



CPI PUBLICATIONS GUIDE

The China Policy Institute (CPI) – the research institute for The University of Nottingham’s School of Contemporary Chinese Studies -- is committed to publishing research in line with its mission to improve the understanding of China in the UK, Europe and worldwide. Its goal is to help build a more informed dialogue between China and the rest of the world.

This document serves as a guide to the various online publications of CPI. They include policy papers, discussion papers, commentaries, reports and China Policy Blog posts, contributed by CPI internal and external fellows and guest scholars.

Publications follow the [policy and style guidelines](#) in Section 4.

1. Policy Papers

The *Policy Paper Series* carries timely analyses relevant to current major issues faced by China. A Policy Paper aims to combine rigorous research with policy implications, and is presented in an easily digestible style. Technical language and jargon are therefore kept to the minimum, or avoided altogether.

(i) [Target Audience](#)

Policy Papers are targeted mainly at the policy community and members of the public in the UK, Europe, and around the world.

Readers of Policy Papers include government officials and legislators, think tanks, senior business people and personnel in international or national NGOs with an interest in China. Other readers will include academics seeking a more general knowledge of China outside of their own specialist area. They will also include foreign personnel working for organisations in China.

(ii) [Executive Summary](#)

A policy paper is always accompanied by an Executive Summary which will provide a quick but comprehensive introduction to the main content and arguments of the paper.

The Executive Summary is normally made up of two pages of numbered short paragraphs that are usually no more than three lines each. The Summary may occasionally be published separately and delivered to a wider audience than the full paper.

(iii) [Length](#)

The main body of the paper typically consists of 3,000 to 4,000 words.

(iv) Structure

A Policy Paper is organised into several (four to six, for example) sections with indicative section headings.

Each paragraph is given a number in the format of "m.n" to indicate it is the n-th paragraph of the m-th section (E.g, the 3rd paragraph of the 5th section is marked as 5.3).

For examples of CPI Policy Papers, please see:

<http://www.nottingham.ac.uk/cpi/publications/policy-papers.php>

(v) References

To maintain a high degree of readability, fewer **footnotes** are used in a Policy Paper than in a standard academic paper. Should footnotes be used, they are presented in a brief and straightforward way.

A **bibliography** is not required for a Policy Paper.

As with Discussion Papers, CPI's preferred system of citations is based on the Chicago Manual of Style.

2. Discussion Papers

CPI's *Discussion Paper Series* aims at publishing focused research on topics relating to contemporary China. It serves to update CPI readers of research papers that are being prepared for academic journals, edited volumes, or conferences, acting as a working paper series for contemporary Chinese studies in UK and around the world.

The Series can be accessed from this link:

<http://www.nottingham.ac.uk/cpi/publications/discussion-papers.php>

(i) Target Audience

Discussion Papers are mainly targeted at an academic audience, although policy researchers and the general public will also benefit from research findings presented in these papers.

(ii) Abstract and Length

An abstract of about 200-400 words precedes the main paper, which typically consists of 4,000 to 10,000 words. (Please see also Section 6 on General Editorial Policy below.)

(iii) Citations and Bibliography

CPI's preferred system of citations is based on the Chicago Manual of Style.

The author may apply the citation style demanded by his or her disciplinary preferences, as long as it is applied consistently throughout the full paper.

A bibliography or reference list is required.

3. Commentaries, Reports, Blog Posts

Commentaries and blog posts provide an avenue for more relaxed, but highly interesting and timely analyses. They may range from newspaper editorials written by CPI internal fellows, reports of conferences organised by the CPI, to summaries of papers published by our contributors in leading peer-reviewed academic journals.

The length of commentaries can range from one page to about six pages, while blog posts are of a briefer nature, averaging one to two pages long.

Examples of commentaries can be found here:

http://www.nottingham.ac.uk/cpi/publications/short_commentaries.php

Blog posts are published on the China Policy Blog:

http://www.nottingham.ac.uk/cpi/updates/china_policy_blog.php

4. Editorial Policy

All papers and articles accepted by CPI will be edited for clarity, brevity, style and uniformity according to the rules of standard English usage.

To ease the publication process, authors of Policy Papers and Discussion Papers are to follow our **formatting and style** guidelines:

- (i) FONT: Verdana 10-pt
- (ii) SPACING: 1.5-line spacing throughout, except in footnotes.
- (iii) TITLE: Bold; Centered.
- (iv) Page Set-up: Top and Bottom Margins: 2.5 cm; Left and Right: 2.7 cm; Header and Footer: 1.25 cm
- (v) FOOTNOTES: Font Verdana; Size 9-pt; Single-line spacing
- (vi) PAGE NUMBERS: Font Verdana; Size 8-pt; Centered at page bottom.

All newly-posted CPI online publications are highlighted on the home page of the website by means of news headlines and brief introductions.

CPI also reserves the right to ensure the appropriate use of references and citations, through the use of the JISC plagiarism detection software subscribed by the University of Nottingham as and when it deems necessary.

Editorial references used by the CPI are:

1. The Chicago Manual of Style
2. The Elements of Style by William Strunk Jr. and E.B. White
3. [The BBC News Style Guide](#)
4. The Associated Press Stylebook