

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 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 energy and environment news from the past week that you see as most important.

List of websites:

财新 Caixin: www.caixin.com (please skip this one if you don't have an account)

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

第一财经 Yicai: <https://www.yicai.com/>

21世纪经济报 21st Century: <http://epaper.21jingji.com/>

华夏能源 Xuaxia: <http://www.hxny.com>

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

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

2. For the following government announcement texts below

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

加快建立健全绿色低碳循环发展经济体系的指导意见

http://www.gov.cn/zhengce/content/2021-02/22/content_5588274.htm

3. Choose one of the two commentaries below

- write a concise paragraph or two (no more than 300 words) that convey its main points or the perspective of the commentator
- include a short introduction (two to three sentences) to explain the context and significance of these remarks and their relevance to our clients
- 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

环境部气候司司长李高：碳达峰要防止“攀高峰”

<https://www.jiemian.com/article/5958371.html>

or

今年风光发展方案基本定锤，这些规则有了变化

<https://www.jiemian.com/article/5753162.html>

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