European Commission
Translation Service

English
Style Guide

1.   INTRODUCTION

This Style Guide is intended primarily for English-language staff and freelance translators working for the Commission's Translation Service. However, now that so much of the Commission's work is being drafted in English by native and non-native speakers alike, we hope these rules, reminders and handy references may be helpful to a wider readership as well.

In this Guide, "style" refers to recommended in-house usage, and not to literary style. Excellent advice on how to improve writing style is given in *The Plain English Guide* by Martin Cutts (Oxford University press, 1996) and *Style: Towards Clarity and Grace* by Joseph M. Williams (University of Chicago Press, 1995), both of which encourage the use of good plain English. See also our website 'Fight the Fog' at http://europa.eu.int/comm/translation/en/ftfog/index.htm.

Writing in clear, plain language can be difficult at the Commission as much of the subject matter is complex and more and more is written in English by (and for) non-native speakers or by native speakers who are beginning to lose touch with their language as a result of working in a multilingual environment. We as translators must nevertheless try to set an example by using language which is as clear, simple, and accessible as possible, out of courtesy to our readers and consideration for the image of the Commission. This is especially important where a text is for publication or wider circulation, and particularly so in our case, since the Commission lays itself open to misunderstanding or ridicule if it sounds "foreign" or fails to get an appropriate message across in the UK or Ireland.

Register is all important. In texts for a wider public it goes without saying that we must aim, sometimes against the odds, for accessibility and ease of comprehension, stripping out the "pursuant tos" and "with regard tos" of lazy officialese in favour of clear modern English. Be sparing, though, with cutting-edge neologisms. We are not competing for circulation, and not all our readers have English as their native language.

In legislative texts, too, accuracy and clarity are paramount. But legal or bureaucratic language which we might regard as pompous elsewhere has its place in both legislation and preparatory drafting, though the specialist terms must be embedded in rock-solid straightforward English syntax. The same goes for other types of formal document — colloquialisms may be frowned on in letters to foreign dignitaries, but we can at least keep our subjects, verbs, objects and commas in place. In some cases — departmental memos or papers for specialist committees — we may regard

"Eurospeak" as acceptable professional shorthand; searching for "plain English" periphrases wastes time and simply irritates readers.

So "style" is very much a matter for the translator — or author — at the wordface, for whom we hope this guide will be a practical source of information and an aid to consistency. Also well worth consulting are the Official Publications Office's Interinstitutional Style Guide, the Council's Manual of Precedents (for legislative drafting) and the Commission's Legislative drafting manual and Style Guide for Press Releases.

2. SPELLING

CONVENTIONS

2.1 *British spelling.* You should give preference in your work to English usage of the British Isles. Influences are crossing the Atlantic in both directions all the time of course (the spellings *program* and *disk* have become required British usage in data processing, for example).

2.2 *Words in -ise/-ize*. Use -ise. Both spellings are correct in British English, but the -ise form is much more common. It is the convention in most British book publishing, and in British newspapers. *The Times* converted overnight in the mid-1980s, at about the time two new broadsheets were founded (*The Independent* and *The European*), which have used -ise from the beginning. Using the -ise spelling as a general rule does away with the need to list the most common cases where it must be used anyway. (There are up to 40 exceptions to the -ize convention: the lists vary in length, most not claiming to be exhaustive.)

Temporary inconsistencies occurring when legislation is amended will be ironed out over time as texts are consolidated.

2.3 *The -yse form* for such words as *paralyse* and *analyse* is the only correct spelling in British English.

2.4 *Judgment*. Use the form without the middle -e-, in line with the European Court of Justice.

2.5 *Digraphs.* Keep the digraph in *aetiology, caesium, foetus, oenology, oestrogen,* etc. (*etiology* etc. are US usage).

2.6 Use -*ct*- not -*x*- in *connection, reflection,* etc. But note *complexion,* one of the few words in -*exion*.

2.7 Write *gram, kilogram, litre, metre* (not *kilogramme, liter*). However, use *tonne*, not *ton*, for the metric tonne, which is 1 000 kg. The spelling *ton* refers to the imperial ton (2 240 lb avoirdupois) and the American short ton (2 000 lb), the former unit now being obsolete.

2.8 *Plurals of words of foreign origin.* Follow the list below.

addendum	addenda
apparatus	apparatus
appendix	appendices (*books*), appendixes (*anatomy*)
bacillus	bacilli
bacterium	bacteria
bureau	bureaux
consortium	consortia
corrigendum	corrigenda
criterion	criteria
curriculum	curricula
(e.g. data item)	data
focus	focuses, focal points, foci (*mathematics, science*)
formula	formulas (*politics*) formulae (*science*)
forum	forums *or* fora
genus	genera
index	indexes (*books*), indices (*science, economics*)
maximum	maximums *or* maxima
medium	media, mediums (*spiritualism*)
memorandum	memoranda
papyrus	papyri
phenomenon	phenomena
plus	pluses
premium	premiums
referendum	referendums
spectrum	spectra (*science*), spectrums (*politics*)
symposium	symposia

INTERFERENCE EFFECTS

2.9   *Confusion between English words*. Look out for errors involving the words below.

VERB/ADJ/NOUN	NOUN ONLY
dependent	dependant
license	licence
maintain	maintenance
practise	practice
principal	principle
stationary	stationery

Note also: independent, dependence, dependency; all together (*in a body*), altogether (*entirely*); premiss, premisses (*propositions*), premises (*building*); discreet, discrete.

2.10   *Confusion between English and French.* Beware of interference effects when switching from one language to another:

FRENCH	ENGLISH
adresse	address
carcasse	carcass
compétitivité	competitiveness
correspondance	correspondence
existant	existent
indépendance	independence
médecine	medicine
messager	messenger
négligeable	negligible
négociation	negotiation
réflexion	reflection
représentativité	representativeness
responsable	responsible
rincer	rinse
tarif	tariff

CAPITAL LETTERS

2.11   *General*. Capitalise specific references, but lowercase general references. See also

compass points, Chapter 5 on abbreviations, and Chapter 10 on scientific usage.

2.12 As a general rule, *capitalise* all nouns and adjectives in names of specific institutions and their subdivisions (DGs, directorates, divisions and other departments), committees, working parties and the like:

> Parliament; Council; Commission; Court of Auditors.

> Cereals and Rice Division; Organisation of Markets in Crop Products Directorate.

> Permanent Representatives Committee;

In cases where this general rule would produce a long series of capitalised words, use discretion, especially where the name of a department, committee or programme reads more like a description of its function than a real title:

> Committee for the adaptation to technical progress of the Directive on the introduction of recording equipment in road transport (tachograph).

> Joint FAO/EEC working party on forest and forest product statistics.

Note. When using an original name in French or another language where only the first word is capitalised, follow the foreign style and put in italics or add inverted commas if confusion could arise.

2.13 *Use lowercase* for *general* references:

> The Court of Justice rules on matters referred to it by courts or tribunals in the Member States.

> Two separate Commission units are involved.

> It was decided to set up a number of working parties.

2.14 *Legislative and other formal instruments.* Capitalise *specific* references but use lower case for *general* references:

> Regulation (EEC) No 1837/80 (= *the Council Regulation of 27 June 1980* or *the basic Regulation on sheepmeat*);

> On 29 May 1990, the Council adopted Directive 90/270/EEC on the minimum safety and health requirements for work with display screen equipment.

> (Note too: the Financial Regulation, the Sixth VAT Directive, the Banking Directive, the New Approach Directives.)

but:

> It was felt a directive rather than a regulation was the appropriate instrument.

Apply the same rule to title, chapter, section, article and annex in Community acts (including the budget and Combined Nomenclature — CN):

Note: the words *draft* and *proposal* should always be written in lower case when referring either specifically or generally to draft legislation.

2.15   *Official titles.* Capitalise the titles of Community (and other) officials and their offices:

> Simone Veil was elected first President of the directly elected Parliament in July 1979.

> The current President of the Council is Portugal's Prime Minister.

> The Judges and Advocates-General of the Court; President of the First Chamber

> Director-General for Agriculture; Head of the Transport Economics Unit

> The President of the ECSC Consultative Committee.

2.16   Note also:

> The Committee met with Mr Jones in the chair. The Chairman asked ...

or:

> The meeting opened at 10.00 with Ms Smith presiding. The Chair asked ...

The usage "Chair" is now the rule in the European Parliament for all parliamentary committees and could be adopted as Commission usage where the person in the chair so prefers.

2.17   *Names of EU programmes*. The general rule seems to be "the longer the title, the fewer the capitals".

2.18   *Political entities.* Capitalise *specific* political entities, use lowercase when the reference is *general*, e.g.:

> The French Government

> the French authorities, a matter for governments

> the State (*in political theory and legal texts, otherwise prefer* government, *as in* the role of government, central government, *or simply* country)

> the Member States, nation states, reasons of state, state aid, state-owned, the Arab states (*since ill-defined*).

2.19   *International agreements*. Follow the same specific/general rule for treaties, conventions, arrangements, understandings, protocols, etc.

> The Treaty of Paris, the International Tin Agreement, the Multifibre Arrangement

> by treaty, under an agreement, the parties agreed to a memorandum of understanding

It occasionally happens that the title of an agreement is cited in a Commission text or in the OJ with French-style or erratic capitalisation, e.g. *international trade and Cooperation Agreement*, the *EC-China trade Agreement*. Regard these as misprints to be discreetly corrected.

2.20   *Permanent and ad hoc bodies.* Distinguish between e.g. the Commission Delegation in the United States (permanent) and the UK, Commission, etc. delegation *to* a meeting (ad hoc groups of persons).

2.21   *Seasons, etc*. No capitals for *spring, summer, autumn, winter*; capitals for weekdays, months and feast-days (*Ascension Day, pre-Christmas business*).

2.22   *Events*. Initial capitals throughout for "events" such as *British Week, the Green Week Fair, the International Year of the Child, the Second UN Development Decade*. No capitals, however, for *the 1992/93 marketing year, the 1993 budget year* and so on.

2.23   *Earth, world, etc*. Capitalise *earth* and *world* only in connection with astronomy or astronautics (*the Earth, the Galaxy, the Moon*) except where the proper noun is used attributively (earth satellites, moon rock); no capitals for *the resources of the earth , the population of the world*.

2.24   *Other celestial objects*. Since they are proper nouns, the names of planets, moons, stars and artificial satellites are normally capitalised (*Venus, Rigel, Palapa B*).

2.25   *Sections of society*. Write the press and the media without capitals, but: *the Roman Catholic Church, St Michael's Church; the church charities* takes lowercase.

2.26   *Proprietary names*. Proprietary names (or trade names) are normally capitalised, unless they have become generic terms, such as *aspirin, gramophone, linoleum, nylon, celluloid*. Thus, capitalise registered trade names such as *Airbus, Boeing, Land-Rover, Disprin, Polaroid.*

2.27   *Derivations from proper nouns*. In the case of words derived from proper nouns (such as *Bunsen burner*), consult an up-to-date dictionary, as practice is impossible to summarise.

2.28   *Quotations.* Start with a capital in running text only if the quotation is a complete sentence in itself:

> Walther Rathenau once said "We stand or fall on our economic performance."

> The American Government favours "a two-way street in arms procurement".

GEOGRAPHICAL NAMES

2.29   *General.* Many place names have an anglicised form, but as people become more familiar with these names in the language of the country concerned, the foreign spelling of some place names is gaining wider currency in written English. As a rule of thumb, therefore, use the native form for geographical names except where an anglicised form is overwhelmingly common. If in doubt as to whether an anglicised form is in widespread use, use only those given in the following sections and in Annex 1.

2.30   *Orthography*. Recommended spellings of countries (full names and short forms), country adjectives, capital cities, currencies and abbreviations are given in the list at http://europa.eu.int/comm/translation/currencies/entable1.htm. Geographical names frequently contain pitfalls for the unwary, particularly in texts dealing with current events. Check carefully that you have used the English form, where appropriate. Examples: *Belén/Bethlehem*; *Hong-Kong/Hong Kong*; *Irak/Iraq*; *Mogadiscio/Mogadishu*; *Laibach/Ljubljana; Naplouse/Nablus*; *Pressburg/Bratislava*; *Saïda/Sidon*.

2.31   *Countries/cities*. Watch out for the definite article when translating place names from French, as in the following table.

Country/territory	City/town
(au) Gaza — the Gaza Strip	*(à) Gaza* — Gaza
(*au*) *Guatemala* — Guatemala	(*à*) *Guatemala* — Guatemala City
(*au*) *Mexique* — Mexico	(*à*) *Mexico* — Mexico City
and NB in Spanish:	
México — Mexico	*México D.F.* — Mexico City

2.32   *Scandinavian/Nordic*. When referring to the countries of the Nordic Council, i.e. Denmark, Finland, Iceland, Norway and Sweden, together with the Faeroes, Greenland and the Åland islands, use 'Nordic' rather than 'Scandinavian' in terms such as 'Nordic countries' or 'Nordic cooperation'.

However, you may use 'Scandinavia(n)' if you do not need to be specific, though bear in mind English usage such as it is. In its narrow geographical interpretation, 'Scandinavia' refers to the two countries of the Scandinavian peninsula, i.e. Norway and Sweden. In practice, however, it includes Denmark and is often stretched to cover Finland. As a cultural term, 'Scandinavian' also embraces Iceland and the Faeroes. Note, however, that 'Scandinavian languages' refers to the northern Germanic languages, i.e. Danish, Faeroese, Icelandic, Norwegian, and Swedish, but not of course Finnish.

2.33   *Names of regions*. Regional names fall into three types.

- *Administrative units*. Anglicise only those names given in the list in . Names of units below the top region/province tier should be left in the native spelling, without inverted commas.

- *Traditional geographical names*. Anglicise if the English has wide currency, e.g. *the Black Forest, the Ruhr*. Otherwise retain original spelling and accents. Regional products are a frequent example:

  a Rheinhessen wine, the eastern Périgord area, the Ardèche region (*NB: it is useful to add "region" or "area" in such cases*), Lüneburger Heide

- *Officially designated development areas*. Designated development areas are mostly derived from names of administrative units or from traditional geographical names, often with a defining adjective. Follow the appropriate rule above, e.g.:

  Lower Bavaria; the Charentes development area

Cross-border Community regions such as *Euregio* take an initial capital only.

2.34   *Rivers*. *Moselle* always for wine, and for the river in connection with France and Luxembourg; *Mosel* may be used if the context is Germany. Use *Meuse* in French/Belgian contexts, *Maas* for the Netherlands; *Rhine* and *Rhineland* for *Rhein, Rhin, Rijn, Rheinland*; *Tiber* for *Tevere; Tagus* for *Tajo*.

2.35   *Seas.* Anglicise seas (e.g. the *Adriatic, the North Sea, the Baltic); Greenland waters* implies official sea limits; use "*waters off Greenland*" if something else is meant.

2.36   *Lakes*. Anglicise *Lake Constance, Lake Geneva, Lake Maggiore*. But note *Königssee.*

2.37   *Other bodies of water*. Write *Ijsselmeer* (without capital J), *Wattenmeer, Kattegat* (Danish), *Kattegatt* (Swedish), *Great/Little Belt.*

2.38   *Islands*. Islands are often administrative units in their own right, so leave in original spelling, except *Corsica, Sicily, Sardinia, the Canary Islands, the Azores* and Greek islands with accepted English spellings, such as *Crete, Corfu, Lesbos.*

Use *Fyn* rather than *Fünen* in English texts and use *West Friesian Islands* for *Waddeneilanden.*

2.39   *Mountains.* Anglicise the *Alps*, *Apennines* (one *p*), *Dolomites*, *Pindus Mountains*, and *Pyrenees* (no accents).

Do not anglicise *Massif Central* (except for capital *C*), *Alpes Maritimes* (capital *M*) or *Schwäbische Alb.*

Alpenvorland should be translated as the foothills of the Alps.

2.40   *Valleys*. Words for *valley* should be translated unless referring to an official region or local produce: the *Po valley, the Valle d'Aosta, Remstal wine*.

2.41   *Cities.*

Austria	Use *Vienna* for *Wien*.
Belgium	Use the forms *Antwerp, Bruges, Brussels, Ghent, Ostend*.
	Flemish v. French forms. Use Flemish names of places in Dutch-speaking provinces and French for French-speaking areas. For details, see Annex 2.
Denmark	Note *Copenhagen, Aarhus, Aalborg*.
Finland	Finland is a bilingual country, and many cities and localities have official names in both Finnish and Swedish. When translating from either language, remember that the form to be used depends on the local language situation, not on the text you are translating. Full lists of the Finnish/Swedish names which take precedence can be found at: http://www.kotus.fi/svenska/sprakbruk/jakofisv.html. Note in particular that for all major cities the Finnish name must be used: write *Helsinki*, *Oulu*, *Tampere*, *Turku*, not *Helsingfors*, *Uleåborg*, *Tammerfors*, *Åbo*.
France	Write *Lyon, Marseille, Strasbourg*.
Germany	Use the forms *Cologne* and *Munich*.
Greece	Use traditional English spellings for well-known cities, regions, prefectures, etc. — the officially recommended transcription system has not found acceptance even within the European Union and is unknown elsewhere. However, use transliteration for unfamiliar localities, and note that

	preference should always be given to the demotic forms of place names (where known).
Ireland	Leave Irish spellings if given, except *Baile Atha Cliath* (the Irish for *Dublin*).
Italy	Use the English spellings *Florence, Genoa, Milan, Naples, Rome, Turin, Venice*. Take care not to use the French spelling of other towns, which may differ only slightly from the Italian.
Luxembourg	French spelling for *Luxembourg* (country and city).
The Netherlands	Always write *The Hague* with a capital T except when used attributively (e.g. *the Hague Convention*).
Portugal	Use *Lisbon*.
Spain	Write *Seville*. Otherwise use Spanish spelling, e.g. *Córdoba*, *Coruña*.
Sweden	Note *Gothenburg* for *Göteborg*.

2.42   *Adjectives from place names.* English as a rule makes less use of adjectives from country names than some other languages (French, German). Watch for this in such phrases as *la position turque* (*Turkey's position*). Note also that French writers tend to use the full name of a country (*République italienne*) where English would use the short form (*Italy*).

2.43   *Non-literal geographical names.* Geographical names used in lexicalised compounds tend to be lowercased, as they are no longer considered proper adjectives: *roman numerals, gum arabic, prussic acid*. Consult the Concise Oxford Dictionary in cases of doubt.

2.44   *Compass points.* No capitals for *north, north-west, north-western*, etc. unless part of an administrative or political unit or a distinct regional entity. Hence *South Africa, Northern Ireland* but *southern Africa, northern France*. Note, however, *Central and Eastern European countries* (capitalised because the connotations are more political than geographic) — see 19.10. Compass bearings are abbreviated without a point (54°E).

2.45   *Compound compass points.* Compound compass points are hyphenated and, in official designations, each part is capitalised (*South-West Germany, the North-West Frontier*); always abbreviate as capitals without stops (*NW France*).

HYPHENS AND COMPOUND WORDS

2.46   *General.* Compounds may be written as two or more separate words, or with hyphen(s), or as a single word: and many compounds have followed precisely those steps (*data base, data-base, database*).

    Use hyphens sparingly but to good purpose: the phrase *crude oil production statistics*

needs a hyphen to tell the reader whether 'crude' applies to the oil or to the statistics.

Sometimes hyphens are absolutely necessary to clarify the sense:

> re-cover — recover; re-creation — recreation; re-form — reform;
> re-count — recount

2.47   There are few hard and fast rules, but note the following examples:

> well-known problem; hot-rolled strip; broad-based programme (*but* a broadly based programme);
>
> oil-bearing rock; user-friendly software;
>
> two-day meeting; four-month stay (*but* four months' holiday)
>
> balance-of-payments policy; cost-of-living index;
>
> crude-oil production; low-interest loans;
>
> flood-control measures; melting-point temperature.

2.48   In adverb-adjective modifiers, no hyphen is needed when the adverb ends in -ly:

> occupationally exposed worker, a beautifully phrased sentence

2.49   Many compounds lose their hyphens when not used attributively:

> policy for the long term, production on a large scale (*but* he works full-time)

2.50   *Chemical terms.* Note that open compounds designating chemical substances do not take a hyphen in attributive position: *boric acid solution, sodium chloride powder*.

2.51   *Prefixes* are usually hyphenated in recent or ad hoc coinages:

> anti-smoking campaign, co-responsibility levies, co-sponsor, ex-army, non-resident, non-flammable, pre-school, quasi-autonomous

If they are of Latin or Greek origin, however, they tend to drop the hyphen as they become established:

> antibody, codetermination, codecision, cofinancing, cooperation, subcommittee, subparagraph

Others are more resistant to losing the hyphen:

> end-user, end-phase, end-product, all-embracing, all-metal, off-market operations, off-duty
>
> *but note*
>
> endgame, nonsense, overalls

2.52   *Nouns from phrasal verbs.* These are often hyphenated, but the situation is fluid and US usage (no hyphen) is increasingly adopted in British English too. Thus *handout, takeover, comeback* but *follow-up, run-up, spin-off*.

2.53   *Present participles of phrasal verbs.* When used as attributes they are generally hyphenated:

cooling-off period;

2.54 *Avoiding double consonants and vowels.* Hyphens are often used to avoid juxtaposing two consonants or two vowels:

aero-elastic, anti-intellectual, part-time, re-election, re-entry, re-examine

The hyphen is often omitted in frequently used words:

bookkeeping, coeducation, cooperation, coordinate, macroeconomic, microeconomic, radioactive.

2.55 *Numbers and fractions.* Numbers take hyphens when they are spelled out. Fractions take hyphens when used attributively, but not when used as nouns:

twenty-eight, two-thirds completed

But: *an increase of two thirds.*

2.56 *Prefixes before proper names.* Prefixes before proper names are hyphenated: *pro-American, intra-Community, mid-Atlantic, pan-European, trans-European (NB: Trans-European Networks).* Note, however, that *transatlantic* is written solid.

2.57 *Coordination of compounds.* Hyphenated compounds may be coordinated as follows:

gamma- and beta-emitters, acid- and heat-resistant, hot- and cold-rolled products

Where compounds are not hyphenated (close compounds), or should you choose to write them so, they should not be coordinated but written out in full:

macrostructural and microstructural changes, minicomputers and microcomputers, prenatal and postnatal effects, agricultural inputs and outputs

NOT

macro- and microstructural changes, mini- and microcomputers, pre- and postnatal effects, agricultural in- and outputs

(BUT of course

macro- and micro-structural changes, pre- and post-natal effects)

2.58 *Close compounds in technical texts.* There are two major categories. Firstly, those that consist of pairs of short native English words: *sugarbeet, pigmeat, sheepmeat, feedingstuffs, groundwater, yellowcake, wetfish, shortgrasses*; secondly, there is the highly productive category of compounds derived from Greek or Latin stems: *keratoderma, keratomalacia, keratolytic, phyllophaga, phyllopod.*

2.59 *VAT.* If you need to write this out in full in Commission documents, write *value added tax.*

3.   PUNCTUATION

3.1 As a general principle, the punctuation in an English translation must follow English rules, not those of the original (as the rules and conventions vary from one language to another). Remember that:

- punctuation marks in English are always — apart from dashes (see 3.19) — closed up to the preceding word;

- stops (. ? ! : ;) are always followed by only a single (not a double) space;

- spaces must not be used to align text (use tab stops, indents or tables instead);

- quotation marks may be either straight ("...") or preferably smart ("...") but never chevrons (‹‹...››) or as in German („...").

FULL STOP OR POINT

3.2   No further full stop is required if a sentence ends with an abbreviation that takes a point (e.g. "etc.") or a quotation complete in itself that ends in a full stop, question mark or exclamation mark before the final quotes:

> Walther Rathenau once said "We stand or fall on our economic performance."

3.3   *Full stops as omission marks (aka ellipsis points).* Always use three points, preceded by a hard space. In Word, use Alt + Ctrl + (full stop) to insert ellipsis points. In French texts the points are commonly enclosed in brackets. This is never done in English:

> "The objectives of the Union shall be achieved ... while respecting the principle of subsidiarity."

If a sentence ends with an omission, no fourth full stop should be added.

If any other punctuation mark follows, there is no space before it.

NB: where French uses omission marks to mean "etc.", put *etc.* instead.

3.4   *Run-in side heads*. These are followed by a stop in English typographical practice (while colons are used in French).

COLON

3.5   Colons are most often used to indicate that an expansion, qualification or explanation is about to follow (e.g. a list of items in running text).

3.6   A colon can be used to divide a sentence into two parts that contrast with or balance each other. The first part, before the colon, must be a full sentence in its own right: the second need not be.

3.7   Do not use colons at the end of headings or to introduce a table or graph set in text matter. See Chapter 9 for more on lists and tables.

3.8   Colons never require the next word to start with a capital: contrast usage in German etc.

3.9   Colons should also be closed up to the preceding word, unlike in French usage.

SEMICOLON

3.10   Use the semicolon to link two connected thoughts in the same sentence; to separate items in a series in running text, especially phrases containing commas; or to add emphasis. Do not be afraid of replacing commas by semicolons and vice versa where this serves to clarify the meaning of your translation.

COMMA

3.11   Commas, or their absence, can completely change the sense of a sentence:

      There were, too, many objections

      There were too many objections

3.12   *Non-defining relative clauses.* Non-defining relative clauses must be set off by commas to distinguish them from relative clauses that define the preceding noun:

      The translations, which have been revised, can now be typed.

      (*added detail — they have all been revised*)

      The translations which have been revised can now be typed.

      (*defining the subset that is to be typed — only those that have been revised are to be typed*)

      NB: in defining relative clauses, 'that' *often reads better than* 'which'*:*

      The translations that have been revised can now be typed

Note that the use of '*which*' in defining relative clauses is generally considered to be stilted and overly formal. '*That*' reads more naturally. It also helps make the meaning clearer, reinforcing the lack of commas, since it is used as a relative pronoun only in defining clauses. Unlike '*which*', however, '*that*' needs to be close to the head noun of its antecedent, so in the following phrase:

      The translation in the tray that/which needs to be taken to the typing pool

'*that*' more naturally refers to '*tray*' while '*which*' points more to '*translation*'.

3.13   *Inserted phrases*. Use two commas, or none at all, for inserted text.

3.14   *Adjectives in parallel.* Strings of adjectives all modifying a later noun but not each other should be separated by commas:

> moderate, stable prices.

But where the last adjective is part of the core it is not preceded by a comma:

> [1]moderate, [2]stable [3]agricultural [4]prices.

Here, 1 and 2 each separately modify the core (3 - 4).

3.15   *Items in a series.* If brief, these are separated by commas, including the final item if followed by "etc."; a comma may also be needed for clarification before a final "and":

> sugar, beef, milk products, etc.

> sugar, beef, and milk products (i.e. not beef products)

> sugar, beef and veal, and milk products

3.16   Note that a comma is not required before "etc." if there is no series involved:

> They discussed milk products etc., then turned to sugar.

PARENTHESES

3.17   *Grammar.* It should always be possible to omit matter in parentheses (commas, dashes, brackets) without doing violence to the grammar of a sentence. Do not be afraid to change the type used in source texts (e.g. do not end a sentence on a dash but use brackets instead).

One common use of brackets in French texts is to enclose the substance of a sentence, i.e. the *specific* points exemplifying a general statement. In English it will often be preferable to remove the brackets and opt for a separate clause or sentence, complete with verb. Note that expanding the material in this way is not always straightforward: bracketings of the "(produits énergétiques, terrorisme, developpement de la coopération)" type — in this case supposedly listing the aims of the Community's Maghreb policy — are not uncommon.

DASHES

3.18   *Dashes vs hyphens.* Most users of word processors do not distinguish between dashes and hyphens, using hyphens to represent both the short dashes ("en" dashes = –) and

long dashes ("em" dashes = —) commonly used in typeset documents. However, please note that both en and em dashes are available in modern word processors.

3.19   *Em dashes* may be used to punctuate a sentence instead of commas or parentheses. However, use no more than one in a sentence, or — if used as a parenthesis — one set of paired dashes. To avoid errors if your dashes subsequently turn into hyphens as a result of document conversion, do not follow the typesetting practice of omitting the spaces around the em dashes.

3.20   *En dashes* are used to join coordinate or contrasting pairs (*the Brussels–Paris route, a current–voltage graph, the height–depth ratio*). These are not subject to hyphen rules.

3.21   Never combine a dash with a colon (e.g. to introduce a list).

BRACKETS

3.22   *Round brackets.* Use a pair of round brackets when citing paragraphs from Community legal instruments, and close up to the article number:

> Article 3(1), Article 3(1)(a), Article 3a(1), etc.

Note that the French use of the paragraph symbol *l'article 3 §1* is incorrect in English.

3.23   *Bracketed sentences.* A whole sentence in brackets should have the final stop inside the closing bracket. Do not forget the stop at the end of the preceding sentence as well.

3.24   *Square brackets.* Square brackets are used to make insertions in quoted material. They are also used by convention in administrative drafting to indicate optional passages or those still open to discussion, so do not replace with round brackets.

QUESTION MARK

3.25   *Courtesy questions.* No question mark is needed after a request or instruction put as a question for courtesy:

> Would you please sign and return the attached form.

3.26   Do not use a question mark in indirect speech:

> The chairman asked when the deadline would be fixed.

EXCLAMATION MARK

3.27   In translation work, exclamation marks will be the rarest of all the punctuation marks. Be wary of those found in source texts; they could be a sign of careless drafting.

3.28   *Factorials.* In mathematical and statistical texts, the exclamation mark identifies a factorial:

$$6! = 6 \text{ x } 5 \text{ x } 4 \text{ x } 3 \text{ x } 2 \text{ x } 1$$

QUOTATION MARKS

3.29   *Double v. single quotation marks.* Use double quotation marks to signal direct speech and verbatim quotes, and single quotation marks for quotations within these. Note that some publishers (including EUR-OP) adopt the reverse convention. Use single quotation marks to identify words and phrases that are not themselves quotes but to which you wish to draw attention as lexical items.

3.30   *Short quotations.* Short quotes of up to four lines or thereabouts are normally run into the surrounding text. They are set off by opening and closing quotation marks only.

3.31   *Block quotations.* Extended (block) quotations should be indented and separated from the surrounding text by paragraph spacing before and after. No quotation marks are required with this distinctive layout.

3.32   *English text in source documents.* An English text quoted in a foreign language text keeps the quotation marks in the English target text. But if a single English word or phrase is put in quotation marks simply to show that it is a foreign element, the quotation remarks should be removed.

3.33   *Back-translating of quotes.* Avoid if possible. However, if you cannot find the original English version, turn the passage into indirect speech without quotation marks. The same applies where the author has applied quotation marks to a non-verbatim reference.

3.34   *So-called.* Quotation marks are preferable to *so-called*, which has pejorative connotations, to render *soi-disant, sogenannt,* etc.

3.35   *Other uses.* Generally, use quotation marks as sparingly as possible for purposes other than actual quotation.

French and German writers tend to make frequent use of inverted commas for nouns in apposition (often programme or committee names etc.), as in *les projets "adduction d'eau", la partie "formation" du budget, le Conseil "Agriculture", Arbeitsgruppe "Vereinbarkeit von Familie und Erwerbstätigkeit", Komitee "Menschliche Faktoren"*. It is usually preferable to omit the quotation marks in English.

APOSTROPHE

3.36   *Words ending in -s*. Common and proper nouns and abbreviations ending in *-s* form their singular possessive with *-'s* (the plural remains *-s'*), just like nouns ending in other letters.

> Mr Jones's paper; a hostess's pay; hostesses' pay

> Helios's future is uncertain; MS-DOS's outlook; UNIX's success

The *-s* after terminal *s'* used to be omitted in written English but this is done only in classical and biblical names, e.g. *Socrates' philosophy, Xerxes' fleet.*

Note that some place names also omit the apostrophe (*Earls Court, Kings Cross*). Possessives of proper names in titles (e.g. *Chambers Dictionary*) sometimes omit the apostrophe as well. There is no apostrophe in *Achilles tendon*.

3.37   *Plurals of abbreviations*. Plurals of abbreviations (*MEPs, OCTs, SMEs, UFOs, VDUs*) do not take an apostrophe.

3.38   *Plurals of figures*. Plurals of figures do not take an apostrophe:

> Pilots of 747s undergo special training.

3.39   In tables, write *'000 tonnes* (or of course *thousand tonnes* or *thousands of tonnes*), not *in 1000 tonnes.*

4.   NUMBERS

4.1   *General.* In deciding whether to write numbers in words or figures, the first consideration should be consistency within a passage. Where statistics are being compared in running text, use figures. In non-statistical documents write low numbers (i.e. up to nine inclusive) in words (except in a range such as 9–11).

4.2   Always use figures with units of measurement denoted by symbols or abbreviations:

> DEM 10 *or* ten German marks, not ten DEM

> EUR 50 *or* fifty euros

> 250 kW *or* two hundred and fifty kilowatts

> 205 µg *or* two hundred and five micrograms

The converse does not hold, i.e. numbers qualifying units of measurement that are spelled out may be written with figures: *250 kilowatts, 500 miles.*

4.3   With hundreds, thousands, etc. there is a choice of using figures or words:

> 300 *or* three hundred *but not* 3 hundred

> DEM 3 000 *or* three thousand German marks *but not* DEM 3 thousand

Million and billion, however, may be combined with figures:

> 2.5 million, 3 million, 31 billion

Try not to start a sentence with a figure or a symbol followed by a figure, which,

strictly, should be written out. Useful devices include inversions, such as *In all ..., Of the total, 55 million ...*

WRITING OUT NUMBERS

4.4 *Plurals of figures.* Plurals of figures do not take an apostrophe:

> Pilots of 747s undergo special training.

4.5 Do not combine single-digit figures and words using hyphens (a 2-hour journey) but write out:

> a three-year period; a five-door car

4.6 Compound attributes containing numbers must be hyphenated too:

> a seven-year-old wine; two four-hectare plots

4.7 When two numbers are adjacent, it is often preferable to spell out one of them:

> 90 fifty-gram weights, seventy 25-cent stamps

4.8 Compound numbers that are to be written out (e.g. in treaty texts) take a hyphen, whether cardinal or ordinal:

> the thirty-first day of December,
>
> nineteen hundred and eighty-one

4.9 *Grouping of thousands.* Do not use either commas or points but insert protected spaces (*4 000 000*). Note that serial numbers are not grouped in thousands (*p. 1452*).

In tables: write *DEM '000* or *DEM thousand*, not *in DEM 1 000*.

> '000 tonnes *or* thousand tonnes *or* thousands of tonnes, *not* in 1 000 tonnes

4.10 *Obligatory use of figures.* Use figures, not words, for temperatures, times, distances (*about 5 kilometres*), percentages, people's ages and votes (*2 delegations were in favour, 7 against, and 1 abstained*). Serial numbers should also be in figures (*Chapter 5, Article 9, Item 4*) unless you are quoting a source that does otherwise (*Part One of the EEC Treaty*).

4.11 *Billion.* The use of *billion* to designate *thousand million* (rather than *million million*) is now officially recognised by the Commission and is standard usage in official Community publications. Leading British newspapers and journals (such as the *Financial Times* and *The Economist*) have also adopted the convention.

4.12 *Astronomical contexts.* When using *billion* in an astronomical context, it may be advisable to specify which meaning of the word (10^9 or 10^{12}) is being used.

4.13 *Abbreviating "million" and "billion".* Do not use *mio*. The letters *m* and *bn* can be used for sums of money (including ecus) to avoid frequent repetitions of *million, billion*; this applies particularly in tables where space is limited. It should be closed up to the figure (example: *EUR 230m, £370m, $230bn*).

FRACTIONS

4.14   *Written out.* Insert hyphens in fractions used as adverbs or adjectives but not if they are nouns:

> two-thirds completed, a two-thirds increase,

> an increase of two thirds.

4.15   Avoid combining figures and words (*2/3 finished*).

4.16   *Decimal points.* Do not replace commas with points in legislation (including the budget). This was agreed in the 1970s by the UK and Irish Permanent Representatives. The same goes for all other work that is to appear in the OJ. Elsewhere, replace decimal commas with points. See also Chapter 9 on tables.

4.17   Note in quoting statistics that 3.5 (as in 3.5%) is not the same as 3.50 or 3½; each decimal place, even if zero, adds to the precision. The non-decimal fraction is more approximate.

RANGES

4.18   *Written out.* Repeat symbols and multiples (i.e. thousand, million, etc.):

> from FRF 20 million to FRF 30 million

> between 10ºC and 70°C

4.19   *Abbreviated form.* If the symbol or multiple remains the same, insert a closed-up dash between the figures:

> FRF 20–30 million,10–70ºC

Leave a blank space on either side of the dash if the symbol or multiple changes:

> 100 kW – 40 MW

4.20   *Approximation.* Use a closed-up dash for such expressions as *3–4 pigs to a pen*.

ROMAN NUMERALS

4.21   *Roman numerals*. The seven Roman numerals are: I = 1; V = 5; X = 10; L = 50;

C = 100; D = 500; M = 1000.

DATES AND TIME

DATES

4.22   Write out the month, preceded by a simple figure for the day, e. g. *23 July 1997*. Use all four digits when referring to specific years (i.e. 1997 not '97). See also section 14.17.

Exceptions: in footnotes write *23.7.1997* (see Chapter 15 for details).

In American usage, *23 July 1997* is *7.23.97*; in the international dating system it is *1997-07-23*.

4.23   *Avoiding redundancy*. If the year referred to has been established earlier in a text or is indicated by context, the year number should be left out. Other languages usually repeat it each time.

4.24   *Decades*. When referring to decades write *the 1990s* (no apostrophe).

4.25   *Systems of chronology*. The letters *AD* come before the year number (*AD 2000*), as do *AH (anno Hegirae)* in the Islamic calendar. Note that *BC* follows the figure (*347 BC*).

The non-denominational *CE* (Common Era), *BCE* (Before Common Era) and *BP* (Before Present) may also be encountered.

4.26   *Ranges*. Use a closed-up dash, after which the decade is repeated:

    1870–1901, 1905–10, 1914–18, 1939–45, 1980–86, 1996–2006

4.27   Note the following patterns:

    from 1990 to 1995 (never: from 1990–95)

    between 1990 and 1995 (never: between 1990–95)

    1990 to 1995 inclusive (never: 1990–95 inclusive)

4.28   Note that *1990–91* is two years. Single marketing years, financial years, etc. that do not coincide with calendar years are denoted by a forward slash: e.g. *1990/91*, which is twelve months or less.

TIME

4.29   Use the 24-hour system in preference to the 12-hour system.

Write times with a point between hours and minutes, without adding *hrs* or *o'clock*: *11.30*.

For midnight either write the word *midnight* or use *24.00* (for periods ending then) or *00.00* (for periods starting then).

4.30	For duration use *h: a 2½ h test.*
4.31	Distinguish *summertime* (the season) from *summer time,* e.g. *British Summer Time (BST).*

5. ABBREVIATIONS, ACRONYMS AND SYMBOLS

ABBREVIATIONS AND ACRONYMS

5.1   *General.* In principle, acronyms are uppercased. However, if an acronym has come to be regarded as a proper name, it retains just the initial capital. For this process to start, it must first conform to the rules for English spelling and be pronounced as a normal word. In addition, there must be no risk of unintentional confusion with an existing word. Of course, one person may still consider a word an acronym while another regards it now as a proper name. Such a decision is necessarily subjective. In practice, however, the longer the acronym, the more likely it is to lose its capitals. To ensure consistency and remove the need to make subjective decisions, it is therefore suggested that you follow the 'five-letter' rule below. Bear in mind, though, that this rule is necessarily arbitrary, so use your judgment if you have confidence in it.

     Note also that some acronyms may go all the way and become common nouns, losing even the initial capital, e.g. *radar* and *laser*.

5.2   *Short acronyms.* Five letters or fewer: uppercase throughout without points, including acronyms that can be pronounced:

         ACP, CCC, EAGGF, EEA, EEC, EIB EMS, EMU, ERDF, FADN, ISDN, MCA, OECD, R&D (no spaces!), UNHCR, UNRWA

         also: AIDS, COST, ECHO, EFTA, NASA, NET, SALT, SCENT, SHAPE, TRIPS, TRIMS, UCLAF

         But note: *Tacis* and *Phare* are no longer considered to be acronyms!

5.3   *Longer acronyms.* Lowercase those with more than five letters, with initial capital, provided they can be pronounced. Thus:

         Benelux, Esprit, Helios, Interreg, Resider, Unesco, Unctad

         but: EFILWC, EMCDDA etc.

     Computer terms are also exceptions:

         FORTRAN, CRONOS, WYSIWYG

5.4   *Indefinite article.* Apply the rule "*a* before consonant, *an* before vowel" as if a following abbreviation is being spoken:

a UN resolution/an Unctad meeting, an EDF project

a NATO decision, an MP

5.5   *Plurals of abbreviations.* Plurals of abbreviations do not take an apostrophe:

SMEs, UFOs, VDUs, OCTs

5.6   *Lowercase-only or mixed-case abbreviations.* There is a small but high-frequency class of scholarly abbreviations that traditionally are written in lowercase and require points after each letter, such as *e.g., i.e.*

Most other (i.e. non-scholarly) lowercase and mixed-case abbreviations are written without stops: *aka, fob, cif, BAe (British Aerospace),* etc., in particular most scientific abbreviations and symbols: *pH (hydrogen ion concentration*), etc.

5.7   *Single truncated words.* Single truncated words take a point unless the last letter is included:

Mr, Mrs, Dr, Fr (Father), Mme, Ltd, Pty, acct, St Petersburg

Jan., Sun., Co., fig., etc., cf., Fr. (Frau), chap., cp., dict., ibid.

5.8   *Single letters.* Single letters (uppercase or lowercase) conventionally take a point. Exceptions: scientific symbols (chemical elements, basic and derived units, etc.) and the *v* in the names of court cases.

5.9   Abbreviate *Philippe* as *P.*, not *Ph.*, and *Theodor* as *T.*, not *Th.*

5.10   Note also: p. = page (*plural*: pp.); p = pence; l. = line, (*plural*: ll.)

5.11   *Foreign-language abbreviations.* Untranslated foreign language abbreviations should retain the capitalisation and punctuation conventions of the original, such as GmbH and other German commercial abbreviations.

5.12   *Abridgements in online databases.* Ignore the convention in Eurodicautom and other databases of uppercasing all acronyms and abbreviations.

5.13   A list of common abbreviations and acronyms is given in Annex 10.

5.14   **NB:** Abbreviate *Nota Bene* as *NB* not *N.B.*

MATHEMATICAL SYMBOLS

5.15   *General.* The range of mathematical symbols available on most word processors is probably sufficient for most practical purposes. Where an original document is available in electronic form, mathematical formulae should be copied over, or your translation should be inserted into a copy of the original, leaving the mathematical parts to stand.

5.16   *Per cent.* The per cent sign (*%*) is closed up to the figure, unlike French practice. Note that *percentage* is one word. In most contexts use the symbol rather than *per cent,* although in legal texts you may need to spell out the symbol: *rounded down to the nearest tenth of one per cent.* Note also *several percent higher, a few percent,* and similar expressions. Make the distinction between *%* and *percentage point(s)*, even

when your original does not: an increase from 5% to 7% is an increase of two percentage points (or an increase of 40%), not an increase of 2%.

5.17   *Percentages.* Take care when translating percentages: *un taux de 65% par rapport à la totalité des exportations en dehors de la Communauté* is just *65% of Community exports*.

5.18   *Technical tolerances.* Do not use ± (ASCII 241) to mean "about" or "approximately". Use it only for for technical tolerances.

5.19   *Foreign language conventions.* French writers often use the colon as a division sign, while Danish and German writers use "./." as a minus sign. In English the colon is used primarily to express ratios: *a 1:10 000 scale map*.

5.20   *Open dashes.* Replace an open dash or hyphen in Italian and German with a closed-up dash if it signifies a range (e.g. *10 — 12% = 10–12%*).

5.21   *Multiplication sign.* The period used as multiplication sign should be changed to "x" or "*", e.g. *2.6 . 10^{18}* becomes *2.6 x 10^{18} or 2.6 * 10^{18}*.

SCIENTIFIC SYMBOLS AND UNITS OF MEASUREMENT

5.22   Most scientific symbols in current use are interlingual forms and you should normally be able to reproduce them as they appear in the source document. In the specific case of weights and measures, the International System of Units (SI — Système International) has now been adopted in most realms of science and technology.

5.23   *Names of units of measurement.* Names of basic and derived units of measurement are always lowercased even if they are derived from a personal name, such as *ampere, kelvin, hertz, newton, pascal, watt, siemens, becquerel*. They have normal plurals in -*s*: *250 volts, 50 watts*, etc.

5.24   *Capitalisation of symbols.* The initial letter of symbols for SI units derived from personal names is always capitalised: *Hz (hertz), Bq (becquerel), N (newton), K (kelvin)*, etc. Symbols derived from generic nouns are always lowercased: *lm (lumen), lx (lux), mol (mole), cd (candela), a (are), fl oz (fluid ounce), ft (foot), etc.*

5.25   *Symbols for units of measurement.* These are normally abridged forms of the names of these units. They are written without stops, are not closed up to figures and do not have plurals (*4 ha, 9 m, 10 lb, 20 psi, 55 dB (A), 2 000 kc/s*).

5.26   *Ohm.* The ohm symbol is capital omega (Ω). All other SI symbols for units of measurement are formed from unaccented Latin characters.

5.27   *Non-SI units of measurement.* The UK and Ireland still use some non-metric units of measurement, such as the *pint* (for bottled milk, draught beer and cider), *miles* and *yards* for road signs, and *acres* for land registration. Greece uses the *stremma* (10 ares) for land measurement. Flying altitudes are expressed in feet (worldwide) and pipe diameters in Europe are often expressed in inches. Translators are not normally expected to convert quantities to metric units (unless the conversion is very straightforward), but an explanatory footnote may be inserted if appropriate.

5.28   *Prefixes used with units of measurement.* Prefixes and their symbols are used to designate decimal multiples and submultiples of units of measurement. All symbols for

prefixes are unaccented Latin characters except for *μ*, the symbol for *micro.*

MULTIPLE	PREFIX	SYMBOL
10^{18}	exa	E
10^{15}	peta	P
10^{12}	tera	T
10^{9}	giga	G
10^{6}	mega	M
10^{3}	kilo	k
10^{2}	hecto	H
10^{1}	deca	da
10^{-1}	deci	d
10^{-2}	centi	c
10^{-3}	milli	m
10^{-6}	micro	μ
10^{-9}	nano	n
10^{-12}	pico	p
10^{-15}	femto	f
10^{-18}	atto	a

5.29   *Combining prefixes and units.* When combining prefixes with units, link either symbols only or full-forms only: thus *kilohertz* or *kHz* but not *kiloHz* or *khertz.*

5.30   *K(ilo) and M(ega).* Where computers are concerned, however, *K(ilo)* and *M(ega)* often stand for binary thousands (1024) and millions (1 048 576), respectively. For example, you may be informed that your computer has a memory of 64 Mbytes, but it will tell you it has 65536 Kbytes when you turn it on.

5.31   *Radiation protection.* In 1985 the derived units *curie (Ci), rad (rad)* and *rem (rem)* were officially superseded by the *becquerel (Bq), gray (Gy)* and *sievert (Sv)* respectively, but many scientists continue to use the older terms. Follow the usage of the source document. Note that name and symbol are identical in the case of the *rad* and *rem.*

5.32   *Quantities and values.* Do not translate the German *Größe* as *value* or as *magnitude,* but as *quantity* when this is what is meant. Examples: the *quantity* length is measured with the *unit* metre (m), and a *value* is an instance of such a measurement: *350 m;* likewise the *quantity* absorbed dose is measured with the *unit* gray (Gy); *207 Gy* is a *value* instantiating such a measurement.

5.33   *Internal capitals.* Symbols for units of measurement that start with a capital letter keep the capital internally when used with a prefix: *kHz, MHz, eV,* etc.

5.34   *Electric power. Kilowatt (kW)* and *megawatt (MW)* are used for generating capacity, *kWh* and *MWh* for output over a given period.

5.35   *Nuclear reactors.* Nuclear reactor types are identified by uppercase abbreviations: *LWR, AGR,* etc. Note there is no hyphen in *fast breeder reactor* (a fast reactor that also

breeds fissile material).

5.36   *Chemical elements.* The names of the chemical elements start with a lowercase letter, including elements whose designations are derived from proper names: *californium, einsteinium, nobelium,* etc. Their symbols (which are interlingual) consist either of a single capital or a capital and small letter (*N, Sn, U, Pb, Mg, Z*) without a stop.

5.37   *Radioisotopes.* When written out, radioisotopes are indicated by the name of the element followed by the mass number and separated by a closed-up hyphen: *uranium-232, plutonium-236, plutonium-239.* Note also *carbon-14* (used for dating etc.). Science publications now use the new convention in which the mass number is raised and immediately precedes the element's name: ^{14}C, $^{239}plutonium$, etc. Follow the convention in the source document.

5.38   In shipping, *grt* stands for gross register tonnage (not *registered*) and *gt* for gross tonnage.

6.   CORRESPONDENCE, PERSONAL NAMES AND TITLES, AND GENDER-NEUTRAL LANGUAGE

CORRESPONDENCE

6.1   *Incoming letters.* Use a simple layout such as follows:

Letter dated:

(place and date of letter)

From:

(Name and, where necessary, address on one line)

To:

Subject:

Ref.:

Text of the letter (*no opening or closing formula*)

6.2   *Outgoing letters.* Remember the basic pairs for opening and closing letters:

Dear Sir/Madam ... Yours faithfully

Dear Mr/Ms/Dr Bloggs ... Yours sincerely

The tendency is towards greater use of the second, less formal, pair when the correspondent's name is known. It should certainly be used in letters of reply to

individuals.

Note that commas should be placed either after both opening **and** closing formula, or after **neither**.

6.3 *Letters to VIPs*. Letters to ambassadors and permanent representatives. For all countries except the UK, start "Your Excellency". For the UK, start "Sir/Madam". For all countries close as follows.

> I have the honour to be, Sir/Madam,
>
> Yours faithfully (*or just* Yours faithfully)

6.4 *Letters to ministers*. For all countries except the UK, start "Sir/Madam" and close:

> I have the honour to be, Sir/Madam,
>
> Yours faithfully (*or just* Yours faithfully)

For the UK, start "Sir/Madam/My Lord" and close:

> I remain (*or* I am), Sir/Madam/My Lord,
>
> Yours faithfully (*or just* Yours faithfully)

6.5 *Letters to presidents of EU institutions*. Start "Sir/Madam," and close:

> I have the honour to be, Sir/Madam,
>
> Yours faithfully

6.6 *Agreements in the form of an exchange of letters.*

Letter 1

Start:

> Sir/Your Excellency,
>
> I have the honour ...

Close:

> I should be obliged if you would inform me whether/confirm that your Government is in agreement with the above.
>
> Please accept, Sir/Your Excellency, the assurance of my highest consideration.

Letter 2

Start:

> Sir/Your Excellency,
>
> I have the honour to acknowledge receipt of your letter of today's date, which reads as follows:

(Insert text of letter 1)

Close:

> I am able to inform you/confirm that my Government is in agreement with the contents of your letter/I have the honour to confirm that the above is acceptable to my Government and that your letter and this letter constitute an agreement in accordance with your proposal.
>
> Please accept, Sir/Your Excellency, the assurance of my highest consideration.

6.7   *Exchanges of Notes (Notes Verbales).*

Start:

> *(Mission No 1)* presents its compliments to *(Mission No 2)* and has the honour to refer to ...

Close:

> *(Mission No 1)* avails itself of this opportunity to renew to *(Mission No 2)* the assurance of its highest consideration.

PERSONAL NAMES AND TITLES

6.8   *Personal names.* In general, the Continental practice of uppercasing throughout should not be followed (e.g. *Mr Bangemann*, not *Mr BANGEMANN*); however, common sense must apply if the same text is to appear in several languages or if it is impossible to reinstate accents.

Similarly, avoid alignment on the non-English practice of using the initial for the first name. As a general rule, wherever possible spell out the first name the first time round and contract thereafter. Thus:

> Gro Harlem Brundtland *(first mention)*
>
> Ms Brundtland *(thereafter)*
>
> Tony Blair *(first mention)*
>
> Mr Blair *(thereafter)*

If it is impossible to track down the first name, then drop the initial.

Beware of interference effects when translating from French and of different transliteration systems.

6.9   *Ms — Mme — Mlle.* As a matter of courtesy use *Ms* in English unless you have reason to think the person concerned prefers otherwise. Note that the French *Mme* and German *Frau* are likewise courtesy titles; a *Mme* is not necessarily a *Mrs* (i.e. married). See also 7.7 and 7.8.

6.10   *Foreign-language titles.* Avoid titles not customary in English, but note that if you use Mr or Ms you may have to find out the gender of the person in question.

For:	**write:**
Prof. Dr H. Schmidt	Prof. H. Schmidt
Dipl.-Ing. W. Braun	Mr W. Braun
Drs. A. Baerdemaeker	Ms A. Baerdemaeker
Ir. B. De Bruyn	Ms B. De Bruyn
Me Reuter	Mr Reuter

6.11   *Doctor.* The title *Dr* should be given when it appears in the original (except in combined titles, as above), regardless of whether the holder is a doctor of medicine or not.

GENDER-NEUTRAL LANGUAGE

6.12   This is more than a matter of political correctness. The Commission wholeheartedly endorses equal opportunities, promoting this principle in its various projects and programmes, and its language should reflect this. Using the generic "he" looks increasingly incongruous now that project proposals or policies are just as likely to be addressed to women.

6.13   *He/she*. Avoid the clumsy *he/she* or *s/he*, except perhaps in translating non-running texts such as application forms. The best solution is often to use the plural, which in any case is more commonly used in English for the generic form as it does not require the definite article. For example, in draft legislation or calls for tenders, translate *l'exportateur/le soumissionaire ... il* by *exporters/tenderers ... they*. It is also becoming more acceptable to use forms such as *everyone has their own views on this* (see e.g. *usage note* for *they* in COD). Note that in some cases *la personne concernée*, *der Beteiligte* or *die Antragstellerin* is clearly a firm, not a person, so translate accordingly.

6.14   In some texts, e.g. manuals or sets of instructions, it is more natural in English to address the reader directly using the second-person form or even the imperative:

> You should first turn on your computer

or

> First turn on your computer

instead of

> The user should first turn on his/her computer

6.15   *Noun forms*. Use your judgment in choosing noun forms to emphasise or de-emphasise gender. The *policewoman* has arrived, the *dustwoman* has not, and we will no doubt go on using *fisherman* until the culture of fishing communities changes. *Pilot* and the like

no longer have variants with *woman* tacked on the front. In some cases a substitute is available, e.g. *firefighters* instead of *firemen*. For *Chairman*, *Chairwoman* and *Chair* use your discretion, but note that Parliament now uses *Chair* for its own committees.

7.   FOREIGN IMPORTS

FOREIGN WORDS AND PHRASES IN ENGLISH TEXT

7.1   Latin and other foreign-language expressions that are grammatically integrated into an English text should be italicised (no inverted commas) and should have the appropriate accents, e.g. "used *inter alia* as proof of payment", "a possible *raison d'être* for these sites is ...".

Exceptions: words and phrases now in common use and/or considered part of the English language, e.g. "angst", "ennui", "ad hoc", "per capita", "per se", etc.

7.2   *Quotations.* Quotations that are not being translated (references to the actual wording of other documents and so on) may be placed in quotation marks without italicising the text.

7.3   *Typing special marks and characters.* Put all accents and marks normally available on word processors used in the Commission (i.e. accented characters used in the Community languages); other marks (e.g. barred l in Polish, b above o in transcribed Japanese) can be omitted pending the introduction of appropriate multilingual word-processing facilities. For non-roman scripts, see Annex 7 for Greek and the Cyrillic table in Annex 8.

7.4   *Latin.* For the more obscure Latin phrases consult a Latin dictionary. The Van Dale Dutch dictionary is also an excellent source.

7.5   The expression "per capita" is preferable to "per caput" (NB no hyphen); "per diem" ("daily allowance"), "per se" and many others have English equivalents, which should be preferred. Use "a year" or "/year" rather than "per year".

ROMANISATION SYSTEMS

7.6   *Greek.* The interinstitutional agreement made some years back to use the 1981 adapted transliteration system recommended by the Greek Standards Organisation (ELOT) for all languages has been widely ignored, particularly as regards the spelling of Greek place names (islands, cities, regions). Annex 7 reproduces both the ELOT and the classical transliteration conventions.

7.7   *Arabic.* There are many different transliteration systems. Do not always rely on the form used in the source text; check whether a more appropriate English spelling

convention exists. For example, French, German or Dutch writers may use *j* where *y* is needed in English or French (e.g. DE: *Scheich Jamani* = EN: *Sheikh Yamani*). Note spellings of *Maghreb* and *Mashreq*.

The article *Al* and variants should be capitalised at the beginning of names but not internally: *Dhu al Faqar, Abd ar Rahman*. Do not use hyphens to connect parts of a name.

7.8   *Cyrillic.* When transliterating for Community documents, omit the sign indicating softening of a consonant. Note that the Community languages have different transliteration systems (DE: *Gorbatschew, Jelzin, Tschernobyl;* FR: *Gorbatchov, Eltsine, Tchernobyl*; EN: *Gorbachov, Yeltsin, Chernobyl*). Care should be taken to use the recommended transliteration scheme indicated in Annex 8.

7.9   *Chinese.* The pinyin romanisation system introduced by the People's Republic in the 1950s has now become the internationally accepted standard. Important new spellings to note are:

Beijing	(Peking)
Guangzhou	(Canton)
Nanjing	(Nanking)
Xinjiang	(Sinkiang)

The spelling of *Shanghai* remains the same.

Add the old form in parentheses if you think it necessary.

8.   VERBS

SINGULAR OR PLURAL

8.1   *Collective nouns.* Use the singular when the emphasis is on the whole entity:

> The Government is considering the matter.

> The Advisory Committee has met twice this year.

8.2   Use the plural when the emphasis is on the individual members:

> The police have failed to trace the goods.

> A majority of the Committee were in favour.

8.3   Countries, institutions and organisations take the singular:

> The United States is reconsidering its position.

The Netherlands has agreed ...

The Commission was not informed.

8.4   A singular verb is common in English with a double subject if it is felt to form a whole:

Checking and stamping the forms is the job of the customs authorities.

8.5   *Words in -ics.* The sciences of mathematics, dynamics, kinetics, statistics and economics are singular. *Statistics* meaning simply "figures" is plural; so too is *economics* in the sense of "commercial viability", as in *the economics of the new process were studied in depth*.

8.6   *A statistic.* The singular *statistic* is a back-formation from the plural and means an individual item of data from a set of statistics. It is now in common use in English.

8.7   '*Data'* is properly a plural noun and should therefore go with a plural verb.

8.8   The word *none* may take either a singular or plural verb.

PERFECT/SIMPLE PAST

8.9   When translating from languages that do not make a clear distinction between perfect and simple past, beware of writing Americanisms. British English has four uses for the perfect tense, three of which can be replaced by the simple past in US usage.

8.10   *State up to the present.* Example:

The Commission HAS BEEN (Eastern US: WAS) based in Brussels since the Communities were founded.

8.11   *Event in indefinite past.* Example:

The Council HAS already DISCUSSED (US: already DISCUSSED) this several times.

8.12   *Present result.* Example:

The Community HAS finally RESOLVED (US: finally RESOLVED) the issue.

TENSES IN MINUTES

8.13   *In minutes and summary records*, which are written using the present tense in French and other languages, you must use the past tense in English.

8.14   This means converting reported speech from the present to the past.

A simple example of English reported speech conventions:

Dutch spokesman: "We *are* concerned at the number of exceptions which *have been*

included."

Chairman: "The legal experts *will be* looking into this question."

In reported speech, this becomes:

The Dutch delegation *was* concerned at the number of exceptions that *had been* included. The Chairman said the legal experts *would be* looking into the question.

8.15   *Sequence of tenses.* Simple past is normally replaced by past perfect (pluperfect):

Dr Nolde said the tests *had been* a failure.

You can avoid a clumsy string of past perfects in minutes where a speaker is reporting on another meeting or event. Start with *At that meeting* or *On that occasion* and continue with the simple past. Note that in order to maintain a logical sequence of tenses, indications of time may have to be converted as well as verbs:

Chair: "*Last year,* if you remember, we referred this problem to the subcommittee because we felt that legislation was inappropriate. It looks now, however, as if tougher measures may be needed, and I propose that we discuss these at *tomorrow*'s session."

This could become, for example:

The Chair reminded delegates that *in 1996* the problem had been referred to the subcommittee, since legislation was then felt to be inappropriate. Now, however, she thought tougher measures might be needed and proposed that the committee discuss them at *the following day*'s session."

8.16   *Streamlining.* Lengthy passages of reported speech can be made more reader-friendly by avoiding unnecessary repetition of "he said/explained/pointed out", provided the argument is followed through and it is clear from the context that the same speaker is continuing.

8.17   *Auxiliaries.* The auxiliaries *would, should, could, must, might* are often unchanged, but sometimes various transpositions are possible or required (e.g. must => had to; could => would be able to; should => was to).

SOME VERB FORMS

8.18   *Verb forms*. In British usage (unlike US), a final *-l* is doubled after a single vowel on adding *-ing* or *-ed* (sole exception: *parallel, paralleled*), thus:

total, totalling, totalled

level, levelling, levelled

Other consonants double only if the last syllable of the root verb is stressed or carries a strong secondary stress:

admit, admitting, admitted

refer, referring, referred

format, formatting, formatted

but

benefit, benefiting, benefited

combat, combating, combated

target, targeting, targeted

Exception: a few verbs in *-p* (e.g. *handicapped, kidnapped, worshipped*, unlike *developed*).

8.19   *Data processing usage*. Avoid the forms *input(t)ed* and *output(t)ed*; write *input* and *output*: e.g. *70 000 records were input last month*.

9.   LISTS AND TABLES

LISTS

9.1   When translating lists, you should always use the same type of numbering as in the original, e.g. arabic numerals, small letters, roman numerals, etc. If the original has bullets or dashes, use these.

However, you need not use the same punctuation for the numbers: for example, you may prefer to enclose a number in two brackets rather than follow it with a dot. Changing the punctuation may be a good idea if the list numbers would otherwise look the same as the numbers used for the document headings.

Wherever possible, use the automatic numbering facilities available with your word processor. It is much easier to amend a list if the numbers are automatically adjusted.

Bearing this in mind, the four basic types of list are illustrated below. **NB**: never combine a dash with a colon to introduce a list. Also, take care not to change syntactical horses in midstream, even if the original switches e.g. from noun to verb.

9.2   *Lists of short items* (without main verbs) should be introduced by a full sentence and have the following features:

- introductory colon

- no initial capitals

- no punctuation (very short items) or comma after each item

- a full stop at the end.

9.3   *Where each item completes* the introductory sentence, you should:

- begin with the introductory colon;

- label each item with the appropriate bullet, number or letter;

- end each item with a semicolon;

- close with a full stop.

9.4   *If all items are complete statements* without a grammatical link to the introductory sentence, proceed as follows:

a.   introduce the list with a colon;

b.   label each item with the appropriate bullet, number or letter;

c.   start each item with a lowercase letter;

d.   end each one with a semicolon;

e.   put a full stop at the end.

Try to avoid running the sentence on after the list of points. If such a run-on occurs in legislation, the final phrase is often best incorporated in the introductory sentence.

9.5   If any one item consists of several complete sentences, announce the list with a main sentence and continue as indicated below.

1.   Do not introduce the list with a colon.

2.   Label each item with the appropriate bullet, number or letter.

3.   Begin each item with a capital letter.

4.   End each statement with a full stop. This allows several sentences to be included under a single item without throwing punctuation into confusion.

5.   The list of points may extend over several pages, making it essential not to introduce it with an incomplete sentence or colon.

9.6   *Multiple listed points (multilevel lists).* Follow the same rules as above.

TABLES

9.7   Tables inset in text matter should never be introduced with a colon.

9.8   *Table headings.* Place table headings above the table without a main verb. Diagrams, figures and graphs should be labelled at the bottom, also without main verb. It is not necessary to repeat the word *table* in the heading.

9.9   *Figures and symbols in tables.* Figures and internationally recognised symbols in tables are language-independent elements and should not normally have to be retyped if the original is available in electronic format. *Either*: if the document contains a small number of tables, copy and paste them into your translation; *or:* if there are more tables than text, copy the source document and overwrite the text.

10.   SCIENCE GUIDE

SCIENTIFIC NAMES

10.1   *Biological sciences.* As the binomial system for classifying living organisms is used in all languages, it is normally sufficient to reproduce the original terms. Note that the initial letter of the scientific name is capitalised, while species epithets are always lowercased, even if derived from proper names (e.g. *Martes americana, Pusa sibirica*):

ORDER:	Rosales	Carnivora
FAMILY:	Rosaceae	Felidae
GENUS:	*Rosa*	*Felis*
SPECIES:	*Rosa moschata*	*Felis catus*

10.2   *Print modes.* The names of genera, species and subspecies (varieties, cultivars) are always italicised.

10.3   Most text references are to genus or species (i.e. the name of the genus followed by an epithet). The genus name should be spelled out in full on first occurrence and subsequently abbreviated: *Escherichia coli,* abbreviated *E. coli.*

10.4   *Non-technical usage.* Some scientific plant names are identical with the vernacular name and of course should not be capitalised or italicised when used non-technically (e.g. "rhododendron growers" but *Rhododendron canadense*).

10.5   *Geology.* Use initial capitals for formations (*Old Red Sandstone; Eldon formation*) and geological time units (*Cenozoic; Tertiary period; Holocene*) but not for the words era, period, etc.

10.6   *Chemical compounds.* Like chemical elements, the symbols for chemical compounds (i.e. chemical formulae) are interlingual: *$NaCl$, H_2O, $C_{18}H_{25}NO$,* etc.

10.7   *Sulphur/sulfur.* Note that the spelling *sulfur* is preferred by IUPAC (the International Union of Pure and Applied Chemistry), but the Harmonised System and Combined Nomenclature (customs tariff nomenclatures) retain the *sulph-* forms. The correct spelling will therefore depend on the context.

10.8	*Avoiding hyphenation.* Current practice is to avoid hyphenation altogether, except between letters and numbers (see below). This applies both to prefixes (such as *di, iso, tetra, tri: diisopropyl fluorophosphate, ethylenediaminetetraacetic acid*) and other compound forms (*benzeneethanol*), where normal hyphenation rules would require a hyphen between the double vowels.
10.9	*Close and open compounds.* When in doubt as to whether to close up constituents or not (*ethyl alcohol*, but *ethylbenzene*), follow the conventions used in *Einecs (European inventory of existing commercial chemical substances).*
10.10	*Using Einecs. Einecs* is a multi-volume work (1808 pages in each language version) published by the Office for Official Publications. It is available on CD-ROM. Volumes IV and V of *Einecs* contain the alphabetically ordered Name Index. If you cannot locate the substance where you would expect to find it (i.e. under the first letter of its name), look under the head noun, i.e. the most rightward constituent of the string, which is followed by the attributive parts of the compound. Thus, *iodobenzene* is entered as *Benzene, iodo-*. Note that the end-hyphen in the *Einecs* entry means that the compound is *closed,* i.e. that there is *no hyphen* when it is written out in running text. The absence of an end-hyphen means that the compound is written *open*. Thus, *lactate dehydrogenase* is entered as *Dehydrogenase, lactate*.
10.11	*Names containing numbers.* Use hyphens to link numbers to letters in the names of chemical compounds (on both sides if the number is an infix). If there are several numbers in sequence, they are separated by commas. Examples: *2-pentanone; 1,2-dichloroethane; 2,2,3 3-tetrabromobutane*.
10.12	*Sentences beginning with numbers.* If the first word in a sentence is a chemical compound that starts with a number, the first letter is capitalised:

2-Pentanone is a compound obtainable from proprionic acid.

10.13	*German capitals.* Remember to use lowercase for constituent parts written in German with an initial capital.
10.14	*Common names.* Most chemical compounds in widespread use have one or more common names besides their scientific name. Such common names or abbreviations of the scientific names are often used for brevity's sake in scientific texts. For example, *ethylenediaminetetraacetic acid* is more customarily known as *edetic acid* or abbreviated to *EDTA*. Follow source document usage.

11. FOOTNOTES, BIBLIOGRAPHIES AND CITATIONS

11.1	*Footnote and endnote references.* The Commission's word processors offer automatic footnote support, one or more layers of footnotes being automatically numbered and (if necessary) renumbered, either sequentially through the entire text or starting afresh on each page. Many styles are used and it is normally best to stick to the author's system. Most frequently, however, footnote/endnote references in text matter are given as superscript numerals without brackets.
11.2	Standard practice in English texts is for footnote references to follow any punctuation marks except the dash. But for the relevant typographical conventions applied to footnoting in official EU publications, see http://www.eur-op.eu.int/code/en/en-380100.htm.
11.3	*Positioning of footnote/endnote numbers.* Put the footnote number immediately after

the matter it refers to. Do not follow the French practice of putting references after a date, unless this is the only logical place.

11.4   *Punctuation in footnotes.* In footnotes themselves, begin the text with a capital letter (the footnote number being automatically supplied by the word processor), and end with a full stop (whether the footnote is a single word, a phrase or one or more complete sentences).

11.5   *Bibliographical citations.* Follow source document conventions for citations of scientific literature.

11.6   *Citations.* Cite titles of articles in periodicals in single quotation marks; titles of periodicals, books and newspapers should be in italics. Do not translate titles and details of works that have appeared only in a foreign language, but give official English titles, for example of publications of international organisations, if available.

11.7   *Citing EU documents*. Italicise the titles of white papers and green papers. Separate the main title and the subtitle, if any, with a colon. Use initial capitals on the first and all significant words in the main title and on the first word in the subtitle. Launch straight into the italicised title: do not introduce it with "on", "concerning", entitled" etc.

> In the White Paper *Growth, Competitiveness, Employment: The challenges and ways forward into the twenty-first century*, the Commission set out a strategy . . .
>
> The White Paper *Growth, Competitiveness, Employment* was the first *. . .*
>
> In *Growth, Competitiveness, Employment*, on the other hand, the Commission set in motion *. . . [this form might work where the White Paper had already been mentioned, for example, or in an enumeration]*
>
> The Green Paper *Towards Fair and Efficient Pricing in Transport: Policy options for internalising the external costs of transport in the European Union*
>
> The *Green Paper on Innovation ["Green Paper on" is part of its title]*

You can do the same with the titles of other policy statements and the like that are published in their own right:

> the communication *An Industrial Competitiveness Policy for the European Union* [published as Bull. Suppl. 3/94]
>
> the communication *Agenda 2000: For a stronger and wider Union [when the reference is to the title of the document, which was published in Bull. Suppl. 5/97; but of course we would probably say "an Agenda 2000 priority" for example]*

For other "communications" you may have to play it by ear.

If a policy statement has a title, but has not as far as you know been published, put the title in inverted commas:

> the communication "A European Strategy for Encouraging Local Development and Employment Initiatives" *[this appeared in OJ C 265 of 12 October 1995, and its title is cast like the title of a book, but it does not seem to have been published in its own right]*

"Communications" that are not policy statements, such as the announcements which regularly appear in the OJ for example, get no italics, inverted commas, or special

capitalisation:

> the Commission communication in the framework of the implementation of Council Directive 89/686/EEC of 21 December 1989 in relation to personal protective equipment, as amended by Council Directives 93/68/EEC, 93/95/EEC and 96/58/EC [OJ C 180 of 14 June 1997]

12.   COUNTRIES, LANGUAGES AND CURRENCIES

MEMBER STATES

12.1   *In legislation*, list Member States in the following order (based on absolute alphabetical order).

(Abbreviations decided by the Permanent Representations)

Member State	Full name	Abbreviation
Belgium	Kingdom of Belgium	B
Denmark	Kingdom of Denmark	DK
Germany	Federal Republic of Germany	D
Greece	Hellenic Republic	EL
Spain	Kingdom of Spain	E
France	French Republic	F
Ireland	Ireland	IRL
Italy	Italian Republic	I
Luxembourg	Grand Duchy of Luxembourg	L
Netherlands	Kingdom of the Netherlands	NL
Austria	Republic of Austria	A
Portugal	Portuguese Republic	P
Finland	Republic of Finland	FIN
Sweden	Kingdom of Sweden	S
United Kingdom	United Kingdom of Great Britain and Northern Ireland	UK

For addresses see point 7.1.3 of the Interinstitutional Style Guide.

12.2   For tables appearing in several language versions, list the Member States in the same order.

12.3   In single-language documents, list in English alphabetical order.

12.4   For other countries, see the list at http://europa.eu.int/comm/translation/currencies/entable1.htm.

LANGUAGES

12.5   *Protocol order.* Use the absolute alphabetical order of the official names of the languages. Use ISO code 639 for the abbreviations. The ISO code itself uses lower case, but it is probably clearer to use upper case in EU documents. For other languages see Annex 6.

Name in own language	English name	Abbreviation ISO code 639
Castellano1	Spanish	ES
Dansk	Danish	DA
Deutsch	German	DE
Ellinikà	Greek	EL
English	English	EN
Français	French	FR
Gaeilge	Irish (or Gaelic)	GA
Italiano	Italian	IT
Nederlands	Dutch	NL
Português	Portuguese	PT
Suomi	Finnish	FI
Svenska	Swedish	SV

12.6   In running text, list in English alphabetical order:

Danish, Dutch, English, Finnish, French, German, Greek, Italian, Portuguese, Spanish, Swedish.

12.7   In an agreement published in a non-EU language, list the non-EU language after the EU languages:

This Agreement has been drawn up in English, French, German and Bulgarian.

12.8   *Official and working languages.* The relevant regulations do not distinguish between official and working languages. The Irish texts of the Treaties are authentic, but Irish is not an official/working language.

CURRENCIES

12.9   *Currency abbreviations.* The Publications Office uses a single list, ISO 4217, for both OJ work and non-OJ work. The full list, recommended for use in the Commission by its Secretariat-General in 1996, can be found online at http://europa.eu.int/comm/translation/currencies/entable1.htm. The following table shows the names and abbreviations/symbols for the currencies of the EU Member States and some other countries.

Official name	ISO 4217
ECU	XEU (*Exception to rule:* use ECU instead)
euro, pl. euros	EUR
Austrian schilling	ATS
Belgian franc	BEF
German mark	DEM
Danish krone, pl. kroner	DKK
Spanish peseta	ESP
Finnish markka, pl. markkaa	FIM
French franc	FRF
pound sterling	GBP
Greek drachma	GRD
Irish pound (punt)	IEP
Italian lira, pl. lire	ITL
Luxembourg franc	LUF
Dutch guilder	NLG
Portuguese escudo	PTE
Swedish krona, pl. kronor	SEK
Note also:	
Canadian dollar	CAD
US dollar	USD
Swiss franc	CHF

Norwegian krone, pl. kroner	NOK
Turkish lira	TRL
Japanese yen	JPY

12.10   The currency abbreviation precedes the amount and takes a space:

>   FRF 2 400; EUR 3 500; EUR 2 billion

When used, currency symbols are closed up:

> $100; £78; €120

12.11   Where a sum is written in words, use the form shown in the table above: *a sum of seven million German marks, two million ecus*.

12.12   *The euro*. Like 'pound', 'dollar' or any other currency name, the word 'euro' is normally written in lower case with no initial capital.

In tables and documents where monetary amounts figure largely, make maximum use of the abbreviation EUR (before the amount) or the € symbol (closed up to the figure). Note that the € symbol is still not used in the Official Journal.

Guidelines on the use of the euro, issued via the Secretariat-General, state that the plurals of both 'euro' and 'cent' are to be written without 's' in English. Do this when amending or referring to legal texts that themselves observe this rule. Elsewhere, and especially in documents intended for the general public, use the natural plural with 's' for both terms.

12.13   Use a point to separate units from subunits:

>   Price: FRF 7.20; BEF 50.-.

13.   REFERRING TO THE EUROPEAN UNION

13.1   *The European Union*. The Treaty on European Union, familiarly known as the *Maastricht Treaty*, introduced *European Union* as the official collective title for the three Communities (see next item), taken as constituting the first 'pillar' of the Union, plus pillars 2 and 3, which are, respectively, common foreign and security policy (including a future common defence policy), and justice and home affairs. Under the Treaty of Amsterdam a large part of justice and home affairs is brought within the Community framework proper and, once the Treaty has been ratified, the third pillar will be confined to police and judicial cooperation in criminal matters.

While the term 'European Union' has now largely taken over from 'European Community' in the press and elsewhere to refer to the European political entity, note that the EU co-exists with but has not replaced the EC (or the other Communities). The EU is an expression of the political will of its Member States as set forth in the Maastricht Treaty; it has powers of its own under pillars 2 and 3, but has no legal personality as yet. In particular, it has no powers to negotiate or conclude trade agreements, grant tariff preferences, or enforce competition law, so 'EC' (or 'ECSC') rather than 'EU' is still appropriate in these contexts. Note also that the French often use 'l'Europe' to refer to the political entity — translate as 'the EU' not 'Europe'.

13.2	*The Council* is thus, quite logically, designated *the Council of the European Union*, while the Commission — which has no direct involvement in policy-making for pillars 2 and 3 — remains the *Commission of the European Communities*; this is normally shortened to the *European Commission* in most contexts, including letterheads, though not in the preambles to legislation.
13.3	*The European Communities.* The form 'European Communities' has always been the correct legal form to refer collectively to the *European Coal and Steel Community*, the *European Economic Community* (now *European Community*) and the *European Atomic Energy Community*. Their full names rather than the abbreviations *ECSC, EEC* (now *EC*) and *Euratom* are to be used in the main text of Community legislation.
13.4	*The European Community.* The form 'European Community' was already being frequently used for all three Communities in non-legal contexts before the Treaty on European Union. Confusingly, the Maastricht Treaty has now changed the official title of just the *'European Economic Community'* to *'European Community'*.
13.5	*The Community.* This is used as a shortened version of 'the European Community' or for just one of the three Communities when the context is clear.
13.6	*The Communities.* This is occasionally found as a short form for the three original Communities together.
13.7	*The Community of Fifteen.* The form 'Community of Fifteen' (Twelve, Ten, Nine, Six) is used to distinguish different memberships at different periods. 'The Fifteen' is informal, but note that 'les Quinze' in French is often used to signify intergovernmental as opposed to Community action, especially in foreign policy and in the context of the two non-Community pillars — so it emphasises more than just the number of Member States. NB: in tables, use EU now rather than EUR to avoid confusion with the euro, i.e. EU 15, 12, 10, 9 or 6.
13.8	*The Common Market.* The form 'Common Market' is not normally used in Community documents at all, except in "the common market in goods and services", etc. Note the use of lower case in this meaning. See also 17.12.
13.9	*The Single Market or single market.* This seems to have won out in English over *internal market* (which has other connotations in UK — cf. French: *marché unique*, *grand marché*, German: *großer Binnenmarkt*), except in the hallowed phrase "completing the internal market", which was originally the title of the key White Paper: hence references such as 'since completion of the internal market', 'now that the internal market has been completed', etc.
13.10	*EC vs EEC.* Since the Treaty on European Union, 'EC' as in *the EC Treaty* has become the official abbreviation for 'European Community', the new name of the EEC (see above). Use EEC therefore only for the European Economic Community in historical contexts.
13.11	*Community* is gradually displacing *common* in phrases like 'Community policies' (= *politiques communes*). However, *common* is still to be used in *common fisheries policy*, *common agricultural* [not *agriculture*] *policy*, etc.
13.12	*Acquis communautaire.* The problem of finding a translation for this term is not confined to English or to the Commission: the French term is used in Article B of the Dutch and Italian versions of the Maastricht Treaty as well as the English version. The expression is also used in a wide variety of Commission documents, sometimes conveying slightly differing ideas. It is unrealistic to try to arrive at an "agreed

translation" for all occasions.

Leave the term in French when quoting directly from Treaty articles and legislative provisions, and in related legal contexts. It is also acceptable as in-house jargon in communications not intended for outside circulation.

For outside audiences, however, avoid using the term in French where possible, or at least add an explanation or definition. "Community patrimony" and "legal framework" have been used, neither to unanimous acclaim. A recommended expression is "established EU law and practice". The words "and practice" could often be omitted, as could the word "established", which conveys something of the idea of "achievement" inherent in the French *acquis*. Other acceptable renderings for general audiences include "the body of EU law", "the body of EU rules" or just "EU rules", and "existing Community rules".

14. PRIMARY AND SECONDARY LEGISLATION

PRIMARY LEGISLATION

14.1   *The original treaties.* The treaties founding the European Communities are the ECSC Treaty (ECSC = European Coal and Steel Community), the EC Treaty (formerly EEC Treaty) and the Euratom Treaty.

14.2   *Order of listing.* When listed together the Treaties should be put in historical order: ECSC Treaty, EEC Treaty, Euratom Treaty. (In the numbering of legal instruments common to all three Communities, the order no longer rotates; see 3.4.2 of the Interinstitutional Style Guide.) Always use the full form in draft legislation: *The Treaty establishing the European Community, etc.*

14.3   *Treaty of Paris.* The ECSC Treaty can be called the Treaty of Paris if the Community context is clear.

14.4   *Treaty of Rome.* Adopt *EC Treaty* in preference to *Treaty of Rome* (though the latter may be used in speeches and less formal contexts); when referring to both EEC and Euratom write *the Treaties of Rome*.

14.5   *Euratom Treaty.* The standard form is now *Euratom Treaty. EAEC Treaty* can be classed as rare.

14.6   *Accession treaties.* The original Treaties have been supplemented by four treaties of accession. These are:

- the 1972 Treaty of Accession of Denmark, Ireland and the United Kingdom,

- the 1979 Treaty of Accession of Greece,

- the 1985 Treaty of Accession of Spain and Portugal,

- the 1994 Treaty of Accession of Austria, Finland and Sweden.

14.7   *Treaties versus Acts of Accession.* Distinguish between *Treaty of Accession* and *Act of Accession.* Treaties of accession set out principles and regulate ratification, while acts of accession contain the technical details of transitional arrangements and secondary legislation (*droit dérivé*) requiring amendment.

14.8   *Dates.* A common mistake is to confuse the dates of accession itself (1973, 1981, 1986 and 1995) with the dates of the Accession Treaties (1972, 1979, 1985 and 1994).

14.9   *The "Budget" Treaty.* The 1975 "Budget" Treaty (occasionally referred to as the Treaty of Brussels) will be found in the latest edition of the Treaties in English. Its full title is *Treaty amending certain Financial Provisions of the Treaties establishing the European Communities and of the Treaty establishing a Single Council and a Single Commission of the European Communities.*

14.10   *The Merger Treaty.* The full title of the Merger Treaty of 1965 is *Treaty establishing a Single Council and a Single Commission of the European Communities.*

14.11   *The Single European Act.* The Single European Act of 1986 was the first major amendment to the EEC Treaty. It committed the Community to a single European market by the end of 1992 and generally expanded the scope of EC policy-making.

14.12   *The Treaty on European Union.* The 1992 Treaty on European Union, better known as the Maastricht Treaty, amended the EEC Treaty and changed its title to Treaty establishing the European Community (EC Treaty). It was signed in February 1992 and came into force as from November 1993. (See also 13.1 on the three 'pillars'.)

        The recommended short form is 'EU Treaty' (avoid the abbreviation 'TEU', which also occurs sometimes, as it is not at all obvious what it means).

        Note the use of 'on' rather than 'of' in the title.

14.13   *The Treaty of Amsterdam.* The full title is the Treaty of Amsterdam *amending the Treaty on European Union, the Treaties establishing the European Communities and certain related acts*. It comprises 15 Articles in all. As the title suggests, it amends the EU Treaty (Article 1), the EC Treaty (Article 2), the ECSC Treaty (Article 3), the Euratom Treaty (Article 4) and the European Parliament (Direct Elections) Act; it also deletes provisions in them which have lapsed and completely renumbers the Articles of the EU and EC Treaties (Article 12; for tables of equivalences, see the Annex to the Treaty, OJ C 340, 10.11.97, p. 85). It was signed in October 1997 and came into force as from May 1999.

        The main innovations are as follows:

        - a large part of the third pillar (justice and home affairs — JHA) and Schengen now come under the Community rules;

        - there is a new title on employment;

        - the Social Protocol is now incorporated into the Treaty;

        - the principles of liberty, democracy and respect for rights and fundamental freedoms are enshrined in the Treaty;

        - decision-making procedures are fewer and simpler (see 14.46 to 14.48);

- the scope for qualified-majority voting has been extended slightly.

14.14   *Citation forms.* Paragraphs and subparagraphs that are officially designated by numbers or letters should be cited in the form *Article 85(1)(a)*.

Subdivisions of an article that are not identified by a number or letter should be cited in the form *second paragraph of Article 54* (or, less formally, *Article 54, second paragraph*).

Following the many amendments to the Treaties over the years, the Treaty of Amsterdam has renumbered the articles of the EU and EC Treaties. So take care that citations are to the proper article as amended/inserted and renumbered. Beware, because many authors get their references wrong, referring to an article inserted as if it were an article of the Amsterdam (or previously the Maastricht) Treaty. It will often be necessary to check what the proper reference is and adjust the text accordingly. A few examples

Article 99(3) of the Treaty establishing the European Community

Article 99(3) of the EC Treaty

First paragraph of Article 100 of the EC Treaty

Article 100a of the Treaty as amended by the Single European Act (now renumbered Article 95 following the entry into force of the Treaty of Amsterdam) [Note: *not* "100A", *not* "of the Single European Act", not "of the Amsterdam Treaty"]

Article 13 (formerly Article J.3) of the Treaty on European Union

Note too that discursive legal texts (e.g. commentaries, grounds of judgments) commonly cite the Treaties by a bare abbreviation:

Under the terms of Article 99(3) EEC the Commission can ...

The wording of Article 17 Euratom reflects ...

The arrangements for a rapid decision under Article 18 EU allow ...

Beware here too, however, since the Court of Justice adopted a new scheme for citing Treaty articles as they stood **before** or **after** the renumbering came into force (OJ C246, 28.8.1999). *This applies to the Court's own publications only.*

Very briefly:

- Bare abbreviations "EU / EC / CS / EA" refer to the **new** articles (EU, EC, ECSC, Euratom).

- Citations "of the ... Treaty ..." refer to the **old** articles.

Examples:

Article 30 EU / EC / CS / EA   =   after 1/5/1999

Article 85 of the EC / EEC / ECSC / EAEC Treaty	=	before 1/5/1999
Article J.4 of the Treaty on European Union	=	"

SECONDARY LEGISLATION

14.15   *General.* This section is only a general outline concentrating on points for the translator. There is guidance on procedures in the Council's rules of procedure (Decision 93/662/EC (OJ L 304, 10.12.1993), as amended by Decision 95/24/EC, Euratom, ECSC (OJ L 31, 10.2.1995)).

TITLES AND NUMBERING

14.16   *Draft legislation.* Council legislation being put forward by the Commission should be headed *Proposal*. Draft Commission regulations and decisions are preceded by the word *Draft* only. Draft legislation sent to the Council by the Commission is accompanied by an *Explanatory Memorandum* (FR: *Exposé des motifs*), draft Commission legislation by a *Memorandum to the Commission* (FR: *Communication à la Commission*). Both types may also have a *financial statement* attached (FR: *fiche financière*) detailing the budget implications. Details on numbering are given below by type of instrument.

14.17   *Citation style.* Since the EU Treaty, the style of citation has been as follows:

Directive yr/###/EC

Regulation (EC) No ####/yr

Decision yr/####/EC

Before 1 November 1993, the style is:

Directive yr/####/EEC

Regulation (EEC) No ####/yr

Decision yr/####/EEC

Before 1976, the name of the adopting institution came after the number of an instrument; it is now placed in front. This style should be used in referring to pre-1976 legislation as well.

As of January 1999, the two-digit year numbers forming part of the title of all published legislation have been replaced by the full four-digit number:

before 1999:   Council Directive 98/xxx/EC

since 1999:   Council Directive 1999/xxx/EC

N.B. This change of numbering style is *not* retroactive. Acts adopted before January 1999 retain their two-digit year number.

14.18   *Regulations.* Each regulation has a serial number which is an integral part of the title and the contraction No should always precede that number.

14.19   *Numbering of regulations.* EEC and Euratom regulations were numbered continuously (as separate series) from 1958 to 1962, then annually; since 1 January 1968 they have formed one series numbered annually:

(before 1963) EEC Council Regulation No 17

(before 1968) Council Regulation No 1009/67

(since 1968) Commission Regulation (EEC) No 1234/84

14.20   *Amendments.* Regulations are as a rule amended by the same institution as adopted the original instrument, so the name of the institution is not repeated in titles of amending regulations; as the date of the original instrument is also omitted, its official title is quoted in full:

COUNCIL REGULATION (EEC) No 1607/92 of 22 June 1992 amending Regulation (EEC) No 2200/90 by imposing an additional anti-dumping duty on imports of silicon metal originating in the People's Republic of China

14.21   *Directives.* Directives are issued mainly by the Council and less frequently by the Commission. Since 1 January 1992 directives, like regulations, have had an official serial number forming an integral part of the title. But the form of the number follows the pattern *year/number/Community* and is not preceded by *No* (e.g. *Commission Directive 92/1/EEC*). Before then, directives had a "publication number" only.

14.22   *Joint acts (Council and Parliament)* (See also 14.48)

Regulation (EC) No ####/1999 of the European Parliament and of the Council of *[date]*

Directive 1999/####/EC of the European Parliament and of the Council of *[date]*

Note: However unwieldy it may appear, and whatever more concise variants you may see in circulation, the 'of the ... and of the ...' formulation is the only correct one when citing a particular joint act.

14.23   *Council instruments*

Council Regulation (EC) No

Council Directive

Council Decision

Council Recommendation

14.24   *ECSC general decisions.* ECSC general decisions, being equivalent to EEC and Euratom regulations, bear an official serial number which is an integral part of the title (e.g. *Commission Decision No 891/92/ECSC*).

14.25   *Other decisions.* ECSC individual decisions, decisions taken under Article 189 EEC or Article 161 Euratom and other decisions *sui generis* bear no official serial number forming part of the title, but they are allocated a "publication number" by the Publications Office. This is shown in parentheses below the title in the OJ:

<div align="center">

COUNCIL DECISION

of 13 July 1992

on a Community action plan to assist tourism

(92/421/EEC)

</div>

Although it is not formally part of the title, the publication number is regularly used in citing such instruments: *Council Decision 92/421/EEC*. Decisions that are not published are identified by date. The same word "decision" (or its equivalent) is used in English, French, Greek, Italian, Portuguese and Spanish to designate Article 189/161 decisions and decisions *sui generis*. Different words are used in Danish (*beslutning* and *afgørelse*), Dutch (*beschikking* and *besluit*) and German (*Entscheidung* and *Beschluß*).

FORM

14.26   *Opening text.* The preambles to regulations, directives, and decisions start with a line in capitals identifying the institution and ending with a comma:

THE EUROPEAN PARLIAMENT AND THE COUNCIL OF THE EUROPEAN UNION,

THE COUNCIL OF THE EUROPEAN UNION,

THE COMMISSION OF THE EUROPEAN COMMUNITIES,

14.27   *Legal basis of the instrument.* The opening text is followed by the citations (FR: *visas*), stating the legal basis for the instrument and listing the procedural steps; these begin *Having regard to ...* and also end in a comma:

Having regard to the Treaty establishing the European Community, and in particular Article 100a thereof,

Having regard to Council Regulation (EC) No ..., and in particular Article ## thereof,

Having regard to the proposal from the Commission,

Having regard to the opinion of the (European Parliament, Economic and Social Committee, etc.),

Having regard to the assent of the European Parliament,

In cooperation with the European Parliament,

14.28 *Recitals.* Next come the recitals (FR: *considérants*), stating the grounds on which the instrument is based. The block of recitals begins with a single *Whereas* followed by a colon and a new paragraph. The recitals which follow are numbered sequentially using Arabic numerals within round brackets. Each recital, including the first, begins with a leading capital and ends with a full stop, except for the last (or a sole) recital, which ends in a comma. Sentences within a given recital are separated by full stops.

14.29 *References to existing instruments.* Previous instruments referred to in citations and recitals must be given their full title (institution, type of instrument, number, date, title) on first occurrence and must carry a footnote with OJ reference after the descriptive title. In less formal contexts it is not necessary to give the date of the instrument; this is invariably cited in French but tends to clutter up the sentence to no good purpose.

14.30 *Exceptions.* There are some exceptions to the above rules:

- the latest or sole amendment to the principal instruments cited (type and number only):

  Whereas Commission Regulation (EEC) No ####/## of (date) on ... as (last) amended by Regulation (EEC) No xxxx/xx, provides ...

- Staff Regulations;

- where the title/content is paraphrased, a device resorted to increasingly in order to shorten recitals:

  Whereas the Commission has adopted, in connection with the Christmas and New Year holidays, Regulation (EEC) No 2956/84 dealing with the sale of butter from public stocks at a reduced price ...

14.31 *Enacting formula.* Preambles close with a line in capitals continuing the enacting formula, ending with a colon. The main variants are:

  HAS/HAVE ADOPTED THIS REGULATION or DIRECTIVE:

  HAS/HAVE DECIDED AS FOLLOWS: — corresponds to FR *décide,* DE *beschliesst*

  HAS/HAVE ADOPTED THIS DECISION: — FR *a arreté la présente décision* DE *hat folgende Entscheidung erlassen*

14.32 *Substantive provisions.* The French terms *Article premier* and *Article unique* are rendered *Article 1* and *Sole Article*. All instruments have a final article stating when they come into effect:

  This Regulation/Directive/Decision shall enter into force on the day of (the first, third day following, etc.) its publication in the Official Journal of the European Communities.

14.33 This final article may have a further subparagraph specifying:

  It shall apply from [*date*].

14.34 *Concluding formulas.* After the final article, but not forming part of it (so leave a large gap or use an inset margin), one of the following standard formulas appears in all

regulations and ECSC general decisions:

> This Regulation/Decision shall be binding in its entirety and directly applicable in all Member States.

> This Directive/Decision is addressed to [the Member States, etc.].

EEC and Euratom directives and decisions and ECSC individual decisions are binding only on those to whom they are addressed. The addressees are named in the final article of the instrument.

14.35 *Place of enactment.* Legislation issued by the Commission is always *Done at Brussels, [date],* while for Council legislation you should leave the place name out (*Done at ...*) since the ministers may be meeting outside Brussels when the instrument is finally adopted.

NAMING OF PARTS

14.36 *Numbered subdivisions.* In citing provisions of Community legislation, place numbered subdivisions of articles in brackets after the article number (note: no spaces):

> Article 1(3)(d) of Regulation (EEC) No 1696/71

14.37 *Unnumbered subdivisions.* Unnumbered items precede the article number and are written out in words:

> The third indent of the second subparagraph of Article 2(2) of Commission Regulation (EEC) No 1153/75 provides that the colour of V. A. 3 forms is to be red.

14.38 *French terminology.* The French word *paragraphe* always means a numbered paragraph; *alinéa* is an unnumbered subunit. If an article has no numbered subdivisions, *alinéa* is rendered in English as *paragraph* (first, second, etc.). If the *alinéa* is part of a numbered paragraph, it is rendered as *subparagraph.*

14.39 When referring to three consecutive articles, name them all, i. e. not *Articles 92 to 94 EEC* but Articles 92, 93 and 94 EEC.

14.40 *Abbreviations to avoid.* Avoid abbreviating *Article* to *Art.* wherever possible, and do not use the *§* sign for EU legislation: the French use of the sign in *l'article 3 §1* is incorrect in English.

TENSES

14.41 *French v English usage.* The present tense used in drafting in French is generally rendered by the mandatory *shall* in English. But the present tense is used in English too to express declaratory provisions such as amendments:

> Article 3 of Regulation ...is amended as follows:
>
> (1) Paragraph 1 is replaced by the following: ...
>
> (2) Paragraph 2 is deleted.
>
> Regulation ...is hereby repealed.
>
> A committee ... is hereby established.

and definitions:

> "abnormal loads" means ...

There are also quasi-legislative texts where *will* is more appropriate — i.e. where the French present tense is not prescriptive but simply enunciates something that is expected to happen.

14.42 *Tenses in annexes.* The *shall* form is to be avoided in technical annexes; replace it with *must* or, in descriptions of scientific procedures, the imperative of the verb:

> Place a sample, which must be chemically pure, in a round-bottomed flask ...

14.43 *Tenses in references.* References to the effect of other legislation currently in force should make use of the English present tense for the French perfect, e.g. for *Considérant que le règlement ... a prévu* write *provides/lays down* rather than *has provided/has laid down,* and certainly not *provided/laid down.*

REFERENCES

14.44 *Multiple references.* When referring to several instruments together follow the pattern below:

> Regulations (EC) Nos 1234/96 and 1235/96
>
> Directives 96/350/EC and 96/100/EC

14.45 *Simplified references.* It is recommended that abbreviations be used only when space is really at a premium:

> Reg. 1234/85, Dir. 84/321, Dec. 3289/75, Dec. 74/612

DECISION-MAKING PROCEDURES

14.46 *Consultation procedure.* Under this procedure the Council must consult the European Parliament and take its views into account. However, it is not bound by Parliament's

position but only by the obligation to consult it. The procedure applies in particular to the common agricultural policy.

14.47   *Cooperation procedure* (Article 189c EC). This procedure was introduced by the Single European Act. It gave Parliament greater influence over the legislative process by means of a "double reading" of Commission proposals. With the Treaty of Amsterdam it has been more or less supplanted by the codecision procedure (see below) except in a few areas of economic policy.

14.48   *Codecision procedure* (Article 189b EC) (note no hyphen). This procedure was introduced by the Treaty on European Union. It gave Parliament the power to adopt instruments jointly, as a last resort, with the Council. Its scope has been considerably broadened by the Treaty of Amsterdam to encompass nearly all the areas of the Community's legislative activity. The procedure itself has also been simplified; the third reading has been dropped, putting Parliament and the Council on an equal footing.

14.49   *Assent procedure.* The assent procedure, whereby the Council must obtain Parliament's assent (absolute majority of its members) before certain important decisions can be taken, was introduced by the Single European Act. Parliament may accept or reject a proposal but cannot amend it. The scope of the procedure has been extended by the Treaty of Amsterdam and now covers penalties in the event of serious and persistent violations of human rights, applications for membership of the Union, certain major international agreements, and introduction of the uniform procedure for elections to the European Parliament.

15.   REFERENCES TO OFFICIAL PUBLICATIONS

REFERENCES TO THE OFFICIAL JOURNAL

15.1   *OJ series.* The subdivision of the *Official Journal of the European Communities* into 'L' and 'C' series began in 1968. (Note that the abbreviated form is OJ, not OJEC; however, in French JOCE is commonly used to avoid confusion, since *Journal Officiel* is also the national law gazette in France.)

The 'S' series was introduced in 1979 and contains public procurement notices. It is available both on CD-ROM and online at http://ted.eur-op.eu.int/ojs/html/index2.htm. In 1999 an exclusively electronic ('E') section was added to the 'C' series. This section parallels the paper 'C' series but its documents, principally legislative proposals and answers to written Parliamentary questions, are available on http://europa.eu.int/eur-lex only for 45 days. They are also available on CD-ROM.

15.2   *The L series.* The OJ L journal is divided into two parts, *OJ L Section I* for instruments whose application is conditional upon their being published (EEC and Euratom regulations, ECSC general decisions and recommendations) and *OJ L Section II* for instruments whose application is not (agreements, budget, conventions, EEC and Euratom decisions and directives, ECSC individual decisions and recommendations, estimates, exchange rates, financial regulations, opinions, protocols, recommendations,

resolutions, rules of procedure).

15.3   *The C Series.* The C journals are used for notices and information (Court of Justice, European Parliament, draft legislation, food aid tenders, etc.).

15.4   *Old pagination system.* Before 1 July 1967 (OJ 138), pages in the OJ were numbered continuously throughout the year:

   OJ 106, 30.10.1962, p. 2553/62

15.5   *OJ references in running text.* It has now been agreed that 'No' should be omitted from references to OJs, whether in the OJ or in other work. References to OJs dating from before the introduction of this convention should also preferably be presented without the 'No', unless this would involve disproportionate effort. Any temporary inconsistencies will be ironed out over time. References should thus follow the pattern:

   Official Journal (or OJ) L 118 of 4 May 1973

15.6   *OJ footnote references.* References in footnotes in the OJ itself have a shortened form for the date (this is recommended for OJ references in footnotes elsewhere as well, except as noted below):

   OJ L 281, 1.11.1975, p.1.

   Use this form for texts appearing ultimately in the OJ, especially legislation, the budget ('Remarks' column), answers to parliamentary written questions and amendments to the Combined Nomenclature.

15.7   *Footnotes in other official publications.* Footnotes in the General Report have been standardised since 1 January 1981 on the following pattern, with No and (usually) page number omitted:

   OJ L 281, 1.11.1975.

15.8   Page references following an oblique stroke (e.g. OJ L 262/68) are used only in page headings of the OJ itself and the *Blue Angel* collections of agricultural legislation and should be avoided in translation work.

15.9   *Decimal commas.* The UK and Irish authorities have agreed that a decimal comma rather than a point is to be used in figures appearing in the OJ (see also 4.16).

15.10   *Numbering of instruments.* Instruments are numbered consecutively at the time of adoption, regardless of type, in two corresponding series. Note that instruments do not always appear in the *Official Journal* in numerical order, since the time taken to print texts (i.e. the time lag between adoption of an instrument and its publication) varies according to their length.

15.11   *Numbering of directives.* From 1 January 1992 a directive's official number forms part of its title, just like instruments in Section I.

   COUNCIL DIRECTIVE 92/38/EEC of 11 May 1992 on the adoption of standards for satellite broadcasting of television signals

   Before 1992, the number was not an integral part of the official title, but was appended in brackets:

   COUNCIL DIRECTIVE of 28 January 1991 concerning the animal health conditions governing the placing on the market of aquaculture animals and products (91/67/EEC).

Directives are now (since 1 January 1992) systematically placed at the beginning of Section II of the Official Journal.

BULLETIN AND GENERAL REPORT

15.12   *Bulletin.* References to Bulletin take the form:

> Bull. 9-1980, point 1.3.4

> Supplement 5/79 — Bull.

15.13   *General Report.* References to the General Report take the form:

> Twenty-third General Report, point 383; 1994 General Report, point 12

> Point 104 of this Report

> 1990 Annexed Memorandum, point 38

The form "Twenty-seventh (or XXVIIth) General Report" was used up to and including 1993. As from 1994, the title on the cover is "General Report 1994" and the reference style "1994 General Report". The above forms of reference are standard for footnotes in official publications, but in less formal contexts it is quite acceptable (and clearer) to refer to e.g. "the 1990 General Report"**.**

15.14   Part-numbering conventions. Note that *Première* (*Deuxième*, *Troisième*) *partie* are rendered *Part One* (*Two*, *Three*), not *Part I* or *Part 1*.

16.   THE COMMUNITY INSTITUTIONS

COMMISSION

16.1   *Title.* The Commission of the European Communities (full title) owes its present form to the Treaty establishing a Single Council and a Single Commission of the European Communities of 1965 (also known as the Merger Treaty), as amended by the 1972, 1979 and 1985 Acts of Accession.

It is commonly referred to as *the European Commission* or *the Commission*. Either of these forms is preferable to the abbreviation CEC (FR: CCE).

16.2   *Secretariat-General.* The Commission has a *Secretariat-General* (FR: *Sécrétariat-général*), whereas the Council has a General Secretariat (see 16.11).

For rules of procedure, see OJ L 230, 11.9.1993 (amended OJ L 97, 29.4.1995).

16.3   *Titles of Members.* The word *Commissioner* and its equivalents in other European languages tend to be avoided in legal texts but are often acceptable in other contexts. The term is frequently used in less formal, journalistic-type texts, such as press releases and especially in headlines (where the more formal designations sound stilted). *Mr Z, Commission Member,* can also be used in less formal texts. The established forms are:

> Mr X, President of the Commission, ...

> Ms Y, Vice-President, ...

> Mr Z, Member of the Commission with special responsibility for ...

> Ms Z (Member of the Commission)

Usually *Mr Z* on its own is sufficient in English. Do not write *Vice-President Y, Member of the Commission Z.*

16.4   *Cabinets.* Each Commissioner has a private office or 'cabinet', headed by a Head of Cabinet. While 'cabinet' is now the official in-house term (and hence not to be regarded as a foreign word picked out in italics — see 7.1), bear in mind that private office will be a more familiar expression for the general public.

16.5   *Commission meetings.* The Members of the Commission have a meeting *(réunion)* every Wednesday, sometimes divided into sittings (*séances*). The Commission *presents* (or *transmits* or *sends*) proposals to the Council.

16.6   *Names of Commission departments.* The Commission's departments, Directorates-General or DGs for short, now no longer have numbers but just names. For example, what used to be known as DGV is now officially Employment and Social Affairs DG, with DG coming last. At the time of writing, however, the actual forms used by the DGs themselves are rather fluid. It is therefore possible that different forms will eventually prevail.

Of course, if you cannot expect your reader to know what a DG is, you should write out the name in full, at least to begin with: the Directorate-General for Employment and Social Affairs.

Note also that the new acronyms, e.g. EMPL or EMPL DG, are for the Commission's internal use only and should not be used in texts destined for the outside world.

16.7   *The Commission.* The term "the Commission" may refer either to the Members of the Commission, as the body ultimately responsible for Commission decisions, or to the Commission staff or departments (*les services de la Commission* — do not translate as *the services of the Commission*). Normally the context will show which meaning is intended, but sometimes a distinction must be made.

16.8   *Other commissions.* Guard against confusion with the *UN Economic Commission for Europe* (EN: *ECE*, FR: *CEE*) based in Geneva and the *European Commission of Human Rights* based in Strasbourg.

16.9   *Lawyer revisers.* The Legal Service's team of lawyer revisers is responsible for ensuring that the terminology of legal texts is correct in each of the Community languages and thus for the conformity of the Commission's official instruments across the languages.

16.10   *Statistical Office.* The Statistical Office of the European Communities is attached to

the Commission. It should normally be abbreviated as *Eurostat* (which is interlingual) rather than as SOEC.

16.11   *Official Publications Office.* The Official Publications Office is attached to the Commission. Its full name is *Office for Official Publications of the European Communities*.

COUNCIL

16.12   *Title*. Generally write *the Council*; use *Council of the European Union* only in formal contexts or to distinguish from other councils (see below) where required.

For rules of procedure, see OJ L 304, 10.12.1993 (amended OJ L 31, 10.2.1995).

For more information, see the Council's website.

16.13   *General Secretariat.* The Council has a *General Secretariat* (FR: *Secrétariat général*) headed by a Secretary-General, and working parties (*groupes de travail*) (cf. 16.2). Titles of WPs are in the Council Glossary.

16.14   Referring to Council meetings (FR: *sessions*):

the Council meeting of 22 May (one day)

the Council meeting of 22 and 23 May (two days)

the Council meeting of 22/23 May (overnight)

the Council meeting of 22 to 24 May (three days)

Meetings lasting more than one day have sittings (FR: *séances*) referred to by date: the *Council sitting of 22 May*.

16.15   Meetings are also identified by the policy area covered and are normally attended by the national ministers holding the corresponding portfolio, though other matters may also be discussed. Ways of translating *le Conseil agricole*, etc.:

the Council meeting on agriculture

the Council meeting (agriculture)

the Council meeting of Agriculture Ministers

In context, simply the *Council* or *Council meeting* is often sufficient. Add *meeting* (usually omitted in other languages) unless the Council is making a pronouncement (*The Council on transport adopted* ...).

16.16   *The chair.* The chair at Council meetings is taken by the minister whose country currently holds the Presidency (FR: *présidence*). His/her name appears above *The President* on any Community legislation adopted at the meeting. Avoid *the President of the Council* in reports on the meeting, however, and write either *the minister presiding* or his/her name adding (*President*). The Presidency changes every six

months on 1 January and 1 July.

16.17   Make clear the distinction between the Council and the following institutions:

> *the European Council*, the summit of Heads of State or Government normally held twice a year
>
> *the ACP-EEC Council of Ministers* under the Lomé Convention;
>
> *the Council of Europe*, a non-Community body based in Strasbourg

16.18   *European Political Cooperation*. European Political Cooperation (EPC, familiarly *Poco*) is the name given to meetings on foreign affairs originally outside the framework of the Treaties but institutionalised by Article 30 SEA.

EUROPEAN PARLIAMENT

16.19   *Title*. Refer to the European Parliament simply as *Parliament* (no definite article) unless confusion with national parliaments is possible. The abbreviation EP is used by Parliament itself but write out 'Parliament' if you can. Do not use *Assembly* (the official Treaty designation of the European Parliament prior to the Single European Act).

The first direct elections were in 1979; elections are every five years.

For rules of procedure, see Parliament publication of same name, 12th edition, November 1996.

For more information, see Parliament's website.

16.20   *Sessions*. Parliamentary sessions (FR: *sessions*) run from one year to the next, e.g. the 1990/91 session. These are divided into *part-sessions*, e.g. part-session from 18 to 22 January 1993 (FR: *séances du 18 au 22 janvier*).

16.21   *Sitting*. Each day's *sitting* (FR: *séance*) during a part-session is referred to by the day on which it commences, whether or not it goes on past midnight.

16.22   *The Secretariat*. This is occasionally referred to as the *General Secretariat* to avoid possible confusion with other secretariats, but is usually simply called the *Secretariat*. It is headed by the *Secretary-General*.

16.23   *The Bureau* (*le Bureau*). This consists of the *President* and *Vice-Presidents* of Parliament. The *Cabinet du Président* is the *President's Office*.

16.24   *MEPs*. Members are identified in English by the letters MEP (not EMP or Euro-MP!) after their name. For a full list of MEPs with their national party affiliations, see the Electronic Directory of the European Institutions.

16.25   English titles of committees are appended to the list of MEPs. Note that there is a *Committee on Budgets* as well as a *Committee on Budgetary Control.*

16.26   *Written questions.* Answers should be headed *Answer given by (Commission Member's name) on behalf of the Commission*, followed by the date of the answer. The MEP putting the question is referred to as *the Honourable Member*, other MEPs by name (do not capitalise names throughout as in French). For OJ style in footnotes see 15.6.

16.27   *Rainbow editions.* The verbatim reports in the languages actually used by speakers are called "rainbow" editions. Full translations are issued as annexes to the OJ and are called *Reports of Proceedings.* The correct form of reference follows the pattern:

> Debates of the European Parliament, OJ Annex 1-303 (September 1983)

16.28   *Glossaries.* Parliament's terminology bureau is a prolific producer of glossaries, all of which are in Eurodicautom. These include one on election terms and one on Parliament's own rules of procedure.

COURT OF JUSTICE

16.29   *Title.* The full title, *Court of Justice of the European Communities (CJEC),* may be shortened to the *European Court of Justice (ECJ)* or the *Court of Justice (CJ).*

For rules of procedure of the Court of Justice, see OJ L 176, 4.7.1991, p.7 (amended OJ L 176, 4.7.1991, p.1; corrected OJ L 383, 29.12.1992, p.117; amended OJ L 44, 28.2.1995, p.61; amended OJ L 103, 19.4.1997, p.1).

For more information, see the Court's website.

16.30   *Court of First Instance.* The lower-level *Court of First Instance* (CFI) was established in 1988. It deals with certain classes of actions or proceedings brought by natural or legal persons (e.g. staff disputes, certain types of competition cases) and its judgments are subject to appeal to the ECJ.

For rules of procedure of the Court of First Instance, see OJ L 136, 30.5.1991 (corrected OJ L 317, 19.11.1991; amended OJ L 249, 24.9.1994; amended OJ L 44, 28.2.1995; amended OJ L 172, 22.7.1995; amended OJ L 103, 19.4.1997).

16.31   *Citation of cases.* EN usage is quite different from FR usage. Always cite cases from before the establishment of the CFI as below:

> Case 13/72 *Netherlands v Commission* [1973] ECR 27

Since the CFI was established, ECJ and CFI cases have been cited differently:

> ECJ cases: Case C-287/87 *Commission v Greece* [1990] ECR I-125

> CFI cases: Case T-131/89 *Cosimex v Commission* [1990] ECR II-1

16.32   *Court Reports.* In referring to European Court Reports (ECR) — FR: *Recueil de jurisprudence* — there is no need in English to cite the date of judgment (unless not yet published); footnotes should not repeat the case number or other details given in the body of the text.

16.33   *Page numbering.* The page number in the ECR on which a judgment begins has been the same in the French and English versions since 1969 only. Check you have the right page number for references to the English version before that (the simplest way is to use the CELEX database).

16.34   *Common French phrases with English equivalents*:

attendu no 2	paragraph 2
dispositif	operative part
conclusions de l'avocat-général	Opinion of the Advocate-General

16.35   Make clear the distinctions between the ECJ in Luxembourg, the European Court of Human Rights in Strasbourg and the International Court of Justice in The Hague. Avoid *the Court* if confusion of the ECJ with the CFI or the Court of Auditors is possible (references to *la Cour* are alas all too common, so try to specify in English).

COURT OF AUDITORS

16.36   *Title*. No abbreviated form is in common use for the title.

For more information, see the Court's website.

16.37   *Annual Reports*. The Annual Reports are published in the OJ. Special reports are also issued, but these are not always published and can be difficult to obtain, particularly if they deal with sensitive issues. The Commission replies formally to annual reports.

ECONOMIC AND SOCIAL COMMITTEE

16.38   *Title*. The Economic and Social Committee (ESC) is often simply *the Committee* but one should avoid the colloquial *Ecosoc* used among Commission officials. Do not confuse this, either, with the semi-official name *ECOSOC*, the UN Economic and Social Council, of which the Economic Commission for Europe is a regional subdivision.

16.39   A *Secretary-General* heads the *Secretariat-General*. Preparatory work for the plenary sessions in Brussels is carried out by sections devoted to individual policy areas.

The Committee elects a President and officers for a two-year term, and the groups and sections now also have presidents.

As well as giving opinions on draft Community legislation, the Committee can initiate opinions and studies of its own.

For rules of procedure, see OJ L 82, 30.3.1996.

For more information, see the Committee's website.

COMMITTEE OF THE REGIONS

16.40   *The Committee of the Regions* (COR) was set up under the Maastricht amendments to the EC Treaty. It does not have the status of an institution. Its members are designated by the Member States for four years. The members elect a President for two years. The Committee used to share its secretariat with the ESC, but this was changed by the Treaty of Amsterdam. (Its Secretary-General now heads a 'General Secretariat'.) The Committee has an advisory role and issues opinions.

Since the Treaty of Amsterdam, the Committee may also be consulted by Parliament and so its members are no longer allowed to be MEPs at the same time. The Committee must be consulted on certain kinds of issue affecting the regions (mandatory consultation, with new areas added in the Treaty of Amsterdam) but can itself choose to examine any other issue it considers relevant (own-initiative opinions).

For rules of procedure, see OJ L 132, 27.5.1994 (amended OJ L 69, 29.3.1995).

17.   UNITS OF ACCOUNT, BUDGET, FUNDS AND CLASSIFICATIONS

UNITS OF ACCOUNT

17.1   The European unit of account (EUA) was phased in from 1975 to replace the old unit of account (u.a.) and was itself replaced by the ecu in 1979. The ecu was replaced by the euro on 1 January 1999.

17.2   Under the common agricultural policy, ECU(A) is sometimes used for sums converted at representative rates (green currency rates in the house jargon). This is to distinguish them from ECU(B); A=agriculture, B=budget.

17.3   *The European Monetary System.* Do not confuse the EMS as such with its component the *Exchange Rate Mechanism (ERM)*. The ultimate objective is to arrive at *Economic and Monetary Union (EMU)*. Phase 3 of EMU started on 1 January 1999 and is scheduled to end on 1 January 2002 with the introduction of euro banknotes and coins.

BUDGET

17.4   *Titles and parts.* The General Budget of the European Union, which does not include the ECSC operating budget (*budget opérationnel*) or the European Development Fund, is often simply called *the budget* (note lower case). It may be helpful to translate *le budget* as *the Community budget* for added clarity. The Commission section of the budget is divided into two parts: Part A — Administrative appropriations (*crédits de fonctionnement*)*;* Part B — Operating appropriations (*crédits opérationnels*)*.* For internal purposes Parts A and B are often termed *Administrative budget* and *Operating budget* respectively. But beware, just to make life complicated, the term *budget de fonctionnement* is translated in some contexts (Euratom Treaty, IMF) *as operating budget.* Names for budget headings (FR: *intitulés*; i.e. subsection, title, chapter, article, item) take initial capitals only if followed by a number.

17.5   *Budgétaire/exercice/ressources propres*.

Use *budget* in preference to *budgetary* in most cases, e.g. *budget heading*. BUT note: *(the two arms of the) budgetary authority*.

Exercice is often simply *budget* (e.g. *l'exercice de 1980: the 1980 budget*) or can be left untranslated as the calendar and budget year are identical.

No inverted commas are needed for *own resources* (e.g. *the Community's own resources*).

Note that the agricultural financial year ([EAGGF](#)) ends on 15 October.

17.6   The principle that appropriations are available for one year only is adhered to for staff appropriations (*crédits de personnel*) but relaxed slightly for administrative appropriations (*crédits de fonctionnement*). Sums committed for the latter but not paid out can normally be carried over for one year (goods on order, studies already commissioned, etc.).

17.7   *Operating appropriations*. Funds allocated to Community policies (the bulk) are *operating appropriations* (*crédits opérationnels*), usually *differentiated* (*crédits dissociés*) where operations span several years. Headings then contain two amounts: *payment appropriations* (*crédits de paiement*) and *commitment appropriations* (*crédits d'engagement*), with a schedule of projected payments by year. The terms *appropriations for commitments* (*crédits pour engagements*) and *appropriations for payments* (*crédits pour paiements*) are used to cover non-differentiated appropriations (administrative + [EAGGF](#) Guarantee Section) and commitment appropriations/payment appropriations respectively; this will generally be in references to the total volume of the budget.

17.8   *Unused appropriations*. As a rule all unused appropriations lapse (*sont annulés*) at the end of the year. Carryovers (*reports*) require a special decision. When commitments are cancelled (*dégagements*) because projects are abandoned, the appropriations lapse but may be made available again (*reconstitution*) by special decision of the budgetary authority. For details see Article 7 of the Financial Regulation.

The Commission can transfer appropriations from one article to another within a chapter. Transfers (*virements*) between chapters must be approved by the budgetary authority (Council and Parliament acting in tandem).

17.9   *Compulsory and non-compulsory expenditure*. All expenditure is either compulsory (*dépenses obligatoires*), i.e. derived from the Treaties or secondary legislation, or non-compulsory (*non-obligatoires*). Compulsory spending is mainly on agriculture. The

preliminary draft budget prepared by the Commission becomes the draft budget after a first reading by the Council. The draft goes to Parliament for a first reading; Parliament makes amendments (*amendements*) to non-compulsory expenditure and proposes modifications (*propositions de modifications*) to compulsory expenditure. Each institution in turn gives the draft a second reading. For details of the procedure see Article 203 EC. Note also that Parliament has both a Committee on Budgets and a Committee on Budgetary Control.

EAGGF

17.10   *European Agricultural Guidance and Guarantee Fund*. Abbreviate to EAGGF not FEOGA or Feoga. The French *FEOGA-Orientation, FEOGA-Garantie* should be translated using *Section*:

> The European Agricultural Guidance and Guarantee Fund, Guidance Section
>
> The EAGGF Guarantee Section (or simply the Guarantee Section).

In context, however, *the EAGGF* may be sufficient if the type of expenditure is clear.

17.11   *Common agricultural policy.* The abbreviation CAP should be used sparingly; it is preferable to write out *the common agricultural* (not *agriculture*) *policy* or simply *agricultural policy* (in a Community context). Note there are no initial capitals in the long form. CFP is beginning to appear for *common fisheries policy*.

STRUCTURAL FUNDS AND EIB

17.12   *Structural Funds*. We are now in the 2000-06 programming period. As before, structural assistance is provided through the *Structural Funds* (note capital 'S'), which comprise the European Regional Development Fund (ERDF), the European Social Fund (ESF), the EAGGF (the Guidance Section and, in the case of Objective 2, the Guarantee Fund) and the Financial Instrument for Fisheries Guidance. Legislation on the Structural Funds, the Cohesion Fund and the ISPA may be found in OJ L 161 of 26 June 1999.

The number of Objectives has been reduced to three: Objective 1, substantially unchanged from the previous programming period and concerned with the development and structural adjustment of regions whose development is lagging behind; Objective 2, supporting economic and social conversion in urban and rural areas and areas dependent on fisheries; and Objective 3, which promotes education and employment in areas of the Community not covered by either of the other two Objectives. As before, assistance is implemented through Community support frameworks (CSFs) (*cadres communautaires d'appui* — CCA) or single programming

documents (SPDs) (*documents uniques de programmation* — DOCUP), which contain the programmes agreed jointly by the Member States and the Commission. There is transitional support for areas which no longer meet the criteria for eligibility in the new period.

17.13   *Community initiatives.* The number of Community Initiatives has been reduced to four: Interreg, which promotes cross-border, transnational and interregional cooperation; Urban, concerned with urban areas in crisis; Leader+ for rural development; and Equal, which combats discrimination. There is also provision for innovative measures.

17.14   *European Investment Bank.* The EIB was established by the Treaty of Rome. Its main business is making or guaranteeing loans for investment projects. Capital is subscribed by Member States, but principally the EIB borrows on the market by issuing bonds. It provides financial support for projects that embody EU objectives in the countries of the Union and many other countries throughout the world. The Bank has a *Board of Governors,* a *Board of Directors,* a *Management Committee* and an *Audit Committee.*

OTHER FUNDS

17.15   *Cohesion Fund.* The purpose of the Cohesion Fund is to support projects in the fields of transport (including trans-European networks) and the environment in Greece, Ireland, Portugal and Spain.

17.16   *The Instrument for Structural Policies for Pre-accession (ISPA)* provides support to the candidate countries of central and eastern Europe in the same fields as the Cohesion Fund.

17.17   *European Investment Fund (EIF).* The EIF was set up at the Edinburgh Summit in 1992 and has been in operation since June 1994. It issues loan guarantees for:

- large infrastructure projects for trans-European networks (TENs) in the transport, energy and telecommunications sectors,

- small and medium-sized enterprises (SMEs).

17.18   *New Community Instrument.* The NCI was a mechanism allowing the Commission to borrow funds on the capital markets up to a ceiling set by the Council and to on-lend them through the EIB for projects of European interest. The loans granted are guaranteed by the Community budget, which steps in if a borrower defaults on repayments. The mechanism has practically run its course.

CLASSIFICATIONS

17.19   *Combined Nomenclature (CN).* The Combined Nomenclature (Annex I to Council Regulation (EEC) No 2658/87 on the tariff and statistical nomenclature and on the

Common Customs Tariff, updated annually) is based on the Harmonised System (see below). The term "common customs tariff" or CCT refers to the common rates of duty applied by all Member States at the external frontier but is no longer the title of the published nomenclature, as it was before 1988.

17.20   *Harmonised System (HS)*. The International Convention on the Harmonised Commodity Description and Coding System was adopted under the aegis of the then Customs Cooperation Council (CCC — now known as the World Customs Organisation or WCO) and came into force on 1 January 1988. It correlates with the UN's SITC. The Harmonised System forms the basis for the Community's Combined Nomenclature. It comprises approximately 11 000 codes identifying products both for customs purposes and for freight statistics and insurance. It applies worldwide, and is already used by 88 countries.

17.21   *Headings and codes*. The HS has *headings* (four-digit) and *codes* (six-digit); the CN refers only to *codes* (though in practice the terms heading and subheading continue to be used). As the following examples illustrate, the CN has more subdivisions — CN codes run to eight digits whereas Taric (see 17.27) and national user tariff codes run to ten and upwards. Note the different *punctuation* and *spacing* of the groups of figures:

(a)	CN code	Description
	1204	Linseed, whether or not broken
	1204 00 10	For sowing
	1204 00 90	Other

(b)	Heading No	H.S. Code	Description
	12.04	1204.00	Linseed, whether or not broken

17.22   *Ex*. The word *ex* in front of a nomenclature reference means that the product in question belongs in that heading or subheading but is not specifically named in the CN. It *may*, if subject to a commercial policy measure, be named in Taric (q.v.).

17.23   *Explanatory notes*. Explanatory Notes, a guide to classification, exist for both the Harmonised System (HS) and the Combined Nomenclature (CN). They are to some extent complementary, with the CNEN adding material useful in the Community context but omitted from the HSEN. The HSEN has a very helpful alphabetical index. The Notes are useful sources of terminology; they have been analysed for Eurodicautom.

17.24   *Taric — Tarif Intégré Communautaire*. Taric (the integrated tariff of the European Communities) is based on the CN but in addition to the eight-digit headings of the tariff and statistical nomenclature it includes extra subdivisions (subheads) coded with two further digits, used by the national customs authorities to apply tariff preferences, anti-dumping duties, export refunds and many other trade measures. Taric is published annually, but as a day-to-day working tool it is continually updated on a database and Member States receive weekly electronic notification of changes.

17.25   *Customs Code*. The Community Customs Code codifies in a single instrument the multitude of earlier regulations and directives on customs matters, updating them to take account of the progress of the Single Market. More detailed rules are codified in a copious implementing regulation. Note the French acronyms CDC (*Code des douanes communautaire*) and DAC (*dispositions d'application du code*); translate as "the Code" and "the Implementing Provisions", unless frequent repetitions make it desirable to

abbreviate these forms, in which case use "CCC" and "CCIP" respectively. Do not confuse references to the Community Customs Code with references to the CN codes (i.e. "heading numbers").

17.26 *Single Administrative Document (SAD)*. The full title is needed to render "document unique". The SAD contains all information relating to the regime applying to the goods in question, including all data referred to in Taric (see 17.26). Its purpose is to facilitate international trade.

17.27 *UN classifications of economic activity*. ISIC (the International Standard Industrial Classification of All Economic Activities), SITC (Standard International Trade Classification) and BEC (Classification by Broad Economic Categories) were prepared by the UN to enable member governments to compare GNP, manufacturing capacity, trade flows, etc. ISIC is a standard terminology, while SITC and BEC are for preparing comparable statistics on trade.

17.28 *EC classification of economic activity*. The version currently in force is NACE Rev. 1. Note the new title, which is "Statistical classification of economic activities in the European Community" (Council Regulation (EEC) 3037/90, OJ L 293). It is modelled on ISIC.

17.29 *National accounts*. The ESA (European System of National Accounts) and the SNA (System of National Accounts, drawn up by the United Nations Bureau of Statistics) are standard breakdowns for comparing national accounts between countries. Note that with ESA 95, the version currently in force, the scope has been broadened to include regional (and environmental) accounts. The full title is now "European system of national and regional accounts in the Community" (Council Regulation (EC) 448/98, OJ L 58).

17.30 *Job classifications*. ISCO-88 is the latest version of the ILO's International Standard Classification of Occupations, containing occupational titles grouped in 10 major groups, 28 sub-major groups, 116 minor groups and 390 unit groups; it is published in English, French and Spanish. The Sedoc Directory of Occupational Activities and Occupations for Community Clearing is similar to ISCO, but Community-based; it is available in all Community languages except Greek.

17.31 For other statistical nomenclatures see the Eurostat Nomenclature Browser.

18. MEMBER STATES

INDIVIDUAL COUNTRIES

18.1 *Austria*. *Bundesländer* are called *Provinces* in English.

18.2 *Belgium*. See 18.15 and Annex 2.

18.3 *Denmark*. In 1985 *Greenland* (adj. Greenland) left the Community. The *Faeroes* (adj. *Faeroese*, NB not *Faeroe Islands*) have not joined the Community.

18.4 *Finland*. The country's formal title is the Republic of Finland. Finland is divided administratively into 6 provinces (*lääni*, in Swedish *län* — but note 18.14 below)

which break down into 19 regions (*maakunta*, in Swedish *landskap*).

18.5   *France*. The expression *Republic of France* is incorrect. The *départements d'outre-mer* (DOM) are the *(French) overseas departments* in English. Do not abbreviate. The *pays et térritoires d'outre-mer* (PTOM) are the *overseas countries and territories* (OCT in English).

18.6   *Germany*. The short form *Germany* is acceptable in less formal contexts. The Permanent Representative has specified:

> Federal Republic of Germany, Federal Republic, FR of Germany (Germany in internal documents)

> Government of the Federal Republic of Germany, Federal Government (*German Government* in internal documents)

The names of the new *Länder* are given in [Annex 1](#).

Note lowercasing of east/west Berlin.

18.7   *Greece*. The expression *Republik Griechenland* in German is equivalent to "Hellenic Republic".

18.8   *Ireland*. Ireland is the full name laid down in the Irish Constitution; *Eire* (the name in Irish) and *Republic of Ireland/Irish Republic* are incorrect in English.

18.9   *Italy*. The expression *Republic of Italy* is incorrect.

18.10   *Luxembourg*. Where French texts refer simply to *le Grand-Duché*, render in English as *Luxembourg*. Note the spelling, and use it for the capital city as well. Note *Luxembourg Government, Luxembourg cuisine, the Luxembourg climate*, but when referring to the language use the *-ish* form: *Luxembourgish expressions, Luxembourgish poetry*.

18.11   *Netherlands*. Holland is only part of the Netherlands (the provinces North and South Holland). The adjective is *Dutch*: the Dutch Government, the Dutch delegation, Dutch industry, etc.

18.12   *Portugal*. The expression *Republic of Portugal* is incorrect. Macao is governed by special statute. FR: Porto = EN: Oporto.

18.13   *Spain*. The Canary Islands, Ceuta and Melilla are not part of the Community's customs territory.

18.14   *Sweden*. *Län* should be translated as 'county' in English.

18.15   *United Kingdom*. Avoid the colloquial *Britain* and *British* in legal or formal texts. Great Britain comprises England, the Principality of Wales and Scotland; these three together with Northern Ireland form the United Kingdom. Never use *Ulster* for the province of Northern Ireland. Ulster includes the Counties of Cavan, Donegal and Monaghan *plus* Northern Ireland.

The geographical term *British Isles* includes Ireland and the Crown Dependencies (Isle of Man and Channel Islands).

Use GB only for the international vehicle identification. Note that the abbreviation "RU" is often used in French texts for "UK" but it might also mean Russia — be careful!

18.16   *Benelux/BNL and BLEU*. Do not confuse the *Benelux Economic Union* (abbreviated *Benelux* or *BNL*), a customs union that came into effect in 1948, with the *Belgo-*

Luxembourg Economic Union (abbreviated *BLEU*, French *UEBL*), a customs and monetary union dating back to 1921.

PERMANENT REPRESENTATIONS/REPRESENTATIVES

18.17   *Titles*. For *la Représentation permanente du Danemark* etc. write *the Danish Permanent Representation*. Use *Permanent Representative* only for *Représentant permanent*. For letters, see 6.3.

18.18   In formal letters from the Commission to the UK and Irish Permanent Representatives you should adopt the forms of address and closing formulas that have been approved by the national authorities.

18.19   Write *the Permanent Representatives Committee* in preference to the unofficial French acronym *Coreper*. The Committee has been split into *Coreper 2* (the Permanent Representatives themselves) and *Coreper 1* (deputies) to speed up its work; these designations are only likely to arise in internal Commission papers and, together with *Coreper* itself, may be used in English translations of them.

NATIONAL PARLIAMENTS

18.20   Write *the ... Parliament*, inserting the country adjective. In the case of bicameral systems, write the *lower/upper house of the ... Parliament* if it needs to be specified.

18.21   The list below gives lower house, upper house and general name in that order.

A	Nationalrat/Bundesrat (i.e. bicameral)
B	Chambre des Représentants /Sénat /Parlement
	Kamer van Volksvertegenwoordigers /Senaat /Parlament
DK	Folketing (unicameral)
D	Bundestag /Bundesrat /Parlament
EL	Voulí, Greek Parliament (unicameral)
E	Congreso de los Diputados /Senado /las Cortes Generales
F	Assemblée nationale /Sénat /Parlement
FIN	Eduskunta (unicameral)
IRL	Dáil Éireann /Seanad Éireann /the Oireachtas

I	Camera dei deputati /Senato /Parlamento
L	Chambre des Députés (unicameral)
A	Nationalrat/Bundesrat (i.e. bicameral)
NL	Tweede Kamer /Eerste Kamer /Staten-Generaal
P	Assembleia da República (AR) (unicameral)
S	Riksdagen (unicameral)
UK	House of Commons /House of Lords /Parliament

18.22   *Note on Ireland*. Write *the Dáil, the Seanad* only if *Éireann* is omitted.

18.23   *Members*. Write *Member of the ... Parliament*; if upper/lower house is needed, add its name from the above list, e.g. Mr X, Member of the Dutch Parliament (*Eerste Kamer*). *MP* should be used only if the context supports the meaning. Avoid national abbreviations of such titles (e.g. MdB in Germany).

18.24   *Political parties*. Where possible and meaningful, always translate the names of political parties as this may be important to the reader, but add the national abbreviation in brackets and use this in the rest of the document:

> The German Social Democratic Party (SPD) had serious reservations on this issue.
> The SPD had in the past ...

See, however, Annex 2 for Belgium.

NATIONAL LEGISLATION

18.25   *Act/bill* or *law/draft law?* Use act/bill for the legislation of an English-speaking country. For other countries either is acceptable. *Act* is a more natural translation for the title of a law, e.g. *la loi sur les sociétés anonymes = the Companies Act*, while *law* is better in a description, e.g. *la loi sur les sociétés anonymes = the French law governing companies.* Of course, where countries systematically produce their own English translations of their legislation, you should normally use the terms they use. On the other hand, note that *law* and, in particular, *draft law* are more comprehensible to readers who are not of English mother tongue.

18.26   *Referring to national legal instruments*. When referring to types of national instrument in English, use the list in Annex 5, based on ECJ usage; it is not, of course, exhaustive.

18.27   See Annex 4 for a list of judicial bodies.

19.   EXTERNAL RELATIONS

19.1   *The terms 'external relations' or 'external policy'* refer to the Commission's and the Community's traditional dealings with non-member countries in the fields of trade, aid and various forms of cooperation. Do not use 'foreign policy', except in the very

limited context of the (intergovernmental) common foreign and security policy (CFSP) which forms the second pillar of the Maastricht Treaty.

19.2   *Information on individual countries.* For names, currencies, capital cities, etc., see the list at http://europa.eu.int/comm/translation/currencies/entable1.htm. See also the *Europa Yearbook*, *International Year Book* and *Statesmen's Who's Who* or *Whitaker's Almanack*.

19.3   *The European Economic Area (EEA)*, established by the 1991 Agreement on the European Economic Area, extended the Community's "free movement" principles to the countries of the European Free Trade Association (EFTA), i.e. Iceland, Norway, Switzerland, Finland, Sweden, Austria and Liechtenstein. Switzerland failed to ratify the Agreement and Austria, Finland and Sweden subsequently joined the EU.

19.4   *Enlargement to the east.* The Commission opinions on the membership applications of ten Central and Eastern European countries (Bulgaria, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia and Slovenia) can be found attached to Agenda 2000 (Bulletin Supplements 6/97 to 15/97). All of the applications have now been accepted. Note that these countries are officially referred to as 'candidate countries'.

19.5   *The Central and Eastern European countries* (CEECs). The CEECs (in French *les pays PECO*) are generally taken to include: the Visegrad countries of Poland, Hungary, the Czech Republic and Slovakia; the Baltic States of Estonia, Latvia and Lithuania; and Romania and Bulgaria. The CEECs are not a formal political grouping and may for some purposes also include other states.

19.6   *Third countries.* The term *third country* was used in the Treaties and should be adopted in texts referring to Treaty provisions. Otherwise use *non-member countries* (not *non-member states*), *non-Community countries* or *other countries*, according to context. Bear in mind, however, that *third country* will also be appropriate where the text refers to a country not party to a contract between two others, e.g. Canada in the context of a US-Japan agreement.

19.7   *United States of America.* Shorten to the *United States* after first mention; *America* and *American* are quite acceptable, but *the States* should be avoided in all but the most casual of contexts. Abbreviate as *USA* if the proper noun is meant, as *US* if the adjective is intended. *USA* is used more widely in other languages; in translation work it is better rendered *the United States*. Note also that a singular verb follows in English.

19.8   *Commonwealth of Independent States (CIS).* This is an official entity. It covers the territory of the former Soviet Union less the Baltic States. It comprises the Slavic, Transcaucasian and Central Asian republics (respectively Belarus, Russia and Ukraine; Armenia, Azerbaijan and Georgia; Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan) plus Moldova.

19.9   *Newly Independent States (NIS).* This term is widely used to refer collectively to the newly independent states of the former Soviet Union but is not the name of an official entity. The NIS comprises all the republics listed in 19.7 above, plus the Baltic States (Estonia, Latvia and Lithuania).

19.10 *The Russian Federation.* Note that Russia is itself a federal state comprising 49 provinces, five autonomous territories and 22 autonomous republics.

19.11 *Islam.* Islam is the faith, *Muslim* (not *Muhammedan, Mohammedan*) a member of that faith. An Islamic country thus has a mainly Muslim population, some of whom may be Islamists (i.e. "fundamentalists").

19.12 *Middle East.* Translate both French *Proche Orient* and *Moyen Orient*, German *Naher*

Osten and *Mittlerer Osten* by *Middle East* — unless, of course, the source text contrasts the two regions. The term *Near East* has fallen into disuse in English since World War Two. The term *Middle East* now covers the countries around the eastern shores of the Mediterranean, the Arabian Peninsula, and Iran.

19.13   *International agreements.* For terminology, committees, institutions, etc. connected with the Lomé and other Conventions consult the Conventions themselves.

19.14   *International organisations.* The best source is *The Yearbook of International Organisations*.

19.15   *United Nations.* Use the abbreviation UN, not UNO. See also *Everyman's UN*.

19.16   *GATT (General Agreement on Tariffs and Trade).* Use *the GATT* or, in context, *the General Agreement* for the agreement, and *GATT* without the article for the organisation. Members are called *Contracting Parties*. While the General Agreement is still in force, as updated in 1994, the organisation has been superseded by the World Trade Organisation (WTO). This administers not only the GATT but the GATS — the General Agreement on Trade in Services — as well as a host of other Understandings, Agreements and Arrangements on specific topics. The WTO is not to be confused with the WCO, or World Customs Organisation, formerly known as the Customs Cooperation Council.

19.17   *OECD (Organisation for Economic Cooperation and Development).* The "Conseil des ministres" is called simply "the OECD Council".

Annex 1
REGIONS OF THE EU

The NUTS nomenclature (Nomenclature of Territorial Units for Statistics) is a five-level hierarchical classification (three regional levels and two local levels) drawn up by Eurostat to provide a single uniform breakdown of territorial units for the production of Community regional statistics, for socio-economic analyses of the regions and for the framing of Community regional policies. Although it has no official standing, it has been used in Community legislation since 1988.

NUTS subdivides each Member State into a number of NUTS 1 regions, each of which is in turn subdivided into a number of NUTS 2 regions and so on. The administrative structure of the Member States generally comprises two main regional levels (e.g. *Länder* and *Kreise* in Germany, *régions* and *départements* in France).

NUTS is defined only for the 15 Member States of the European Union. There is a coding which resembles NUTS for the other countries of the European Economic Area (EEA) and for Switzerland. Eurostat has also defined a nomenclature of statistical regions for the 10 central and eastern European candidate countries. It is to publish a new, updated version of "Statistical regions for the Central European Countries" and the nomenclature of the regions in the EFTA countries in 1999.

In its current version, valid from 1998 onwards, NUTS subdivides the economic territory of the European Union into 78 regions at NUTS 1 level, 210 regions at NUTS 2 level and 1093 regions at NUTS 3 level. The NUTS 4 level is defined only for Finland, Greece, Ireland, Luxembourg, Portugal and the United Kingdom. The NUTS 5 level consists of 98 433 municipalities or their equivalent (1991 situation). See the table below for the names of the units at these five levels.

Note that NUTS itself, as an autonomous nomenclature, does not admit of translation. For countries other than the UK and Ireland, therefore, English renderings of either the units themselves or entities within them have no official status vis-à-vis the nomenclature and reflect only standard English-speaking practice.

Correspondence between NUTS levels and national administrative units

	NUTS 1	NUTS 2	NUTS 3	NUTS 4	NUTS 5
BE	Régions Regionen	Provinces Provincies	Arrondissements Arrondissementen	-	Communes Gemeenten
DK	-	-	Amter	-	Kommuner
DE	Länder	Regierungsbezirke	Kreise	-	Gemeinden
GR	Groups of development regions	Development regions	Nomoi	Eparchies	Dimoi / Koinotites
ES	Agrupación de comunidades autonómas	Comunidades autónomas + Ceuta y Mellila	Provincias + Ceuta y Mellila	-	Municipios
FR	Z.E.A.T + DOM	Régions + DOM	Départements + DOM	-	Communes
IE	-	-	Regional Authority Regions	Counties / County boroughs	DEDs / Wards
IT	Gruppi di regioni	Regioni	Provincie	-	Comuni
LU	-	-	-	Cantons	Communes
NL	Landsdelen	Provincies	COROP regio's	-	Gemeenten
AT	Gruppen von Bundesländern	Bundesländer	Gruppen von Politischen Bezirken	-	Gemeinden
PT	Continente + Regiões autónomas	Comissões de coordenação regional + Regiões autónomas	Grupos de Concelhos	Concelhos - municípios	Freguesias
FI	Manner-Suomi / Ahvenanmaa	Suuralueet	Maakunnat	Seutukunnat	Kunnat
SE	-	Riksområden	Län	-	Kommuner
UK:					

England	Government Office Regions	Counties (some grouped); Inner and Outer London	Upper tier authorities or groups of lower tier authorities (unitary authorities or districts)	Lower tier authorities (districts) or individual unitary authorities	Wards
Wales	Country	Groups of unitary authorities	Groups of unitary authorities	Individual unitary authorities	Wards
Scotland	Country	Groups of unitary authorities or LECs	Groups of unitary authorities or LECs (or parts thereof)	Individual unitary authorities or LECs (or parts thereof)	Wards (or parts thereof)
N. Ireland	Country	Country	Groups of districts	Districts	Wards

The following list includes NUTS 1 (bold) and NUTS 2 (regular, italic) regions. Generally speaking, NUTS 3 regions are not anglicised.

BELGIQUE-BELGIË2	**BELGIUM**
Région Bruxelles capitale/ Brussels Hoofdstedelijk Gewest	**Brussels Region**
Vlaams Gewest	**Flemish Region**
Antwerpen	*Antwerp*
Limburg	*Limburg*
Oost-Vlaanderen	*East Flanders*
Vlaams-Brabant	*Flemish Brabant*
West-Vlaanderen	*West Flanders*
Région Wallonne	**Walloon Region**
Brabant Wallon	*Walloon Brabant*
Hainaut	*Hainaut*
Liège	*Liège*
Luxembourg	*Luxembourg*
Namur	*Namur*

DANMARK	**DENMARK**

(Single region)
Note on Danish counties. Since the local government reform in 1970, the 14 Danish

counties (*amtskommuner, amter* or *sekundærkommuner*) have been: Copenhagen, Frederiksborg, Roskilde, West Zealand (*Vestsjaelland*), Bornholm, Storstrøm, Fyn, Ribe, South Jutland (*Sønderjylland*), Vejle, Ringkøbing, Viborg, North Jutland (*Nordjylland*) and Aarhus.

There are 273 *kommuner* (or *primærkommuner*); suggested rendering: district authority, district.

The *hovestadsregion* (metropolitan region) consists of the districts Copenhagen and Frederiksberg and the counties of Frederiksborg and Roskilde.

DEUTSCHLAND	**GERMANY**
Baden-Württemberg	**Baden-Württemberg**
Stuttgart	*Stuttgart*
Karlsruhe	*Karlsruhe*
Freiburg	*Freiburg*
Tübingen	*Tübingen*
Bayern	**Bavaria**
Oberbayern	*Upper Bavaria*
Niederbayern	*Lower Bavaria*
Oberpfalz	*Oberpfalz*
Oberfranken	*Oberfranken*
Mittelfranken	*Mittelfranken*
Unterfranken	*Unterfranken*
Schwaben	*Swabia*
Berlin	**Berlin**
Brandenburg	**Brandenburg**
Bremen	**Bremen**
Hamburg	**Hamburg**
Hessen	**Hessen**
Darmstadt	*Darmstadt*
Giessen	*Giessen*
Kassel	*Kassel*
Mecklenburg-Vorpommern	**Mecklenburg-Western Pomerania**
Niedersachsen	**Lower Saxony**
Braunschweig	*Braunschweig*

Hannover	*Hannover*
Lüneburg	*Lüneburg*
Weser-Ems	*Weser-Ems*
Nordrhein-Westfalen	**North Rhine-Westphalia**
Düsseldorf	*Düsseldorf*
Köln	*Cologne*
Münster	*Münster*
Detmold	*Detmold*
Arnsberg	*Arnsberg*
Rheinland-Pfalz	**Rhineland-Palatinate**
Koblenz	*Koblenz*
Trier	*Trier*
Rheinhessen-Pfalz	*Rheinhessen-Pfalz*
Saarland	**Saarland**
Sachsen	**Saxony**
Sachsen-Anhalt	**Saxony-Anhalt**
Dessau	*Dessau*
Halle	*Halle*
Magdeburg	*Magdeburg*
Schleswig-Holstein	**Schleswig-Holstein**
Thüringen	**Thuringia**
ELLADA	**GREECE**
Voria Ellada	**North Greece**
Anatoliki Makedonia	*East Macedonia*
Thraki	*Thrace*
Kentriki Makedonia	*Central Macedonia*
Ditiki Makedonia	*West Macedonia*
Thessalia	*Thessaly*
Kendriki Ellada	**Central Greece**
Ipiros	*Epirus*

Ionia Nisia	*Ionian Islands*
Ditiki Ellada	*Western Greece*
Sterea Ellada	*Continental Greece*
Peloponnisos	*Peloponnese*
Attiki	**Attica**
Nisia Eyeou, Kriti	**Aegean Islands, Crete**
Vorio Eyeo	*North Aegean*
Notio Eyeo	*South Aegean*
Kriti	*Crete*
ESPAÑA	**SPAIN**
Noroeste	**North-West**
Galicia	*Galicia*
Asturias	*Asturias*
Cantabria	*Cantabria*
Noreste	**North-East**
País Vasco	*Basque Country*
Navarra	*Navarre*
Rioja	*Rioja*
Aragón	*Aragon*
Madrid	**Madrid**
Centro	**Centre**
Castilla y León	*Castile-Leon*
Castilla-La Mancha	*Castile-La Mancha*
Extremadura	*Extremadura*
Este	**East**
Cataluña	*Catalonia*
Comunidad Valenciana	*Valencia*
Islas Baleares	*Balearic Islands*
Sur	**South**
Andalucía	*Andalusia*

Murcia	*Murcia*
Ceuta y Mellila	*Ceuta-Melilla*
Canarias	**Canary Islands**

FRANCE	**FRANCE**
Île-de-France	**Île-de-France**
Bassin parisien	**Paris basin**
Champagne-Ardenne	*Champagne-Ardenne*
Picardie	*Picardy*
Haute-Normandie	*Upper Normandy*
Centre	*Centre*
Basse-Normandie	*Lower Normandy*
Bourgogne	*Burgundy*
Nord-Pas-de-Calais	**Nord/Pas-de-Calais**
Est	**East**
Lorraine	*Lorraine*
Alsace	*Alsace*
Franche-Comté	*Franche-Comté*
Ouest	**West**
Pays de la Loire	*Loire Region*
Bretagne	*Brittany*
Poitou-Charentes	*Poitou-Charentes*
Sud-Ouest	**South-West**
Aquitaine	*Aquitaine*
Midi-Pyrénées	*Midi-Pyrénées*
Limousin	*Limousin*
Centre-Est	**Centre-East**
Rhône-Alpes	*Rhône-Alpes*
Auvergne	*Auvergne*
Méditerranée	**Mediterranean**
Languedoc-Roussillon	*Languedoc-Roussillon*

Provence-Alpes-Côte d'Azur (PACA)	*Provence-Alpes-Côte d'Azur*
Corse	*Corsica*
Départements d'outre-mer (DOM)	**Overseas Departments[3]**
Guadeloupe	*Guadeloupe*
Martinique	*Martinique*
Guyane	*French Guiana*
Réunion	*Réunion*

IRELAND

Border, Midlands and Western

Southern and Eastern

ITALIA	**ITALY**
Nord Ovest	**North-West**
Piemonte	*Piedmont*
Valle d'Aosta	*Valle d'Aosta*
Liguria	*Liguria*
Lombardia	**Lombardy**
Nord Est	**North-East**
Trentino-Alto Adige	*Trentino-Alto Adige*
Veneto	*Veneto[4]*
Friuli-Venezia Giulia	*Friuli-Venezia Giulia*
Emilia-Romagna	**Emilia-Romagna**
Centro	**Centre**
Toscana	*Tuscany*
Umbria	*Umbria*
Marche	*Marche*
Lazio	**Lazio**
Abruzzo-Molise	**Abruzzi-Molise**
Abruzzo	*Abruzzi*
Molise	*Molise*

Campania	**Campania**
Sud	**South**
Puglia	*Apulia*
Basilicata	*Basilicata*
Calabria	*Calabria*
Sicilia	**Sicily**
Sardegna	**Sardinia**
LUXEMBOURG[5]	**LUXEMBOURG**
NEDERLAND	**THE NETHERLANDS**
Noord-Nederland	**North Netherlands**
Groningen	*Groningen*
Friesland	*Friesland*
Drenthe	*Drenthe*
Oost-Nederland	**East Netherlands**
Overijssel	*Overijssel*
Gelderland	*Gelderland*
Flevoland	*Flevoland*
West-Nederland	**West Netherlands**
Utrecht	*Utrecht*
Noord-Holland	*North Holland*
Zuid-Holland	*South Holland*
Zeeland	*Zeeland*
Zuid-Nederland	**South Netherlands**
Noord-Brabant	*North Brabant*
Limburg	*Limburg*
ÖSTERREICH	**AUSTRIA**
Ostösterreich	**East Austria**
Burgenland	*Burgenland*

Niederösterreich	*Lower Austria*
Wien	*Vienna*
Südösterreich	**South Austria**
Kärnten	*Carinthia*
Steiermark	*Styria*
Westösterreich	**West Austria**
Oberösterreich	*Upper Austria*
Salzburg	*Salzburg*
Tirol	*Tyrol*[6]
Vorarlberg	*Vorarlberg*
PORTUGAL	**PORTUGAL**
Continente	**Continental Portugal**
Norte	*North*
Centro	*Centre*
Lisboa e Vale do Tejo (LVT)	*Lisboa e Vale do Tejo*
Alentejo	*Alentejo*
Algarve	*Algarve*[7]
Açores	**Azores**
Madeira	**Madeira**
SUOMI/FINLAND	**FINLAND**
Manner-Suomi	**Continental Finland**
Uusimaa	*Uusimaa*
Etelä-Suomi	*South Finland*
Itä-Suomi	*East Finland*
Väli-Suomi	*Central Finland*
Pohjois-Suomi	*North Finland*
Ahvenanmaa/Åland	**Åland Islands**
SVERIGE	**SWEDEN**

Stockholm	*Stockholm*
Östra Mellansverige	*East-Central Sweden*
Småland med öarna	*Småland and islands*
Sydsverige	*South Sweden*
Västsverige	*West Sweden*
Norra Mellansverige	*North-Central Sweden*
Mellersta Norrland	*Central Norrland*
Övre Norrland	*Upper Norrland*

UNITED KINGDOM

North

Yorkshire and Humberside

East Midlands

East Anglia

South-East

South-West

West Midlands

North-West

Wales

Scotland8

Northern Ireland

Annex 2
NOTES ON BELGIUM

Do not use the French versions of names of towns in the Dutch-speaking part of Belgium. Use the three anglicised forms *Ostend*, *Ghent* and *Antwerp* (known to French-speakers as *Anvers*) and the Dutch forms for other towns: *Mechelen* not *Malines, Leuven* not *Louvain* (but NB: *Louvain-la-Neuve* is French-speaking), *Kortrijk* not *Courtrai, Ieper* not *Ypres*. The one exception is *Brugge*, which takes the French name *Bruges* in English.

Use French names for towns in Wallonia: *Mons* not *Bergen*, *Liège* not *Luik*.

If in doubt, make sure the map you consult is an official Belgian bilingual one (maps produced by outsiders — Britannica, Times Atlas — are unreliable on this point) or see the index in the Brussels telephone directory, which refers the reader from the "wrong" to the "right" version for each town.

Bilingual *Bruxelles/Brussel* is always *Brussels* in English. Many of the 19 local authorities (FR *communes*, NL *gemeenten*) (and all streets) in the Brussels region also have a French and a Dutch name, both equally correct, but most English-speakers use the French version. The same applies to a few Walloon towns with special bilingual status, such as *Enghien/Edingen*, *Mouscron/Moeskroen* and *Comines/Komen*.

In the footer of Commission letters, include both forms: *Rue de la Loi/Wetstraat 200*.

Note however that the local authorities immediately outside the Brussels region, though mostly *de facto* bilingual, are all in Flanders and hence officially Dutch-speaking, so use *Sint-Genesius-Rode* not *Rhode-Saint-Genèse*, and *Vilvoorde* not *Vilvorde*, to avoid offending political sensibilities. For similar reasons the fiercely disputed area French-speakers call *les Fourons* and Dutch-speakers *Voeren* is perhaps best rendered in an English text as *Fourons/Voeren* or *Voeren/Fourons*.

The people who live in *Flanders* are *Flemings*, their institutions are *Flemish* and they speak *Dutch* (**NOT** Flemish). The people who live in *Wallonia* are *Walloons*, their institutions are *Walloon* and they speak *French*. But note that not all French-speakers in Belgium are Walloons. In particular, Brussels is not in Wallonia. So anything referring to Belgian French-speakers as a whole must be described in English not as *Walloon* but as *French-speaking* (or, in certain contexts, just *French*).

Government. Belgium is a federal kingdom of unique complexity. Three *regions* exercise a wide range of geographical functions: describe them formally in English as the *Flemish Region,* the *Walloon Region* and *Brussels Capital Region*, and informally as *Flanders, Wallonia* and *the Brussels Region* (to distinguish it from *Ville de Bruxelles/Stad Brussel*, which is only one of 19 local authorities in the region). Each has an executive (the *Flemish Government*, the *Walloon Government*, but the *Brussels Regional Government*) whose leaders wish to be described in English, unfortunately, as *Minister-President*. Each of these governments is accountable to a directly elected *parliament*.

There are in addition three *communities*, responsible for education and cultural matters: the *Flemish Community*, the *French* (not *French-speaking*) *Community* and the *German-speaking* (not *German*) *Community*. Each of these, too, has an executive and a parliament, the latter formed of linguistically appropriate members of the relevant regional parliaments. The Flemish Community covers the Flemish Region plus, where Dutch-speaking cultural matters are concerned, Brussels; the French Community covers all of Wallonia minus the small German-speaking area, plus, where French-speaking cultural matters are concerned, Brussels. The German-speaking Community has fewer powers than the other two. The Flemish Community and the Flemish Region have decided to operate as a single institution, based in Brussels (despite the fact that Brussels is not in the Flemish Region). However, the French Community, whose seat is in Brussels, is an entirely separate body from the Walloon Government, based in Namur.

The *provinces* of Belgium are now mainly of ceremonial and psychological significance only. Brabant has been split into two separate provinces, *Flemish Brabant* and *Walloon Brabant*, neither of which is to be confused with *North Brabant* in the Netherlands.

The Belgian Government retains such pan-Belgian functions as defence, macroeconomics and railways. In a Belgian context it may be referred to as the *federal government*. The monarch's official title is "King of the Belgians, Prince of Belgium".

Political parties, Universities. Note that there are no significant bilingual political parties: the *Parti Socialiste* (PS) is a completely different organisation from the *Socialistische Partij* (SP), and so on. So the normal rule for parties — to translate their titles into English where this is meaningful — will not work because there are two Socialist parties, two Liberal parties, two Green parties and two Christian parties. If the context is Belgian politics itself, it may suffice to use the initials for SP, PS, PRL, VVD, PSC and CVP. Otherwise write *the Flemish Socialist party*, *the French-speaking* (**NOT** *Walloon*) *Liberal party*, etc.

Similarly, the *Université Libre de Bruxelles* is quite distinct from the *Vrije Universiteit Brussel*, so there is no such thing in English as "Brussels University". These titles may be best left untranslated.

Beware of texts by non-Belgian (especially French) authors who are unaware of all these complexities. We must try to get the English right even where the original is wrong.

Annex 3
ADMINISTRATIVE UNITS IN GERMANY

AMT, ÄMTER:	Translate as authority (authorities). This is a grouping of *Gemeinden* at a lower level than a *Kreis*.
BEZIRK:	As part of a town or city, translate as borough; as an abbreviation of *Regierungsbezirk*, see below. In references to former East Germany, do not translate, as the term does not equate to any unit in West Germany, let alone other European countries.
BUNDESLAND, BUNDESLÄNDER:	*Land*, Federal *Land* or *Bundesland* (*Länder*, Federal *Länder* or *Bundesländer*) are all accepted. The choice should be made on stylistic, not linguistic, criteria.
GEMEINDE:	Translate as municipality.
GEMEINDEVERBAND:	Translate as municipal association.

LAND, LÄNDER:	Translate as Land and Länder respectively.
LANDKREIS:	Translate as rural district.
KREIS:	Translate as district.
KREISFREIE STADT:	As this is exactly the same level as a *Stadtkreis*, the translation urban district will generally be satisfactory. Should it be necessary to distinguish between this term and a *Stadtkreis*, use town constituting a district in its own right.
STADTKREIS:	Translate as urban district.
REGIERUNGSBEZIRK/BEZIRKSREGIERUNG:	If you translate these terms, use 'government region/regional government' not 'government district/district government', so as not to cause confusion with *Kreis*.

Annex 4
LIST OF JUDICIAL BODIES

As a general rule, use English names for the names of foreign judicial bodies:

the Paris Court of Appeal.

If the translation is not an obvious one, add the original name in italics, inside round brackets and with the original capitalisation:

the Mâcon Regional Court (*Tribunal de grande instance*).

The brackets themselves should be in roman, as in the above example.

A list of suggested English translations is given below.

DANISH

Højesteret	Supreme Court
Sø- og Handelsret	Maritime and Commercial Court
Østre/Vestre Landsret	Eastern/Western Division of the High Court

Byret9	Municipal Court
By- og Herredsret	District Court
Fogedret	Enforcement and small claims division of the district court
Dombog	Register/records of the judgments and orders of the court
Retsbog	Court records
Anklagemyndihed	Public prosecutor
Arbejdsret10	Labour Court

DUTCH (BELGIUM AND NETHERLANDS)

Arbeidshof	Labour Court
Arbeidsrechtbank	Labour Tribunal
Arrondissement	Judicial District
Arrondissementsparket	Office of the Public Prosecutor of a Judicial District
Arrondissementsrechtbank	District Court
Centrale Raad van Beroep	Court of last instance in social security matters
Collee van Beroep voor het Bedrijfsleven	Administrative court of last instance in matters of trade and industry
Correctionele Rechtbank	Criminal Court
Economische Politierechter	Magistrate dealing with commercial offences
Gerechtsgebouw	Law Courts
Gerechtshof	Court of Appeal
Hof van Beroep	Court of Appeal
Hof van Cassatie	Court of Cassation
Hoge Raad der Nederlanden	Supreme Court of the Netherlands
Kamer van Koophandel en Fabrieken	Chamber of Commerce and Industry
Kantongerecht	Cantonal Court
Officier van Justitie	Public Prosecutor (representative of Openbaar Ministerie at Arrondissementsrechtbank and Kantongerecht)
Openbaar Ministerie	Public Prosecutor's Department
Politierechtbank	Petty Sessional Court

Procureur Generaal	Public Prosecutor (representative of Openbaar Ministerie at Hoge Raad and Gerechtshof)
Raad van Arbeid	Labour Council (family allowances board)
Raad van Beroep	Social Security Court
Raad van State, Afdeling Rechtspraak	State Council, Administrative Appeal Section
Rechtbank van Eerste Aanleg	Court of First Instance
Rechtbank van Koophandel	Commercial Court
Rijk	European territory of the Kingdom of the Netherlands
Rijks Sociale Verzekeringsraad	National Social Security Council
Tariefcommissie	Administrative court of last instance in revenue matters
Vredegerecht	Cantonal Court

FRENCH (BELGIUM, FRANCE AND LUXEMBOURG)
(Some of the equivalents given are those suggested by the Council of Europe)

Auditeur du travail	Officer representing the public interest in labour matters
Caisse des dépôts et consignations	Deposit and Consignment Office
Chambre des mises en accusation	Chamber for Indictments
Commission de première instance du contentieux de la sécurité sociale	Social Security First Instance
Commission de recours gracieux	Appeals Board
Commission des rentes	Pensions Commission (Lux.)
Conseil arbitral des assurances sociales	Arbitral Council of Social Insurance (Lux.)
Conseil d'état	Council of State
Conseil des prud'hommes	Conciliation Board (Lux.)
Conseil supérieur des assurances sociales	Supreme Council of Social Insurance (Lux.)
Cour d'appel	Court of Appeal
Cour d'assises	Assizes (most serious criminal cases)
Cour de cassation	Court of Cassation
Cour du travail	Labour Court
Cour supérieure de justice	Supreme Court of Justice (Lux.)
Justice de paix	Cantonal Court (First instance civil court for minor cases) (Magistrates' Court, Lux.)

Tribunal d'arrondissement	District Court
Tribunal de commerce	Commercial Court
Tribunal correctionnel	Criminal (Appeal) Court
Tribunal de grande instance	Regional Court (major civil cases and less serious criminal cases)
Tribunal d'instance	District Court (minor civil cases)
Tribunal de police	Local Criminal Court (minor offences; criminal division of Tribunal d'Instance)
Tribunal de première instance	Court of First Instance
Tribunal du travail	Labour Tribunal

GERMAN
(The English equivalents for names of courts are those recommended by the Federal authorities.)

Amtsgericht	Local Court
Arbeitsgericht	Labour Court
Bundesarbeitsgericht	Federal Labour Court
Bundesfinanzhof	Federal Finance Court
Bundesgerichtshof	Federal Court of Justice
Bundespatentgericht	Federal Patents Court
Bundessozialgericht	Federal Social Court
Bundesverfassungsgericht	Federal Constitutional Court
Bundesverwaltunsgericht	Federal Administrative Court
Finanzgericht	Finance Court
Landesarbeitsgericht	Higher Labour Court
Landessozialgericht	Higher Social Court
Landgericht	Regional Court
Oberlandesgericht	Higher Regional Court
Oberverwaltungsgericht	Higher Administrative Court
Sozialgericht	Social Court
Verwaltungsgericht	Administrative Court
Verwaltungsgerichtshof	Higher Administrative Court

ITALIAN

Ammin. delle Finanze dello Stato	State Finance Administration
Consiglio di Stato	Council of State
Corte Costituzionale	Constitutional Court
Corte d'Appello	Court of Appeal
Corte di Cassazione	Court of Cassation
Giudice Conciliatore	Conciliator Judge (unpaid — minor civil causes)
Pretore	Magistrate
Pretura (Civile e Penale)	(Civil and Criminal) Magistrates' Court
Pubblico Ministero	Public Prosecutor
Servizio del Contenzioso Diplomatico, Trattati e Affari Legislativi	Department for Contentious Diplomatic Affairs, Treaties and Legislative Matters
Tribunale (Civile e Penale)	(Civil and Criminal) District Court
Tribunale Amministrativo Regionale	Regional Administrative Tribunal

Annex 5
NATIONAL LEGAL INSTRUMENTS

Follow the list below for formal designations. For *act* vs *law*, see .

DANISH:

administrativ afgørelse	administrative ruling
(kongelige/ministeriel) anordning	(royal/ministerial) decree
bekendtgørelse	order
cirkulaere	circular
lov	act/law
lovbekendtgørelse	consolidated act
lovforslag	bill/draft law
vejledning	guidelines

DUTCH:

algemene maatregel van bestuur	general administrative regulation

beschikking	decision
besluit	decree
Gerechtelijk Wetboek	Judicial Code (Bel.)
Grondwet	Constitution
koninklijk besluit	royal decree
Memorie van Toelichting	Explanatory Memorandum (to a bill)
overheidsbeschikking	executive decision
Staatsblad	Bulletin of Acts and Decrees
Staatscourant	Government Gazette
Tractatenblad	Collection of treaties and conventions
wet	act/law
Wetboek van Burgerlijke Rechtsvordering	Code of Civil Procedure (now the Gerechtelijk Wetboek)
Wetboek van Koophandel	Commercial Code
Wetboek van Strafvordering	Code of Criminal Procedure

FINNISH

asetus	decree
laki	act/law
ministeriön päätös	ministerial decision
perustuslaki	constitutional law
Suomen säädöskokoelma	Statute Book of Finland
valtioneuvoston päätös	government decision
valtioneuvoston periaatepäätös	government resolution

FRENCH:

arrêté royal (AR)	royal decree
Code judiciaire	Judicial Code
loi	act/law
ordonnance	order
ordre ministériel	ministerial order
règlement grand ducal	grand ducal regulation

GERMAN:

Bundesgesetz (A)	Federal act
Durchführungsverordnung (A)	implementing regulation
Bescheid (A)	decision
Erlass (A)	general circular

Gesetz	act/law
Grundgesetz	Basic Law/Constitution
(Rechts)bestimmung	provision (in a Vorschrift)
(Rechts)verordnung	(statutory) order
(Rechts)vorschrift	(set of) regulations
Rundschreiben	circular
Weisung (A)	administrative circular

[(A) = Austria]

GREEK:

Nomos	act/law
proedriko diatagma	presidential decree
anangastikos nomos	emergency act/law
engiklios	circular order

Referring to the Greek Government Gazette (GG): Government Gazette 87/I/16.7.1982, Government Gazette I 30

ITALIAN:

Codice Civile	Civil Code
Codice di Procedura Civile	Code of Civil Procedure
decreto del presidente della repubblica (DPR)	presidential decree
decreto legge	decree-law
decreto reale	royal decree
legge	act/law

PORTUGUESE

Constituição	Constitution
decreto regional	regional decree
decreto regulamentar	implementing decree
decreto regulamentar regional	regional implementing decree
decreto-lei	decree-law
despacho normativo	legislative order
lei	act/law
norma constitucional	constitutional statute
portaria	order in council
postura	(municipal) by-law
resolução do Conselho de Ministros	resolution of the Council of Ministers

SPANISH

Ley	act/law
Orden Ministerial	ministerial Order
Decreto	decree
Decreto-Ley	decree-law
Real Decreto	royal decree
Reglamento (recopilación legislativa)	regulation

SWEDISH

Lagstiftning	legislation
Grundlagor	fundamental laws
Balk	Code
Författning	Constitution
Lag	act/law
Kungörelse	decree
Förordning	regulation
Föreskrift	administrative provision
allmänna råd	guidelines

The titles of laws, decrees, orders, regulations, etc. can often best be translated into English by inverting the word order so that they appear in the form customary in common law countries. Apostrophes and commas do not normally appear in such titles in English.

Examples:

Loi concernant les chèques, Cheques Act

Loi no. 66-537 du 24 juillet 1966 sur les sociétés commerciales, Commercial Business Associations Act No. 66-537 of 24 July 1966

Loi abrogeant l'article 77 du Code civil, Civil Code (Article 77) Repeal Act

Loi modifiant la loi relative à la protection des animaux, Protection of Animals (Amendment) Act

It will be seen that words such as *concernant or sur* become superfluous when translated and this helps towards brevity. Note that words which would otherwise sit unhappily in the inverted title are placed in brackets; this is standard practice in the titles of statutes and statutory instruments in the United Kingdom.

If this procedure becomes unmanageable, or if you feel the reader might be confused, you can of course cite the law etc. in the original language and put a literal English translation in brackets:

Example:

Ley 19/1985, de 16 de julio, Cambiaria y del Cheque (Law No 19 of 16 July 1985 governing bills of exchange and cheques)

Annex 6
TWO-LETTER LANGUAGE CODES IN ACCORDANCE WITH ISO 639 (1990)

Language	Code	Language	Code
Albanian	sq	Kirghiz	ky
Arabic	ar	Korean	ko
Armenian	hy	Kurdish	ku
Azerbaijani	az	Latvian	lv
Bashkir	ba	Lithuanian	lt
Basque	eu	Macedonian	mk
Breton	br	Maltese	mt
Bulgarian	bg	Moldavian	mo
Byelorussian	be	Norwegian	no
Catalan	ca	Occitan	oc
Corsican	co	Polish	pl
Croatian	hr	Portuguese	pt
Czech	cs	Rhaeto-Romance	rm
Danish	da	Romanian	ro
Dutch	nl	Russian	ru
English	en	Scots Gaelic	gd
Estonian	et	Serbo-Croatian	sh
Finnish	fi	Slovak	sk
French	fr	Slovenian (Slovene)	sl
Galician	gl	Spanish	es
Georgian	ka	Swedish	sv
German	de	Tadzhik (Tajik)	tg
Greek modern	el	Tatar	tt
Greenlandic	kl	Turkish	tr
Hebrew	he	Turkmen	tk
Hungarian	hu	Ukrainian	uk
Icelandic	is	Uzbek	uz
Irish	ga	Welsh	cy
Italian	it	Yiddish	ji
Kazakh	kk		

Source: Multilingualism V. 3. — the needs of the Commission of the European Communities.

Annex 7
TRANSLITERATION TABLE FOR GREEK

For your browser to be able to display this page correctly, it must support Unicode. See also the
additional information

NAME	LETTER	PHONETIC (ELOT)	ETYMOLOGICAL (Classical)
alpha	α	a	a
beta	β	v	b
gamma	γ	g (see Note 5)	g
delta	δ	d (see Note 6)	d
epsilon	ε	e	e
zeta	ζ	z	z
eta	η	i	e
theta	θ	th	th
iota	ι	i	i
kappa	κ	k	c
lambda	λ	l	l
mu	μ	m	m
nu	ν	n	n
xi	ξ	x	x
omicron	o	o	o
pi	π	p	p
rho	ρ	r	r
sigma	σ,ς	s (see Note 7)	s
tau	τ	t	t
upsilon	υ	i	u[y]
phi	φ	f	ph
chi	χ	kh (see Note 4)	ch
psi	ψ	ps	ps

omega	ω	o	o

Those using the ELOT standard should note the following additional combinations:

gamma gamma	γγ	ng
gamma kappa	γκ	g (initially), ng (medially)
gamma xi	γξ	nx
gamma chi	γχ	nkh
alpha upsilon	αυ	av (before voiced consonant or vowel) af (before voiceless consonant)
epsilon upsilon	ευ	ev (before voiced consonant or vowel) ef (before voiceless consonant)
eta upsilon	ηυ	iv (before voiced consonant or vowel) if (before voiceless consonant)
mu pi	μπ	b (initially), mb (medially)
nu tau	ντ	d (initially), nd (medially)
alpha iota	αι	e
epsilon iota	ει	i
omicron iota	οι	i
upsilon iota	υι	i
omicron upsilon	ου	ou

1. Use the ELOT phonetic standard for transliteration, except where a classical rendering is more familiar or appropriate in English, e.g. Cyclades for Κυκλάδες rather than the phonetic Kiklades. This may mean using different transliterations in different circumstances, e.g. the Athenian statesman has to be Pericles, but a modern Greek with the same name should be transliterated as Periklis.

2. Be consistent within words, e.g. Myconos or Mikonos, but not Mykonos; Constantinos or Konstandinos, but not Konstantinos.

3. The ELOT standard is not used consistently even in Greece, as can be seen from the variety of transliterations used for road signs, street names and maps, not to mention the different ways Greeks choose to transliterate their own names (see Commission telephone directory).

4. The letter χ is usually better transliterated as *h,* e.g. in surnames beginning with Χατζι-/Χατζη-, although not usually for Χρίστος, which tends to come out as *Christos* (cf.Note 1).

5. The combinations γι, γυ, γει, γοι and γη should be transliterated as *y(i)* and the combination γε as *ye* , e.g. Yannis for Γιάννης. Do not use the combinations *ghi*, *ghy* or *ghe*.

6. There is no need to transliterate δ as dh, although this is sometimes seen.

7. A single σ between vowels is often seen transliterated as 'ss', e.g. Vassilis for Βασίλης, but this practice should not be followed. Conversely foreign names with double letters usually appear in Greek with a single letter, even if pronounced double in the original language, e.g. Καναλέτο for Canaletto.

8. It may require a little research to get back to the original orthography of foreign names appearing in Greek texts. It is obvious that Τζορτζ Μπέρναρντ Σο should be George Bernard Shaw (rather than 'Tzortz Mpernarnt So'!), but Turkish or Yugoslav names may be trickier. Both the Italian painter, Carracci, and the former capital of Pakistan, Karachi, come out as Καράτσι.

9. Examples of Greek letters used to represent non-Greek sounds:

σ	ch (French), sci/sce (Italian), sh, sch, sz
τσ	ce/ci (Italian), ch, tsch, cs
ζ	j (French), zs
τζ	j (English), gi/ge (Italian), c (Turkish), xh (Albanian), dj
ε	oe, ö
ι	u (French), ü, y
(γ)ου	w

10.

11. Examples of transliterated foreign names:

Auschwitz	Άουσβιτς	Maxwell	Μάξγουελ
Bruges	Μπριζ	Nietzsche	Νίτσε
Chekhov	Τσέχοφ	Sarajevo	Σαράγιεβο
Eisenhower	Αϊζενχάουερ	Schoenberg	Σένμπεργκ
Goethe	Γκέτε	Vaughan	Βον
Hoxha	Χότζα	Wyoming	Ουαϊόμινγκ

Annex 8
TRANSLITERATION TABLE FOR CYRILLIC

For your browser to be able to display this page correctly, it must support Unicode. See also the
additional information

Аа	a
Бб	b
Вв	v
Гг	g
Дд	d
Ее	ye[11],e
Ёё	yo[11],o
Жж	zh
Зз	z
Ии	i[12]
Йй	y
Кк	k
Лл	l
Мм	m
Нн	n
Оо	o
Пп	p
Рр	r
Сс	s
Тт	t
Уу	u
Фф	f
Хх	kh
Цц	ts
Чч	ch
Шш	sh

Щщ	shch
Ъъ	omitted (hard sign)
Ыы	y[13]
Ьь	omitted (soft sign)
Ээ	e
Юю	yu
Яя	ya

Annex 9
CHEMICAL ELEMENTS

actinium	Ac	gold	Au	promethium	Pm		
aluminium	Al	hafnium	Hf	protactinium	Pa		
americium	Am	helium	He	radium	Ra		
antimony	Sb	holmium	Ho	radon	Rn		
argon	Ar	hydrogen	H	rhenium	Re		
arsenic	As	indium	In	rhodium	Rh		
astatine	At	iodine	I	rubidium	Rb		
barium	Ba	iridium	Ir	ruthenium	Ru		
berkelium	Bk	iron	Fe	samarium	Sm		
beryllium	Be	krypton	Kr	scandium	Sc		
bismuth	Bi	lanthanum	La	selenium	Se		
boron	B	lawrencium	Lr	silicon	Si		
bromine	Br	lead	Pb	silver	Ag		
caesium	Cs	lithium	Li	sodium	Na		
calcium	Ca	lutetium	Lu	strontium	Sr		
californium	Cf	magnesium	Mg	sulphur	S		
carbon	C	manganese	Mn	tantalum	Ta		
cadmium	Cd	mendelevium	Md	technetium	Tc		
cerium	Ce	mercury	Hg	tellurium	Te		
chlorine	Cl	molybdenum	Mo	terbium	Tb		
cobalt	Co	neodymium	Nd	thallium	Tl		
columbium	Cb	neon	Ne	thorium	Th		
copper	Cu	neptunium	Np	thulium	Tm		
chromium	Cr	nickel	Ni	tin	Sn		
curium	Cm	niobium	Nb	titanium	Ti		
deuterium	D	nitrogen	N	tritium	T		
dysprosium	Dy	nobelium	No	tungsten	W		
einsteinium	Es	osmium	Os	uranium	U		
erbium	Er	oxygen	O	vanadium	V		

europium	Eu	palladium	Pd	xenon	Xe
fermium	Fm	phosphorus	P	ytterbium	Yb
fluorine	F	platinum	Pt	yttrium	Y
francium	Fr	plutonium	Pu	zinc	Z
gadolinium	Gd	polonium	Po	zirconium	Zr
gallium	Ga	potassium	K		
germanium	Ge	praseodymium	Pr		

Annex 10
LIST OF COMMON ABBREVIATIONS AND ACRONYMS

ACP African, Caribbean and Pacific countries (party to the Lomé Convention)

BCR Community Bureau of Reference

CAP Common agricultural policy

CCC Consumers' Consultative Committee

CCT Common Customs Tariff

CEDEFOP European Centre for the Development of Vocational Training

CEC Commission of the European Communities

CEECs Central and Eastern European countries

CELEX Computerised documentation on Community law

CET Common external tariff

CFI Court of First Instance

CFSP Common foreign and security policy

CJEC Court of Justice of the European Communities (also ECJ)

CN Combined Nomenclature

COR Committee of the Regions

COS Common Organisational Structure (of the ESC and COR)

CRONOS Database of the Statistical Office of the European Communities

CSF Community support framework

DECT Digital European cordless telecommunications

DG Directorate-General

EAGGF European Agricultural Guidance and Guarantee Fund

EBRD European Bank for Reconstruction and Development

EC	European Community/ies
ECB	European Central Bank
ECHO	European Community Humanitarian Office
ECICS	European Customs Inventory of Chemical Substances
ECJ	European Court of Justice (also CJEC)
ECR	European Court Reports
ECSC	European Coal and Steel Community
ECU	European currency unit
EDF	European Development Fund
EEA	European Economic Area
EEA	European Environment Agency
EEC	European Economic Community
EEIG	European economic interest grouping
EFILWC	European Foundation for the Improvement of Living and Working Conditions
EIB	European Investment Bank
EIF	European Investment Fund
EMCDDA	European Monitoring Centre for Drugs and Drug Addiction
EMI	European Monetary Institute
EMS	European Monetary System
EMU	Economic and monetary union
EP	European Parliament
ERDF	European Regional Development Fund
ESC	Economic and Social Committee
ESCB	European System of Central Banks
ESF	European Social Fund
ETF	European Training Foundation
ETSI	European Telecommunications Standards Institute
EU	European Union
Euratom	European Atomic Energy Community
EUR-OP	Office for Official Publications of the European Communities
FADN	EEC farm accountancy data network
ILO	International Labour Organisation
Insis	Interinstitutional system of integrated services
JHA	Justice and Home Affairs
JET	Joint European Torus

JRC	Joint Research Centre
MEP	Member of the European Parliament
NET	Next European Torus
NUTS	Nomenclature of statistical territorial units
OCTs	Overseas countries and territories
OJ	Official Journal of the European Communities (includes L, C and S series)
Phare	Poland and Hungary — Aid for economic restructuring
PIP	Priority information programme
SAD	Single Administrative Document
SdT	*Service de Traduction* (the European Commission Translation Service)
SOEC	Statistical Office of the European Communities
TAC	Total allowable catch
Tacis	Technical Assistance to the Commonwealth of Independent States
Taric	Integrated Community tariff
Tedis	Trade electronic data interchange system
TEN	Trans-European Networks

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1. Official name of the language, but generally known as 'español' at the request of the Spanish authorities.
2. Regions of Belgium do not coincide with language communities.
3. NB: avoid OD.
4. NB: FR = Vénétie!
5. Grand-Duché.
6. NB: the Tyrol.
7. NB: in Algarve.
8. Note among the region names: Highland without 's'.
9. Since 1980 these courts have been termed 'byret' only.
10. In fact its jurisdiction is over collective labour agreements, in disputes between trade unions and employers' organisations.
11. Initially or after vowel
12. The group of letters 'ий' should be transliterated as 'y' or 'i'.
13. The group of letters 'ый' should be transliterated as 'y'.