

## 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 2020 or 12 dec 2020 or 12 December 2020; never December 12, 2020 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. SAMR Anti-monopoly Bureau
- 9 *14th 5-year plan*: never 14th five year plan, or 14th five-year plan, or 14th 5 year plan, or 14th 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

-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

## science, technology and innovation policy 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 texts on science, technology and innovation policy issues from July to August 2021 that you see as most important. We are interested in policy rather than data analysis.

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

界面 Jiemian: <https://www.jiemian.com/>

第一财经 Yicai: <https://www.yicai.com/>

21世纪经济报 21st Century Business Herald: <http://www.21jingji.com/>

经济观察网 Economic Observer: <http://www.eeo.com.cn/>

经济参考报 Economic Information Daily: <http://jjckb.xinhuanet.com/>

每经网 National Business Daily: <http://www.nbd.com.cn/>

科技日报 Science and Technology Daily: <http://www.stdaily.com/>

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

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

2. For one of the following government announcement texts below

- write a clear summary of the announcement in 300 words; use bullet points when fit
- focus on the key changes and policy content, rather than rhetoric

“from zero to one” basic research working plan' (关于印发《加强“从0到1”基础研究工作方案》的通知)

[http://www.cas.cn/zcjd/202003/t20200303\\_4736354.shtml](http://www.cas.cn/zcjd/202003/t20200303_4736354.shtml)

call for comment on 14th 5-year plan for smart manufacturing development (公开征求对《“十四五”智能制造发展规划》(征求意见稿)的意见)

[https://www.miit.gov.cn/gzcy/yjzj/art/2021/art\\_df7ef807d8a34de185e776ab34a7343e.html](https://www.miit.gov.cn/gzcy/yjzj/art/2021/art_df7ef807d8a34de185e776ab34a7343e.html)

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

new energy vehicle industry planning (新能源汽车产业规划新信号: 专家组不建议制定“禁燃”时间表)

<https://m.21jingji.com/article/20200917/0beb745fe953184f615122db37e41e0c.html>

or

technology transfer barriers (我国技术转移转化服务体系存在的问题分析)

[https://www.thepaper.cn/newsDetail\\_forward\\_8305555](https://www.thepaper.cn/newsDetail_forward_8305555)

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

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