

## 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 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, same for ordinal numbers; 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*: should be written like this Yi Gang 易纲 PBoC governor, figures familiar to a general readership (Chairman Xi Jinping, Premier Li Keqiang, Chairman Mao Zedong) may be introduced with their title but without Chinese characters
- 8 *affiliations*: largest to smallest with no comma in-between e.g. SAMR Anti-monopoly Bureau deputy director
- 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

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

# macroeconomy/trade 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 macroeconomy/trade policy issues (between 1 July 2022 and now) that you see as most important. We are interested in policy rather than data analysis. We are interested in your assessment in both areas but please focus more on trade.

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/>

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

中国商务新闻网 ComNews <https://www.comnews.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 enter the links of the most important policy news items (three to five) within the given dates that you have chosen, and explain briefly why you picked them:

- 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 appropriate
- focus on the key changes and policy content, rather than rhetoric

several policy measures on expanding the scope and improving the quality of manufacturing-based foreign investment

印发《关于以制造业为重点促进外资扩增量稳存量提质量的若干政策措施》的通知

[https://www.ndrc.gov.cn/xxgk/zcfb/tz/202210/t20221025\\_1339087.html?code=&state=123](https://www.ndrc.gov.cn/xxgk/zcfb/tz/202210/t20221025_1339087.html?code=&state=123)

opinions on advancing high-quality development of external culture trade

关于推进对外文化贸易高质量发展的意见

<http://www.mofcom.gov.cn/article/zwgk/gkzcfb/202207/20220703334843.shtml>

3. Choose one of the two commentaries below

- write a concise paragraph or two (no more than 300 words) that conveys 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

enhancing the reliability of domestic circulation and improving the quality of international circulation 专访中国国际经济交流中心首席研究员、国家发改委学术委原秘书长张燕生：增强国内大循环内生动力和可靠性，提升国际循环质量和水平

<http://www.21jingji.com/article/20221018/ea39a4bcdde28a63abd22e72b2d88a23.html>

or

exports and imports grew by 9.9 percent y-o-y in the first three quarters of 2022 前三季度进出口同比增长9.9% 新一轮稳外贸政策正加紧落地

<http://www.21jingji.com/article/20221025/079ae5b4bbbed9f63607c7ba29dc6a72.html>

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