



Style Guide

Standard rules and preferences for translating into UK English

Introduction

This style guide contains stylistic preferences for Samantha Hodgetts Language Services translations into UK English.

Please do not hesitate to contact me with any specific requests regarding style so that the final translated document can adhere as closely as possible to any internal organisational style requirements.

Spelling

By default, translated documents will use British rather than American spelling unless the client specifically requests otherwise. 'Oxford English' is not used. This means that where the Oxford dictionary prefers an '-iz' to an '-is' word ending, the '-is' variant is always used.

There are, however, some exceptions where the original spelling must be reproduced:

- names of organisations, bodies, book and article titles, and quoted material
- medical and scientific terminology
- country and place names

Capitalisation

Specific people, places, and things are capitalised. Professional titles are capitalised, unless that term is used as a descriptor.

For example: President and CEO Charles Brown / Brown, president at the company.

Article, book and journal titles in references are not capitalised, except when they contain the name of an association or organisation.

Punctuation

A well written text should require only the minimum of punctuation in order to read clearly and flow. Unnecessary punctuation will be avoided if the meaning is clear. With translations from French, long sentences will often be broken up into shorter, more concise sentences in English.

Full stop

Between sentences, a full stop will be followed by a single space. When brackets or quotation marks are used to enclose text, punctuation will be placed inside the quotes.

In common titles, full stops are not used. For example, CEO, VP, CFO, Dr, Mr, Ms.

For decimals, a full stop is used rather than a comma. For example, 15.5 million euros.

Comma

The Oxford comma is used before the last item in a series of three or more where it is needed to clarify the relationship between the items.

For example, "This book is dedicated to my parents, Mr Jones, and my cat."

Semicolon

Semicolons are used to connect two independent clauses; it signals a closer connection between them than a full stop would. Each clause must be able to stand alone and make sense without the other.

For example: Mary drives an Audi; Tom drives a Ford.

Colon

Colons are used to introduce a series of items which illustrates, explains, qualifies or expands on what precedes the colon.

For example: The shirt came in three sizes: small, medium and large.

Hyphenation

Hyphens are used to denote a range of values such as dates, times, or numbers, as well as to link words or parts of words to clarify meaning.

For example: Ages 21-30, doctor-patient relationship, man-eating shark.

Quotation marks

Double quotation marks (" ") are used when quoting direct speech. They can also be used to emphasise certain words for added effect.

Single quotation marks (' ') are used for quotes within a quote, as well as titles of books, articles, etc.

Numbers

Currencies

Currency symbols are written before the amount and a space is not placed between the currency symbol and the amount. For example, €150.

Currency abbreviations are written after the amount. For example, 10 EUR.

Figures

Numbers from zero to nine are spelled out, whereas figures are used for whole numbers greater than nine. Figures are used for numbers containing decimals and for numbers written with their units of measurement.

Abbreviations and acronyms

All abbreviations and acronyms will be spelled out in full when used for the first time and followed by the abbreviation or acronym in brackets. The abbreviation or acronym will then be used throughout the rest of the document.

For example: Advanced high-strength steel (AHSS) is a complex material. The AHSS family contains different grades.

Dates and times

The UK standard is Day Month Year for the long form and DD/MM/YY for the short form.

For example, 24th March 2010 or 20/03/10.

Formatting

The general structure and use of paragraph breaks or line breaks will perfectly follow and match the original source material.