

Supplement to the General Styleguide

Target language: English

I. Orthography & Punctuation

1) General

- If no regional variant like British or US American English is specified for a job, the target language for an English translation is “international English”. To adjust spelling to a broad international audience, please always use the most common spelling, whenever in doubt.

2) Headings

- Only in main headings are terms capitalized throughout; in subheadings only the first letter is capitalized.

3) Punctuation marks

- Punctuation marks in English are always — apart from dashes and ellipsis points — closed up to the preceding word;
- Stops (. ? ! : ;) are always followed by only one single (not a double) space;
- No further full stop is required if a sentence ends with omission marks or an abbreviation that takes a full stop (etc., ...)
- Quotation marks may be either straight or smart, but not both in the same text and always in upper position (“...”), never use chevrons («...») or German quotes („...“).
- No colons or other punctuation marks are used at the end of headings.
- To punctuate a sentence instead of commas or round brackets, do not use hyphens but Em dashes (Alt + Ctrl + - in MS Word). Do not omit the spaces around the Em dashes.

4) Numbers, dates and measures

- To abbreviate “million” and “billion”, do not use “mio”. Use the letters “m” and “bn” instead. The abbreviation should be closed up to preceding figures (examples: €230m, £370m, \$230bn).
- To quote dates, 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).
- Symbols for units of measurement are written without stops are not closed up to figures and do not have plurals (*4 ha, 9 m, 60 km, 50 km/h, 200 g, 5 kg, 40 t, 20 bar, 55 dB (A)*).

5) Abbreviations and foreign terms

- Avoid acronyms and use long forms whenever possible. If necessary, write out the full term followed by the abbreviation in brackets.
- Foreign words and phrases used in an English text should be italicised (no inverted commas) and should retain their original accents (*inter alia, raison d'être, cf.*).