

国合会专题研究报告格式指南

指引对象：各专题组组长、主要撰稿人、协调员
二零一九年十月

CCICED Special Policy Studies Style Guide Guidance for Team Leaders, Lead Authors and Coordinators October 2019

中国环境与发展国际合作委员会（简称国合会）是一个召集中外专家共同应对当代最紧迫的环境与发展问题的独特组织。国合会政策专题研究报告是国合会向其同行及社会大众展示其研究综述和政策建议的窗口。

CCICED is a unique organization that brings Chinese and international experts together to address among the most pressing environment and development challenges of our generation. The Special Policy Study (SPS) Reports are the window with which the Council shares its synthesis research and policy recommendations with peers and wider, external audiences.

在二零一九年六月的年会上，国合会批准了其二零一九至二零二零年工作计划。其中包括十个政策专题研究。这是国合会有史以来规模最宏大的研究工程。

Following the Annual General Meeting in June 2019, the 2019-2020 approved work-plan comprises ten (10) ongoing and new SPSs. This is the most ambitious level of research undertaken in the Council's history.

本指南旨在通过简要的指引确保国合会各项研究工作的一致性与可比性、改善国合会的研究质量和效率、强化国合会研究的影响及其报告的发表。本指南为各专题组组长、撰稿人、协调员和专题组专家就研究报告的编撰提供一些总体格式标准。

The purpose of this Style Guide is to provide simple guidance with the objective of creating greater coherence and comparability across the Council's work, and increasing the research quality, efficiency and impact of CCICED's research and the external presentation of its published work. This Guidance is intended to inform Team Leaders, SPS designated writers, SPS Coordinators and experts of some simple formatting for future SPS reports.

建议研究报告格式

Suggested Format of SPS Reports:

封面：简短主标题（如有需要，可使用副标题）；专题组组长姓名（如有需要，可注明副组长姓名）

Title Page: Short Main Title (if needed with secondary fuller title). Names of SPS Team Leaders (and if necessary Co-Leaders)

首页：注明专题组全体成员姓名：专题组组长、报告主要负责人、专家、顾问、撰稿人、协调员等；各专题组成员应注明其单位。

First Page: Members of the SPS Team: Team Leaders, Report Co-Leaders; Experts, Advisors, Writers, Coordinator and Others. SPS Team members should be identified by their affiliation.

目录：作为读者的中心导览工具，章节标题应简洁明了。可使用次级目录，但每章节仅限使用一个次标题。

Table of Contents: This is the central navigation tool for readers. Chapter headings should be clear and concise. The table of contents can provide a second level (sub-chapter headings) but this should be limited to one sub-heading per chapter.

摘要：摘要章节往往是读者第一眼关注的目标，因此是展现政策专题研究成果的重要章节。摘要章节要求简洁明了、重点明确。尽管各专题组研究内容不同，但各专题报告的摘要均应以五页为宜，可以包括三个部分：

Executive Summary : The Executive Summary is a key section of the SPS work, which many outside readers will look at first. An Executive Summary should be concise, clear and focused. While SPSs differ, an Executive Summary should aim to be five (5) pages in length. It can comprise three parts:

- 1) **研究意义：**介绍研究背景，从地区或国际角度分析研究专题对中国的重要性。
 - i. **Why this is Important:** The Context of the subject matter being addressed, and why this subject matters to China, from a regional or international perspective;
 - 2) **研究重点：**识别研究中重点关注问题并简单描写该问题的重要性。尽管各专题组研究内容不同，各专题报告的重点关注问题不宜超过五个。
 - ii. **What the SPS Research Focused on:** The key questions that the SPS addressed through its convening and research, with a short description as to why these issues are of particular importance. While SPSs topics differ, key questions should be limited to approximately five focused questions;
 - 3) **政策建议：**政策建议应是针对各重点关注问题通过对研究结果的分析而获得的逻辑成果。
 - 各政策建议可不加细分，也可细分为一般建议和具体建议。政策建议均应尽量针对重点关注问题作出答复。各专题研究应当以得出五条政策建议为宜。如有可能，各条政策建议均应涉及具体实施与治理机制。
 - iii. **Recommendations:** Recommendations should ideally arise logically from the questions being posed, and the research presented;
 - a. Recommendations can comprise either one set of recommendations or be split into General Recommendations and Specific Recommendations. Where possible, recommendations should answers the key policy questions posed, and aim to be approximately five (5) recommendations per SPS. If feasible, recommendations should contain information on implementation and related governance mechanisms.

正文：各专题研究报告的内容、技术分析、研究假设、分析范围和时间表均会有所不同；但可依照下述简要大纲组织专题研究：

Main Report: Each SPS Report will differ in its subject matter, level of technical analysis, underlying assumptions, scope of analysis and timelines. A simple outline to organize the SPS sections include:

- 1) 引言
- 2) 现状与趋势

- 尽量比照通用情景
- 3) 迄今进展
- 4) 挑战
- 5) 中方经验与新兴最佳实践
- 6) 国际经验与新兴最佳实践
- 7) 加速及拓展的解决方案
- 8) 性别观点
- 9) 治理与实施
 - 关于实施的建议应列出近期、中期或过度计划以及长期实施计划
- 10) 政策建议
- A. Introduction
- B. Status and Trends:
 - a. Where possible, reference common scenarios
- C. Progress to Date
- D. Challenges
- E. Chinese Experience and Emerging Best Practices
- F. International Experience and Emerging Best Practices
- G. Accelerating and Scaling up Solutions
- H. Gender Perspectives
- I. Governance and Implementation:
 - a. Implementation Recommendations should set out immediate, mid-term or interim plans, and longer-term implementation pathways
- J. Recommendations

报告篇幅：研究报告正文以 35 页为宜。可通过附录收录相关细节以补充正文内容。

Report Length: SPS reports should be approximately 35 pages for the main text. Reports can contain appendices with supporting and more detailed information, in addition to the main text.

术语：术语标准的编写应尽量贯彻协调一致。考虑到识别同时开展的各项研究间的跨研究联系的重要性，可为主要术语、机构和字母缩略词准备一份通用的参考页。

Terminology: Where possible, terms should be used consistently. Given the importance of identifying cross-cutting themes among the concurrent work underway, it would be useful to consider one page with key terms, institutions, acronyms.

参考文献：任何出版物中参考文献都是重要的组成部分。建议引用格式：在正文中引用作者与出版年份 (Smith, 2019)；尾注中注明完整信息：

References: Citations are an important part of any published report. Recommended citations should be as follows: Cite the author and date (Smith, 2019) within the text, and include Endnotes with more complete information:

- *Smith, Joe, May 2019, The Legal Ramifications of Trade Policy Reform, Journal of Economic Law, Vol. 30, Number 3, pp 27-31*