

FA MBU Translation and Interpreting Centre

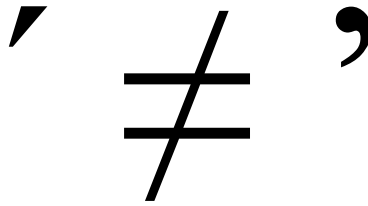
Style Guide for Translations into English

➤ *Following this style guide is the translator's responsibility, not the copyeditor's. Before you submit your translation, make sure it adheres to the following guidelines.*

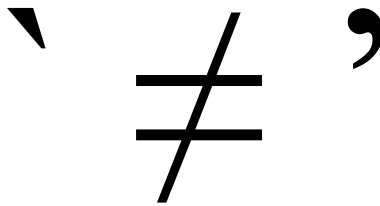
1. Switch your keyboard input language to English – this is the only way to type proper English inverted commas.
2. In Microsoft Word, switch your spellcheck language to British English. Use British spelling and vocabulary unless otherwise requested by the client.
3. Spellcheck both automatically and manually (there are plenty of mistakes Word won't catch).
4. Take advantage of Word's grammar check tool (denoted by a green underline), but don't follow its suggestions slavishly.
5. Preserve all diacritics and characters from all Latin-based scripts, e.g. **Banská** not Banska, **Aslı Erdoğan** not Asli Erdogan, etc.
6. Follow standard conventions of punctuation:
 - Separate sentences with a single space.
 - Follow commas with a single space.
 - Colons should not be preceded by a space (e.g. **verdict: innocent**, not verdict : innocent).
 - Mark quotations with 'single' inverted commas (quotations within quotations should be marked using "double" inverted commas).
7. Write out numbers under 10 (e.g. **three**, not 3; **23**, not twenty-three).
8. Mark decimals with a point, not a comma, and place currency symbols before sums, not after them (e.g. **€103.44** not 103,44€).
9. Mark thousands with a comma, not a point (e.g. **4,533,342** not 4.533.342).
10. Dates should be written like so: **13 July 1974**.
11. Ordinal numbers should not use superscript (e.g. **23rd** not 23rd).
12. Ranges should be written with an en dash (ctrl+keypad -): **2001–2010, pp. 12–55**.
13. When using a dash as a break in a sentence, use an en dash (ctrl+keypad -) with spaces before and after it: **We had – despite all appearances – made an honest attempt.**
14. A hyphen is used to connect certain compound words: **father-in-law**.
15. Within reason, match the formatting of the original document unless instructed not to do so. CAT tools can make this easier.
16. Capitalize all the content words of proper nouns (e.g. **Edinburgh Castle, Joan of Arc, the Grand Canyon**).
 - Exception: Titles of journal articles, especially longer ones, can be written in sentence case, e.g. 'Packaging of bio-MEMS: strategies, technologies, and applications'.
17. Titles of works:
 - Longer, standalone works, e.g. books, theses, films, TV series, visual art and albums, as well as names of periodicals, should be written in italics (e.g. *Ôsmy svetadiel*).
 - Shorter works that are part of a greater whole, e.g. periodical articles, chapters, TV episodes, reference entries, songs and poems, should be written in inverted commas (e.g. 'Kaskadér').
18. Names should be written out in full; first names should not be abbreviated, except when usually stylized thus (e.g. **Michael Dove**, not M. Dove, **BUT F. Scott Fitzgerald, Susan B. Anthony, J. R. R. Tolkien**).
19. Brand names should be capitalized like other proper nouns or, if appropriate, as stylized by their owner, not in all capital letters: **Adidas** or **adidas**, not ADIDAS; **YouTube**, not YOUTUBE.
20. Foreign terms should be italicized when first mentioned, e.g. *brydnza*. Words found in English dictionaries can generally be considered assimilated, e.g. *raison d'être*, *pierogies* (no italics).

Anglicize Your Punctuation

An apostrophe is NOT the same as an acute accent (*dĺžeň*):

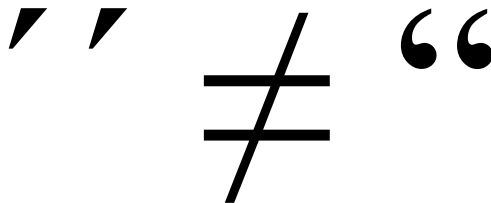


Nor can it be substituted by a grave accent (`):

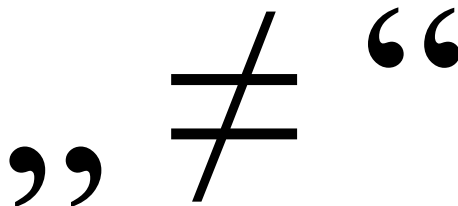


While Ralt+P will result in an apostrophe on a Slovak keyboard, it usually appears upside-down, which is another reason why you have to set your keyboard language to English.

The same goes for inverted commas:



Also, inverted commas should always be raised in an English text. If your word processor is automatically lowering them, you need to change the document's language setting and your keyboard input language to English. Proper English inverted commas should look like ‘this’ (6quote9) or “this” (66quote99).



Moj preklad
Interpunkcia je su'stava
pri'slus'ny'ch graficky'ch znakov
(‘interpunc'e'ných znamienok’); ktore' sa
pouz'i'vaju' na c'lenenie textu

Remember – if you wouldn't pay for a translation like this, don't expect your clients to, either!