

南方科技大学文件

南科大〔2020〕45号

关于规范全校公文中英文书写及发布工作的通知

全校各单位：

为加快推进学校国际化建设工作，提高学校各项工作的国际化水平，明确学校中英文公文书写及发布规范，现将有关事宜通知如下：

一、总体要求

全校各单位要牢固树立国际化办学理念，将国际化办学理念切实落实到各项工作当中，营造国际化工作氛围，深入推进学校国际化办学科学化、制度化、规范化工作，切实提高全校中英文公文书写的质量和效率，进一步规范公文发布的要求，充分发挥规范的中英文公文在学校国际化建设中的重要作用。

二、适用范围

除特别规定的公文外，本通知所述的规范适用于学校日常工作的工作、讲座、会议及活动通知等，校内流转及对外报送的各类函件、文书、文件等，各级各类规章制度以及学校各级校园网、官方微信公众号、微博、各类布告栏发布的信息等各类公文。

凡是发布至全校教职员工、全体本科生、研究生或发布对象或事项内容中涉及外籍师生员工的各类公文，应按规范翻译成中英文双语版本发布。

三、明确公文中英文书写的基本规范

（一）中文规范

1. 内容规范：本通知所述公文一般应包含标题、抬头、正文、落款单位、落款时间及联系人、联系方式；抬头应清晰明确；正文应简明扼要，结束语应点明意图，如涉及事务较多，运用公文序号列表进行说明。

2. 格式规范：标题应使用方正小标宋2号，行距35磅；正文内容应使用仿宋3号、行距28磅；结构层次序数，第一层为“一”黑体3号，第二层为“（一）”楷体3号，第三层为“1.”仿宋3号，第四层为“（1）仿宋3号”。公文中的数字，除部分结构层次序数和词组、惯用语、缩略语，具有修辞色彩语句中作为词素的数字必须使用汉字外，其余应用阿拉伯数字。

（二）英文规范

1. 翻译范围：须翻译成中英文版本发布的公文，应对上述中文内容规范提及的标题、抬头、正文、落款单位、落款时间

及联系人、联系方式等内容进行中英文翻译，翻译文本应确保与中文原文大意保持一致。

2. 格式规范：所有内容应按英文惯用排版模式，以齐头式排版，每自然段需间隔一行，两边对齐，落款靠左对齐；应使用半角标点符号，标点符号后应保留 1 个空格；应当使用 Times New Roman、Arial、Calibri 或 Helvetica 等系统默认英文字体；若需打印，正文应使用字号 12 号、行距 18 磅；题目和标题等可适当增大字号和行距；脚注、尾注等可适当减小字号和行距；无需打印时，格式可根据实际情况调整。结构层次序数，第一层为 1.，第二层 1.1.，第三层为 1.1.1.，以此类推。

（三）其他规范

本通知暂未明确的书写规范应参照国际通行惯例以及国家颁布的有关规范执行。如确因工作需要可对有关内容、格式进行相应调整。

四、明确公文发布的基本规范

（一）发布流程

通过邮件、OA 办公系统、校园网、布告栏等平台发送给全校教职员工、全体本科生或全体研究生的各类公文一般应由本单位负责人审批后发布。要求由校领导审批后发布的公文按学校有关规定执行。

（二）发布要求

1. 以邮件发布的公文，标题主题应采用“【XX 主题+通知】+中英文标题”的格式发布，如：【工作通知】行政服务中心关于全面恢复常规工作安排的通知 Notice of Administration

Service Center on Full Resumption of Regular Work ; 主题分类一般包括:【会议纪要、通知】、【工作、讲座、活动通知】等,也可标示重要紧急等级,如:【重要、紧急通知】;邮件正文应按照中英文书写公文格式拟制,并附上有关附件,如盖印版公文原件扫描件、海报信息页等其他内容。

2. 以 OA 办公系统发布的公文,各单位须严格按照“校级发文”流程申请,中文文稿定稿后应按规定提交英文文稿至党政办公室安排审核工作,英文文稿须由国际合作部审核。

3. 以学校各级校园网、官方微信公众号、微博、各类布告栏发布的各类公文,原则上应有中英文版本同步发布,按照管理权限由宣传与公共关系部统筹各单位按照本通知规范加强管理。

五、有关规定

(一) 高度重视,加强领导。各单位要高度重视,强化责任意识,加强组织领导,认真按照本通知内容加强中英文公文书写规范及发布工作,不断提升国际化建设工作水平和能力。

(二) 健全制度,严格管理。各单位要建立健全本单位国际化工作制度,安排本单位中英文水平高,综合素质能力强的国际化建设专员与核稿专员,专门负责本单位公文中英文书写及发布等国际化事务。切实加强审核把关,不断提高发布质量。

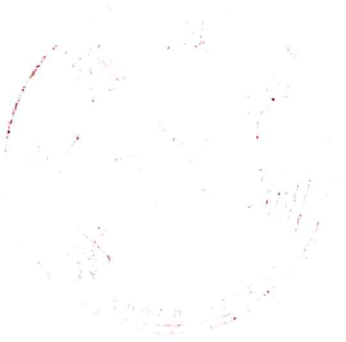
(三) 加强学习,提升水平。学校将建立健全公文中英文翻译标准字库,积极开展各类中英文公文培训,全面提升教职员工公文中英文书写的工作能力和业务素养。

(四) 加强考核,督办检查。学校成立校园国际化行动小组督导开展工作,将中英文书写及发布规范落实情况纳入年终

考核指标体系，对工作不规范的单位将予以通报。

特此通知。





Notice on Standardizing the Writing and Issuance of Official Documents in Chinese and English of SUSTech

April 14, 2020

Dear all,

With an aim to promote the internationalization of SUSTech and to standardize international practices, we prepare the below guideline for the writing and issuance of official documents in Chinese and English of SUSTech for your action:

1. General Requirements

In order to cultivate an international working environment and advance the internationalization of SUSTech, all departments and offices should adhere to the principle of establishing SUSTech as a world-class university with global vision, effectively improve the quality and efficiency for the preparation of official documents, follow the guideline for the issuance of these documents, and give full play to the important role of standard bilingual official documents in the internationalization of SUSTech.

2. Scope of Application

Unless otherwise specified, this Notice applies to daily notices on work arrangements, lectures and conferences. The application also includes all kinds of letters, announcements and other documents circulated on campus or submitted to parties off the campus, rules and regulations at all levels as well as all the official documents published on all SUSTech websites, WeChat official accounts, Weibo accounts, bulletin boards, etc.

All documents targeted at all faculty and staff, undergraduates, postgraduates or concerned with international faculty and students should be published in both Chinese and English.

3. Guidelines on the Writing of Official Documents in Chinese and English

3.1. Guidelines on Chinese documents

3.1.1. Content: The official documents mentioned in this Notice shall generally include the title, salutation, body of the document, name of the department or office, date and contact information. The salutation should be precise and clear and the body of the document should be concise. The closing remarks should reiterate the purpose of the document. If multiple items are involved, please use serial numbers and make explanations accordingly.

3.1.2. Format: The format of the title shall be Fang Zheng Xiao Biao Song, 22pt with the spacing of 35pt. The body of the text shall be Fang Song, 16pt with the spacing of 28pt. In terms of multilevel numbered headings, level 1 should be written in Chinese character “一” of bold 16pt, level 2 be “(一)” of Kai Ti 16pt, level 3 be “1”. of Fang Song 16pt, and level 3 be “(1)” of Fang Song 16pt.

Except those must be Chinese characters for they are used in multilevel numbered headings or as morphemes in phrases, idioms, and rhetorical sentences, all numbers in official documents shall be Arabic numbers.

3.2. Guidelines on English documents

3.2.1. Scope of translation: For documents published bilingually, content including the title, salutation, body of the document, name of the department, date and contact information mentioned above should be translated into English. The translation should be generally consistent with the original Chinese document.

3.2.2 Format: The format shall follow the generally accepted one for English document with full block, one-line spacing between two paragraphs and aligned on both sides. The name of the issuer should be left aligned. The document should use half-width punctuations with a space after each punctuation. Only Times New Roman, Arial, Calibri, Helveticade or other default English fonts can be used. If the document need to be printed out, the body of the text should be 12pt with the spacing of 18pt. The font and spacing of title and salutation can be increased appropriately while the font and spacing of footnotes and endnotes can be reduced appropriately. The format can be adjusted based on the actual situation if it does not need to be printed. For multilevel numbered headings, different levels should be written in such manners as “1.”, “1.1.”, “1.1.1.” and so on.

3.3. Other Matters

The documents which are not included in this Notice should follow the common international practices and relevant specifications issued by PRC. The content and format can be adjusted according to specific work requirements.

4. Guidelines on Official Document Issuance

4.1. Procedure for issuance

In general, documents sent to faculty, staff, undergraduates or postgraduates via emails, OA system, SUSTech websites, bulletin board, etc. should be reviewed and approved by the department head prior to their issuance. The issuance of documents that need to be reviewed and approved by university leaders should be performed as per the relevant regulations of SUSTech.

4.2. Requirements for issuance

1. The subject of the documents issued via email should be "[Theme + Notice] + Chinese and English title of the document". For example, 【工作通知】行政服务中心关于全面恢复常规工作安排的通知 Notice of the Administrative Service Center on Full Resumption of Regular Work; The subject normally includes: [Meeting Minutes / Notice], [Notice on Work / Lectures / Events], etc., and priority level can also be added, such as [Important / Urgent Notice]. The body of the email shall be prepared in accordance with the format guidelines for official documents written in Chinese and English, and relevant attachments including the scanned copy of the original sealed official documents, posters and the like should be enclosed.

2. For documents issued via OA system, all departments / offices should strictly follow the application procedure for the 'Issuance of University-level Documents'. The final Chinese and English version of the documents should be submitted to the Office of Party Affairs and Administration .

3. In principle, the official documents published via SUSTech websites, official WeChat accounts and Weibo accounts at different levels, as well as bulletin boards should be bilingual. In accordance with the authority for management, the Office of Communications & Public Relations shall coordinate departments or offices to improve their management and follow the requirements of this Notice.

5. Guiding Principles

5.1. Higher priority and enhanced guidance

All departments or offices should give priority to this Notice, enhance the sense of responsibility and reinforce their efforts in standardizing the writing and issuance of official documents in Chinese and English according to this Notice, so as to benchmark the international practices.

5.2. A complete system for rigorous enforcement

All departments or offices should advance its level of internationalization and designate those with high language proficiency in Chinese and English to work on relevant matters such as the writing and issuance of bilingual documents. The bilingual documents should be reviewed and proofread to improve the quality.

5.3. Improvement through training

SUSTech will establish and improve the database for the standard of Chinese-English translation of official documents and organize trainings to improve the competence and professionalism of bilingual documents writing.

5.4. Assessment and supervision

SUSTech has set up a steering group for campus internationalization to supervise the implementation of this Notice. The implementation of the guidelines on the writing and issuance of documents in English will be included in the annual performance appraisal and those fail to follow the guidelines will be reported in a circulated notice.

Thank you for your attention.

Southern University of Science and Technology