

## 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

## agriculture 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 websites and select three to five agriculture news in April 2021 that you consider most important

农民日报 <http://szb.farmer.com.cn/>

期货日报网 <http://www.qhrb.com.cn/>

经济参考报 <http://jjckb.xinhuanet.com/>

经济日报网 [http://paper.ce.cn/jjrb/html/2020-01/14/node\\_11.htm](http://paper.ce.cn/jjrb/html/2020-01/14/node_11.htm)

新京报 <http://www.bjnews.com.cn/>

食品科技网 <https://www.tech-food.com/news/c10/>

第一财经 <https://www.yicai.com/>

Please list your three to five most important industry news 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

农业农村部办公厅 财政部办公厅关于全面推进农产品产地冷藏保鲜设施建设的通知

[http://www.moa.gov.cn/govpublic/SCYJJXS/202104/t20210429\\_6367008.htm](http://www.moa.gov.cn/govpublic/SCYJJXS/202104/t20210429_6367008.htm)

and

农业农村部关于印发《非洲猪瘟等重大动物疫病分区防控工作方案（试行）》的通知

[http://www.moa.gov.cn/govpublic/xmsyj/202104/t20210421\\_6366333.htm](http://www.moa.gov.cn/govpublic/xmsyj/202104/t20210421_6366333.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

猪“芯片”改良这十年：一场回锅肉、金华火腿的翻身仗怎么打？

<http://www.eeo.com.cn/2021/0305/474571.shtml>

or

土地管理法实施条例修订草案通过，宅基地跨集体流转待破冰

<https://m.21jingji.com/article/20210423/herald/088bd2c1d75c7c304f277b61f653879d.html>