TRANSLATION STYLE GUIDE

Please refer to our style guide when translating documents for Banana Link. Though this guide is generally geared towards translation into English there are areas that equally apply to Spanish and French. If you have any queries or feel that we should add something to this style guide please don't hesitate to contact us at translation@bananalink.org.uk as we'd love to hear your feedback and suggestions.

ACRONYMS & ABBREVIATIONS

Abbreviations are fine, but generally the full spelling should be included if referring to it for the first-time.

Check French/Spanish/English equivalents. In English, for example, use ILO but OIT in French and Spanish.

When translating internal documents, or documents for readers who are familiar with Banana Link's work, abbreviations and acronyms may not need to be explained. Otherwise it can be useful to give the full official title of an organisation or very briefly, in a few words, explain what they do.

DASHES

Use long dashes not double dashes, e.g. *Amendments were proposed – although none were adopted.*

FORMATTING DOCUMENTS

Please try to use the same formatting as the original. Depending on the type of document this may be difficult so please ask if you need any clarification.

GENDER

Much of our work is aimed at gender inclusivity, therefore unless a document is specifically referring to sex it is preferable to use "men" and "women". It may sound a little odd e.g. "women workers" but we feel it's important to highlight gender inequality, not sex.

GRAMMAR

For additional information on difficult grammar points, refer to Elements of Style for helpful advice.

-ISE

We tend not to use -ize at end of word, e.g. *maximise, synthesise.*

NUMBERS

The numbers 1 – 9 should be written out, e.g. *There were three cats in the room.*

Numbers above nine should be numbers, e.g. *There were 11 cats, 100 dogs, and 1,000 birds.*

Numbers starting a sentence should always be spelled out, e.g. *Five hundred workers*.

PUNCTUATION

Punctuation in English, especially commas, can be particularly troublesome. We would recommend referring to [The Punctuation Guide website](#). Alternatively, you could use the "The Penguin Guide to Punctuation" by R.L. Trask. It is a simple and short book on basic punctuation rules.

QUOTES

Always put full-stops and commas inside quotation marks. For example:

"It's an excellent project," the director said.

Put question marks and exclamation points inside quotation marks unless they apply to the sentence as a whole. For example, compare:

He wondered, "Will this project be a success?" and *Has anyone heard him say, "We must make some changes"?*

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