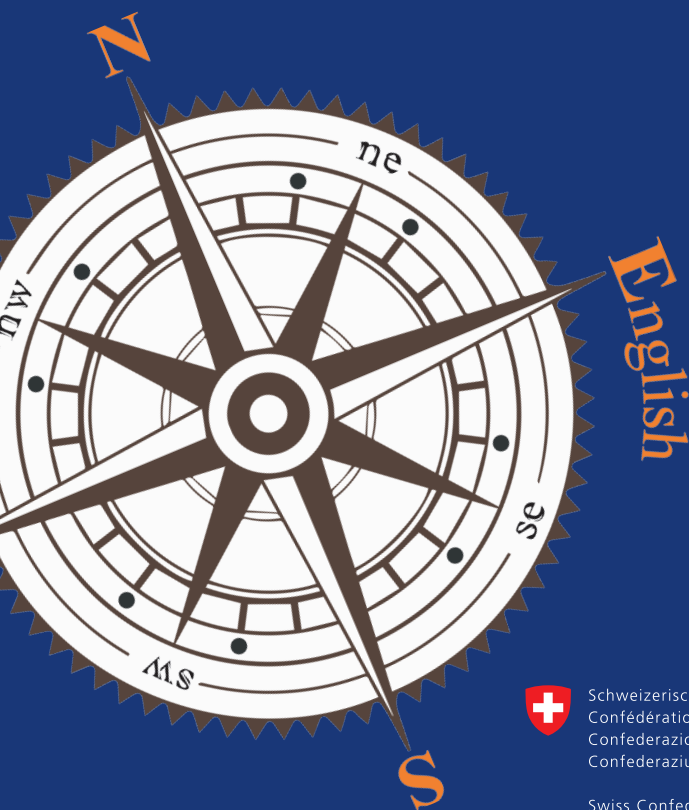


English Language Service

A handbook for authors and translators in the Federal Administration

STYLE GUIDE

NEW EDITION 2019



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Introduction

This guide is intended primarily for English-language translators, both in-house and freelance, working for the Federal Administration. It also aims to serve the native and non-native speakers within the Administration who draft texts in English.

This guide intends to provide a standard for conventions specific to the Federal Administration and the situation in Switzerland. It also draws attention to some of the common pitfalls involved in translating from German and French into English.

Please also refer to www.termdat.ch and the brochure 'The Swiss Confederation. A Brief Guide' for many terms specific to Switzerland.

As a standard dictionary we recommend you use the Oxford online dictionary www.oxforddictionaries.com or if that fails you, the Oxford English Dictionary www.oed.com

This guide is broadly based on the instructions and advice provided in the European Commission's English Style Guide, but also draws on other sources.

As English is currently the world's lingua franca, it is also important to take into consideration the many people who use English in the course of their work, even though English is not their first language. Be aware of who your target audience is. Who are you producing this information for? Make sure your text is written in clear English so that it can be understood by people who do not master the language.

Please be advised that this is a **binding document** for all English-language authors and translators working for the Federal Administration, despite the fact that

*"Everyone has always regarded any usage
but his [or her] own as either barbarous or pedantic."
(Evelyn Waugh)*

Layout

For the sake of clarity we have sought to place the rules or guidelines on the left and the corresponding examples on the right. The table of contents should guide you to what you are looking for.

Contact details for corrections/suggestions:

If you have any questions or feedback regarding the contents of this guide, or if there are additional points that you would like to see included, please get in touch with us at the following address: english@bk.admin.ch

Writing in English

General. For reasons of stylistic consistency, the variety of English on which this guide bases its instructions and advice is the standard usage of Britain and Ireland (for the sake of convenience, called ‘British English’ in this guide). As a general rule, British English should be preferred. However, as a considerable proportion of the target readership may be made up of non-native speakers, very colloquial British usage should be avoided. Furthermore, if the target readership is known to be American, US English should be used.

1. Spelling

<p>British spelling. Follow standard British usage, but remember that influences are crossing the Atlantic all the time. Use a spellchecker, set to UK English, as an aid.</p> <p>Retain original spellings in titles. These can be found on official websites.</p> <p>Use British spellings for the English names of bodies within the Federal Administration (NB these may appear differently in TERMDAT).</p> <p>Exception: FDF financial statements and treasury reports use US English.</p>	<p>TV programme <i>but</i> computer program</p> <p>International Labour Organization; US Department of Defense</p> <p>IT Service Centre</p>
<p>Words in -ise/-ize. Use <i>-ise</i>. Both spellings are correct in British English, but the <i>-ise</i> form is now much more common in the media.</p>	<p>organisation prioritise</p>
<p>-yse. The <i>-yse</i> form is the only correct spelling in British English.</p>	<p>paralyse, analyse</p>

<p>Digraphs. Retain the digraph, but note that a number of such words (e.g. <i>medieval</i>) are now frequently spelled without the digraph in British English.</p>	<p>aetiology, caesium, oenology, oestrogen, foetus etc. but medieval, fetus (scientific texts)</p>
<p>Double consonants. In British usage (unlike US practice), a final <i>-l</i> is doubled after a short vowel on adding <i>-ing</i> or <i>-ed</i> to verbs (sole exception: <i>parallel, paralleled</i>) and adding <i>-er</i> to make nouns from verbs.</p> <p>A verb ending in a single vowel and a single consonant doubles the consonant when a suffix is added (<i>-ing, -ed</i>).</p> <p>Exceptions:</p>	<p>travel, travelling, travelled, traveller level, levelling, levelled, leveller</p> <p>admit, admitting, admitted refer, referring, referred format, formatting, formatted handicap, handicapping, handicapped kidnap, kidnapping, kidnapped worship, worshipping, worshipped</p> <p>benefit, benefiting, benefited focus, focusing, focused combat, combating, combated target, targeting, targeted parallel, unparalleled develop, developing, developed</p>
<p>Use -ct- not -x-</p>	<p>connection, reflection But note: complexion and flexion</p>
<p>Write gram, kilogram. Use <i>tonne</i> not <i>ton</i> ('ton' refers to the non-metric measure).</p>	
<p>Write metre for the unit of length, <i>meter</i> for measuring instruments.</p>	
<p>Judgement/judgment</p>	<p>Judgement – in a general context Judgment – in a legal context</p>

<p><i>A(n) historical.</i> The use of ‘an’ rather than ‘a’ before words such as <i>historical</i> or <i>hotel</i> dates back to a time when the ‘h’ was never pronounced in these words. While you should now write <i>a hotel</i>, <i>an historical event</i> is still regarded as acceptable.</p>																																	
<p><i>Tricky plurals.</i> Follow this list:</p>	<table border="0"> <tr> <td>addendum</td> <td>addenda</td> </tr> <tr> <td>appendix</td> <td>appendices (<i>books</i>), appendixes (<i>anatomy</i>) dos and don'ts</td> </tr> <tr> <td>bacterium</td> <td>bacteria</td> </tr> <tr> <td>bureau</td> <td>bureaux</td> </tr> <tr> <td>consortium</td> <td>consortia</td> </tr> <tr> <td>corrigendum</td> <td>corrigenda</td> </tr> <tr> <td>criterion</td> <td>criteria</td> </tr> <tr> <td>curriculum</td> <td>curricula</td> </tr> <tr> <td>focus</td> <td>foci (<i>mathematics, science</i>), focuses (<i>other contexts</i>)</td> </tr> <tr> <td>formula</td> <td>formulas (<i>politics</i>), formulae (<i>science</i>)</td> </tr> <tr> <td>forum</td> <td>forums</td> </tr> <tr> <td>genus</td> <td>genera</td> </tr> <tr> <td>index</td> <td>indexes (<i>books</i>), indices (<i>science, economics</i>)</td> </tr> <tr> <td>maximum</td> <td>maxima (<i>mathematics, science</i>), maximums (<i>other contexts</i>)</td> </tr> <tr> <td>medium</td> <td>mediums (<i>life sciences, art</i>), media (<i>press, communications, IT</i>)</td> </tr> <tr> <td>memorandum</td> <td>memorandums or memoranda</td> </tr> </table>	addendum	addenda	appendix	appendices (<i>books</i>), appendixes (<i>anatomy</i>) dos and don'ts	bacterium	bacteria	bureau	bureaux	consortium	consortia	corrigendum	corrigenda	criterion	criteria	curriculum	curricula	focus	foci (<i>mathematics, science</i>), focuses (<i>other contexts</i>)	formula	formulas (<i>politics</i>), formulae (<i>science</i>)	forum	forums	genus	genera	index	indexes (<i>books</i>), indices (<i>science, economics</i>)	maximum	maxima (<i>mathematics, science</i>), maximums (<i>other contexts</i>)	medium	mediums (<i>life sciences, art</i>), media (<i>press, communications, IT</i>)	memorandum	memorandums or memoranda
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Tricky plurals (cont.)

papyrus	papyri or papyruses
phenomenon	phenomena
plus	pluses
premium	premiums
referendum	referendums
spectrum	spectra (<i>science</i>), spec- trums (<i>politics</i>)
symposium	symposiums or symposia
vortex	vortices

2. Interference effects

<p><i>Confusion between English words.</i> Look out for errors involving the following pairs:</p> <p>Note also: all together (<i>in a body</i>), altogether (<i>entirely</i>); premises (<i>both buildings and propositions</i>), premisses (<i>propositions only</i>); discreet, discrete.</p>	<p>dependent (adj. or noun) license (verb) practise (verb) principal (adj. or noun) stationary (adj.)</p>	<p>dependant (noun only) licence (noun) practice (noun) principle (noun) stationery (noun)</p>
<p><i>Confusion between French and English.</i> Beware of interference effects when switching from one language to another.</p>	<p><u>FRENCH</u> adresse appartement compétitivité connexion correspondance exemple existant environnement indépendance médecine messenger négligeable négociation recommandation reflexion responsable tarif</p>	<p><u>ENGLISH</u> address apartment competitiveness connection correspondence example existent environment independence medicine messenger negligible negotiation recommendation reflection responsible tariff</p>
<p><i>Confusion between German and English.</i> The instances are fewer.</p> <p>See also False Anglicisms p. 46</p>	<p><u>GERMAN</u> Aggressivität Kriminalität Happy End</p>	<p><u>ENGLISH</u> aggressiveness crime/criminality happy ending</p>

3. Capital letters

<p><i>General.</i> In English, proper names are capitalised but ordinary nouns are not. The titles and names of persons, bodies, legal acts, documents, etc. are therefore normally capitalised.</p> <p>Exception: when a descriptor follows the name and is clearly a title rather than an ordinary noun, it should be upper case.</p> <p>NB: Unlike in some other languages, in English <i>all</i> the nouns and adjectives in names take capitals.</p>	<p>Federal Councillor Viola Amherd <i>but</i> Karin Keller-Sutter is one of three female federal councillors</p> <p>Viktor Rossi, Vice Chancellor Martina Hirayama, State Secretary</p> <p>The Federal Department of Economic Affairs, Education and Research The Agreement on the Free Movement of Persons (AFMP) The English Style Guide</p>
<p><i>Long names</i> that read more like a description than a real title use lower case:</p> <p>The general rule is: ‘the longer the name, the fewer the capitals’.</p>	<p>The federal programme for equal opportunities between men and women</p> <p>Committee for the adaptation to technical progress of the directive on the introduction of recording equipment in road transport (tachograph) Joint FA/EC working party on forest and forest product statistics</p>
<p><i>German capitalises all nouns</i>, including English words and Anglicisms. Translators need to bear in mind how these nouns would normally appear in an English text and refrain from unwarranted capitalisation.</p>	<p><i>Die Speaking Points für den Bundesrat wurden nicht übersetzt.</i></p> <p>The speaking points for the federal councillor were not translated.</p>

<p>Subsequent references to names. If you mention a body or person subsequently in a text, you may truncate the name provided it is clear what you mean.</p> <p>Note, though, that the use of initial capitals has a highlighting effect, so if the body or person is not particularly important in the context of your text, an ordinary noun phrase may be more appropriate for subsequent mentions.</p>	<p>The [Seventh Framework] Programme The President [of the Commission]</p> <p>The Ruritanian Programme for Innovation and Research focuses on... The (research) programme is headed by...</p>
<p>Translations of names. Use initial capitals for official or literal translations but lower case for descriptive translations.</p>	<p>The Federal Supreme Court is the highest court in Switzerland.</p> <p><i>Die Stilllegungsfonds für Kernanlagen</i> The decommissioning fund for nuclear facilities</p>
<p>Capitals may also be used to indicate the name of a type of body, legal act, etc.</p> <p>However, if there is no risk of confusion or there is no need to draw attention to the name, lower case can be used instead.</p>	<p>The Commission has several Directorates-General.</p> <p>It was felt an act rather than an ordinance was the appropriate instrument.</p>
<p>State or state? Use initial capitals for <i>Member States</i> of the European Union in legal documents. Use lower case in most other instances.</p>	<p>state-owned, state aid, reasons of state, nation states, the Arab states (<i>since ill-defined</i>), but the Gulf States (<i>defined group of countries</i>), the State (<i>in political theory and legal texts</i>).</p>
<p>Parliament or parliament? Parliament as the institution is upper case.</p> <p>When referring to a system of legislature, it is lower case.</p>	<p>In today's session, Parliament debated the new health bill.</p> <p>The parliaments of Germany and France.</p>

Government. 'Government' is always written lower case with an article.	The government today ratified...
Permanent and ad hoc bodies. Permanent bodies require capitals, while ad hoc groups do not.	The Commission Delegation in the United States [permanent] The Polish delegation to a meeting [ad hoc]
Seasons, etc. No capitals for the seasons; capitals for days of the week, months and feast days.	spring, summer, autumn, winter Tuesday, Friday, January, September Ascension Day, pre-Christmas business
Events. Initial capitals throughout for events. No capitals, however, for simple adjective + noun.	Swiss National Day, Gay Pride, the International Year of the Child The 2003/04 marketing year The 2015 budget year
Celestial bodies and objects. Since they are proper nouns, the names of planets, moons, stars and artificial satellites are capitalised. However, 'earth', 'moon' and 'sun' do not normally take an initial capital unless they are specifically referred to as celestial bodies.	Venus, Rigel, Palapa B The Starship Enterprise returned to Earth. <i>but</i> The daydreamer returned to earth.
Generic terms. Proper nouns that have become generic terms no longer call for initial capitals.	the internet, the web
Proprietary names. Proprietary names (or trade names) are normally capitalised, unless they too have become generic terms, such as:	Airbus, Boeing, Land Rover, Dafalgan, Polaroid aspirin, hoover, linoleum, nylon
Derivations from proper nouns. When proper nouns are used adjectivally they keep the initial capital.	Bunsen burner, Faraday cage, Sayre's law

Initial capitals in quotations. Start with a capital in running text only if the quotation is a complete sentence in itself.

Walter Rathenau once said, “We stand or fall on our economic performance.”

The American government favours “a two-way street in arms procurement”.

4. Geographical names

General. Many place names have an anglicised form, but as people become more familiar with these names in the language of the country concerned, so foreign spellings will gain wider currency in written English. As a rule of thumb, therefore, use the native form for geographical names (retaining any accents) except where an anglicised form is overwhelmingly common.

<p>Orthography. Check carefully that you have used the correct English geographical name. For country names, refer to the UN official countries list: http://www.un.org/en/members/</p> <p>There may be political implications of the different name spellings, e.g. Kyiv (transliterated from Ukrainian) or Kiev (transliterated from Russian).</p>	<p>GERMAN/FRENCH</p> <p>Singapur, Singapour Peking, Pékin Hongkong Irak Zürich etc.</p>	<p>ENGLISH</p> <p>Singapore Beijing Hong Kong Iraq Zurich etc.</p>
<p>Great Britain/United Kingdom. In a geopolitical context, use ‘United Kingdom/UK’, not ‘Great Britain’, and certainly not just ‘England’. N.B. German texts often refer to Grossbritannien, meaning the UK.</p>		
<p>Geopolitical units. Switzerland is divided into cantons which are divided into communes. In certain contexts it may be appropriate to use ‘local authority/council’ instead of ‘commune’.</p> <p>‘Municipality’ should only be used in specific contexts, e.g. FDF and FSO financial statistics.</p>	<p>DE: Kanton/Gemeinde FR: canton/commune EN: canton/commune</p> <p>There are currently 2,212 communes in Switzerland.</p> <p>This instrument supports local councils wishing to form an Energy Region.</p>	

<p>Swiss cantons and towns. Use the name in the language spoken in that canton. There are a few exceptions of cantons that have an anglicised form.</p> <p>For a full list of all Swiss cantons as they should appear in an English text, please see Annex 1.</p> <p>Write ‘the canton of’ (lower case c) when referring to the geopolitical area.</p> <p>However, use a capital C for Canton when referring to the government of that canton.</p> <p>Do not write ‘canton/Canton Bern.’</p> <p>In the case of towns with both French and German names, always use the local language name.</p> <p>In the case of towns with bilingual names, adopt the language form used in the source text.</p>	<p>Geneva Zurich Lucerne Bern</p> <p>I live in the canton of Neuchâtel. The canton of Bern is Switzerland’s second largest.</p> <p>The Canton of Basel approved the new legislation.</p> <p>Der Bundesrat reiste nach Siders und Sitten. The Federal Council travelled to Sierre and Sion.</p> <p>Biel – Bienne Freiburg – Fribourg</p>
<p>Linguistic regions. Switzerland is divided into three main linguistic regions.</p> <p>Not forgetting the fourth national language:</p>	<p>The German-speaking region of Switzerland The French-speaking region of Switzerland The Italian-speaking region of Switzerland</p> <p>Romansh is spoken in some parts of Graubünden.</p>

<p>Rivers. Insert 'River' before Swiss rivers, so people know it is a river.</p> <p>Preserve the local language name, with the exception of major European rivers (as these are well known, 'River' may be omitted).</p>	<p>l'Areuse the River Areuse die Aare the River Aare</p> <p>the River Ticino the Rhine; the Rhone</p>
<p>Lakes.</p> <p>See Annex I for a list of lakes in Switzerland and their English names.</p> <p>Use your discretion when translating the names of lesser-known lakes.</p>	<p>Lake Constance (for Bodensee) Lake Geneva (for Lac Léman) Lake Lucerne (for Vierwaldstättersee)</p> <p>This hike takes you up to the little Alpine lake Oeschinensee.</p>
<p>Mountain ranges. Some mountain ranges have established English names.</p> <p>Others retain their original name.</p> <p>NB. Eine Alp/une alpe is an <i>Alpine meadow</i>.</p>	<p>The Alps, Apennines, Dolomites, Pindus Mountains and Pyrenees (no accents).</p> <p>Massif Central (except for capital C), Alpes Maritimes (capital M), Schwäbische Alb or the Jura.</p>
<p>Valleys. Unless referring to a major well-known river or region, words for <i>valley</i> should not be translated.</p> <p>See Annex 1 for a non-comprehensive list of other Swiss geographical designations.</p>	<p><i>The Valle d'Aosta</i> <i>Diemtigtal</i> <i>Val de Travers</i> <i>but the Rhone valley</i></p>
<p>Non-literal geographical names. Geographical names used in lexicalised compounds tend to be written in upper case, but note the distinction between proper adjectives (upper case) and non-geographical descriptors.</p>	<p>Roman numerals Brussels sprouts alpine flowers (flowers originating in the Alps), but Alpine rivers (the rivers in the Alps)</p>

<p><i>Use of the word 'Swiss'.</i> The Swiss like to emphasise their Swissness: often it is obvious from the context that something Swiss is being referred to, and the adjective can be omitted.</p>	
<p><i>Compass points.</i> Points of the compass (<i>north, north-west, etc.</i>) and their derived forms (<i>north-western etc.</i>) are not capitalised unless they form part of a proper name (e.g. an administrative or political unit or cultural entity).</p> <p>Compass bearings are abbreviated without a point.</p>	<p>South Africa Northern Ireland South East Asia</p> <p>but northern Switzerland</p> <p>The sun sets in the west [geographical]; Posing a threat to the interests of the West [political/cultural]</p> <p>54° E</p>

5. Compound words

<p><i>Use hyphens sparingly</i> but to good purpose: in the phrase <i>crude-oil production statistics</i> a hyphen tells the reader that ‘crude’ applies to the oil rather than the statistics.</p> <p>Sometimes hyphens are absolutely necessary to clarify the sense.</p> <p>The following are examples of well-used hyphens:</p>	<p>re-cover – recover; re-creation – recreation; re-form – reform; re-count – recount</p> <p>user-friendly software; two-day meeting; four-month stay (<i>but</i> four months’ holiday); tonne-kilometre</p>
<p>In <i>adverb-adjective modifiers</i>, there is no hyphen when the adverb ends in -ly.</p> <p>With other adverbs, however, a hyphen is required.</p>	<p>an occupationally exposed worker; a beautifully phrased sentence</p> <p>well-known problem; above-mentioned report; hot-rolled strip, <i>but</i> a hotly disputed election; broad-based programme, <i>but</i> a broadly based programme</p>
<p>An <i>adjective</i> formed from a noun and a participle should be hyphenated.</p>	<p>drug-related crime; crime-fighting unit; oil-bearing rock</p>
<p><i>Compound phrases</i> are only hyphenated when used adjectivally before the noun.</p>	<p>policy for the long term, <i>but</i> long-term effects;</p> <p>production on a large scale, <i>but</i> large-scale redundancies;</p> <p>measures for flood control, <i>but</i> flood-control measures;</p> <p>the information is up to date, <i>but</i> up-to-date information</p>
<p><i>Nouns from phrasal verbs</i>. These are often hyphenated or written as single words. The situation is fluid.</p>	<p>handout, takeover, comeback, <i>but</i> follow-up, run-up, spin-off, start-up</p>

<p><i>Present participles of phrasal verbs.</i> When used as attributes they are generally hyphenated.</p>	<p>cooling-off period</p>
<p><i>Avoiding double consonants and vowels.</i> Hyphens are often used to avoid juxtaposing two consonants or two vowels.</p> <p>However, the hyphen is often omitted in frequently used words.</p>	<p>aero-elastic, anti-intellectual, part-time, re-election, re-entry, re-examine</p> <p>bookkeeping, coeducation, cooperation, coordinate, macroeconomic, microeconomic, radioactive</p>
<p><i>Numbers and fractions.</i> Numbers take hyphens when they are spelled out. Fractions take hyphens when used attributively, but not as nouns.</p>	<p>twenty-eight, two-thirds completed</p> <p>but an increase of two thirds</p>
<p><i>Prefixes before proper names.</i> Prefixes before proper names are hyphenated.</p>	<p>pro-American, intra-EU, mid-Atlantic, pan-European, trans-European</p> <p>Note, however, that ‘transatlantic’ is written solid.</p>

<p><i>Coordination of compounds.</i> Hyphenated compounds may be coordinated as follows:</p> <p>Where compounds are not hyphenated (closed compounds), they should not be coordinated but written out in full.</p>	<p>Technology- and science-based start-ups.</p> <p>macrostructural and microstructural changes</p> <p>or</p> <p>macro- and micro-structural changes</p> <p>not</p> <p>macro- and microstructural changes</p>
<p><i>One word or two?</i> This is often a question of personal preference, but for the sake of consistency, use the following:</p>	<p>healthcare database email factsheet roadmap peacebuilding peacekeeping</p> <p>per cent master plan under way think tank</p>

6. Punctuation

Punctuation marks in English are always – apart from dashes – closed up to the preceding word.

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

Be aware that punctuation conventions in other languages differ from those in English, so when translating or when writing as a non-native speaker do not let the source language or your mother tongue interfere.

The use of punctuation marks may be superfluous in some cases, e.g. around capitalised names. See also 3. Capital letters.

He asked his assistant: “Did you book my flight?”

(and **not**: He asked his assistant, “ Did you book my flight ? ”)

6.1 Colons

<p><i>Colons</i> 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). It stands in place of ‘that is (to say)’ or ‘such as’. The part before the colon must be a full sentence in its own right, but the second need not be.</p> <p>Colons do not require the next word to start with a capital.</p> <p>Colons can also introduce a quotation or direct speech.</p> <p>Watch out for the use of the colon in German in place of a relative pronoun; an alternative formulation is probably more appropriate in English.</p>	<p>We made a few minor changes to the programme: <i>[that is to say]</i> different dates, a new venue and three new speakers.</p> <p>He declared: “English punctuation rules are so complicated!”</p> <p><i>Die neuesten Prognosen zeigen: Die Abhängigkeit von wenigen, politisch instabilen Förderländern droht weiter zu steigen.</i></p> <p>The latest forecasts show that dependence on a few politically unstable producer countries is likely to increase.</p>
<p>A colon may be useful to edit a ‘heavy’ source text:</p>	<p><i>E-Verkaufsanwendungen sind weniger stark verbreitet als die E-Beschaffung. Das erklärt sich aus dem aufgrund von Produktcharakteristiken eingeschränktem Anwendungspotenzial.</i></p> <p>E-sales are less widespread than e-procurement: potential applications are limited by product characteristics.</p>

6.2 Semicolons

Semicolon. Use a semicolon rather than a comma to combine two closely related sentences into one without a linking conjunction:

You may also use semicolons instead of commas to separate items in a series, especially phrases that themselves contain commas.

The committee dealing with the question of commas agreed on a final text; however, the issue of semicolons was not considered.

The success of the programme hinged on the prompt and correct implementation of the initial project; the careful monitoring, updating and assessment of the agreed measures; and the ongoing cooperation among partner countries and with priority countries.

6.3 Commas

"I was working on the proof of one of my poems all morning, and took out a comma. In the afternoon, I put it back." (Oscar Wilde)

There **are** some comma rules in English:

Items in a series. Here, the comma may be considered to stand for a missing 'and' or 'or'.

A serial comma (Oxford comma) may be inserted before the final 'and' (or 'or') if needed to clearly indicate items in a series.

John mowed the lawn, Mary did the cooking and Frank lazed around.
He came, saw and conquered.
The committee considered sugar, beef and milk products.

sugar, beef and veal, and milk products
I dedicate this book to my parents, Nelson Mandela, and God.

<p>A comma also comes before 'etc.' in a series: but not if no series is involved.</p> <p>Commas also separate adjectives in series: but not if the adjectives do not form a series. Here, 'stable' modifies 'agricultural prices', i.e. the phrase cannot be read as 'stable and agricultural prices'.</p>	<p>Sugar, beef, milk products, etc.</p> <p>They discussed milk products etc., then moved on to sugar.</p> <p>moderate, stable prices</p> <p>stable agricultural prices</p>
<p><i>Non-defining relative clauses.</i> These are special cases of parenthetical phrases. Non-essential information is added between commas, which have a similar parenthetical function to brackets (see Section 6.5). The relative pronoun is 'who' or 'which'.</p> <p>In a <i>defining relative clause</i> without commas, the relative pronoun is 'who', 'which' or 'that':</p>	<p>The translations, which have been revised, can now be sent out. (added detail – non-defining – all the translations have all been revised)</p> <p>Do not use 'that' as the relative pronoun in non-defining clauses.</p> <p>The translations which (or that) have been revised can now be sent out. (defining the subset that is to be sent out – only those that have been revised are to be sent out)</p>

6.4 Dashes

<p><i>Short dashes</i> or ‘en’ dashes look like this: –.</p> <p>They are used to join coordinate or contrasting pairs and to join ranges (see 11. Ranges)</p> <p>and for parenthesis (in pairs or singly).</p>	<p>The Brussels–Paris route, a current–voltage graph, the height–depth ratio</p> <p>London – as you know – is a melting pot of cultures.</p> <p>Switzerland is world-famous for watches – and chocolate.</p>
<p><i>Microsoft Word formatting</i></p> <p>There are various keyboard combinations for an ‘en’ dash in Microsoft Word.</p>	<p>Ctrl + - on the numeric keypad</p> <p>Hyphen + spacebar (continue typing and the hyphen(s) convert automatically)</p>
<p>Long dashes or ‘em’ dashes are rarely found in British English texts; they are used in American English.</p>	

6.5 Brackets

<p><i>Round brackets.</i> Also known as parentheses, round brackets are used much like commas, except that the text they contain has a lower emphasis. They are often used to expand on or explain the preceding item in the text.</p>	<p>ARZOD (an employment service) is based in Ruritania.</p>
<p><i>Square brackets.</i> Square brackets are used to make insertions in quoted material which do not appear in the original quotation.</p>	<p>“Let them [the poor] eat cake.”</p>

<p>Bracketed sentences. A whole sentence in brackets should have the final stop inside the closing bracket.</p> <p>When translating e.g. names of institutions, place the translation in brackets after the original name.</p>	<p>(Do not forget the stop at the end of the preceding sentence as well.)</p> <p>The Ecole polytechnique fédérale Lausanne (Federal Institute of Technology in Lausanne) is hosting a conference on biotechnology.</p>
<p>Footnote numbers in the text should appear outside of punctuation, unless they refer to text within parentheses.</p>	<p>The consumption of raw materials (the majority of which are mined in Africa¹) is high.²</p>

6.6 Inverted commas

<p>Use ‘...’ or “...”. Anything resembling „...“ or «...» does NOT belong in an English text. Use double inverted commas around direct speech and single quotation marks for speech within speech or to isolate a word or phrase in a text.</p>	<p>“Does the German term ‘Bund’ mean ‘Confederation’ in this context?”, he asked.</p>
<p>Other punctuation and inverted commas. Place a concluding punctuation mark after a single isolating inverted comma:</p> <p>In reported speech, place punctuation inside the inverted commas. If the quotation itself contains a concluding mark, no full stop is required after the quotation marks.</p> <p>Be aware the difference in German:</p>	<p>The American government favours ‘a two-way street in arms procurement’.</p> <p>Thatcher once declared: “There is no such thing as society!”</p> <p>“Brexit means Brexit,” May announced.</p> <p>„Ich habe einen Traum“, sagte Mr King (final comma outside quotation marks)</p> <p>“I have a dream,” said Mr King (final comma within quotation marks)</p>

<p>English text in source documents. An English phrase cited in a foreign language text retains the inverted commas in the English target text.</p> <p>But if a single English word or phrase is put in inverted commas simply to show that it is a foreign element, remove these in the target text.</p>	<p><i>In den letzten Jahren hat das Thema „Diversity“ stark an Bedeutung gewonnen.</i></p> <p>The topic of diversity has become increasingly important in recent years.</p>
<p>So-called. Inverted commas are preferable to ‘so-called’, which has pejorative connotations, to render <i>soi-disant</i>, <i>sogenannt</i>, etc.</p> <p>In some cases, ‘known as’ may be an appropriate translation. In many cases it can be omitted altogether (in particular when the thing ‘so genannt’ is a noun in English) and inverted commas are therefore also unnecessary.</p>	<p><i>Ein Beispiel dafür ist die als Pilot eingeführte Kostengutsprache bei Fördergesuchen, der sogenannte CTI Voucher.</i></p> <p>One example of this is the credit voucher introduced as a pilot for funding requests, the CTI voucher.</p>
<p>Other uses. Generally, use inverted commas as sparingly as possible for purposes other than actual quotation.</p> <p>French and German authors tend to make frequent use of inverted commas for nouns in apposition (often programme or committee names etc.).</p> <p>It is preferable to omit the quotation marks in English and reverse the order.</p>	<p><i>le Conseil ‘Agriculture’ das SCCER ,BIOSWEET‘</i></p> <p>the Agriculture Council the BIOSWEET SCCER</p>

6.7 Apostrophes

<p><i>Plurals of abbreviations</i> do not take an apostrophe.</p>	<p>SMEs, PICs, UFOs, UASs, FITs</p>
<p><i>Plurals of lower case single letters</i> may, however, take an apostrophe to avoid misunderstanding.</p>	<p>Dot your i's. Mind your p's and q's. cf: dos and don'ts</p>
<p><i>Plurals of figures</i>, including decades, do not take an apostrophe.</p>	<p>Pilots of 747s undergo special training. Listen to the greatest hits of the 1980s on Radio Live 105.</p>

7. Numbers

<p><i>General.</i> In deciding whether to write numbers in words or figures, the first consideration should be consistency within a passage. Numbers up to ten should be written out in full in continuous text.</p> <p>Numbers above ten may be written in figures, unless they begin a sentence, in which case they should be written in words.</p> <p>If the passage contains both kinds, however, use either figures or words for all the numbers.</p>	<p>The committee discussed ten items at the meeting.</p> <p>They discussed 27 items at the meeting. <i>but</i> Twenty-seven items were discussed at the meeting.</p>
<p><i>Units of measurement.</i> Always use figures with units of measurement that are denoted by symbols or abbreviations.</p> <p>The converse does not hold. If the units of measurement are spelled out, the numbers do not also have to be spelled out but may be written in figures.</p>	<p>EUR 50 or fifty euros 250kW or two hundred and fifty kilowatts 5 °C or five degrees Celsius</p> <p>250 kilowatts, 500 metres</p>
<p><i>Hundred and thousand.</i> There is a choice of using either figures or words.</p> <p>Million and billion, however, may be combined with figures.</p> <p>Use a hard space (CTRL + Shift + space bar) between numbers and their unit.</p>	<p>300 or three hundred, not 3 hundred EUR 3,000 or three thousand euros, not EUR 3 thousand</p> <p>2.5 million, 3 million, 31 billion</p>

<p>Writing out numbers. As a rule avoid combining single-digit figures and words using hyphens.</p> <p>But note set phrases such as:</p>	<p>a three-year period, a five-door car not a 2-hour journey</p> <p>40-hour week, 24-hour clock</p>										
<p>Abbreviating 'million' and 'billion'. Use the letters m and bn without a space for sums of money to avoid frequent repetitions of <i>million</i> and <i>billion</i>. This applies particularly to tables where space is limited.</p> <p>In running text, such as in press releases, write million and billion out in full.</p>	<p>300m 5bn</p> <p>Mexico City has a population of 21.2 million people.</p>										
<p>Decimal points and commas. English uses a decimal point, not a comma.</p>	<table border="0"> <thead> <tr> <th><u>DE/FR/IT</u></th> <th><u>ENGLISH</u></th> </tr> </thead> <tbody> <tr> <td>4,5</td> <td>4.5</td> </tr> </tbody> </table>	<u>DE/FR/IT</u>	<u>ENGLISH</u>	4,5	4.5						
<u>DE/FR/IT</u>	<u>ENGLISH</u>										
4,5	4.5										
<p>Thousands.</p> <p>In running text, use a comma:</p> <p>In tables and diagrams use a hard space (Ctrl-Shift-spacebar), as the thousands separator.</p>	<table border="0"> <thead> <tr> <th><u>DE/FR/IT</u></th> <th><u>ENGLISH</u></th> </tr> </thead> <tbody> <tr> <td>3'000</td> <td>3,000</td> </tr> <tr> <td>3 000</td> <td></td> </tr> <tr> <td>30'000</td> <td>30 000</td> </tr> <tr> <td>30 000</td> <td></td> </tr> </tbody> </table>	<u>DE/FR/IT</u>	<u>ENGLISH</u>	3'000	3,000	3 000		30'000	30 000	30 000	
<u>DE/FR/IT</u>	<u>ENGLISH</u>										
3'000	3,000										
3 000											
30'000	30 000										
30 000											
<p>Spacing. No space between numbers and units of measurement</p> <p>with the exception of degrees Celsius and Fahrenheit, where a hard space (key combination: Ctrl-Shift-spacebar) is needed between numbers and the unit of measurement.</p>	<p>50kg 100% 60m</p> <p>15 °C 120 °F</p>										

<p><i>Coordinates.</i> The symbols of measurement (degrees, seconds, etc.) are set close up to the figure. There is a hard space (key combination: Ctrl-Shift-spacebar) between the figure and the compass point.</p>	<p>50° N 15° 7' 5" W</p>
<p><i>Ordinals.</i> Write ordinal suffixes on the line.</p>	<p>1st not 1st; 4th not 4th, etc.</p>

8. Currency

Always use the international currency codes (ISO 4217, see e.g. <http://www.xe.com/iso4217.php>), placing them before the number. In particular, EUR for euros and CHF for Swiss francs. Alternatively, if appropriate, write out in full.

Anything resembling Sfr. 20.-- in the source text should be written thus:

The franc is divided into 100 centimes; avoid 'Rappen' and 'cents'.

CHF 50/fifty Swiss francs
not SFr. or Fr.

EUR 200/two hundred euros

CHF 20

9. Fractions

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

Avoid combining figures and words.

a two-thirds increase

but

an increase of two thirds

two-thirds completed,

not

2/3 completed

10. Percentages

<p><i>Per cent.</i> Note that 'per cent' is normally written as two words in British English. Use per cent where the number is also spelled out in words and in running text.</p> <p>With figures, use the per cent sign (%) with no space.</p> <p>For aesthetic reasons, in a section of text with lots of instances of 'per cent' you may decide to use the per cent sign instead of the word.</p> <p>Observe the distinction between per cent (or %) and percentage point(s).</p>	<p>twenty per cent</p> <p>25%</p> <p>Rates rose by two percentage points, from 40% to 42% (an increase of 5%).</p>
<p><i>Percentages.</i> Express percentage relationships in running text economically, especially when translating:</p>	<p><i>Un taux de 65% par rapport à la totalité des exportations en dehors de l'Union européenne</i> translates simply as: 65% of EU exports.</p>

11. Ranges

<p><i>Written out.</i> When a range is written out, repeat symbols and multiples (i.e. thousand, million, etc.).</p>	<p>from CHF 20 million to CHF 30 million between 10 °C and 70 °C</p>
<p><i>Abbreviated form.</i> When a range is indicated by an 'en' dash, do not repeat the symbol or multiple if they do not change and close up the dash between the figures.</p> <p>If the symbol or multiple changes, however, leave a blank space on either side of the dash.</p>	<p>CHF 20–30 million 10–70 °C 9–11am</p> <p>100kW – 40MW 9am – 2pm</p>

12. Dates and time

<p>Dates. Write out the month, preceded by a simple figure for the day (noth etc.). Use a hard space (CTRL + Shift + space bar).</p> <p>Note that the American convention is mm/dd/yy.</p>	<p>25 July 2007</p> <p>9/11 or September 11</p>
<p>Avoid redundancy. If the year in question is clear from the context, do not repeat the year number.</p>	<p>On 19 January 2011 the government decided however, on 7 February it reversed the decision.</p>
<p>Systems of chronology. The letters AD come before the number, whereas BC follows.</p>	<p>AD 2000</p> <p>347 BC</p>
<p>Time spans. Use a closed-up en dash. For the second figure, you should not repeat the century if it is the same, but you should always include the decade.</p> <p>However, the century may be repeated in the first decade of a new century.</p> <p>Note that 1990–91 is two 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.</p>	<p>1939–45, 1990–96, 1996–2006, 2010–12</p> <p>2002–2006</p>
<p>Prepositions and conjunctions around year numbers. Make sure you always have a pair of words.</p>	<p>From 1990 to 1995 (not from 1990–95)</p> <p>Between 1990 and 1995 (not between 1990–95)</p> <p>1990 to 1995 inclusive (not 1990–95 inclusive)</p>
<p>Decades. When referring to decades, write e.g. <i>the 1990s</i> (no apostrophe).</p>	<p>The 1990s</p>

<p>Time of day. Use the 12-hour system unless the 24-hour system is necessary or preferable for clarity's sake. The 24-hour system is usual in timetables. Separate the hours from the minutes with a point in the 12-hour system and with a colon in the 24-hour system.</p>	<p>1am, 4.30pm 1:00, 16:30</p>
<p>Hours. Abbreviate 'hour(s)' to hr(s):</p>	<p>The time allowed for the test is 2½ hrs</p>
<p>Years in titles. In the titles of reports, programmes etc., place the year in initial position, unlike in German, French and Italian.</p>	<p>The 2017 annual report. The 2018 Data Protection Shield Review.</p>

13. Abbreviations

<p><i>General.</i> The prime consideration when using abbreviations should be to help the reader. First, then, they should be easily understood. So when an abbreviation that may not be familiar to readers first occurs, it is best to write out the full term followed by the abbreviation in brackets.</p> <p>Do not use abbreviations needlessly. If space is not an issue, or if an abbreviation is needed only once or twice, use the full form or a truncated form of the title.</p> <p>An abbreviation in the source text should not be rendered by an improvised one in English. If there is no established English abbreviation, the full form of the foreign language abbreviation should be spelled out in English.</p> <p>Refer to TERMDAT for established abbreviations in English of Swiss institutions.</p>	<p>The Emissions Trading Scheme (ETS) should enable the EU to meet its Kyoto target.</p> <p>The Emissions Trading Scheme is now in operation throughout the EU ... The scheme will involve constant monitoring of emissions trading activities.</p> <p>A reference to the EDK (for 'Schweizerische Konferenz der kantonalen Erziehungsdirektoren') in a German text should be spelled out as 'the Swiss Conference of Cantonal Ministers of Education (EDK)' rather than something like CCME, and the abbreviation EDK can be used thereafter.</p>
<p><i>Definitions.</i> Abbreviations in the broad sense can be classed into two main categories, each in turn divided into two sub-categories:</p> <p>Acronyms and initialisms</p> <p><i>Acronyms</i> are words formed from the first (or first few) letters of a series of words, and are pronounced as words. They never take points. No article is required.</p>	<p>SECO, SEM, ENSI, OFCOM, FINMA, SERI, DETEC (not 'the SERI'; 'the DETEC')</p>

Initialisms are formed from the initial letters of a series of words, usually written without points, and each separate letter is pronounced. They are preceded by 'the'.

NB Some organisations may not follow this rule. Respect each organisation's usage but be aware of the unreliability of the English version of many Swiss websites. Apply the rule in all cases for the Federal Administration.

Contractions and truncations

Contractions omit the middle of a word and, in British usage, are not followed by a point.

Number is contracted to No (Latin 'numero'), plural Nos without a point.

Truncations omit the end of a word and sometimes other letters as well, and end in a point.

The CTI, the FDFA, the FOEN, the BBC, the USA, the WEF*

*Note: If you come across 'WEF' in a text it may be referring to the WEF Annual Meeting and not just the organisation. In which case, write it as such.

Mr, Ms, Dr

No 1, Nos 2, 4, 6

Feb., Tues.
cf.

<p><i>Writing acronyms.</i> Acronyms with five letters or fewer are written in upper case.</p> <p>Acronyms with six letters or more should normally be written with an initial capital followed by lower case.</p> <p>Note, however, that some acronyms eventually become common nouns, losing even the initial capital.</p>	<p>AIDS, COST, EFTA, TRIPS</p> <p>Benelux, Esprit</p> <p>Exceptions: organisations that themselves use upper case (such as UNESCO) and other acronyms conventionally written in upper case (WYSIWYG).</p> <p>laser, radar, sonar</p>
<p><i>Writing initialisms.</i> Initialisms are usually written in capitals, whatever their length, and take no points.</p> <p>If the full expressions are lower case or mixed case, however, the initialisms may follow suit.</p>	<p>The EEA, FDFA, ICRC, WTO, also AD, NB, PS</p> <p>FCh, PhD</p>

<p><i>Writing truncations.</i> Truncations end in a point.</p> <p>Note also:</p> <p>Plural forms are contractions and so do not take a point.</p> <p>Truncated forms used as codes or symbols do not take points.</p> <p>Nor is there a point after the abbreviation of ‘versus’.</p>	<p>Jan., Sun., Co., etc.</p> <p>St. Street (St Saint, contraction without a point)</p> <p>p. page; pp. pages (with space before number: p. 6)</p> <p>l. line, ll. lines</p> <p>f. following page, ff. following pages (do not use et seq., et seqq.)</p> <p>figures figs (figure fig.) volumes vols (volume vol.)</p> <p>EN, kg</p> <p>Roe v Wade Manchester United v YB</p>
<p><i>Names.</i> Note that first names should be abbreviated with a single letter only, followed by a point (in names, omit the second letter ‘h’, which is retained in German) (e.g. in the organisation charts of the federal offices).</p> <p>Multiple initials should normally be written with points and separated by a space. For compound first names, use both initials with points and joined by a hyphen.</p>	<p>Adrian: A., Stephen: S., Thomas: T.</p> <p>G. W. Bush Anne-Marie: A.-M.</p>
<p><i>Foreign-language abbreviations.</i> Untranslated foreign-language abbreviations should retain the capitalisation conventions of the original.</p>	<p>GmbH; SA (don’t replace by inc. or Ltd.)</p>

e.g. and i.e. Each letter is followed by a point. Use a comma, colon, or dash before 'e.g.' and 'i.e.', but no comma after them. If a footnote begins with them, they nevertheless remain in lower case. If a list begins with 'e.g.' do not end it with 'etc.'

He talked about many things, e.g. the difficulties of life in Switzerland.

14. Lists

Listing items. Take care that each item is a grammatically correct continuation of the introduction to the list. Do not change syntax midstream, for example by switching from noun to verb. Avoid running the sentence on after the list of points, either by incorporating the final phrase in the introductory sentence or by starting a new sentence.

The health centres are in charge of:

- providing primary healthcare for the local population
- taking measures to fight malaria
- cooperating with the local authorities.
(**not** 'cooperation with local authorities')

15. Foreign words and phrases

<p>Font style. Foreign words and phrases used in an English text should be italicised (no inverted commas) and should have the appropriate accents.</p> <p>There are some exceptions of words and phrases that are now in common use and are considered part of the English language.</p>	<p><i>inter alia, raison d'être</i></p> <p>role, ad hoc, per capita, per se, etc.</p>														
<p>Personal names should retain their original accents.</p>	<p>Dürrenmatt</p>														
<p>Quotations. Place verbatim quotations in foreign languages in quotation marks without italicising the text.</p>	<p>On his visit to Beijing Mr Kohl announced: "Ich bin ein Pekinese".</p>														
<p>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:</p>	<table> <tr> <td>Beijing</td> <td>(Peking)</td> </tr> <tr> <td>Guangzhou</td> <td>(Canton)</td> </tr> <tr> <td>Nanjing</td> <td>(Nanking)</td> </tr> <tr> <td>Xinjiang</td> <td>(Sinkiang)</td> </tr> </table> <p>The spelling of 'Shanghai' remains the same.</p>	Beijing	(Peking)	Guangzhou	(Canton)	Nanjing	(Nanking)	Xinjiang	(Sinkiang)						
Beijing	(Peking)														
Guangzhou	(Canton)														
Nanjing	(Nanking)														
Xinjiang	(Sinkiang)														
<p>False Anglicisms. Beware of false Anglicisms which crop up in some German texts.</p>	<table> <thead> <tr> <th><u>GERMAN</u></th> <th><u>ENGLISH</u></th> </tr> </thead> <tbody> <tr> <td>Beamer</td> <td>projector</td> </tr> <tr> <td>Mobbing</td> <td>bullying</td> </tr> <tr> <td>Homepage</td> <td>website</td> </tr> <tr> <td>(Startseite</td> <td>homepage)</td> </tr> <tr> <td>Wellness</td> <td>spa</td> </tr> <tr> <td>Happy End</td> <td>happy ending</td> </tr> </tbody> </table>	<u>GERMAN</u>	<u>ENGLISH</u>	Beamer	projector	Mobbing	bullying	Homepage	website	(Startseite	homepage)	Wellness	spa	Happy End	happy ending
<u>GERMAN</u>	<u>ENGLISH</u>														
Beamer	projector														
Mobbing	bullying														
Homepage	website														
(Startseite	homepage)														
Wellness	spa														
Happy End	happy ending														

16. Singular or plural

<p><i>Collective nouns.</i> Use the singular form of the verb when the emphasis is on the whole entity.</p> <p>Use the plural when the emphasis is on a group of individuals.</p>	<p>The government is considering the matter. The Commission was not informed.</p> <p>The police have failed to trace the goods. A majority of the Committee were in favour.</p>
<p><i>Countries and organisations with a plural name</i> take the singular form of the verb.</p> <p>Groups of islands take a plural verb.</p>	<p>The United States is reconsidering its position. The United Nations was unable to reach agreement.</p> <p>The Bahamas lie off the coast of Florida.</p>
<p><i>Multiple subject.</i> Use a singular verb when a multiple subject clearly forms a whole.</p>	<p>Checking and stamping the forms is the job of the customs authorities.</p>
<p><i>Words in -ics.</i> These are singular when used to denote a scientific discipline or body of knowledge (mathematics, statistics, economics) but plural in all other contexts.</p>	<p>Economics is commonly regarded as a soft science. The economics of the new process were studied in depth.</p>
<p><i>A statistic.</i> The singular 'statistic' is a back-formation from the plural and means an individual item of data from a set of statistics.</p>	
<p><i>Data</i> can be construed as an uncountable noun and so takes a singular verb.</p> <p>However, in scientific, statistical and financial contexts, it is likely to be found with a plural verb.</p>	<p>Little data is available to support the conclusions. Big data is a new phenomenon.</p> <p>The data come a day after the vote on monetary policy.</p>

<p>None. When followed by an uncountable noun, 'none' takes a singular verb.</p> <p>Otherwise it can take a singular or plural verb, depending on the desired emphasis (specifically 'not one' or 'not any'), and when qualified ('almost none', 'none but a few') it must take a plural verb.</p>	<p>None of the water is polluted. None of the money is missing.</p> <p>None of us is perfect. Almost none of the members are going. None but a few were able to go.</p>
<p>Decimal fractions and zero. When referring to countable items, they take the plural form of the verb.</p> <p>When an amount is referred to, the verb is in the singular, although the subject may be plural.</p>	<p>Swiss people eat on average 2.5 kilos of chocolate a year. It weighs zero pounds.</p> <p>Half a kilo is too much. 2.5 kilos is too little. There's 20 francs on the table.</p>
<p>Sums of money take a singular verb.</p>	<p>CHF 50 million is a lot of money.</p>

17. Gender-neutral language

<p><i>General.</i> Using gender-neutral formulations is more than a matter of political correctness. Some methods of achieving gender neutrality in English are more successful than others.</p>	
<p><i>He/she.</i> Avoid the clumsy he/she etc., except in legal documents (contracts etc.) and perhaps in non-running text such as application forms.</p>	<p>Avoid: If a student fails his/her exam, he/she must change his/her major.</p>
<p><i>Generic she.</i> Avoid alternating use of 'he' and 'she' in the same text. It comes across as arbitrary and can lead to confusion.</p>	<p>Avoid: Just as a stonemason building the ground floor of a medieval cathedral might aspire to its completion even if he knows that he will not personally be around to be involved in its completion, a practitioner who aspires that awakening will be achieved need not believe that she will be around to see it, but only hope that her own conduct and practice will facilitate that (The Case for 'Soft Atheism' by Gary Gutting, The New York Times, 15 May 2014).</p>

<p><i>Singular they</i> and associated pronouns. Do not be afraid of using this well-established form in order to avoid the clumsy he/she etc. If possible, make the subject plural as well, even though it may be singular in the source text.</p> <p>However, in contracts and similar documents the singular ‘they’ should be avoided.</p>	<p>“She kept her head and kicked her shoes off, as everybody ought to do who falls into deep water in their clothes.” (C.S. Lewis, <i>Voyage of the Dawn-Treader</i>, 1952)</p> <p>“I know when I like a person directly I see them!” (Virginia Woolf, <i>The Voyage Out</i>, 1915)</p> <p>One student failed their exam. They then decided to change their major.</p>
<p><i>Second person or imperative form.</i> In some texts, for example in manuals or sets of instructions, it is more natural in English to address the reader directly using the second person or even the imperative form.</p>	<p>You should first turn on your computer. or First turn on your computer. and not The user should first turn on his/her computer.</p>
<p><i>Noun forms.</i> Use your judgement in choosing noun forms to emphasise or de-emphasise gender.</p> <p>For certain occupations a substitute for a gender-specific term is now commonly used to refer to a person working in those occupations.</p>	<p>chairman, chairwoman, chairperson or chair</p> <p>flight attendants/cabin crew instead of air hostesses firefighters instead of firemen police officer instead of policeman or policewoman tradesperson instead of tradesman</p>

18. Correspondence

<p><i>Drafting and translating outgoing letters.</i></p> <p>Remember the basic pairs for opening and closing letters.</p> <p>Aide memoire: you cannot put two s's together.</p> <p>If you address the correspondent by their first name in an informal communication such as an email, you can sign off with the following:</p> <p>However, this should generally be avoided in formal letters.</p>	<p>Addressee unknown: Dear Sir or Madam <i>or</i> To whom it may concern</p> <p>...</p> <p>Yours faithfully</p> <p>Addressee known: Dear Mr/Ms/Dr Smith</p> <p>...</p> <p>Yours sincerely</p> <p>Do not write: 'Dear Sir ... Yours sincerely'</p> <p>Kind regards <i>or</i> Best regards</p>
<p><i>Layout.</i> Contrary to most CD Bund letter templates, in English the person's title does not appear on a separate line.</p>	<p>Mr Bill de Blasio Main Street New York, 10035 NY</p> <p>not: Mr Bill de Blasio etc.</p>

19. Names and titles

<p>Titles. As a matter of courtesy, use Ms in English unless you know the person concerned prefers otherwise (e.g. Mrs for a woman who is married and has taken her husband's surname). Note that the French Mme and German Frau are likewise courtesy titles.</p>	<p>Ms – Mme – Frau</p> <p>A Mme or Frau is not necessarily a Mrs (i.e. married)</p>
<p>Names. Avoid the non-English practice of repeating the first name in running text. Wherever possible spell out the first name the first time round and use a title thereafter. Also avoid repeating lengthy titles.</p> <p>See Section 13 on abbreviating names.</p>	<p>Simonetta Sommaruga (first mention) Ms Sommaruga (thereafter) Ueli Maurer, President of the Swiss Confederation (first mention) Mr Maurer (thereafter)</p>
<p>Foreign-language titles. Avoid titles not customary in English, but note that if you use Mr or Ms, you must obviously be sure of the gender of the person in question.</p>	<p>DE: Prof. Dr. H. Schmidt EN: Prof. H. Schmidt</p> <p>DE: Dipl. Ing. W. Braun EN: Mr W. Braun</p> <p>DE: Frau B. De Bruyn EN: Ms B. De Bruyn</p> <p>FR: M. Reuter EN: Mr Reuter</p>
<p>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.</p>	

Wissenschaftlicher Mitarbeiter/collaborateur scientifique is a one-size-fits-all title given to federal employees which generally says very little about what the person actually does.

As there is no decent equivalent for this catch-all term in English, it is worth checking with the client to find out what the person's role entails.

In many cases, the descriptor could be left out entirely when the section/department clearly indicates the nature of the work.

In the Federal Office of Justice this person may be a 'legal consultant'; in the Federal Statistical Office, a 'data research specialist', etc.

The FDFA frequently uses 'desk officer'. A possible catch-all in English could be some sort of 'officer'.

Kenneth MacKenzie, Terminology Section

20. Names of bodies

<p><i>Official names.</i> If a body, for example an international organisation, has an official name in English, always use that.</p> <p>If it does not, follow the tips below.</p>	<p>World Organisation for Animal Health (rather than Organisation Mondiale de la Santé Animale)</p>
<p><i>Proper names.</i> If the name is essentially a proper name, such as a company name, leave it in the original form. However, at the first mention it may sometimes be useful to include an ad hoc or previously used translation or to give an explanation.</p>	<p>The company's name had by now been changed from Pfaffenhofener Würstli (Pfaffenhofen Sausages) to Bayrische Spezialitäten (Bavarian Specialties).</p> <p>The Freiburger Wanderverein (a local Swiss hiking association) offers activities year round.</p>
<p><i>Familiar foreign names.</i> If a body's original language name is familiar to the intended readership, or the body uses it in its own English texts, use that rather than a translation.</p>	<p>UBS has issued a strict dress code guide to staff in Switzerland.</p> <p>Médecins Sans Frontières has long been active in this region.</p>

21. Swiss political system

<p><i>The Confederation.</i> Switzerland is officially known as ‘the Swiss Confederation’. This name appears in international agreements, on the Swiss passport etc.</p> <p>The federal state authorities are usually referred to as ‘the Confederation’.</p> <p>The term ‘federal government’ may also be used, particularly when specifying its role.</p>	<p>Agreement between the European Community and the Swiss Confederation on the Carriage of Goods and Passengers by Rail and Road.</p> <p>There are three levels of state: the Confederation, cantons and communes.</p> <p>The federal government finances road construction.</p>
<p><i>Federal Council.</i> The Swiss government comprises the seven members of the Federal Council.</p> <p>The Federal Council is the highest executive authority of the country.</p>	<p>DE/FR: Bundesrat/Conseil fédéral EN: Federal Council</p> <p>DE/FR: die Exekutive/le pouvoir exécutif EN: the executive</p> <p>DE/FR: die Schweizer Regierung/le gouvernement suisse EN: the Swiss government</p>
<p><i>Bundespräsident/Président de la Confédération</i> are translated as President of the Swiss Confederation.</p> <p>This title is not, however, used in conjunction with a name.</p>	<p>Bundespräsident Maurer/le Président de la Confédération Maurer is translated as: First use: the President of the Swiss Confederation, Mr Ueli Maurer, today met his Turkish counterpart ... Thereafter: Mr Maurer</p>

<p><i>Swiss government titles.</i> These titles frequently appear in texts and are translated as follows:</p> <p>When not used as a title, they should be lower case (see Section 3 on capitalisation)</p> <p>Avoid 'National Councillor' etc.</p>	<p>DE/FR: Bundesrat/Conseiller fédéral EN: Federal Councillor</p> <p>DE/FR: Bundeskanzlerin/Chancelière de la Confédération EN: Federal Chancellor</p> <p>DE/FR: Vizekanzler/Vice-chancelier EN: Vice Chancellor</p> <p>DE/FR: Ständerat/Conseiller aux États EN: Member of the Council of States</p> <p>DE/FR: Nationalrat/Conseiller national EN: Member of the National Council</p>
<p><i>Federal bodies.</i> English titles exist for most federal agencies/offices. These are listed in Annex 2 and can also be found in TERMDAT and 'The Swiss Confederation. A Brief Guide'.</p> <p>After the first mention, the full name may also be shortened if there is no risk of confusion.</p>	

<p>Parliament. Switzerland has a bicameral parliament: the National Council and the Council of States, which together constitute the Federal Assembly. The two chambers have equal status; there is no 'upper' or 'lower' house.</p> <p>The National Council represents the general electorate.</p> <p>The Council of States represents the cantons.</p> <p>When sitting in joint session (to elect members of the Federal Council) it sits as the United Federal Assembly.</p>	<p>References to Parliament:</p> <p>The Federal Assembly</p> <p>The Swiss parliament</p> <p>but avoid 'Swiss Federal Assembly'</p>
<p>Swiss political parties. A list of the main Swiss political parties can be found in Annex 3.</p>	

<p>Courts. The Federal Supreme Court is the highest court in Switzerland.</p> <p>There are three federal courts of first instance.</p>	<p>DE/FR: die Justiz/la Justice EN: The judiciary DE/FR: Bundesgericht/Tribunal fédéral EN: Federal Supreme Court</p> <p>DE/FR: höchste richterliche Instanz/ autorité judiciaire suprême EN: highest judicial authority</p> <p>DE/FR: das Bundesstrafgericht/ le Tribunal pénal fédéral EN: The Federal Criminal Court</p> <p>DE/FR: das Bundesverwaltungsgericht/ le Tribunal administratif fédéral EN: The Federal Administrative Court</p> <p>DE/FR: das Bundespatentgericht/ le tribunal fédéral des brevets EN: The Federal Patent Court</p>
<p>Committees and commissions.</p> <p>A distinction is made between parliamentary committees and extra-parliamentary commissions.</p> <p>The names of the parliamentary committees are listed in Annex 3.</p>	<p>Parliamentary committees Extra-parliamentary commissions (these do not all have established titles in English).</p>

22. Swiss legislation

A large selection of English translations of Swiss legislation is available on the Federal Administration website (www.admin.ch). The collection is steadily being expanded and updated. The following remarks provide some general advice on how to translate Swiss legislative texts. The examples are given in German and English.

<p><i>Standard titles.</i> Most titles of federal legislation are available in English in the Federal Administration terminology database, TERMDAT. They follow the rules shown in the examples on the right. However, titles cited on some Federal Administration websites and on external sites may not follow these rules.</p> <p>Do not use ‘Federal Law on ...’</p>	<p>Examples of standard titles:</p> <p>Bundesgesetz Federal Act of 1 January 2005 on ...</p> <p>Verordnung Ordinance of 1 January 2005 on ...</p> <p>Bundesbeschluss Federal Decree of 1 January 2005 on ...</p> <p>Bundesratsbeschluss Federal Council Decree of 1 January 2005 on ...</p> <p>Botschaft des Bundesrates Federal Council Dispatch on ...</p>
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Article, paragraph etc. Use the following translations and abbreviations:

Artikel	article	Art.
Absatz	paragraph	para.
Buchstabe	letter	let.
Ziffer	number	No

Amended by No 1 of the Ordinance of 30 June 2010

Note that there are no commas inserted.

Art. 11 para. 1 let. b BO

Also note that the abbreviated form and its reference in the **Classified Compilation of Federal Legislation (SR number)** immediately follow the citation in brackets.

under Art. 4 para. 1 let. b of the Collective Investment Schemes Ordinance (CISO; SR 951.311).

Where reference is made to an article or paragraph in the body of the text, then the word 'Article' is not abbreviated. If the reference is made in brackets after the main text, then the abbreviated form is used.

This issue is addressed in Article 10.

The draft Federal CET Act implements the constitutional mandate on CET (Art. 65a of the Federal Constitution).

23. Translating Swiss legislation

<p><i>Disclaimer.</i> Translations begin with the following disclaimer:</p>	<p>English is not an official language of the Swiss Confederation. This translation is provided for information purposes only and has no legal force.</p>
<p><i>Acts and ordinances</i> generally start and end in the same way, first of all with the title, a short title, an abbreviation of the title, and a date. If the law has no short title or abbreviation in the Swiss languages, omit these in English too.</p> <p>In running text, the full title is usually cited as: Act of [date] on [topic].</p>	<p>Federal Act on Gender Equality (Gender Equality Act, GEA)</p> <p>of 24 March 1995 (Status as of 18 April 2006)</p> <p>The Federal Act of 24 March 1995 on Gender Equality.</p>
<p><i>Preamble.</i> Below the dates there is a ‘preamble’, which normally takes a standard form, citing the legislation that forms the basis for the act or ordinance in question.</p> <p>The preamble ends with the ‘verb’: in acts this is ‘decrees’ and in ordinances ‘ordains’.</p>	<p>The Federal Assembly of the Swiss Confederation, based on the Articles 4 paragraph 2, 34^{ter} paragraph 1 letter a, 64 and 85 section 3 of the Federal Constitution¹, and having considered the Federal Council Dispatch dated 24 February 1993², decrees:</p>
<p>The <i>key words</i> in main headings are in upper case. In article headings, only the first word is in upper case.</p>	<p>Section 7: Criminal Provisions</p> <p>Art. 37 Violation of the duty to report</p>

1 [BS 1 3; AS 1981 1243]

2 BBl 1993 I 1248

<p>Don't add explanatory text or footnotes to your translation, even if the source text appears badly written or unclear.</p> <p>On the other hand, feel free to leave out words that add little or nothing to the sense. For example, the German adjectives 'zuständig', 'verantwortlich', 'entsprechend', 'betreffend', etc. often appear simply to be making weight.</p>	
<p><i>Final provisions.</i> Most legislative texts end with their 'Final Provisions'. Here again the wording is fairly standard.</p> <p>Note that the UK legislative terms 'commencement' and 'come into force' are generally preferred to the more cumbersome 'entry/enter into force'.</p>	<p>Chapter 7: Final Provisions</p> <p>Art. 33 Implementing provisions</p> <p>¹ The Federal Council shall enact the implementing provisions.</p> <p>² It may assign implementation responsibilities to the cantons or to private legal entities.</p> <p>³ It may delegate administrative responsibilities in the area of host state policy to private legal entities.</p> <p>Art. 34 Repeal and amendment of current legislation</p> <p>The repeal and amendment of the current legislation is regulated in the Annex.</p> <p>...</p> <p>Art. 173 Transitional provisions</p> <p><i>1. Transitional provision relating to Art. 13 (Disciplinary measures)</i></p> <p>Article 13 applies to infringements that are committed after this Act comes into force.</p>

	<p>Art. 36 Referendum and commencement</p> <p>¹ This Act is subject to an optional referendum.</p> <p>² The Federal Council shall determine the commencement date.</p> <p>Commencement date: 1 January 2008</p>
<p>Be careful of <i>archaic vocabulary</i> never heard in modern everyday life, nor seen in any of your other translations, however formal. English translations of Swiss laws favour 'in accordance with' or 'under' rather than 'according to' or 'pursuant to', as they have a lower risk of ambiguity.</p> <p>'Hereby' is usually unnecessary, and 'hereto', 'therefrom', 'therefor', etc. are also archaic, although they are often the neatest solution to a translation difficulty. 'On' should be preferred to 'upon'.</p>	<p>If the disinherited person challenges the disinheritance on the grounds that the reason therefor is incorrect, any heir or legatee wishing to benefit from the disinheritance must prove that the reason is correct. (CC Art. 479)</p> <p>If the testator makes a will without expressly revoking a previous will, the later will supersedes the earlier unless it is manifestly no more than a codicil thereto. (CC Art. 511)</p> <p>No rights of private ownership apply to public waters or to land not suitable for cultivation, such as rocks and scree, firn and glaciers, or to springs rising therefrom, unless proof to the contrary is produced. (CC Art. 664)</p>
<p>Often <i>Article 2 or 3</i> contains a list of definitions. Here a fairly standard style used in the UK is recommended, rather than attempting to follow the original.</p>	<p>Art. 3 Definitions</p> <p>In this Act:</p> <p>a. Foreign national means ...</p>

<p>Many acts contain <i>criminal provisions</i>, which are generally worded in a similar style and structure.</p>	<p>Art. 123³ Common assault 1. Any person who wilfully causes injury to the person or the health of another in any other way is liable on complaint to a custodial sentence not exceeding three years or to a monetary penalty.</p>								
<p>Swiss law still makes reference to different categories of crime.</p>	<table border="0"> <tr> <td>Strafbare Handlung</td> <td>offence</td> </tr> <tr> <td>Verbrechen</td> <td>felony</td> </tr> <tr> <td>Vergehen</td> <td>misdemeanour</td> </tr> <tr> <td>Übertretung</td> <td>contravention</td> </tr> </table>	Strafbare Handlung	offence	Verbrechen	felony	Vergehen	misdemeanour	Übertretung	contravention
Strafbare Handlung	offence								
Verbrechen	felony								
Vergehen	misdemeanour								
Übertretung	contravention								
<p>The principal penalties are a custodial sentence, a monetary penalty made up of daily penalty units and the fine.</p>	<table border="0"> <tr> <td>Freiheitsstrafe</td> <td>custodial sentence</td> </tr> <tr> <td>Geldstrafe</td> <td>monetary penalty</td> </tr> <tr> <td>Tagessätze</td> <td>daily penalty units</td> </tr> <tr> <td>Busse</td> <td>fine</td> </tr> </table>	Freiheitsstrafe	custodial sentence	Geldstrafe	monetary penalty	Tagessätze	daily penalty units	Busse	fine
Freiheitsstrafe	custodial sentence								
Geldstrafe	monetary penalty								
Tagessätze	daily penalty units								
Busse	fine								
<p>Offences may be committed wilfully or through negligence. Most serious offences are prosecuted <i>ex officio</i>, while less serious offences are prosecuted on complaint.</p>	<table border="0"> <tr> <td>vorsätzlich</td> <td>committed wilfully</td> </tr> <tr> <td>fahrlässig</td> <td>through negligence</td> </tr> <tr> <td>Offizialdelikt</td> <td>serious offence</td> </tr> <tr> <td>auf Antrag</td> <td>on complaint</td> </tr> </table>	vorsätzlich	committed wilfully	fahrlässig	through negligence	Offizialdelikt	serious offence	auf Antrag	on complaint
vorsätzlich	committed wilfully								
fahrlässig	through negligence								
Offizialdelikt	serious offence								
auf Antrag	on complaint								

³ Amended by No I of the Federal Act of 23 June 1989, in force since 1 Jan. 1990 (AS **1989** 2449 2456; BBl **1985** II 1009).

24. Use of modal verbs

Swiss legislative texts in German use a variety of verb forms to convey the idea of obligation.

<p>Use 'must do' to translate 'muss machen', 'hat zu machen' and 'ist zu machen' forms.</p>	
<p>Where the German text uses a present tense but appears to impose an obligation (i.e. if it would make sense to use 'must' in the English version of the sentence), you can use 'shall' in English.</p> <p>Don't use 'shall' where the Swiss text uses 'muss' or 'kann'.</p>	<p>[...] <i>so stellt die Behörde ihre Mitteilungen der von der asylsuchenden Person zuerst bezeichneten bevollmächtigten Person zu.</i></p> <p>[...] the authority shall address its communications to the first agent authorised by the asylum seeker.</p> <p>(Article 12, Asylum Act)</p>
<p>Don't use 'shall' when simply stating a fact.</p>	<p>¹ <i>Dieses Gesetz findet keine Anwendung auf Tatsachen und Beschwerden, die sich auf Wahlen und Abstimmungen vor seinem Inkrafttreten beziehen.</i></p> <p>¹ This Act does not apply to any matters or appeals that relate to elections or popular votes that have taken place prior to its coming into force.</p>

<p>Be careful with the verb ‘können’; it is normally translated as ‘may’ (not ‘can’) in legislative texts as it expresses permission or a discretionary power. On rare occasions, it expresses ability, and so is translated as ‘can’.</p>	<p>⁴ <i>Bei Einanlegerfonds können die Fondsleitung und die SICAV die Anlageentscheide an die einzige Anlegerin oder an den einzigen Anleger delegieren.</i></p> <p>⁴ In the case of single investor funds, the fund management company and the SICAV may delegate the investment decisions to the single investor.</p> <p>¹ <i>Die Fondsleitung und die SICAV dürfen Geschäfte mit Derivaten tätigen, sofern:</i> [...] <i>c. die mit der Abwicklung und der Überwachung betrauten Personen qualifiziert sind und die Wirkungsweise der eingesetzten Derivate jederzeit verstehen und nachvollziehen können.</i></p> <p>¹ The fund management company and the SICAV may conduct transactions in derivatives provided: [...] c. the persons entrusted with processing and monitoring are qualified to do so, and can at all times comprehend and track the effect of the derivatives used.</p>						
<p><i>Footnotes</i> also follow a fairly standard pattern.</p>	<p><i>Fassung gemäss Anhang Ziff.</i> Amended by Annex No</p> <table border="0"> <tr> <td>in Kraft seit</td> <td>In force since</td> </tr> <tr> <td>Aufgehoben durch</td> <td>Repealed by</td> </tr> <tr> <td>Eingefügt durch</td> <td>Inserted by</td> </tr> </table>	in Kraft seit	In force since	Aufgehoben durch	Repealed by	Eingefügt durch	Inserted by
in Kraft seit	In force since						
Aufgehoben durch	Repealed by						
Eingefügt durch	Inserted by						

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How to write clearly

This part of the Style Guide provides some examples of translation challenges we face on a daily basis and suggestions on how to deal with them, in order to produce even better translations. They are presented in no particular order.





When translating, it is worth reminding ourselves over and again of the points below.

Many of these ideas are taken from the European Commission document 'How to write clearly'. Other examples are taken from various Federal Administration documents translated by the Federal Chancellery English Service.

Clear up the text

Don't be afraid to **make changes in order to improve the source text**:

Do not repeat dates unnecessarily (e.g. stating current year).

- | | |
|---|--|
|  | <i>La stratégie constitue en outre une contribution importante de la Suisse à la Conférence de l'ONU sur le développement durable, qui aura lieu à Rio de Janeiro en juin 2012.</i> |
|  | The strategy also forms an important contribution by Switzerland to the UN summit on sustainable development to be held in Rio de Janeiro in June this year (if we are in 2012). |

If an **abbreviation** is used, make sure this is written out in full the FIRST time it is used, and use the abbreviation thereafter. If the organisation, scheme etc. is only mentioned once in the text, an abbreviation may not be necessary.

- | | |
|---|--|
|  | <i>Aus praktischen Gründen wird das Treffen am 2. Mai 2012 (13–15 Uhr) in Leipzig im Rahmen des ITF-Forums im Gebäude des Congress Centrum Leipzig (CCL) stattfinden ... Unsere Zusammenkunft findet zwar als Side-Event innerhalb des Internationalen Transportforums (ITF/OECD) statt...</i> |
|  | For practical reasons, this meeting will take place on 2 May 2012 (1–3 pm) in Leipzig, during the International Transport Forum (ITF) in the Congress Centrum Leipzig (CCL) building... Although our meeting will be a side event to the ITF/OECD ... |



Be aware that the source text **may contain redundant words which do not require translation**; this may be because loan words are used side-by-side with words of Germanic origin:

- | |
|---|
| <i>,die resultierenden Ergebnisse‘</i> |
| <i>,Events und Ereignisse‘</i> (it may be necessary to establish whether the author is actually referring to two different concepts which appear the same in English or if this repetition is just for stylistic purposes). |



Avoid ambiguity

Use one term to refer to one concept. You may find that the author of the source text has not kept to this rule.

Do not use the same word to refer to different things:



- | | |
|---|--|
|  | You must hand in your application by Tuesday. You may also submit an application for this deadline to be postponed. Your application ... <i>(what are we talking about now?)</i> |
|  | You must hand in your application by Tuesday. You may also ask for the deadline to be postponed. Your application... |

Do not use different words to refer to the same thing:

- | | |
|---|--|
|  | You must hand in your application by Tuesday. The committee may turn down your request. <i>(i.e. your application – or is it?)</i> |
|  | You must hand in your application by Tuesday. The committee may turn it down... |

Be aware that French frequently uses synonyms for stylistic purposes; this may be inappropriate and lead to confusion in English.

Also, where appropriate, use the positive rather than the negative form, even if the author has not done so:



- | | |
|---|--|
|  | It is not uncommon for applications to be rejected, so do not complain unless you are sure you have not completed yours incorrectly. |
|  | It is quite common for applications to be rejected, so complain only if you are sure you have completed yours correctly. |

(Examples taken from EU Commission's 'How to write clearly'.)


Use verbs rather than nouns

„Die Zulässigkeit der Berücksichtigung der Unkenntnis der Tatsache der Existenz einer solchen Verordnung ist vom Gesetz nirgends versagt.“

Be aware that NOUNS are used a lot more in German and French than in English. **Where possible, consider using a VERB:**

 durch die Anwendung von eine Überprüfung durchführen eine Verbesserung bewirken	 by using to review to improve
--	--

For example:

...avec le retrait annoncé de la Présidente de la Confédération, Micheline Calmy-Rey...
 Since the President of the Confederation, Micheline Calmy-Rey, announced her resignation...

or

Ein weiterer Schwerpunkt der Konferenz in Durban wird die finanzielle Unterstützung der Umsetzung der Klimamassnahmen in Entwicklungsländern sein.
 The Durban conference will also focus on financial mechanisms to help implement climate protection measures in developing countries. etc.

Be active, not passive

In a similar vein, the **active voice is more common** than the passive voice.

- | | |
|---|---|
|  | A recommendation was made by the European Parliament that consideration be given by the Member States to a simplification of the procedure. |
|  | The European Parliament recommended that the Member States consider simplifying the procedure. |

In the second example, the passive voice has been replaced by the active and the nouns by verbs, making the sentence more direct and clear.

HOWEVER, if the agent is not clear, it may not be possible to turn a German or French passive into the active voice in English.

Avoid the abstract

German especially has a tendency to be more abstract than English. When translating it may be necessary to add information to make a general term more specific. If in doubt, consult the client.

Be gender neutral

In most cases it is possible to **use a plural noun so as to avoid the he/she conundrum**.

<i>So wird der Leser angeregt, seine eigene Meinung zu bilden.</i>
--

- | | |
|---|--|
|  | This will encourage readers to form their own opinion. |
|---|--|

(If you do this consistently, make sure you DON'T translate sentences such as the following that may appear at the beginning or end of a document:

„Aus Gründen der besseren Lesbarkeit haben wir z. T. auf die Nennung der männlichen und weiblichen Form verzichtet. Es sind selbstverständlich immer beide Geschlechter gemeint.“)

Address the reader

In informative texts, e.g. manuals or websites, in English it is more common to **address the reader directly**. This often means replacing a German or French passive or impersonal form with an active form using 'you'.

Zuerst schaltet der Benutzer den Computer ein.



First turn on your computer.

Um die Ehe schliessen zu können, müssen die Brautleute die gesetzlich vorgesehenen Voraussetzungen erfüllen.



In order to get married, you must meet the following legal requirements:
(from www.ch.ch)

Syntax

Subject first

Standard English word order is **subject-verb-object**. Make sure your English sentence reads naturally by putting the subject at or reasonably near the beginning.

Compare:

*Mit Mitteln für den Schweizerischen Nationalfonds, die Akademien, Forschungsinstitutionen ausserhalb des Hochschulbereichs, die Mitgliedschaft der Schweiz in internationalen Forschungsorganisationen und die Zusammenarbeit in internationalen Wissenschaftsprogrammen investiert **das SBFI** in die Qualität des Forschungsplatzes Schweiz.*



SERI invests in the quality of Switzerland as a research location with resources for the Swiss National Science Foundation, academies, non-university research institutions, Switzerland's memberships in international research organisations and cooperation in international scientific programmes.

And of course, don't be afraid to **split long sentences** into two or even three in English.

Annex 1 Topography

Cantons and Cities

<u>GERMAN</u>	<u>FRENCH</u>	<u>ITALIAN</u>	<u>ENGLISH</u>
Aargau	Argovie	Argovia	Aargau
Appenzell Ausser-rhoden	Appenzell Rhodes-Extérieures	Appenzello Esterno	Appenzell Ausser-rhoden
Appenzell Inner-rhoden	Appenzell Rhodes-Intérieures	Appenzello Interno	Appenzell Inner-rhoden
Basel-Landschaft	Bâle-Campagne	Basilea Campagna	Basel-Landschaft
Basel-Stadt	Bâle-Ville	Basilea Città	Basel-Stadt
Bern	Berne	Berna	Bern
Freiburg	Fribourg	Friburgo	Fribourg
Genf	Genève	Ginevra	Geneva
Glarus	Glaris	Glarona	Glarus
Graubünden	Grisons	Grigioni	Graubünden
Jura	Jura	Giura	Jura
Luzern	Lucerne	Lucerna	Lucerne
Neuenburg	Neuchâtel	Neuchâtel	Neuchâtel
Nidwalden	Nidwald	Nidvaldo	Nidwalden
Obwalden	Obwald	Obvaldo	Obwalden
Schaffhausen	Schaffhouse	Sciaffusa	Schaffhausen
Schwyz	Schwyz	Svitto	Schwyz
Solothurn	Soleure	Soletta	Solothurn
St. Gallen	Saint-Gall	San Gallo	St Gallen
Thurgau	Thurgovie	Turgovia	Thurgau
Tessin	Tessin	Ticino	Ticino
Uri	Uri	Uri	Uri
Wallis	Valais	Vallese	Valais
Waadt	Vaud	Vaud	Vaud
Zug	Zoug	Zugo	Zug
Zürich	Zurich	Zurigo	Zurich

Lakes

<u>GERMAN</u>	<u>FRENCH</u>	<u>ITALIAN</u>	<u>ENGLISH</u>
Bielersee	Lac de Bienne	Lago di Bienne	Lake Biel
Bodensee	Lac de Constance	Lago di Costanza	Lake Constance
Genfersee	Lac Léman	Lago Lemano	Lake Geneva
Langensee	Lac Majeur	Lago Maggiore	Lake Maggiore
Luganensee	Lac de Lugano	Lago di Lugano	Lake Lugano
Neuenburgersee	Lac de Neuchâtel	Lago di Neuchâtel	Lake Neuchâtel
Vierwaldstättersee	Lac de Lucerne	Lago dei Quattro Cantoni	Lake Lucerne
Zürichsee	Lac de Zurich	Lago di Zurigo	Lake Zurich

Regions

<u>GERMAN</u>	<u>FRENCH</u>	<u>ITALIAN</u>	<u>ENGLISH</u>
Alpennordhang	versant nord des Alpes	pendio nordalpino	northern Alps
Alpennordseite	Nord des Alpes	Nord delle Alpi; versante alpino settentrionale	(area) north of the Alps
Berner Oberland	l'Oberland bernois	Oberland bernese	Bernese Oberland
Deutschschweiz	Suisse alémanique	Svizzera tedesca	German-speaking part of Switzerland
Engadin	Engadine	Engadina	Engadine
Genferseebogen	arc/région lémanique	Arco lemanico	Lake Geneva region
italienische Schweiz	Suisse italienne	Svizzera italiana	Italian-speaking part of Switzerland

die lateinische Schweiz	Suisse latine	Svizzera latina	French-, Italian- and Romansh-speaking parts of Switzerland
Mittelland, Flachland	Plateau suisse	Altopiano svizzero	Swiss Plateau
Nordwestschweiz	Suisse du Nord-Ouest	Svizzera nordoccidentale	north-western Switzerland
Oberwallis	Haut-Valais	Alto Vallese	Upper Valais
Ostschweiz	Suisse orientale	Svizzera orientale	eastern Switzerland
Romandie; Westschweiz: französische Schweiz	Romandie; Suisse romande	Romandia; Svizzera romanda; Svizzera francese	French-speaking part of Switzerland
Rütli	Grütli	Rütli	Rütli
Seeland	le Seeland	il Seeland	Seeland
Unterwallis	Bas-Valais	Basso Vallese	Lower Valais
Voralpen, Alpenvorland	les préalpes	le Prealpi	Alpine foothills; foothills of the Alps
Zentralschweiz, Innerschweiz	Suisse centrale	Svizzera centrale	central Switzerland

Valleys (keep original name)

<u>GERMAN</u>	<u>FRENCH</u>	<u>ITALIAN</u>	<u>ENGLISH</u>
Diemtigtal	Val de Travers	Valle di Maggia	etc.

Annex 2 Federal Administration

<u>GERMAN</u>	<u>FRENCH</u>	<u>ITALIAN</u>	<u>ENGLISH</u>
Schweizerische Eidgenossenschaft	Confédération suisse	Confederazione Svizzera	Swiss Confederation
Bundesrat BR	Conseil fédéral CF	Consiglio federale	Federal Council
Bundesrat, Bundesrätin	conseiller/ère fédéral/e	consigliere/a federale	Federal Councillor
Bundespräsident/in	président/e de la Confédération	presidente della Confederazione	President of the Swiss Confederation
Vize-Präsident-in des Bundesrates	vice-président du Conseil fédéral	vicepresidente del Consiglio federale	Vice President of the Federal Council
Bundeskanzler/ Bundeskanzlerin	chancelier/ chancelière de la Confédération	cancelliere/cancelliera della Confederazione	Federal Chancellor
Vizekanzler/in	vice-chancelier/ère	vicecancelliere/a	Vice Chancellor
Vorsteher (eines Departements)	chef du Département	capo del Dipartimento	Head (of a Department)
Direktion	direction	direzione	Director's Office
Geschäftsleitung	direction	direzione	senior management/management board/management team
Generalsekretariat	secrétariat général	Segreteria generale	General Secretariat
Generalsekretär/in	Secrétaire général	segretario generale	Secretary General
Staatssekretär/in	Secrétaire d'Etat	segretario di Stato	State Secretary
Bundeskanzlei BK	Chancellerie fédérale ChF	Cancelleria federale CaF	Federal Chancellery FCh

Eidgenössisches Departement für auswärtige Angelegenheiten EDA	Département fé- déral des affaires étrangères DFI	Dipartimento federale degli affari esteri DFAE	Federal Depart- ment of Foreign Affairs FDFA
Politische Direktion PD	Direction politique DP	Direzione politica DP	Directorate of Poli- tical Affairs DP
Direktion für europäische Ange- legenheiten DEA	Direction des af- faires européennes DAE	Direzione degli affari europei DAE	Directorate for European Affairs DEA
Direktion für Völker- recht DV	Direction du droit international public DDIP	Direzione del diritto internazionale pub- blico DDIP	Directorate of Inter- national Law DIL
Direktion für Ressourcen DR	Direction des ressources DR	Direzione delle risorse DR	Directorate for Resources DR
Konsular Direktion KD	Direction consulaire DC	Direzione consolare DC	Consular Directorate CD
Vertretungen der Schweiz im Aus- land	représentations de la Suisse à l'étranger	rappresentanze svizzere all'estero	Switzerland's rep- resentations abroad
Direktion für Entwicklung und Zusammenarbeit DEZA	Direction du déve- loppement et de la coopération DDC	Direzione dello sviluppo e della cooperazione DSC	Swiss Agency for Development and Cooperation SDC
Eidgenössisches Departement des Innern EDI	Département fé- déral de l'intérieur DFI	Dipartimento federale dell'inter- no DFI	Federal Depart- ment of Home Affairs FDHA
Eidg. Büro für die Gleichstellung von Mann und Frau EBG	Bureau fédéral de l'égalité entre femmes et hommes BFEG	Ufficio federale per l'uguaglianza fra donna e uomo UFU	Federal Office of Gender Equality FOGE
Bundesamt für Kultur BAK	Office fédéral de la culture OFC	Ufficio federale della cultura UFC	Federal Office of Culture FOC

Schweizerische Nationalbibliothek NB	Bibliothèque nationale BN	Biblioteca nazionale svizzera BNS	Swiss National Library NL
Schweizerische Bundesarchiv BAR	Archives fédérales AFS	Archivio federale svizzero AFS	Swiss Federal Archives SFA
Bundesamt für Meteorologie und Klimatologie MeteoSchweiz	Office fédéral de météorologie et de climatologie MétéoSuisse	Ufficio federale di meteorologia e climatologia MeteoSvizzera	Federal office of Meteorology and Climatology MeteoSwiss
Bundesamt für Gesundheit BAG	Office fédéral de la santé publique OFSP	Ufficio federale della sanità pubblica UFSP	Federal Office of Public Health FOPH
Bundesamt für Statistik BFS	Office fédéral de la statistique OFS	Ufficio federale di statistica UST	Federal Statistical Office FSO
Bundesamt für Sozialversicherung BSV	Office fédéral des assurances sociales OFAS	Ufficio federale delle assicurazioni sociali UFAS	Federal Social Insurance Office FSIO
Bundesamt für Lebensmittelsicherheit und Veterinärwesen BLV	Office fédéral de la sécurité alimentaire et des affaires vétérinaires OSAV	Ufficio federale della sicurezza alimentare e di veterinaria USAV	Federal Food Safety and Veterinary Office FSVO
Schweizerisches Heilmittelinstitut Swissmedic	Institut suisse des produits thérapeutiques Swissmedic	Istituto svizzero per gli agenti terapeutici Swissmedic	Swiss Agency for Therapeutic Products Swissmedic
Schweizerisches Nationalmuseum SNM	Musée national suisse MNS	Museo nazionale svizzero MNS	Swiss National Museum SNM
Die Schweizer Kulturstiftung Pro Helvetia	Fondation suisse pour la culture Pro Helvetia	Fondazione svizzera per la cultura Pro Helvetia	Swiss Arts Council Pro Helvetia

Eidgenössisches Justiz- und Polizeideparte- ment EJPD	Département fédéral de justice et police DFJP	Dipartimento fe- derale di giustizia e polizia DFGP	Federal Depart- ment of Justice and Police FDJP
Staatssekretariat für Migration SEM	Secrétariat d'État aux migrations SEM	Segreteria di Stato della migrazione SEM	State Secretariat for Migration SEM
Bundesamt für Justiz BJ	Office fédéral de la justice OFJ	Ufficio federale di giustizia UFG	Federal Office of Justice FOJ
Bundesamt für Polizei fedpol	Office fédéral de la police fedpol	Ufficio federale di polizia fedpol	Federal Office of Police fedpol
Eidgenössische Spielbankenkom- mission ESBK	Commission fédé- rale des maisons de jeu CFMJ	Commissione fede- rale delle case da gioco CFCG	Federal Gaming Board FGB
Schweizerisches Institut für Rechts- vergleichung SIR	Institut suisse de droit comparé ISDC	Istituto svizzero di diritto comparato ISDC	Swiss Institute for Comparative Law SICL
Eidgenössische Schiedskommission für die Verwendung von Urheberrechten und verwandten Schutzrechten EschK	Commission arbitrale fédérale pour la gestion des droits d'auteur et de droits voisins CAF	Commissione arbi- trale federale per la gestione dei diritti d'autore e dei diritti affini CAF	Federal Arbitration Commission for the Exploitation of Copyrights and Related Rights FACO
Nationale Kommis- sion zur Verhütung von Folter NKVF	Commission natio- nale de prévention de la torture CNPT	Commissione nazionale per la prevenzione della tortura CNPT	National Commis- sion for the Pre- vention of Torture NCPT
Eidgenössische Kommission für Migrationsfragen EKM	Commission fédé- rale pour les ques- tions de migration CFM	Commissione fede- rale della migrazio- ne CFM	Federal Commis- sion on Migration FCM

Eidgenössische Revisionsaufsichtsbehörde RAB	Autorité fédérale de surveillance en matière de révision ASR	Autorità federale di sorveglianza dei revisori ASR	Federal Audit Oversight Authority FAOA
Eidgenössisches Institut für Geistiges Eigentum IGE	Institut fédéral de la propriété intellectuelle IPI	Istituto federale della proprietà intellettuale IPI	Federal Institute of Intellectual Property IIP
Eidgenössisches Institut für Metrologie METAS	Institut fédéral de métrologie METAS	Istituto federale di metrologia METAS	Federal Institute of Metrology METAS
Eidgenössisches Departement für Verteidigung, Bevölkerungsschutz und Sport VBS	Département fédéral de la défense, de la protection de la population et des sports DDPS	Dipartimento federale della difesa, della protezione della popolazione e dello sport DDPS	Federal Department of Defence, Civil Protection and Sport DDPS
Oberauditorat	Office de l'auditeur en chef	Ufficio dell'uditore in capo	Office of the Armed Forces Attorney General
Schweizer Armee	Armée suisse	Esercito Svizzero	Swiss Armed Forces
Bundesamt für Bevölkerungsschutz BABS	Office fédéral de la protection de la population OFPP	Ufficio federale della protezione della popolazione UFPP	Federal Office for Civil Protection FOCP
Bundesamt für Sport BASPO	Office fédéral du sport OFSP	Ufficio federale dello sport UFSP	Federal Office of Sport FOSPO
armasuisse	armasuisse	armasuisse	armasuisse
Nachrichtendienst des Bundes NDB	Service de renseignement de la Confédération SRC	Servizio delle attività informative della Confederazione SIC	Federal Intelligence Service FIS

Bundesamt für Landestopographie swisstopo	Office fédéral de topographie swisstopo	Ufficio federale di topografia swisstopo	Federal Office of Topography swisstopo
Eidgenössisches Finanzdepartement EFD	Département fédéral des finances DFF	Dipartimento federale delle finanze DFF	Federal Department of Finance FDF
Staatssekretariat für internationale Finanzfragen SIF	Secrétariat d'État aux questions financières internationales SFI	Segreteria di Stato per le questioni finanziarie internazionali SFI	State Secretariat for International Financial Matters SIF
Eidgenössische Finanzverwaltung EFV	Administration fédérale des finances AFF	Amministrazione federale delle finanze AFF	Federal Finance Administration FFA
Eidgenössisches Personalamt EPA	Office fédéral du personnel OPPER	Ufficio federale del personale UPPER	Federal Office of Personnel FOPER
Eidgenössische Steuerverwaltung ESTV	Administration fédérale des contributions AFC	Amministrazione federale delle contribuzioni AFC	Federal Tax Administration FTA
Eidgenössische Zollverwaltung EZV	Administration fédérale des douanes AFD	Amministrazione federale delle dogane AFD	Federal Customs Administration FCA
Bundesamt für Informatik und Telekommunikation BIT	Office fédéral de l'informatique et de la télécommunication OFIT	Ufficio federale dell'informazione e della telecomunicazione UFIT	Federal Office of Information Technology, Systems and Telecommunication FOITT
Bundesamt für Bauten und Logistik BBL	Office fédéral des constructions et de la logistique OFCL	Ufficio federale delle costruzioni e della logistica UFCL	Federal Office for Buildings and Logistics FOBL
Informatiksteuerungsorgan des Bundes ISB	Unité de pilotage informatique de la Confédération UPIC	Organo direzione informatica della Confederazione ODIC	Federal IT Steering Unit FITSU

Eidgenössische Finanzmarktaufsicht FINMA	Autorité fédérale de surveillance des Marchés financiers FINMA	Autorità federale di vigilanza sui mercati finanziari FINMA	Swiss Financial Market Supervisory Authority FINMA
Eidgenössische Finanzkontrolle EFK	Contrôle fédéral des finances CDF	Controllo federale delle finanze CDF	Swiss Federal Audit Office SFAO
Eidgenössische Alkoholverwaltung EAV	Régie fédérale des alcools RFA	Regia federale degli alcool RFA	Swiss Alcohol Board SAB
Pensionskasse des Bundes PUBLICA	Caisse fédérale de pensions PUBLICA	Cassa pensioni della Confederazione PUBLICA	Federal Pension Fund PUBLICA
Eidgenössisches Departement für Wirtschaft, Bildung und Forschung WBF	Département fédéral de l'économie, de la formation et de la recherche DEFER	Dipartimento federale dell'economia, della formazione e della ricerca DEFER	Federal Department of Economic Affairs, Education and Research EAER
Staatssekretariat für Wirtschaft SECO	Secrétariat d'État à l'économie SECO	Segreteria di Stato dell'economia SECO	Secretariat for Economic Affairs SECO
Staatssekretariat für Bildung, Forschung und Innovation SBFI	Secrétariat d'État à la formation, à la recherche et à l'innovation SEFRI	Segreteria di Stato per la formazione, la ricerca e l'innovazione SEFRI	State Secretariat for Education, Research and Innovation SERI
Bundesamt für Landwirtschaft BLW	Office fédéral de l'agriculture OFAG	Ufficio federale dell'agricoltura UFAG	Federal Office for Agriculture FOAG
Bundesamt für wirtschaftliche Landesversorgung BWL	Office fédéral pour l'approvisionnement économique du pays OFAE	Ufficio federale per l'approvvigionamento economico del Paese UFAE	Federal Office for National Economic Supply FONES

Bundesamt für Wohnungswesen BWO	Office fédéral du logement OFL	Ufficio federale delle abitazioni UFAB	Federal Housing Office FHO
Preisüberwachung PUE	Surveillance des prix SPR	Sorveglianza dei prezzi SPR	Office of the Price Supervisor PRS
Wettbewerbskommission WEKO	Commission de la concurrence COMCO	Commissione della concorrenza COMCO	Competition Commission COMCO
Bereich der Eidgenössischen Technischen Hochschulen ETH Bereich	Domaine des écoles polytechniques fédérales EPF	Settore dei politecnici federali PF	Domain of the Federal Institutes of Technology ETH Domain
Eidgenössisches Hochschulinstitut für Berufsbildung EHB	Institut fédéral des hautes études en formation professionnelle IFFP	Istituto universitario federale per la formazione professionale IUFFP	Swiss Federal Institute for Vocational Education and Training SFIVET
Kommission für Technologie und Innovation KTI	Commission pour la technologie et l'innovation CTI	Commissione per la tecnologia e l'innovazione CTI	Commission for Technology and Innovation CTI
Eidgenössisches Departement für Umwelt, Verkehr, Energie und Kommunikation UVEK	Département fédéral de l'environnement, des transports, de l'énergie et de la communication DETEC	Dipartimento federale dell'ambiente, dei trasporti, dell'energia e delle comunicazioni DATEC	Federal Department of the Environment, Transport, Energy and Communications DETEC
Bundesamt für Verkehr BAV	Office fédéral des transports OFT	Ufficio federale dei trasporti UFT	Federal Office of Transport FOT
Bundesamt für Zivilluftfahrt BAZL	Office fédéral de l'aviation civile OFAC	Ufficio federale dell'aviazione civile UFAC	Federal Office of Civil Aviation FOCA
Bundesamt für Energie BFE	Office fédéral de l'énergie OFEN	Ufficio federale dell'energia UFE	Swiss Federal Office of Energy SFOE

Bundesamt für Strassen ASTRA	Office fédéral des routes OFROU	Ufficio federale delle strade USTR	Federal Roads Office FEDRO
Bundesamt für Kommunikation BAKOM	Office fédéral de la communication OFCOM	Ufficio federale delle comunicazioni UFCOM	Federal Office of Communications OFCOM
Bundesamt für Umwelt BAFU	Office fédéral de l'environnement OFEV	Ufficio federale dell'ambiente UFAM	Federal Office for the Environment FOEN
Bundesamt für Raumentwicklung ARE	Office fédéral du développement territorial ARE	Ufficio federale dello sviluppo territoriale ARE	Federal Office for Spatial Development ARE
Eidgenössisches Nuklearsicherheits-Inspektorat ENSI	Inspection fédérale de la sécurité nucléaire IFSN	Ispettorato federale della sicurezza nucleare IFSN	Swiss Federal Nuclear Safety Inspectorate ENSI
Eidgenössischer Datenschutz- und Öffentlichkeitsbeauftragter EDÖB	Préposé fédéral à la protection des données et à la transparence PFPDT	Incaricato federale della protezione dei dati e della trasparenza IFPDT	Federal Data Protection and Information Commissioner FDPIC
ETH Bereich	Domaine des EPF	Settore dei PF	ETH Domain
Eidgenössische Technische Hochschule ETH	Ecole polytechnique fédérale EPF	Politecnico federale PF	Federal insitute of technology FIT
Eidgenössische Technische Hochschule Zurich ETHZ/ETH Zurich	Ecole polytechnique fédérale de Zurich EPFZ	Politecnico federale di Zurigo PFZ	Swiss Federal Insitute of Technology Zurich ETH Zurich
Eidgenössische Technische Hochschule Lausanne ETHL/ETH Lausanne	Ecole polytechnique fédérale de Lausanne EPFL	Politecnico federale di Losanna PFL	Swiss Federal Insitute of Technology Lausanne EPF Lausanne

<p>Eidgenössische Anstalt für Wasserversorgung, Abwasserreinigung und Gewässerschutz Eawag</p>	<p>Institut fédéral pour l'aménagement, l'épuration et la protection des eaux Eawag</p>	<p>Istituto federale per l'approvvigionamento, la depurazione e la protezione delle acque Eawag</p>	<p>Swiss Federal Institute of Aquatic Science and Technology Eawag</p>
<p>Eidgenössische Materialprüfungs- und Forschungsanstalt Empa</p>	<p>Laboratoire fédéral d'essai des matériaux et de recherche Empa</p>	<p>Laboratorio federale di prova dei materiali e di ricerca Empa</p>	<p>Swiss Federal Laboratories for Materials Testing and Research Empa</p>

Annex 3 Parliament

<u>GERMAN</u>	<u>FRENCH</u>	<u>ITALIAN</u>	<u>ENGLISH</u>
Ständerat	Conseil des États	Consiglio degli Stati	Council of States
Nationalrat	Conseil national	Consiglio nazionale	National Council
Ständerat/rätin	conseiller aux États, députée au Conseil des États	consigliere/a agli Stati	member of the Council of States
Ständeratspräsi- dent/in	président/e du Conseil des États	presidente del Consiglio degli Stati	President of the Council of States
Nationalrat/rätin	conseiller national/ conseillère natio- nale	consigliere nazi- onale	member of the National Council
Nationalratspräsi- dent/in	président/e du Conseil national	presidente del Consiglio nazionale	President of the National Council
Parlament	Parlement	Parlamento	Parliament
Bundesversamm- lung	Assemblée fédérale	Assemblea federale	Federal Assembly
Vereinigte Bundes- versammlung	Assemblée fédérale (chambres réunies)	Assemblea federale (Camere riunite)	United Federal Assembly
Aufsichtskom- missionen und -delegationen	Commissions et délégations de surveillance	Commissioni e delegazioni di vigilanza	Supervisory committees and delegations
Finanzkommissio- nen FK	Commissions des finances CdF	Commissioni delle finanze CdF	Finance Commit- tees FC
Finanzdelegation	Délégation des finances	Delegazione delle finanze	Finance Delegation
Geschäftsprüfungs- kommissionen GPK	Commissions de gestions CdG	Commissioni della gestione CdG	Control Commit- tees CC

Geschäftsprüfungsdelegation	Délégation des Commissions de gestion	Delegazione delle Commissioni della gestione	Control Delegation
Parlamentarische Untersuchungskommission PUK	Commission d'enquête parlementaire CEP	Commissione parlamentare d'inchiesta CPI	Parliamentary Investigation Committee PIC
Legislative Kommissionen	Commissions législatives	Commissioni legislative	Legislative committees
Aussenpolitische Kommissionen APK	Commissions de politique extérieure CPE	Commissioni della politica estera CPE	Foreign Affairs Committees FAC
Kommissionen für Wissenschaft, Bildung und Kultur WBK	Commissions de la science, de l'éducation et de la culture CSEC	Commissioni della scienza, dell'educazione e della cultura CSEC	Science, Education and Culture Committees SECC
Kommissionen für soziale Sicherheit und Gesundheit SGK	Commissions de la sécurité sociale et de la santé publique CSSS	Commissioni della sicurezza sociale e della sanità CSSS	Social Security and Health Committees SSHC
Kommissionen für Umwelt, Raumplanung und Energie UREK	Commissions de l'environnement, de l'aménagement du territoire et de l'énergie CEATE	Commissioni dell'ambiente, della pianificazione del territorio e dell'energia CAPTE	Environment, Spatial Planning and Energy Committees ESPEC
Sicherheitspolitische Kommissionen SiK	Commissions de la politique de la sécurité CPS	Commissioni della politica di sicurezza CPS	Security Policy Committees SPC
Kommissionen für Verkehr und Fernmeldewesen KVF	Commissions des transports et des télécommunications CTT	Commissioni dei trasporti e delle telecomunicazioni CTT	Transport and Telecommunications Committees TTC
Kommissionen für Wirtschaft und Abgaben WAK	Commissions de l'économie et des redevances CER	Commissioni dell'economia e dei tributi CET	Economic Affairs and Taxation Committees EATC

Staatspolitische Kommissionen SPK	Commissions des institutions politiques CIP	Commissioni delle istituzioni politiche CIP	Political Institutions Committees PIC
Kommissionen für Rechtsfragen RK	Commissions des affaires juridiques CAJ	Commissioni degli affari giuridici CAG	Legal Affairs Committees LAC
Weitere Kommissionen	Autres commissions	Altre commissioni	Other committees
Begnadigungskommission BeK	Commissions des grâces CGra	Commissione delle grazie CGra	Pardons and Jurisdiction Committee PC
Gerichtskommission GK	Commission judiciaire CJ	Commissione giudiziaria CG	Judiciary Committee JC
Immunitätskommission IK-N	Commission de l'immunité CdI-N	Commissione dell'immunità CdI-N	Immunity Committee IC-N
Redaktionskommission RedK	Commission de rédaction CdR	Commissione di redazione CdR	Drafting Committee DrC
Politische Parteien	Partis politiques	Partiti politici	Political parties
Schweizerische Volkspartei SVP	Union démocratique du centre UDC	Unione democratica di centro UDC	Swiss People's Party
Sozialdemokratische Partei SP	Parti socialiste PS	Partito socialista PS	Social Democratic Party
FDP.Die Liberalen FDP	PLR.Les Libéraux-Radicaux PLR	PLR.I Liberali PLR	FDP.The Liberals
Christlichdemokratische Volkspartei CVP	Parti démocrate-chrétien PDC	Partito popolare democratico PPD	Christian Democrat People's Party
Grünliberale Partei glp	Parti vert'libéral pvl	Partito verde liberale pvl	Green Liberal Party
Bürgerlich-Demokratische Partei BDP	Parti Bourgeois-Démocratique PBD	Partito borghese-democratico PBD	Conservative Democratic Party

Evangelische Volkspartei EVP	Parti évangélique PEV	Partito evangelico svizzero PEV	Swiss Evangelical People's Party
Grüne Partei/die Grünen	Parti écologiste/Les Verts	Partito ecologista svizzero/ I Verdi	Green Party
Lega dei Ticinesi	Lega dei Ticinesi	Lega dei Ticinesi	Lega dei Ticinesi
Christlich-soziale Partei Obwalden CSP	Parti chrétien-social Obwald PCS	Partito cristiano sociale Obvaldo PCS	Christian Social Party Obwalden
	Mouvement Citoyens Romand MCR	Movimento Cittadini Romando MCR	Citizen's Movement of French-Speaking Switzerland
Fraktionen	Groupes parlementaires	Gruppi parlamentari	Parliamentary groups
Fraktion der Schweizerischen Volkspartei	Groupe de l'Union démocratique du centre	Gruppo dell'Unione democratica di centro	SVP Group
Sozialdemokratische Fraktion	Groupe socialiste	Gruppo socialista	SP Group
CVP/EVP-Fraktion	Groupe PDC/PEV	Gruppo PPD/PEV	CVP/EVP Group
FDP-Liberale Fraktion	Groupe radical-libéral	Gruppo radicale-liberale	FDP Group
Grüne Fraktion	Groupe des Verts	Gruppo ecologista	Green Group
Grünliberale Fraktion	Groupe vert-libéral	Gruppo verde liberale	Green Liberal Group
BDP-Fraktion	Groupe PBD	Gruppo PBD	BDP Group
Konkordanz	concordance	concordanza	consensus (Federal Council); intercantonal agreement (cantonal)

magische Formel	formule magique	formula magica	magic formula
Gebäude	Bâtiments	Edifici	Buildings
Bundeshaus	Palais fédéral	Palazzo federale	Federal Palace
Bundeshaus West BHW	Palais fédéral ouest	Palazzo federale ovest	Federal Palace West Wing
Bundeshaus Ost BHO	Palais fédéral est	Palazzo federale est	Federal Palace East Wing
Bundeshaus Nord BHN	Palais fédéral nord	Palazzo federale nord	Federal Palace North Wing
Parlaments- gebäude	Palais du Parlement	Palazzo del Parla- mento	Parliament Building

