》的通知

http://www.mee.gov.cn/xxgk/xxgk03/201810/t20181029_667650.html

and

征求《关于实行可再生能源电力配额制的通知》意见的函

http://www.nea.gov.cn/2018-11/15/c_137607356.htm

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

碳交易条例出台，首批纳入企业名单将很快确定

<https://www.jiemian.com/article/2728906.html>

or

‘三桶油’将迎重大改革，国家油气管道公司要来了

<http://www.eeo.com.cn/2018/1207/342821.shtml>