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**Special Policy Study Report Review Guide**

# REVIEW PROCESS

1. The SPS research teams submit each draft per the schedule announced by the secretariat at the beginning of each research seasons; any late submissions will require prior written approval from BOTH the Chief Advisors and the Secretariat.
2. The SPS team is required to ensure that the research report is free of political impropriety.
3. The SPS teams may only submit the final report after consensus from both the Chinese and international team.
4. The SPS team is required to ensure the report should be provided in both English and Chinese versions, the respective SPS team is responsible for ensuring the consistencies between the two language versions and no obvious wording errors in both languages.
5. The SPS team is required to submit the report to the Secretariat of the China Council for International Cooperation on Environment and Development (CCICED) in English and Chinese via email.
6. Upon receipt of each submission, the secretariat will forward the submission to the Chief Advisors. At the same time, the Secretariat will start carrying out formality review per the criteria listed below. Secretariat will take note of non-compliant submissions and provide style guidance to the SPS Team before the next submissions.
7. Upon receipt of each submission, Chinese and international Chief Advisors will carry out substantive review and will provide feedback for each SPS Team to incorporate in its next submission.
8. Feedbacks from the Chief Advisors, if any, will be provided to the respective SPS Team within 15 working days of submission of each format-compliant manuscript.
9. If applicable, each SPS Team should promptly incorporate feedbacks received from the Chief Advisors and the Secretariat.
10. All final SPS reports as approved by the Chief Advisors will be published on CCICED website.

# REVIEW TEMPLATE

**General Information (to be completed by the Secretariat):**

* **SPS Team:**
* **Team Leaders:**
* **Manuscript Title:**
* **Drafting Experts:**
* **Date Submitted:**
* **Date Reviewed:**

**Formality Review Form (to be completed by the Secretariat):**

|  |  |  |
| --- | --- | --- |
| **Formality Review Criteria** | **YES** | **NO** |
| **Research Progress**  Note: research progress should be in accordance with the SPS Work Plan |  |  |
| **Bilingual Report**  Note: each submission should be provided in both English and Chinese versions, the respective SPS team is responsible for ensuring the consistencies between the two language versions. |  |  |
| **Formatting Requirements**  Note: each submission should be in accordance to the CCICED Report Style Guide (see CCICED Handbook for Policy Research Teams) ; can be postponed until the 2nd draft |  |  |
| Report Style |  |  |
| Font Size |  |  |
| Figures, tables, columns within the text |  |  |
| Formatting requirements (font size, page margins, alignment, etc.) |  |  |
| Proper nouns and abbreviations |  |  |
| Special requirements for quoting maps and geographic locations |  |  |
| **Title Page**  Note: Title Page should contain the main title of the report, which should be short and concise. |  |  |
| **The Name List of Special Policy Members** (can be postponed until the final draft) |  |  |
| **Table of Contents**  Note: Chapter headings should be clear and concise. |  |  |
| **Executive Summary** (can be postponed until the final draft)  Note: Executive Summary should be clear, concise, and comprised of 3 parts: 1) importance of research topic; 2) what the SPS research focused on; and 3) Recommendations.  Executive summary should not exceed 3 pages in length. |  |  |
| **The Report Contents** (Including but not limited to) |  |  |
| Status and Trends |  |  |
| Challenges |  |  |
| Chinese experiences and emerging best practices |  |  |
| International experiences and emerging best practices |  |  |
| Gender analysis |  |  |
| Recommendations (can be postponed until the second draft) |  |  |
| **References**  Note: The bibliography or reference list should be complete and accurate. Complete the documentation according to the specific requirements of the project management manual and please cite the author and date (Smith, 2019) within the text, and include endnotes with more complete information |  |  |
| **Report Length**  Note: SPS reports should be no longer than **35 pages** for the main text. Reports can contain appendices with supporting and more detailed information. Title page, acknowledgement page, table of contents, appendices and references are not counted towards the length of the report. |  |  |