

English Language Service

General Style Guide

**A handbook for authors and translators
in the Federal Administration**

Third edition 2024



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

Federal Chancellery FCh

Publisher

Federal Chancellery
Terminology Section
English Language Service
CH-3003 Bern

english@bk.admin.ch
www.bk.admin.ch

Conception and production

Federal Chancellery
Communication Support Section

Third edition
Bern, September 2024

Contents

Introduction	5
Writing in English	7
1. Spelling	7
2. Interference effects	11
3. Capital letters	13
4. Geographical names	18
5. Compound words	22
6. Punctuation	26
6.1. Colons	27
6.2. Semicolons	28
6.3. Commas	28
6.4. Dashes	30
6.5. Brackets	31
6.6. Inverted commas	31
6.7. Apostrophes	33
7. Numbers	34
8. Currency	37
9. Fractions	38
10. Percentages	39
11. Ranges	40
12. Dates and time	41
13. Abbreviations	43

14.	Lists	48
15.	Foreign words and phrases	50
16.	Singular or plural	52
17.	Gender-neutral language	54
18.	Correspondence	56
19.	Names and titles	59
20.	Names of bodies and titles of works.....	61
21.	Swiss political system	63
	How to write clearly	67
	Annex 1 Topography	75
	Annex 2 Federal Administration	79
	Annex 3 Parliament	89

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 <https://premium.oxforddictionaries.com/english> or if that fails you, the Oxford English Dictionary www.oed.com.

Please note that this guide specifies some spellings which differ from those found in these dictionaries, e.g. compound words.

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

<i>British spelling.</i> 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. Retain original spellings in titles. These can be found on official websites. Use British spellings for the English names of bodies within the Federal Administration (NB these may appear differently in TERMDAT). Exception: FDF financial statements and treasury reports use US English.	TV programme <i>but</i> computer program International Labour Organization; US Department of Defense IT Service Centre
<i>Words in -ise/-ize.</i> 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.	organisation prioritise
<i>-yse.</i> The <i>-yse</i> form is the only correct spelling in British English.	paralyse, analyse

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.	aetiology, caesium, oenology, oestrogen, foetus etc. but medieval, fetus (scientific texts)
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</i>, <i>paralleled</i>) and adding <i>-er</i> to make nouns from verbs. A verb ending in a single vowel and a single consonant doubles the consonant when a suffix is added (<i>-ing</i>, <i>-ed</i>). Exceptions:	travel, travelling, travelled, traveller level, levelling, levelled, leveller admit, admitting, admitted refer, referring, referred format, formatting, formatted handicap, handicapping, handicapped kidnap, kidnapping, kidnapped worship, worshipping, worshipped benefit, benefiting, benefited focus, focusing, focused combat, combating, combated target, targeting, targeted parallel, unparallelled develop, developing, developed
Use -ct- not -x-	connection, reflection But note: complexion and flexion
Write gram, kilogram, tonne. <i>tonne</i> is a metric measurement <i>ton</i> is a non-metric measurement	Don't write 'metric tonne'
Write metre for the unit of length, <i>meter</i> for measuring instruments.	five metres a gas meter
Judgement/judgment	judgement – in a general context judgment – in a legal context

<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.																																			
<i>Tricky plurals.</i> Follow this list:	<table> <tr> <td>addendum</td><td>addenda</td></tr> <tr> <td>appendix</td><td>appendices (<i>books</i>), appendixes (<i>anatomy</i>)</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>dos and don’ts</td><td></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>)	bacterium	bacteria	bureau	bureaux	consortium	consortia	corrigendum	corrigenda	criterion	criteria	curriculum	curricula	dos and don’ts		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
addendum	addenda																																		
appendix	appendices (<i>books</i>), appendixes (<i>anatomy</i>)																																		
bacterium	bacteria																																		
bureau	bureaux																																		
consortium	consortia																																		
corrigendum	corrigenda																																		
criterion	criteria																																		
curriculum	curricula																																		
dos and don’ts																																			
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																																		

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

<i>Confusion between English words.</i> Look out for errors involving the following pairs: 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.	dependent (adj. or noun) license (verb) practise (verb) principal (adj. or noun) stationary (adj.)	dependant (noun only) licence (noun) practice (noun) principle (noun) stationery (noun)
<i>Confusion between French and English.</i> Beware of interference effects when switching from one language to another.	<u>FRENCH</u> adresse appartement compétitivité connexion correspondance exemple existant environnement indépendance médecine messenger négligeable négociation recommandation reflexion responsable tarif	<u>ENGLISH</u> address apartment competitiveness connection correspondence example existent environment independence medicine messenger negligible negotiation recommendation reflection responsible tariff
<i>Confusion between German and English.</i> The instances are fewer. See also False Anglicisms, Section 15	<u>GERMAN</u> Aggressivität Kriminalität Happy End	<u>ENGLISH</u> aggressiveness crime/criminality happy ending

<i>False friends</i> Here are some of the more common ‘false friends’:	actuel/aktuell éventuel/eventuell sensible/sensibel exprès, extra	NOT actual: current NOT eventually: possibly NOT sensible: sensitive NOT express/extra: on purpose, especially
Watch out for subtle differences between source and target, or for ‘mistakes’ in the source text, e.g.:	EU-Kommission PDF-Format	European Commission PDF (portable document format)

3. Capital letters

<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. Exception: When a descriptor follows the name and is clearly a title rather than an ordinary noun, it should be upper case.	Federal Councillor Viola Amherd (caps, as title) <i>but</i> Karin Keller-Sutter is one of three female federal councillors (no caps, as generic) Viktor Rossi, Federal Chancellor Martina Hirayama, State Secretary for Education
<i>Titles vs descriptors</i> In running text, use upper case for titles and lower case for descriptors (frequently preceded by the definite article 'the'). NB The title 'Federal Councillor' precedes first name + surname, not the surname alone. See also Section 19 and the document 'Guide to the use of capital letters in titles and ordinary nouns'.	Bern, 20.10.2022 – In Kyiv today, the president of the Swiss Confederation, Ignazio Cassis, held talks with President Volodymyr Zelenskyy, the prime minister, Denys Shmyhal, and the foreign minister, Dmytro Kuleba. Don't write: Federal Councillor Amherd Do write: Federal Councillor Viola Amherd and thereafter: Ms Amherd
<i>Words to capitalise</i> in a name or document title etc. are nouns, adjectives, adverbs and verbs; articles, conjunctions, possessive adjectives, prepositions and pronouns are left lower case. In any subsequent subtitle, only the initial main word is capitalised:	The Federal Department of Economic Affairs, Education and Research The Agreement on the Free Movement of Persons The Seventh Pan-European Environmental Assessment: Summary for policymakers

<i>Long names</i> that read more like a description than a real title use lower case: The general rule is: 'The longer the name, the fewer the capitals'.	The federal programme for equal opportunities between men and women 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
<i>German capitalises all nouns</i>, including English words and Anglicisms. Bear in mind how these nouns would normally appear in an English text and refrain from unwarranted capitalisation. Do not automatically replicate the inverted commas or chevrons around titles in German and French. In English, the initial capital letters are sufficient to indicate the title of an organisation, programme etc. Titles of works, however, appear with single inverted commas:	<i>Die Speaking Points für den Bundesrat wurden nicht übersetzt.</i> The speaking points for the federal councillor were not translated. <i>Das nächste EU-Rahmenprogramm für Forschung und Innovation heisst 'Horizon Europe'.</i> The next EU Framework Programme for Research and Innovation is called Horizon Europe. Every year we update the publication 'The Swiss Confederation – a brief guide'.

<i>Subsequent references to names.</i> If you mention a body or person subsequently in a text, you may truncate the name provided it is clear what you mean. 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.	The [Seventh Framework] Programme The President [of the Commission] The Ruritanian Programme for Innovation and Research focuses on... The (re-search) programme is headed by...
<i>Translations of names.</i> Use initial capitals for official or literal translations but lower case for descriptive translations.	The Federal Supreme Court is the highest court in Switzerland. <i>Die Stilllegungsfonds für Kernanlagen</i> The decommissioning fund for nuclear facilities
Capitals may also be used to indicate the name of a type of body, legal act, etc. 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.	The Commission has several Directors-General. It was felt an act rather than an ordinance was the appropriate instrument.
<i>State or state?</i> Use initial capitals for <i>Member States</i> of the European Union in legal documents. Use lower case in most other instances.	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>).
<i>Parliament or parliament?</i> Parliament as the institution – written without an article – is upper case. When referring to a system of legislature – written with the definite article – it is lower case.	In today's session, Parliament debated the new health bill. The Swiss parliament has two chambers, the Council of States and the National Council.

Government. 'Government' is written lower case, with an article when referring to a state's executive authority, without when referring to the system in general.	The government today ratified... Government normally consists of legislature, executive and judiciary
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. but 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

<i>Initial capitals in quotations.</i> 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.

Orthography. Check carefully that you have used the correct English geographical name. For country names, refer to the UN official countries list: https://www.un.org/about-us/member-states There may be political implications of the different name spellings, e.g. Kyiv (transliterated from Ukrainian) or Kiev (transliterated from Russian).	GERMAN/FRENCH Singapur, Singapour Peking, Pékin Hongkong Irak Zürich etc.	ENGLISH Singapore Beijing Hong Kong Iraq Zurich etc.
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.		
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'. 'Municipality' should only be used in specific contexts, e.g. FDF and FSO financial statistics.	DE: Kanton/Gemeinde FR: canton/commune EN: canton/commune There are currently 2,212 communes in Switzerland. This instrument supports local councils wishing to form an Energy Region.	

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

Rivers. Insert ‘River’ before Swiss rivers, so people know it is a river. Preserve the local language name, with the exception of major European rivers (as these are well known, ‘River’ may be omitted).	<table border="0"> <tr> <td>l’Areuse</td><td>the River Areuse</td></tr> <tr> <td>die Aare</td><td>the River Aare</td></tr> <tr> <td>the River Ticino</td><td></td></tr> <tr> <td>the Rhine; the Rhone</td><td></td></tr> </table>	l’Areuse	the River Areuse	die Aare	the River Aare	the River Ticino		the Rhine; the Rhone	
l’Areuse	the River Areuse								
die Aare	the River Aare								
the River Ticino									
the Rhine; the Rhone									
Lakes. See Annex 1 for a list of lakes in Switzerland and their English names. Use your discretion when translating the names of lesser-known lakes.	Lake Constance (for Bodensee) Lake Geneva (for Lac Léman) Lake Lucerne (for Vierwaldstättersee) This hike takes you up to the little Alpine lake Oeschinensee.								
Mountain ranges. Some mountain ranges have established English names. Others retain their original name. NB. Eine Alp/une alpe is an <i>Alpine meadow</i>.	The Alps, Apennines, Dolomites, Pindus Mountains and Pyrenees (no accents). Massif Central (except for capital C), Alpes Maritimes (capital M), Schwäbische Alb or the Jura.								
Valleys. Unless referring to a major well-known river or region, words for <i>valley</i> should not be translated. See Annex 1 for a non-comprehensive list of other Swiss geographical designations.	<i>The Valle d’Aosta</i> <i>Diemtigtal</i> <i>Val de Travers</i> <i>but the Rhone valley</i>								
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.	Roman numerals Brussels sprouts alpine flowers (flowers originating in the Alps), <i>but</i> Alpine rivers (the rivers in the Alps)								

<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.	
<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). Compass bearings are abbreviated without a point.	South Africa Northern Ireland South East Asia but northern Switzerland The sun sets in the west [geographical]; Posing a threat to the interests of the West [political/cultural] 54° E

5. Compound words

It is very difficult to define strict rules for the orthography of compound words as this is a fluid area greatly subject to personal preference. Below are a few guidelines. Strive for consistency within your text.

<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. Sometimes hyphens are absolutely necessary to clarify the sense. The following are examples of well-used hyphens:	re-cover – recover; re-creation – recreation; re-form – reform; re-count – recount There were fifty-odd people at the party. There were fifty odd people at the party. user-friendly software; two-day meeting; four-month stay (<i>but</i> four months’ holiday); tonne-kilometre
In <i>adverb-adjective modifiers</i>, there is no hyphen when the adverb ends in -ly. With other adverbs, however, a hyphen is required.	an occupationally exposed worker; a beautifully phrased sentence 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
A <i>noun-participle modifier</i> should be hyphenated.	drug-related crime; crime-fighting unit; oil-bearing rock
A <i>noun-noun modifier</i> need not be hyphenated.	labour market liberalisation money laundering scheme
An <i>adjective-noun modifier</i> should be hyphenated.	first-class lounge

<i>Compound phrases</i> are only hyphenated when used adjectivally before the noun.	policy for the long term, <i>but</i> long-term effects; production on a large scale, <i>but</i> large-scale redundancies; measures for flood control, <i>but</i> flood-control measures; the information is up to date, <i>but</i> up-to-date information
<i>Nouns from phrasal verbs.</i> These are often hyphenated or written as single words. The situation is fluid.	handout, takeover, comeback, <i>but</i> follow-up, run-up, spin-off, start-up
<i>Present participles of phrasal verbs.</i> When used as attributes they are generally hyphenated.	cooling-off period
<i>Avoiding double consonants and vowels.</i> Hyphens are often used to avoid juxtaposing two consonants or two vowels. However, the hyphen is often omitted in frequently used words.	aero-elastic, anti-intellectual, part-time, re-election, re-entry, re-examine bookkeeping, coeducation, cooperation, coordinate, macroeconomic, microeconomic, radioactive
<i>Numbers and fractions.</i> Numbers take hyphens when they are spelled out. Fractions take hyphens when used attributively, but not as nouns.	twenty-eight, two-thirds completed <i>but</i> an increase of two thirds
<i>Prefixes before proper names.</i> Prefixes before proper names are hyphenated.	pro-American, intra-EU, mid-Atlantic, pan-European, trans-European Note, however, that ‘transatlantic’ is written solid.

<i>Coordination of compounds.</i> Hyphenated compounds may be coordinated as follows: Where compounds are not hyphenated (closed compounds), they should not be coordinated but written out in full.	Technology- and science-based start-ups. macrostructural and microstructural changes or macro- and micro-structural changes not macro- and microstructural changes
<i>One word or two?</i> This is often a question of personal preference, but for the sake of consistency, use the following:	counterterrorism crowdfunding cyberspace* cybercrime cyberthreat cybersecurity** database email factsheet healthcare peacebuilding peacekeeping roadmap smartcard wastewater

	cyber risk* cyber resilience master plan per cent under way think tank *cyber-compounds as one word unless second initial letter 'r' **Exception: National Cyber Security Centre
--	--

6. Punctuation

<i>Punctuation marks</i> 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 Section 3.	He asked his assistant: “Did you book my flight?” (and not: He asked his assistant, “ Did you book my flight ? ”)
--	--

6.1 Colons

<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). They are used to link two sentences or parts of sentences where the first part introduces a proposition resolved by the second. A colon often stands in place of 'that is (to say)' or 'such as'. 1. Where the part of the sentence before the colon is a full clause in its own right, the second part need not be and starts with a lower case letter. 2. Where the part of the sentence before the colon is not a sentence in its own right, the second part is a complete clause and starts with a capital letter. 3. Colons can also introduce a quotation or direct speech. In this case, complete sentences start with a capital letter after the colon. Do not (necessarily) replicate a colon in the source text. e.g. A colon may be used in German running text that sounds more like a headline in English; an alternative formulation with the conjunction 'that' is probably more appropriate.	We made a few minor changes to the programme: <i>[that is to say]</i> different dates, a new venue and three new speakers. I am an expert on the following: use of the colon, semi-colon and ampersand. Please note: The rules on colons should be applied correctly at all times. He declared: "The rules on colons are so complicated!" <i>Die neuesten Prognosen zeigen: Die Abhängigkeit von wenigen, politisch instabilen Förderländern droht weiter zu steigen.</i> The latest forecasts show that dependence on a few politically unstable producer countries is likely to increase.
--	---

A colon in English may be useful to edit a ‘heavy’ source text (standing for ‘that is to say’):	<i>E-Verkaufsanwendungen sind weniger stark verbreitet als die E-Beschaffung. Das erklärt sich aus dem aufgrund von Produktcharakteristiken eingeschränkten Anwendungspotenzial.</i> E-sales are less widespread than e-procurement: potential applications are limited by product characteristics.
--	---

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

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:

<i>Items in a series.</i> 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.
A comma also comes before 'etc.' in a series: but not if no series is involved. NB: If etc. appears at the end of a sentence, there is no need for another final stop. Commas also separate adjectives in series.. In the second example, 'stable' modifies 'agricultural prices', i.e. the phrase cannot be read as 'stable and agricultural prices': no series and therefore no separating comma.	Sugar, beef, milk products, etc. They discussed milk products etc., then moved on to sugar. They discussed sugar and spice, then moved on to milk products etc. moderate, stable prices <i>but</i> stable agricultural prices

Non-defining relative clauses. 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’. In a defining relative clause without commas, the relative pronoun is ‘who’, ‘which’ or ‘that’:	The translations, which have been revised, can now be sent out. (added detail – non-defining – all the translations have all been revised) The translations that (or which) 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)
--	--

6.4 Dashes

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

6.5 Brackets

Round brackets. 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.	ARZOD (an employment service) is based in Ruritania.
Square brackets. Square brackets are used to make insertions in quoted material which do not appear in the original quotation.	“Let them [the poor] eat cake.”
Bracketed sentences. A whole sentence in brackets should have the final stop inside the closing bracket. When translating e.g. names of institutions, place the translation in brackets after the original name.	(Do not forget the stop at the end of the preceding sentence as well.) The Ecole polytechnique fédérale Lausanne (Federal Institute of Technology in Lausanne) is hosting a conference on biotechnology.
Footnote numbers in the text should appear outside of punctuation, unless they refer to text within parentheses.	The consumption of raw materials (the majority of which are mined in Africa¹) is high.²

6.6 Inverted commas

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.	“Does the German term ‘Bund’ mean ‘Confederation’ in this context?”, he asked.
--	---

Other punctuation and inverted commas. Place a concluding punctuation mark after a single isolating inverted comma: 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. Be aware of the difference in German:	The American government favours “a two-way street in arms procurement”. Thatcher once declared: “There is no such thing as society!” “Brexit means Brexit,” May announced. „Ich habe einen Traum“, sagte Mr King (final comma outside quotation marks) “I have a dream,” said Mr King (final comma within quotation marks)
English text in source documents. An English phrase cited in a foreign language text retains the inverted commas in the English target text. 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.	<i>In den letzten Jahren hat das Thema „Diversity“ stark an Bedeutung gewonnen.</i> The topic of diversity has become increasingly important in recent years.
So-called. Inverted commas are preferable to ‘so-called’, which has pejorative connotations, to render <i>soi-disant</i>, <i>sogenannt</i>, etc. 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.	<i>Ein Beispiel dafür ist die als Pilot eingeführte Kostengutsprache bei Fördergesuchen, der sogenannte Innovationscheck.</i> One example of this is the credit voucher introduced as a pilot for funding requests, the innovation cheque.

<i>Other uses.</i> Generally, use inverted commas as sparingly as possible for purposes other than actual quotation. French and German authors tend to make frequent use of inverted commas for nouns in apposition (often programme or committee names etc.). It is preferable to omit the quotation marks in English and reverse the order.	<i>le Conseil 'Agriculture'</i> <i>das SCCER ,BIOSWEET'</i> the Agriculture Council the BIOSWEET SCCER
--	--

6.7 Apostrophes

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

7. Numbers

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

<i>Writing out numbers.</i> As a rule avoid combining single-digit figures and words using hyphens.	a three-year period, a five-door car not a 2-hour journey	
But note set phrases such as:	40-hour week, 24-hour clock	
<i>Abbreviating 'million' and 'billion'.</i> 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.	300m 5bn	
In running text, such as in press releases, write million and billion out in full.	Mexico City has a population of 21.2 million people.	
<i>Decimal points and commas.</i> English uses a decimal point, not a comma.	<u>DE/FR/IT</u> 4,5	<u>ENGLISH</u> 4.5
<i>Thousands.</i> In running text, use a comma: In tables and diagrams use a hard space (Ctrl-Shift-spacebar), as the thousands separator.	<u>DE/FR/IT</u> 3'000 3 000 30'000 30 000	<u>ENGLISH</u> 3,000 30 000
<i>Spacing.</i> No space between numbers and units of measurement 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.	50kg 100% 60m 15 °C 120 °F	

<i>Chemical notation.</i> The subscripted numerals in chemical symbols are now sometimes seen written on the line, i.e. CO2 instead of CO₂. This is presumably for reasons of speed and convenience, but is not standard. NB The current version of TERMDAT does not allow subscripting and therefore should not be taken as a reference in this case.	CO₂ C₃N₂ H₂O
<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-space-bar) between the figure and the compass point.	50° N 15° 7' 5" W
<i>Ordinals.</i> Write ordinal suffixes on the line.	1st not 1st; 4th not 4th, etc.

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

<i>Written out.</i> 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
---	---

11. Ranges

<i>Written out.</i> When a range is written out, repeat symbols and multiples (i.e. thousand, million, etc.).	from CHF 20 million to CHF 30 million between 10 °C and 70 °C
<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. If the symbol or multiple changes, however, leave a blank space on either side of the dash.	CHF 20–30 million 10–70 °C 9–11am 100kW – 40MW 9am – 2pm

12. Dates and time

Dates. Write out the month, preceded by a simple figure for the day (noth etc.). Use a hard space (CTRL + Shift + space bar). Note that the American convention is mm/dd/yy.	25 July 2007 9/11 or September 11
Avoid redundancy. If the year in question is clear from the context, do not repeat the year number.	On 19 January 2011 the government decided however, on 7 February it reversed the decision.
Systems of chronology. The letters AD come before the number, whereas BC follows, with a space between in each case. The abbreviations CE (common era) and BCE (before common era) are now frequently used.	AD 2000 347 BC 55 BCE 450 CE
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. However, the century may be repeated in the first decade of a new century. 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.	1939–45, 1990–96, 1996–2006, 2010–12 2002–2006

<i>Prepositions and conjunctions around year numbers.</i> Make sure you always have a pair of words.	From 1990 to 1995 (not from 1990–95) Between 1990 and 1995 (not between 1990–95) 1990 to 1995 inclusive (not 1990–95 inclusive)
<i>Decades.</i> When referring to decades, write e.g. <i>the 1990s</i> (no apostrophe).	The 1990s
<i>Time of day.</i> 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.	1am, 4.30pm 1:00, 16:30
<i>Hours.</i> Abbreviate 'hour(s)' to hr(s):	The time allowed for the test is 2½ hrs
<i>Years in titles.</i> In the titles of reports, programmes etc., place the year in initial position, unlike in German, French and Italian.	The 2017 annual report. The 2018 Data Protection Shield Review.

13. Abbreviations

<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. 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. 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. Refer to TERMDAT for established abbreviations in English of Swiss institutions.	The Emissions Trading Scheme (ETS) should enable the EU to meet its Kyoto target. The Emissions Trading Scheme is now in operation throughout the EU ... The scheme will involve constant monitoring of emissions trading activities. 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.
<i>Definitions.</i> Abbreviations in the broad sense can be classed into two main categories, each in turn divided into two sub-categories: Acronyms and initialisms <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.	SECO, SEM, ENSI, OFCOM, FINMA, SERI, DETEC (not 'the SERI'; 'the DETEC')

<i>Initialisms</i> 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 <i>Contractions</i> 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. <i>Truncations</i> omit the end of a word and sometimes other letters as well, and end in a point.	The FDFA, the FOEN, the BBC, the US, 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.
---	---

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

<i>Writing truncations.</i> Truncations end in a point. Note also: Plural forms are contractions and so do not take a point. Truncated forms used as codes or symbols do not take points. Nor is there a point after the abbreviation of ‘versus’.	Jan., Sun., Co., etc. St. Street (St Saint, contraction without a point) p. page; pp. pages (with space before number: p. 6) l. line, ll. lines f. following page, ff. following pages (do not use et seq., et seqq.) figures figs (figure fig.) volumes vols (volume vol.) EN, kg Roe v Wade Manchester United v YB
<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 organisational charts of the federal offices). 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.	Thomas: T., Philippa: P. G. W. Bush Anne-Marie: A.-M.
<i>Foreign-language abbreviations.</i> Untranslated foreign-language abbreviations should retain the capitalisation conventions of the original.	GmbH; SA (don’t replace by inc. or Ltd.)

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

<i>Listing items with bullet points etc.</i> 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; and – cooperating with the local authorities. (not ‘cooperation with local authorities’)
<i>Punctuation.</i> There are various options for punctuating lists. The important thing is to ensure consistency within a document (this may not be the case in the source document!). Here are some guidelines: 1. Introductory sentence or sentence fragment is followed by a colon. 2. No end punctuation for a list of simple items. 3. Items in the list form a complete sentence with the introductory sentence fragment. In this case, points begin with a lower-case letter; semi-colon after each item, full stop after final item; penultimate and final item may be joined by ‘or’ or ‘and’ (depending on sense).	Shopping list: – apples – pears – yoghurt – bread Switzerland provides emergency aid when: – humanitarian needs are great as a result of a crisis, an armed conflict, a natural disaster, a technical accident or an epidemic; or – local, national and regional capacities are insufficient to cope with the crisis and its consequences, or are non-existent.

4. Items in the list are complete sentences. In this case, they: – begin with a capital letter; full stop after each item. or – begin with a lower-case letter, semi-colon after each item; full stop after final item; penultimate and final item may be joined by ‘or’ or ‘and’ (depending on sense).	Switzerland provides emergency aid in the following circumstances: – Humanitarian needs are great as a result of a crisis, an armed conflict, a natural disaster, a technical accident or an epidemic. – Local, national and regional capacities are insufficient to cope with the crisis and its consequences, or are non-existent. Switzerland provides emergency aid in the following circumstances: – humanitarian needs are great as a result of a crisis, an armed conflict, a natural disaster, a technical accident or an epidemic; or – local, national and regional capacities are insufficient to cope with the crisis and its consequences, or are non-existent.
---	--

15. Foreign words and phrases

Font style. Foreign words and phrases used in an English text should be italicised (no inverted commas) and should have the appropriate accents. There are some exceptions of words and phrases that are now in common use and are considered part of the English language.	<i>inter alia, raison d'être</i> role, ad hoc, per capita, per se, etc.																
Personal names should retain their original accents.	Dürrenmatt; Saint-Saëns																
Quotations. Place verbatim quotations in foreign languages in quotation marks without italicising the text.	On his visit to Beijing Mr Kohl announced: "Ich bin ein Pekinese".																
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:	<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> <tr> <td colspan="2">The spelling of 'Shanghai' remains the same.</td></tr> </table>	Beijing	(Peking)	Guangzhou	(Canton)	Nanjing	(Nanking)	Xinjiang	(Sinkiang)	The spelling of 'Shanghai' remains the same.							
Beijing	(Peking)																
Guangzhou	(Canton)																
Nanjing	(Nanking)																
Xinjiang	(Sinkiang)																
The spelling of 'Shanghai' remains the same.																	
False Anglicisms. Beware of false Anglicisms which crop up in some German texts.	<table> <tr> <th><u>GERMAN</u></th><th><u>ENGLISH</u></th></tr> <tr> <td>Beamer</td><td>projector</td></tr> <tr> <td>Handy</td><td>mobile phone</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> </table>	<u>GERMAN</u>	<u>ENGLISH</u>	Beamer	projector	Handy	mobile phone	Mobbing	bullying	Homepage	website	(Startseite	homepage)	Wellness	spa	Happy End	happy ending
<u>GERMAN</u>	<u>ENGLISH</u>																
Beamer	projector																
Handy	mobile phone																
Mobbing	bullying																
Homepage	website																
(Startseite	homepage)																
Wellness	spa																
Happy End	happy ending																

Helveticisms. Here are explanations for some German expressions specific to Switzerland. When translating into English, it may be necessary to provide a gloss, according to context.

DE: Willensnation

EN: Nation based on political will; nation forged by the will of the people.

DE: Konkordat

EN: Formal agreement between a nation's federal government and its subdivisions.

DE: Konkordanz

EN: Concordance; consensus-based decision-making process.

DE: Milizsystem

EN: Part-time public service; semi-professional. In a Swiss military context: Distinguishes non-standing units from professional counterparts. Not to be confused with irregular, non-constitutional or paramilitary groups.

DE: Wasserschloss

EN: Europe's water reservoir. Avoid 'moated castle' at all costs!

DE: Höchste/r Schweizer/in

EN: 'The highest Swiss', the president of the National Council.

DE: International Geneva

EN: Refers to the international institutions in Geneva e.g. UN, ILO.

16. Singular or plural

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

<i>None.</i> When followed by an uncountable noun, 'none' takes a singular verb. When the meaning is 'not one', 'not any' (of many) it takes a singular verb. When it is qualified ('almost none', 'none but a few') it must take a plural verb.	None of the water is polluted. None of the money is missing. None of us is perfect. Almost none of the members are going. None but a few were able to go.
<i>Decimal fractions and zero.</i> When referring to countable items, they take the plural form:	In Ruritania, an average of 1.24 babies are born per woman. Ruritanian households have an average of 0.9 televisions.
<i>Weight amounts and sums of money</i> take a singular verb.	Two and a half kilos of chocolate is unhealthy. CHF 50 million is a lot of money.

17. Gender-neutral language

<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.	
<i>He/she.</i> Avoid the clumsy he/she and associated pronouns.	Avoid: If a student fails his/her exam, he/she must change his/her major.
<i>Singular they</i> and associated pronouns. Do not be afraid of using this well-established form in order to include all gender identities. If possible, make the subject plural as well, even though it may be singular in the source text.	“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) “I know when I like a person directly I see them!” (Virginia Woolf, <i>The Voyage Out</i>, 1915) One student failed their exam. They then decided to change their major. <i>Der Arbeitnehmer kann seinen Anspruch auf Sozialversicherung verlieren, wenn der Vertrag kündigt wird.</i> – Employees may lose their right to social security if the contract is terminated.

<i>Noun forms.</i> De-emphasise gender where possible. NB: In some contexts it may make sense to emphasise gender. Use your judgement. See the Federal Administration Legal Style Guide for a further discussion of gender-inclusive formulations.	chairperson or chair instead of chairman, chairwoman flight attendants/cabin crew instead of air hostesses firefighters instead of firemen police officer instead of policeman or policewoman tradesperson instead of tradesman
<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.	You should first turn on your computer. or First turn on your computer. and not The user should first turn on his/her computer.

18. Correspondence

Drafting and translating outgoing letters.

Remember the basic pairs for opening and closing letters.

Aide memoire: Do not put two s's together: 'Dear Sir' does **not** go with 'Yours sincerely'

Note: In UK English, no comma or colon is placed after the salutation or sign-off and no full-stop after the contractions 'Mr', 'Ms', 'Mx', 'Dr'.

Avoid gendered salutations sometimes seen in marketing campaigns.

If you do not know the recipient's preferred title, you can simply use a person's first name with their surname.

Addressee unknown:

Dear Sir or Madam or

To whom it may concern

...

Yours faithfully

Addressee known:

Dear Mr/Ms/Mx/Dr Smith

...

Yours sincerely

Do not write:

Sincerely yours

Do not write:

Dear Mr./Ms./Mx./Dr. Smith:

Dear Mr./Ms./Mx./Dr. Smith,

...

Yours sincerely,

Do not write:

Ladies and gentlemen

Dear Jamie Smith

<i>Email correspondence.</i> As in a letter, in an email the salutation and sign off should match the level of formality. The first email in a conversation should include the recipient's name and an appropriate salutation. Use 'Dear' in a more formal context and 'Hi' in a more informal context, such as emailing a colleague.	Dear Ms/Mr/Mx/Dr Smith ... Yours sincerely Anne Berger Dear Jane ... Kind regards Anne Hi Jane ... Best wishes Anne
<i>Layout.</i> Contrary to most CD Bund letter templates, in English the person's title does not appear on a separate line. In German letters and emails, a separate salutation is often included for each addressee on separate lines. This is not standard practice in English and should not be replicated.	Mr Sadiq Khan The Queens Walk London SE1 2AA not: Mr Sadiq Khan etc. Do not write: Dear Mr Khan Dear Ms Berger Dear Sadiq Dear Anne Instead, write Dear Mr Khan and Ms Berger Dear Sadiq and Anne

<i>Official correspondence protocol.</i> When addressing government ministers, royalty, diplomats and other officials, follow the specific conventions set out in FDFA Directive on written correspondence protocol'. https://www.bk.admin.ch/bk/en/home/dokumentation/languages/hilfsmittel-textredaktion.html#1808582023									
<i>Forms of address in forms and other template documents.</i> For the form of address / gender in documents such as forms, include 'Mx' / 'other (write-in:)' as third options where possible. Drop-down menu on event sign-up form: Gender selection on survey form:	<table> <tr> <th data-bbox="572 488 770 512"><u>GERMAN</u></th><th data-bbox="770 488 1014 512"><u>ENGLISH</u></th></tr> <tr> <td data-bbox="572 703 770 727">Frau/Herr</td><td data-bbox="770 703 1014 727">Ms/Mx/Mr</td></tr> <tr> <td data-bbox="572 775 770 799">weiblich/männlich</td><td data-bbox="770 775 1014 799">female/other/male</td></tr> </table>	<u>GERMAN</u>	<u>ENGLISH</u>	Frau/Herr	Ms/Mx/Mr	weiblich/männlich	female/other/male		
<u>GERMAN</u>	<u>ENGLISH</u>								
Frau/Herr	Ms/Mx/Mr								
weiblich/männlich	female/other/male								
<i>Address details on forms.</i> On forms translate:	<table> <tr> <td data-bbox="572 815 770 839">Hausnummer</td><td data-bbox="770 815 1014 839">House number</td></tr> <tr> <td data-bbox="572 855 770 879">Strasse</td><td data-bbox="770 855 1014 879">Street</td></tr> <tr> <td data-bbox="572 895 770 919">PLZ</td><td data-bbox="770 895 1014 919">Postcode</td></tr> <tr> <td data-bbox="572 935 770 959">Ort</td><td data-bbox="770 935 1014 959">Town/city</td></tr> </table>	Hausnummer	House number	Strasse	Street	PLZ	Postcode	Ort	Town/city
Hausnummer	House number								
Strasse	Street								
PLZ	Postcode								
Ort	Town/city								

19. Names and titles

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.	Ms – Mme – Frau A Mme or Frau is not necessarily a Mrs (i.e. married)
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. See Section 13 on abbreviating names.	Simonetta Sommaruga (first mention) Ms Sommaruga (thereafter) Ueli Maurer, President of the Swiss Confederation (first mention) Mr Maurer (thereafter)
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.	DE: Prof. Dr. H. Schmidt EN: Prof. H. Schmidt DE: Dipl. Ing. W. Braun EN: Mr W. Braun DE: Frau B. De Bruyn EN: Ms B. De Bruyn FR: M. Reuter EN: Mr Reuter
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. As it is a contraction, there is no final point.	Dr K. Jones

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 and titles of works

<i>Official names.</i> If a body, for example an international organisation, has an official name in English, always use that. If it does not, follow the tips below.	World Organisation for Animal Health (rather than Organisation Mondiale de la Santé Animale)
<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.	The company's name had by now been changed from Pfaffenhofener Würstli [Pfaffenhofen Sausages] to Bayrische Spezialitäten [Bavarian Specialties]. The Freiburger Wanderverein (a local Swiss hiking association) offers activities year round.
<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.	UBS has issued a strict dress code guide to staff in Switzerland. Médecins Sans Frontières has long been active in this region.
<i>Standard wording.</i> Adopt the following standard wording e.g. at the bottom of press releases and in publications.	DE: Zuständiges Departement EN: Department responsible DE: Verantwortliche Einheit EN: Unit responsible DE: Kontakt EN: Contact DE: Für Rückfragen EN: Enquiries DE: Adresse für Rückfragen EN: Address for enquiries DE: Impressum EN: Publication details

<i>Titles of works.</i> Use any existing English translation of the title. When a work cited is not available in English, it may be appropriate to avoid translating the title and instead provide a gloss:	DE: Der Bericht des <i>BAFU Artenvielfalt in der Schweiz</i> wurde vor kurzem publiziert EN: The FOEN recently published a report on biodiversity in Switzerland
If it is appropriate to provide a translation, place this in square brackets after the original with only the first word capitalised: Where a link is provided to a document that is not available in English, state the language(s) in which it is available immediately following as follows: Do not translate foreign language titles in footnotes or bibliographies. See also Section 3.	Mixité de genre et de métiers: Conséquences identitaires et relations de travail [Mixture of gender and trades: Consequences for identity and working relationships]. [Name of document] (de, fr, it)

21. Swiss political system

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

<i>Swiss government titles.</i> These titles frequently appear in texts and are translated as follows: When not used as a title, they should be lower case (see Section 3 on capitalisation) Avoid 'National Councillor' etc.	DE/FR: Bundesrat/Conseiller fédéral EN: Federal Councillor DE/FR: Bundeskanzlerin/Chancelière de la Confédération EN: Federal Chancellor DE/FR: Vizekanzler/Vice-chancelier EN: Vice Chancellor DE/FR: Ständerat/Conseiller aux États EN: Member of the Council of States /Council of States member DE/FR: Nationalrat/Conseiller national EN: Member of the National Council /National Council member
<i>Federal bodies.</i> English titles exist for most federal agencies/offices. These can be found in Annex 2 of this document, TERMDAT and 'The Swiss Confederation – a brief guide'.	
<i>Parliament.</i> 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. The National Council represents the general electorate. The Council of States represents the cantons. When sitting in joint session (to elect members of the Federal Council) it sits as the United Federal Assembly.	References to Parliament: The Federal Assembly The Swiss parliament but avoid 'Swiss Federal Assembly'

<i>Swiss political parties.</i> A list of the main Swiss political parties can be found in Annex 3.	
<i>Courts.</i> The Federal Supreme Court is the highest court in Switzerland. There are three federal courts of first instance.	DE/FR: die Justiz/la Justice EN: The judiciary DE/FR: Bundesgericht/Tribunal fédéral EN: Federal Supreme Court DE/FR: höchste richterliche Instanz/ autorité judiciaire suprême EN: highest judicial authority DE/FR: das Bundesstrafgericht/ le Tribunal pénal fédéral EN: The Federal Criminal Court DE/FR: das Bundesverwaltungsgericht/ le Tribunal administratif fédéral EN: The Federal Administrative Court DE/FR: das Bundespatentgericht/ le tribunal fédéral des brevets EN: The Federal Patent Court
<i>Committees and commissions.</i> A distinction is made between parliamentary committees and extra-parliamentary commissions. The names of the parliamentary committees are listed in Annex 3. The established English titles of extra-parliamentary commissions can be found in TERMDAT.	Parliamentary committees Extra-parliamentary commissions

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).



*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**.*



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.



*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...*



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:

„die resultierenden Ergebnisse“

„Events und Ereignisse“ (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**.

So wird der Leser angeregt, seine eigene Meinung zu bilden.



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
Gotthardmassiv, Gotthard-Massiv	massif du Gothard	massiccio del Gottardo	Gotthard Massif
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
Bundeschkanzler/ 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

NB In the following list, abbreviations are considered initialisms i.e. preceded by 'the' unless marked with an asterisk. E.g.: The FOCA; FOSPO.

Bundeskanzlei BK	Chancellerie fédérale ChF	Cancelleria federale CaF	Federal Chancellery FCh
Eidgenössischer Datenschutz- und Öffentlichkeits- beauftragter 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 Com- missioner FDPIC
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 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
Konsularische 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 for 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 Polizeidepartement 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*
Dienst Überwa- chung Post- und Fernmeldeverkehr Dienst ÜPF	Service Surveillance de la correspon- dance par poste et télécommunication Service SCPT	Servizio Sorveglian- za della correspon- denza postale e del traffico delle telecomunicazioni Servizio SCPT	Post and Tele- communications Surveillance Service PTSS
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 of 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 fédérale pour les questions de migration CFM	Commissione federale della migrazione CFM	Federal Commission 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 IPI
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
Staatssekretariat für Sicherheitspolitik SEPOS	Sécretariat d'État à la politique de sécurité SEPOS	Segreteria di Stato della politica di sicurezza SEPOS	State Secretariat for Security Policy SEPOS*
Bundesamt für Cybersicherheit BACS	Office fédéral de la cybersécurité OFCS	Ufficio federale della cibersicurezza UFCS	National Cyber Security Centre NCSC
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 OFSPPO	Ufficio federale dello sport UFSPPO	Federal Office of Sport FOSPO*
Bundesamt für Rüstung armasuisse	Office fédéral de l'armement armasuisse	Ufficio federale dell'armamento armasuisse	Federal Office for Defence Procurement 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 OFPER	Ufficio federale del personale UFPER	Federal Office of Personnel FOPER*
Eidgenössische Steuerverwaltung ESTV	Administration fédérale des contributions AFC	Amministrazione federale delle contribuzioni AFC	Federal Tax Administration FTA
Bundesamt für Zoll und Grenzsicherheit BAZG	Office fédérale de la douane et de la sécurité des frontières OFDF	Ufficio federale della dogana et della sicurezza dei confini UDSC	Federal Office for Customs and Border Security FOCBS

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
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 DEFR	Dipartimento federale dell'economia, della formazione e della ricerca DEFR	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 Office for Housing 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*
Schweizerische Agentur für Innovationsförderung Innosuisse	Agence suisse pour l'encouragement de l'innovation Innosuisse	Agenzia svizzera per la promozione dell'innovazione Innosuisse	Swiss Innovation Agency Innosuisse*
Eidgenössische Hochschule für Berufsbildung EHB	Haute école fédérale en formation professionnelle HEFP	Scuola universitaria federale per la formazione professionale SUFFP	Swiss Federal University for Vocational Education and Training SFUVET*
Bundesamt für Zivildienst ZIVI	Office fédéral du service civil CIVI	Ufficio federale del servizio civile CIVI	Federal Office for Civilian Service CIVI*
ETH Bereich	Domaine des EPF	Settore dei PF	ETH Domain
Rat der Eidgenössischen Technischen Hochschulen ETH Rat	Conseil des écoles polytechniques fédérales Conseil des EPF	Consiglio dei politecnici federali Consiglio dei PF	Board of the Federal Institutes of Technology ETH Board
Eidgenössische Technische Hochschule Zurich ETH Zurich	Ecole polytechnique fédérale de Zurich EPFZ	Politecnico federale di Zurigo PFZ	Swiss Federal Institute of Technology Zurich ETH Zurich*

Eidgenössische Technische Hochschule Lausanne EPFL	Ecole polytechnique fédérale de Lausanne EPFL	Politecnico federale di Losanna PFL	Swiss Federal Institute of Technology Lausanne EPFL*
Eidgenössische Forschungsanstalt für Wald, Schnee und Landschaft WSL	Institut fédéral de recherche sur la forêt, la neige et le paysage WSL	Istituto federale di ricerca per la foresta, la neve e il paesaggio WSL	Swiss Federal Institute for Forest, Snow and Landscape Research WSL*
Eidgenössische Anstalt für Wasserversorgung, Abwasserreinigung und Gewässerschutz Eawag	Institut fédéral pour l'aménagement, l'épuration et la protection des eaux Eawag	Istituto federale per l'approvvigionamento, la depurazione e la protezione delle acque Eawag	Swiss Federal Institute of Aquatic Science and Technology Eawag*
Eidgenössische Materialprüfungs- und Forschungsanstalt Empa	Laboratoire fédéral d'essai des matériaux et de recherche Empa	Laboratorio federale di prova dei materiali e di ricerca Empa	Swiss Federal Laboratories for Materials Testing and Research Empa*
Paul Scherrer Institut PSI	Institut Paul Scherrer PSI	Istituto Paul Scherrer PSI	Paul Scherrer Institute PSI
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 USTRA	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*

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 /Council of States member
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 /National Council member
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

Geschäftsprüfungs- delegation	Délégation des Commissions de gestion	Delegazione delle Commissioni della gestione	Control Delegation
Parlamentarische Untersuchungs- kommission PUK	Commission d'en- quête parlementaire CEP	Commissione par- lamentare d'inchie- sta CPI	Parliamentary Investigation Committee PIC
Legislative Kom- missionen	Commissions législatives	Commissioni legislative	Legislative com- mittees
Aussenpolitische Kommissionen APK	Commissions de politique extérieur 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'educa- zione e della cultura CSEC	Science, Education and Culture Com- mittees SECC
Kommissionen für soziale Sicherheit und Gesundheit SGK	Commissions de la sécurité sociale et de la santé pub- lique CSSS	Commissioni della sicurezza sociale e della sanità CSSS	Social Security and Health Committees SSHC
Kommissionen für Umwelt, Raumpla- nung 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'e- nergia CAPTE	Environment, Spa- tial Planning and Energy Committees ESPEC
Sicherheitspoliti- sche Kommissio- nen SiK	Commissions de la politique de la sécurité CPS	Commissioni della politica di sicurezza CPS	Security Policy Committees SPC
Kommissionen für Verkehr und Fern- meldewesen KVF	Commissions des transports et des télécommunica- tions CTT	Commissioni dei trasporti e delle telecomunicazioni CTT	Transport and Tel- ecomunications 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 Com- mittees 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
Die Mitte	Le Centre	Il Centro	The Centre
Grünliberale Partei glp	Parti vert'libéral pvl	Partito verde liberale pvl	Green Liberal Party
Evangelische Volkspartei EVV	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
Die Mitte-Fraktion	Groupe du Centre	Gruppo del Centro	The Centre 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
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
Parlamentsgebäude	Palais du Parlement	Palazzo del Parlamento	Parliament Building

