Country Compendium

A companion to the *English Style Guide*

July 2024

Translation

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Introduction

This compendium is a companion to the *English Style Guide*. For each EU Member State, plus certain other countries for which the relevant information is available, it provides English terms and translations. Most of the individual country sections contain a general introduction covering the country's name, official language(s) and parliament, followed by notes on geography, judicial bodies and legal instruments. For a number of countries there are additional notes on, for example, government bodies; administrative divisions; law gazettes, official gazettes and official journals. The tables provided show terms in the original language on the left and suggested English translations on the right. General guidance on the translation of geographical names, illustrated by specific examples, can also be found in the *English Style Guide*.

The notes on geography include a few common foreign-language names for major cities. For a more complete list see Wikipedia's List of names of European cities in different languages, which also has links to lists of exonyms by language.

The region tables are based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the tables, region levels 1, 2 and 3 are shown in bold, italic and plain font, respectively. Note that some countries have only level 2 or 3. Moreover, Cyprus and Luxembourg are not divided into regions for NUTS, so have no region sections.

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All work for the European Commission's Directorate-General for Translation. The *English Style Guide*'s Editorial Committee is responsible for overall coordination.

While we have done our best to ensure that the information set out here is relevant and correct, errors and omissions are inevitable. If you have any suggestions or corrections, please send them by email to DGT-EN-STYLE@ec.europa.eu.

Austria

Full name: *Republic of Austria (Republik Österreich).*

Note that the Austrian *Bundesländer* are called ‘provinces’ in English.

Official language: German.

Parliament: Austria has a bicameral parliament comprising the *Nationalrat* (lower house) and the *Bundesrat* (upper house). Where possible, use the German terms, with an explanation when first introduced, as indicated in Section 23.10 of the *English Style Guide*. Alternatively, the official English translations may be used, provided that they are explained when first introduced, e.g. *National Council (Nationalrat, i.e. the lower house of the Austrian Parliament)* and *Federal Council (Bundesrat, i.e. the upper house of the Austrian Parliament)*.

Geography

Cities

Write *Vienna* for *Wien*. Otherwise, retain the original spelling, including any accents (e.g. *Sankt Pölten*).

Be aware that, in texts written in languages other than German, names other than the German names may be used for places/provinces in Austria (e.g. *Graz* = *Štýrský Hradec* in Czech, *Štajerský Hradec* in Slovak, *Gradec* in Slovenian; *Klagenfurt* = *Celovec* in Slovenian; *Linz* = *Linec* in Czech/Slovak; *Villach* = *Bělák* in Czech, *Beljak* in Slovenian; *Burgenland* = *Gradišče* in Croatian, *Hradsko* in Czech [not to be confused with settlements of the same name in Czechia], *Gradiščanska* in Slovenian). Where an English equivalent (e.g. *Vienna*, *Styria*) does not exist, always use the German names when writing in English.

Lakes

Write *Lake Constance* for *Bodensee*.

Mountains

Anglicise *Alps*.

Regions for statistical purposes (NUTS)

AT	**ÖSTERREICH**	**AUSTRIA**
AT1	**Ostösterreich**	**East Austria**
AT11	*Burgenland*	*Burgenland*
AT12	*Niederösterreich*	*Lower Austria*
AT13	*Wien*	*Vienna*

AT2	**Südösterreich**	**South Austria**
AT21	*Kärnten*	*Carinthia*
AT22	*Steiermark*	*Styria*
AT3	**Westösterreich**	**West Austria**
AT31	*Oberösterreich*	*Upper Austria*
AT32	*Salzburg*	*Salzburg*
AT33	*Tirol*	*Tyrol*
AT34	*Vorarlberg*	*Vorarlberg*

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Arbeits- und Sozialgericht	Labour and Social Court
Asylgerichtshof	Asylum Court
Bezirksanwalt	District Prosecutor
Bezirksgericht	District Court
Bundesfinanzgericht	Federal Fiscal Court (as of 1.1.2014)
Bundesvergabeamt	Federal Public Procurement Office (obsolete as of 1.1.2014)
Bundesverwaltungsgericht	Federal Administrative Court (as of 1.1.2014)
Erster Generalanwalt	First Solicitor General
Generalanwalt	Solicitor General
Generalprokurator	Procurator General
Generalprokuratur	Procurator General's Office
Handelsgericht	Commercial Court
Landesgericht	Regional Court
Landesverwaltungsgericht	Regional Administrative Court (as of 1.1.2014)
Oberlandesgericht	Higher Regional Court
Oberstaatsanwalt	Senior Public Prosecutor
Oberster Gerichtshof	Supreme Court of Justice / Supreme Court
Rechnungshof	Court of Audit
Sprengelrichter	Substitute Judge
Staatsanwalt	Public Prosecutor
Unabhängiger Bundesasylsenat	Independent Federal Asylum Tribunal (obsolete since 2008)
Unabhängiger Finanzsenat	Independent Finance Tribunal (obsolete as of

	1.1.2014)
Unabhängiger Verwaltungssenat	Independent Administrative Tribunal (obsolete as of 1.1.2014)
Verfassungsgerichtshof	Constitutional Court
Vergabekontrollsenat	Public Procurement Review Chamber (only in Vienna and Salzburg, obsolete as of 1.1.2014)
Verwaltungsgericht	Administrative Court
Verwaltungsgerichtshof	Supreme Administrative Court
Volksanwaltschaft	Ombudsman Board

Legal instruments

Bescheid	decision
Bundesgesetz	federal act/law
Bundesverfassung	Constitution
Durchführungsverordnung	implementing regulation(s)
Erlass (= generelle Weisung)	general (administrative) circular
Gesetz	act/law
(Rechts)bestimmungen	provisions (of law) / legislation / laws
(Rechts)verordnung	regulation*
(Rechts)vorschrift	(legal) provision / provision (of law)
(Rechts)vorschriften	provisions (of law) / legislation / laws
Rundschreiben	circular
Weisung	administrative circular

* However, when referring to a 'Verordnung' which has been translated into English by the Austrian authorities, use their translation instead (usually 'Ordinance') if to do otherwise would cause confusion.

For English translations of Austrian acts see: Bundeskanzleramt Legal Information System – Austrian Laws in English.

Subdivisions of legislative acts

In Austrian legislation the following terminology may be used:

Kapitel	Chapter
Teil	Part
Abschnitt	Section
§	§ (or Section)
Artikel	Article
Absatz / Abs.	paragraph
Ziffer / Z	subparagraph

See also points 11.7 and 18.29 of the *English Style Guide*. It is often simpler to reduce the naming of the parts as far as possible. So '§ 1 Abs. 2 Z 3' may be translated as '§ 1(2), subparagraph 3' (or as 'Section 1(2), subparagraph 3'). If 'Absatz 2' and 'Z 3' are referred to in isolation, they may be translated as 'paragraph (2)' and 'subparagraph 3'.

Government bodies and administrative divisions

Bezirk	Translate as 'district' or 'district authority' [an Austrian *Bezirk* corresponds to a German *Kreis* in the NUTS breakdown].
Bezirkshauptmann	Translate as 'head of the district authority, District of ...'.
Bundesland, Bundesländer	*Bundesland/länder* are the usual terms in Austria and, for Austria, are translated as 'province(s)'.
Bundesrat	Write 'Bundesrat'. Where a gloss is considered necessary, add 'the upper house of the Austrian Parliament' in brackets after the first occurrence. Alternatively, the official English translation may be used, provided that it is explained when first introduced, e.g. 'Federal Council (Bundesrat, i.e. the upper house of the Austrian Parliament)'.
Bundesversammlung	Translate as 'Bundesversammlung', adding 'Federal Assembly' in brackets after the first occurrence, if a gloss if considered necessary.
Gemeinde	Translate as 'municipality'.
Land, Länder	See *Bundesland, Bundesländer* above.
Landeshauptmann	Translate as 'Governor'.
Nationalrat	Write 'Nationalrat'. Where a gloss is considered necessary, add 'the lower house of the Austrian Parliament' in brackets after the first occurrence. Alternatively, the official English translation may be used, provided that it is explained when first introduced, e.g. 'National Council (Nationalrat, i.e. the lower house of the Austrian Parliament)'.

Law gazettes, official gazettes and official journals

Amtsblatt zur Wiener Zeitung	*Wiener Zeitung* Official Gazette or Official Gazette published in the *Wiener Zeitung*
Bundesgesetzblatt für die Republik Österreich	Federal Law Gazette of the Republic of Austria
Bundesgesetzblatt	Federal Law Gazette
Landesgesetzblatt	Provincial Law Gazette
Landesgesetzblatt für das Burgenland	Provincial Law Gazette of Burgenland

Landesgesetzblatt für Kärnten	Provincial Law Gazette of Carinthia
Landesgesetzblatt für Niederösterreich	Provincial Law Gazette of Lower Austria
Landesgesetzblatt für Oberösterreich	Provincial Law Gazette of Upper Austria
Landesgesetzblatt für Salzburg	Provincial Law Gazette of Salzburg
Landesgesetzblatt für die Steiermark	Provincial Law Gazette of Styria
Vorarlberger Landesgesetzblatt	Provincial Law Gazette of Vorarlberg
Landesgesetzblatt für Wien	Provincial Law Gazette of Vienna

'Provincial Law Gazette' may also be preceded by the name of the province, e.g. 'Salzburg Provincial Law Gazette', 'Styria Provincial Law Gazette'.

Abbreviations may be dealt with as follows: when they appear for the first time, translate in full, thereafter use the German abbreviation, e.g. render *BGBl. I Nr. 22/2019* on the first occasion as 'Federal Law Gazette (*BGBl.*) I No 22/2019 and thereafter as '*BGBl.* I No 22/2019', e.g. render *LGBl. Nr. 125/2019* on the first occasion as 'Provincial Law Gazette (*LGBl.*) No 125/2019 and thereafter as '*LGBl.* No 125/2019'.

Belgium

Full name: *Kingdom of Belgium (Koninkrijk België* in Dutch, *Royaume de Belgique* in French, *Königreich Belgien* in German*).*

Official languages: Dutch, French and German.

Parliament: Belgium has a bicameral parliament. In English the *Chambre des Représentants* / *Kamer van volksvertegenwoordigers* should be referred to as *the lower house* or *the Chamber of Representatives*, and the *Sénat*/*Senaat* should be referred to as the *upper house* or *the Senate*.

On special occasions the two houses sit jointly as the *Verenigde Kamers / Chambres Réunies* (*joint session of the Belgian Parliament*).

Geography

Cities, towns and municipalities

Use the forms *Antwerp, Bruges, Brussels, Ghent, Ostend*.

Flemish vs French forms. Use Flemish names of places in Dutch-speaking areas (e.g. *Leuven* not *Louvain*, *Kortrijk* not *Courtrai*, *Ieper* not *Ypres*) and French for French-speaking areas (e.g. *Mons* not *Bergen*, *Liège* not *Luik*).

Bilingual *Bruxelles/Brussel* is always *Brussels* in English. Many of the 19 municipalities (FR *communes*, NL *gemeenten*) (and all streets) in the Brussels region have a French and a Dutch name, either of which may be used.

Some municipalities, known as *Communes à facilités / Faciliteitengemeenten / Gemeinden mit Spracherleichterungen*, have special linguistic provisions to protect the rights of their historic linguistic minorities.

In the Flemish Community this concerns six municipalities on the periphery of Brussels (*Drogenbos, Kraainem/Crainhem, Linkebeek, Sint-Genesius-Rode/Rhode-Saint-Genèse, Wemmel* and *Wezembeek-Oppem*) and six municipalities on the language border (*Bever/Biévène, Herstappe, Mesen/Messines, Ronse/Renaix, Spiere-Helkijn/Espierres-Helchin* and *Voeren/Fourons*).

In the French Community this also concerns six municipalities, four with special provisions for Dutch speakers (*Enghien/Edingen, Mouscron/Moeskroen, Comines-Warneton/Komen-Waasten* and *Flobecq/Vloesberg*) and two with special provisions for German speakers (*Malmedy* and *Waimes/Weismes*).

The nine municipalities that make up the German-speaking Community all have special language provisions for French speakers.

It should be noted that these municipalities do not have bilingual status. When writing in English, the French names should be used for those in the French Community, the Flemish names for those in the Flemish Community and the German names for those in the German-speaking Community.

See also Wikipedia's list of 'Names of Belgian places in other languages'.

Rivers

Use *Meuse* (*Maas* only if the context is solely Flanders or the Netherlands).

Regions for statistical purposes (NUTS)

BE	**BELGIË-BELGIQUE***	**BELGIUM**
BE1, *BE10*	**Région de Bruxelles-Capitale / Brussels Hoofdstedelijk Gewest****	**Brussels Capital Region**
BE2	**Vlaams Gewest****	**Flemish Region**
	Provincies	*Provinces*
BE21	*Antwerpen*	*Antwerp*
BE22	*Limburg*	*Limburg*
BE23	*Oost-Vlaanderen*	*East Flanders*
BE24	*Vlaams-Brabant*	*Flemish Brabant*
BE25	*West-Vlaanderen*	*West Flanders*
BE3	**Région wallonne****	**Walloon Region**
	Provinces	*Provinces*
BE31	*Brabant wallon*	*Walloon Brabant*
BE32	*Hainaut*	*Hainaut*
BE33	*Liège*	*Liège*
BE34	*Luxembourg*	*Luxembourg*
BE35	*Namur*	*Namur*

* Regions of Belgium do not coincide with language communities.

** Note that the Flemish Region and the Walloon Region both have five provinces. The Brussels Capital Region is not part of a province and is not itself subdivided into provinces.

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Only Dutch and French are covered in this section, as the use of German in the Belgian court system is limited.

DUTCH

Dutch	***French***	**English**

arbeidshof	*cour du travail*	labour court of appeal
arbeidsrechtbank	*tribunal du travail*	labour court
arrondissementsrechtbank	*tribunal d'arrondissement*	district court
burgerlijke rechtbank	*tribunal civil*	civil court
correctionele rechtbank	*tribunal correctionnel*	criminal court
Grondwettelijk Hof	*Cour constitutionnelle*	Constitutional Court
hof van assisen	*cour d'assises*	court of assizes
hof van beroep	*cour d'appel*	court of appeal
Hof van Cassatie	*Cour de cassation*	Court of Cassation
Hoge Raad voor de Justitie	*Conseil supérieur de la justice*	High Council of Justice
jeugdrechtbank	*tribunal de la jeunesse*	juvenile court
ondernemingsrechtbank	*tribunal de l'entreprise*	commercial court
politierechtbank	*tribunal de police*	police court
Raad van State	*Conseil d'état*	Council of State
rechtbank van eerste aanleg	*tribunal de première instance*	court of first instance
strafuitvoeringsrechtbank	*tribunal de l'application des peines*	sentence enforcement court
vredegerecht	*justice de paix*	justice of the peace court
vrederechter	*juge de paix*	justice of the peace

FRENCH

French	***Dutch***	**English**
Conseil d'état	*Raad van State*	Council of State
Conseil supérieur de la justice	*Hoge Raad voor de Justitie*	High Council of Justice
Cour constitutionnelle	*Grondwettelijk Hof*	Constitutional Court
cour d'appel	*hof van beroep*	court of appeal
cour d'assises	*hof van assisen*	court of assizes
Cour de cassation	*Hof van Cassatie*	Court of Cassation
cour du travail	*arbeidshof*	labour court of appeal
juge de paix	*vrederechter*	justice of the peace
justice de paix	*vredegerecht*	justice of the peace court
tribunal civil	*burgerlijke rechtbank*	civil court
tribunal correctionnel	*correctionele rechtbank*	criminal court
tribunal d'arrondissement	*arrondissementsrechtbank*	district court
tribunal de l'application des peines	*strafuitvoeringsrechtbank*	sentence enforcement court
tribunal de l'entreprise	*ondernemingsrechtbank*	commercial court
tribunal de la jeunesse	*jeugdrechtbank*	juvenile court
tribunal de police	*politierechtbank*	police court

tribunal de première instance	*rechtbank van eerste aanleg*	court of first instance
tribunal du travail	*arbeidsrechtbank*	labour court

Legal instruments

Only Dutch and French are covered in this section, as only a few Belgian laws are translated into German.

DUTCH

Dutch	***French***	**English**
besluit	*arrêté*	decree
Burgerlijk Wetboek	*Code civil*	Civil Code
decreet	*décret*	decree* [statutory instrument issued by the language communities / the Flemish and Walloon Regions]
Gerechtelijk Wetboek	*Code judiciaire*	Judicial Code
koninklijk besluit (KB)	*arrêté royal (AR)*	royal decree
ministerieel besluit	*arrêté ministériel*	ministerial decree
ordonnantie	*ordonnance*	order* [statutory instrument issued by Brussels Capital Region]
wet	*loi*	act/law
Wetboek van Strafrecht	*Code pénal*	Criminal Code
Wetboek van Strafvordering	*Code d'instruction criminelle*	Code of Criminal Procedure

FRENCH

French	***Dutch***	**English**
arrêté	*besluit*	decree
arrêté ministériel	*ministerieel besluit*	ministerial decree
arrêté royal (AR)	*koninklijk besluit (KB)*	royal decree
Code civil	*Burgerlijk Wetboek*	Civil Code
Code d'instruction criminelle	*Wetboek van Strafvordering*	Code of Criminal Procedure
Code judiciaire	*Gerechtelijk Wetboek*	Judicial Code
Code pénal	*Wetboek van Strafrecht*	Criminal Code
décret	*decreet*	decree* [statutory instrument issued by the language communities/the Flemish and Walloon Regions]
loi	*wet*	act/law

ordonnance	*ordonnantie*	order* [statutory instrument issued by Brussels Capital Region]

* These have equal status with federal laws and should not be confused with implementing decrees / orders.

Federal structure

Belgium is a federal kingdom made up of three *regions*:

- the *Flemish Region*
  (*het Vlaamse Gewest – la Région flamande – die Flämische Region*),
- the *Walloon Region*
  (*het Waalse Gewest – la Région wallonne – die Wallonische Region*), and
- *Brussels Capital Region*
  (*het Brussels Hoofdstedelijk Gewest – la Région de Bruxelles-Capitale – die Region Brüssel-Hauptstadt*)

and three language *communities*:

- the *Flemish Community*
  (*de Vlaamse Gemeenschap – la Communauté flamande – die Flämische Gemeinschaft*),
- the *French Community* (not French-speaking)
  (*de Franse Gemeenschap – la Communauté française* (since May 2011 also commonly known as *la Fédération Wallonie-Bruxelles*) – *die Französische Gemeinschaft*), and
- the *German-speaking Community* (not German)
  (*de Duitstalige Gemeenschap – la Communauté germanophone – die Deutschsprachige Gemeinschaft*).

The *Flemish Region* covers the north of the country down to a line running across the country just south of Brussels, but not including the *Brussels Capital Region* (which forms an enclave), while the *Walloon Region* covers the whole of the south of the country (including the German-speaking area). The regions may also be referred to informally as *Flanders*, *Wallonia* and *the Brussels Region* (to distinguish it from *Ville de Bruxelles/Stad Brussel*, which is only one of 19 municipalities in the region).

The *Flemish Community* covers Flanders, plus Brussels (for Dutch-speaking cultural matters); the *French Community* covers Wallonia minus the German-speaking area, plus Brussels (for French-speaking cultural matters); and the *German-speaking Community* covers the small German-speaking part of the country. In May 2011, the parliament of the *French Community* voted to use the name *Fédération Wallonie-Bruxelles*. However, the new name does not appear in the Belgian Constitution and is not universally accepted.

The regions exercise powers in a wide range of areas, while the *communities* are primarily responsible for education and cultural matters. Under the Constitution each region and community has an executive accountable to a parliament. However, all the

responsibilities of the Flemish Region have been transferred to the Community, so there is only one *Flemish Government* and one *Flemish Parliament*, both based in Brussels.

The executives of the other two regions are the *Walloon Government*, based in Namur, and the *Government of the Brussels Capital Region*. The leaders of all three executives wish to be described in English as *Minister-President*. Meanwhile, the French Community – based in Brussels and entirely separate from the Walloon Government in Namur – has handed over some of its responsibilities to the Region. The German-speaking Community, with its seat in Eupen, has fewer powers than the other two.

At federal level, the Belgian Government retains such pan-Belgian functions as foreign affairs, defence, justice, macroeconomic policy and the railways. In a Belgian context it may be referred to as the *Federal Government.*

Brazil

Full name: *Federative Republic of Brazil (República Federativa do Brasil)*

Official language: Portuguese (many Amerindian languages and a few European languages are also spoken, but the only official language is Portuguese)

Government type: Federal presidential republic

Parliament: Brazil has a bicameral parliament (the *Congresso Nacional* [National Congress]) comprising the *Câmara dos Deputados* (Chamber of Deputies) and the *Senado* (Senate).

The *Câmara* has 513 *deputados* (Members of Parliament) representing the country's 27 states. The number of *deputados* per state is weighted according to its population: larger states are allowed up to 70, with smaller states represented by no fewer than 8.

The *Senado* comprises 81 *senadores* (senators) – 3 per state.

Executive: The President is both Head of State and Head of Government and is responsible for appointing the Cabinet.

Judiciary: Highest court – Supreme Federal Court (*Supremo Tribunal Federal*)

Other national courts include the Federal Court of Auditors (*Tribunal de Contas da União*), Superior Court of Justice (*Superior Tribunal de Justiça*), Superior Labour Court (*Tribunal Superior do Trabalho*) and Superior Electoral Court (*Tribunal Superior Eleitoral*). These are overseen by the National Justice Council (*Conselho Nacional de Justiça*).

Courts of first and second instance are at regional level.

Geographical and administrative structure

Brazil is divided into federative units (*unidades federativas*): 26 states (*estados*) plus one federal district (*Distrito Federal*), the capital Brasília. Each state has its own executive, legislative and judiciary branches. There are 5 570 municipalities, each with its own local government comprising a mayor (*prefeito*) and a legislative body called the municipal chamber (*câmara municipal*). Another territorial subdivision is the *comarca* (no translation in English), which is a judicial district covering one or more municipalities.

The vast majority of the population live on, or in the vicinity of, the Atlantic coast: in cities from Porto Alegre (in the state of Rio Grande do Sul) in the far south to Fortaleza (in the state of Ceará) in the far north, via the huge population centres of São Paulo and Rio de Janeiro in the south-east. When writing Brazilian geographical names (cities, rivers, etc.) native spellings should always be used.

Bulgaria

Full name: *Republic of Bulgaria (Република България)*.

Official language: Bulgarian. For transliterating Bulgarian, see the table (Annex 2) in the *English Style Guide*.

Parliament: Bulgaria has a unicameral parliament. Its full title, used in formal contexts, is *Narodno sabranie na Republika Balgaria* (National Assembly of the Republic of Bulgaria). It is generally referred to as *Narodno sabranie*. This should be rendered in English as *the National Assembly (of Bulgaria)* or *(the Bulgarian) Parliament*.

Geography

Cities

Note the transliteration *Sofia* for the capital city. Avoid using forms such as *Rousse* and *Bourgas*, which, although French, are still sometimes found in English-language texts.

Regions for statistical purposes (NUTS)

BG	**БЪЛГАРИЯ**	**BULGARIA**	**BULGARIA**
BG3	**Северна и Югоизточна България**	**Severna i Yugoiztochna Bulgaria**	**North and South-East Bulgaria**
BG31	*Северозападен*	*Severozapaden*	*North-West*
BG311	Видин	Vidin	Vidin
BG312	Монтана	Montana	Montana
BG313	Враца	Vratsa	Vratsa
BG314	Плевен	Pleven	Pleven
BG315	Ловеч	Lovech	Lovech
BG32	*Северен централен*	*Severen tsentralen*	*North-Central*
BG321	Велико Търново	Veliko Tarnovo	Veliko Tarnovo
BG322	Габрово	Gabrovo	Gabrovo
BG323	Русе	Ruse	Ruse
BG324	Разград	Razgrad	Razgrad
BG325	Силистра	Silistra	Silistra
BG33	*Североизточен*	*Severoiztochen*	*North-East*
BG331	Варна	Varna	Varna
BG332	Добрич	Dobrich	Dobrich
BG333	Шумен	Shumen	Shumen
BG334	Търговище	Targovishte	Targovishte
BG34	*Югоизточен*	*Yugoiztochen*	*South-East*
BG341	Бургас	Burgas	Burgas
BG342	Сливен	Sliven	Sliven

BG343	Ямбол	Yambol	Yambol
BG344	Стара Загора	Stara Zagora	Stara Zagora
BG4	**Югозападна и Южна Централна България**	**Yugozapadna i Yuzhna Tsentralna Bulgaria**	**South-West and South-Central Bulgaria**
BG41	*Югозападен*	*Yugozapaden*	*South-West*
BG411	София (столица)	Sofia (stolitsa)	Sofia (capital)
BG412	София	Sofia	Sofia
BG413	Благоевград	Blagoevgrad	Blagoevgrad
BG414	Перник	Pernik	Pernik
BG415	Кюстендил	Kyustendil	Kyustendil
BG42	*Южен централен*	*Yuzhen tsentralen*	*South-Central*
BG421	Пловдив	Plovdiv	Plovdiv
BG422	Хасково	Haskovo	Haskovo
BG423	Пазарджик	Pazardzhik	Pazardzhik
BG424	Смолян	Smolyan	Smolyan
BG425	Кърджали	Kardzhali	Kardzhali

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 1, 2 and 3 are shown in bold, italic and plain font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Административен съд	Administrative Court
Административен съд – Пловдив	Plovdiv Administrative Court
Административен съд – София Град (АССГ)	Sofia City Administrative Court
Административен съд – София Област (АССО)	Sofia Province Administrative Court*
Апелативен съд	Court of Appeal
Военен съд	Military Court
Военно-апелативен съд	Military Court of Appeal
Върховен административен съд	Supreme Administrative Court
Върховен касационен съд	Supreme Court of Cassation
Конституционен съд	Constitutional Court
Окръжен съд	Provincial Court**
Русенски оркъжен съд	Ruse Provincial Court
Районен съд	District Court
Софийски градски съд*** (СГС)	Sofia City Court
Софийски окръжен съд	Sofia Provincial Court

Шуменски районен съд, Районен съд (гр.) Шумен	Shumen District Court

Useful terminology and abbreviations

адм. дело № 869/2009 г., по описа на АССО	Sofia Province Administrative Court case No 869/2009
административно отделение	administrative division
гражданско отделение	civil division
наказателно отделение	criminal division
нохд: наказателно общ характер дело	criminal case
петчленен състав	panel of five judges
съдебен акт	court decision/ruling/order/warrant etc., depending on the context
търговско отделение	commercial division
фд: фирмено дело	commercial company case

* This is the administrative court responsible for Sofia Province (област), as opposed to Sofia City. There are no provincial (окръжни) administrative courts in the judicial hierarchy.

** Окръг is a judicial province, област an administrative province. They do not coincide geographically.

*** The Sofia City Court is responsible for the city of Sofia (as opposed to the province with the same name) but has the status of a provincial court.

Legal instruments

закон	act/law
Закон за данък върху добавената стойност (ЗДДС)	Value Added Tax Act (ZDDS)*
Закон за счетоводството (ЗСч)	Accountancy Act (ZSch)
инструкция	instruction
наредба	regulation (issued by the Government)
наредба	ordinance (issued by a municipal council)
постановление	decree (issued by the Council of Ministers)
правилник	implementing rules
правилник за прилагане на Закон XYZ	Rules for the implementation of the XYZ Act
указ	decree (issued by the President or State Council)

* As consistency in translating the titles of statutory acts is impossible to attain in practice, it is advisable to add a transliteration of the official abbreviation to prevent confusion.

Subdivisions of legislative acts

In Bulgarian legal references the following terminology is preferred:

глава	chapter

раздел	heading
чл. (член)	article
ал. (алинея)	paragraph
т. (точка)	subparagraph
пр. or предл. (предложение)	option (see below)
§ (параграф)	§ or section (see below)

Examples:

‘Чл. 12, ал. 2, т. 3 пр. 1’ should be translated as ‘Article 12(2)(3), first option’.

‘§ 22. В чл. 63, ал. 1, т. 3 се отменя’ becomes ‘§ 22. Article 63(1)(3) is repealed’.

§ or section

The ‘§’-sign is used in final and transitional provisions instead of ‘член’. It stands for ‘параграф’. Translate it using the ‘§’-sign wherever possible to facilitate references to the original legislation. If this is not possible, use ‘section’.

Option

To clarify what is meant by ‘option’, here is an example:

The investigation concerns several public officials suspected of having committed, between early 2009 and June 2011, offences under Article 282(2), first option, in conjunction with Article 282(1) and Article 20(2) of the Criminal Code (NK).

Article 282(2) NK reads as follows. Options 1 and 2 have been placed in square brackets:

Ако **[от деянието са настъпили значителни вредни последици]** или **[е извършено от лице, което заема отговорно служебно положение]**, наказанието е лишаване от свобода от една до осем години, като съдът може да постанови и лишаване от правото по чл. 37, ал. 1, точка 6.

Law gazettes, official gazettes and official journals

Държавен вестник	State Gazette (SG)

China

Full name: *The People's Republic of China (中华人民共和国)*

Short form: *China (中国)*

Abbreviation: *PRC*

Official language: Mandarin (普通话) (*Putonghua*)

For the romanisation of names written in Chinese, see point 9.8 of the *English Style Guide*.

The following languages are recognised by the Chinese government as official regional languages:

In Chinese:	English translation:	Official regional language of:
粤语	Yue / Cantonese	Hong Kong Special Administrative Region, Macao Special Administrative Region
壮语	Zhuang	Guangxi Zhuang Autonomous Region
维吾尔语	Uyghur	Xinjiang Uyghur Autonomous Region
藏语	Tibetan	Tibet (Xizang) Autonomous Region
蒙古语	(Chakhar) Mongolian	Inner Mongolia Autonomous Region

Parliament: The unicameral National People's Congress (NPC) (全国人民代表大会) has the power to legislate, to oversee the operations of the government, and to elect the major officers of state.

The NPC and the National Committee of the Chinese People's Political Consultative Conference (CPPCC) (中国人民政治协商会议全国委员会) – a political advisory body consisting of delegates from a range of political parties and organisations as well as independent members – are the main deliberative bodies of China, which make important national-level political decisions. The annual plenary sessions they convene are often referred to collectively as the Two Sessions (两会).

Government: The State Council (国务院), also called the Central People's Government (中央人民政府), is appointed by the National People's Congress and is the chief administrative authority of the People's Republic of China. It is chaired by the Premier and includes the heads of each government department and agency. The State Council directly oversees the various subordinate administrative divisions (local people's governments (地方人民政府), see table below).

中央人民政府	Central People's Government
省级人民政府	local people's government at province level*
地级人民政府	local people's government at prefecture level
县级人民政府	local people's government at county level
乡级人民政府	local people's government at township level
地方各级人民政府	local people's government at all levels

* These province-level administrations include those of provinces, autonomous regions, municipalities under central government administration and special administrative regions.

Geography

Mountains:

喜马拉雅山脉	Himalayas
喀喇昆仑山脉	Karakoram
帕米尔高原	Pamirs
天山	Tian Shan

Deserts:

塔克拉玛干沙漠	Taklamakan Desert
古尔班通古特沙漠	Gurbantünggüt Desert

Basins

柴达木盆地	Qaidam Basin
塔里木盆地	Tarim Basin

Rivers:

黄河	Huang He*
长江	Yangtze River

*'Yellow River' can also be used if the context is clear (there are other rivers in the world that are called Yellow River).

Seas:

There are four major expanses of water adjacent to the Chinese coast.

渤海	Bohai Sea
黄海	Yellow Sea (Huanghai Sea)
东海	East China Sea (Donghai Sea)
南海	South China Sea (Nanhai Sea)

Administrative divisions:

These include provinces (省), autonomous regions (自治区), municipalities under central government administration (直辖市) and special administrative regions (特别行政区).

Use upper case for administrative divisions that are part of a name, for instance:
宁夏回族自治区: Ningxia Hui Autonomous Region
澳门特别行政区: Macao Special Administrative Region

Otherwise use lower case, for instance:
安徽省: Anhui province
天津（直辖）市: Tianjin municipality

Abbreviations for administrative divisions such as 京 and 沪 require a full spelling in English – in this case, Beijing and Shanghai, respectively.

Judicial bodies:

最高人民法院	Supreme People's Court (SPC)
高级人民法院	higher people's courts
中级人民法院	intermediate people's courts
基层人民法院	basic people's courts
专门人民法院	special people's courts
最高人民检察院	Supreme People's Procuratorate (SPP)
地方人民检察院	local people's procuratorates
专门人民检察院	special people's procuratorates

Legal instruments:

宪法	Constitution
人民法院组织法	Organic Law of the People's Courts
法规	law
规则	rule
规章	regulation
决定	decision
法令	decree
通告	announcement

Subdivisions of a legal document:

编	part
章	chapter
节	section

条	article
款	paragraph
项	subparagraph
目	item
条款	clause

Croatia

Full name: *Republic of Croatia (Republika Hrvatska).*

Official language: Croatian.

Parliament: Croatia has a unicameral parliament known as the *Hrvatski sabor* or *Sabor*. It should be referred to in English as *the Croatian Parliament*.

Geography

Cities, towns, islands

Note that many Croatian place names exist in Italian, German, Hungarian and Slovenian. Unless an English name exists (e.g. *Dalmatia*, not *Dalmacija*), always use the Croatian name. Both 'bay' and 'gulf' are acceptable translations of *zaljev* in *Kvarnerski zaljev* and *Piranski zaljev / Savudrijska vala*.

Regions for statistical purposes (NUTS)

HR, HR0	**HRVATSKA**	**CROATIA**
HR03	*Jadranska Hrvatska*	*Adriatic Croatia*
HR031	Primorsko-goranska županija	Primorje-Gorski Kotar County
HR032	Ličko-senjska županija	Lika-Senj County
HR033	Zadarska županija	Zadar County
HR034	Šibensko-kninska županija	Šibenik-Knin County
HR035	Splitsko-dalmatinska županija	Split-Dalmatia County
HR036	Istarska županija	Istria County
HR037	Dubrovačko-neretvanska županija	Dubrovnik-Neretva County
HR04	*Kontinentalna Hrvatska*	*Continental Croatia*
HR041	Grad Zagreb	City of Zagreb
HR042	Zagrebačka županija	Zagreb County
HR043	Krapinsko-zagorska županija	Krapina-Zagorje County
HR044	Varaždinska županija	Varaždin County
HR045	Koprivničko-križevačka županija	Koprivnica-Križevci County
HR046	Međimurska županija	Međimurje County

HR047	Bjelovarsko-bilogorska županija	Bjelovar-Bilogora County
HR048	Virovitičko-podravska županija	Virovitica-Podravina County
HR049	Požeško-slavonska županija	Požega-Slavonia County
HR04A	Brodsko-posavska županija	Slavonski Brod-Posavina County
HR04B	Osječko-baranjska županija	Osijek-Baranja County
HR04C	Vukovarsko-srijemska županija	Vukovar-Syrmia County
HR04D	Karlovačka županija	Karlovac County
HR04E	Sisačko-moslavačka županija	Sisak-Moslavina County

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 2 and 3 are shown in italic and plain font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

općinski sud	municipal court
prekršajni sud	misdemeanour court
trgovački sud	commercial court
upravni sud	administrative court
Ustavni sud	Constitutional Court
Visoki prekršajni sud	High Misdemeanour Court
Visoki trgovački sud	High Commercial Court
Vrhovni sud	Supreme Court
županijski sud	county court

For a diagram of the court structure in Croatian and English see the website of the Supreme Court of the Republic of Croatia.

Political and administrative structure

		DRŽAVA (DRŽAVNA UPRAVA)	**STATE** (STATE ADMINISTRATION)
STATE LEVEL	Representative body	**Sabor**	**Parliament**
	Executive body	**Vlada**	**Government**

	Administrative bodies	• ministarstva • središnji državni uredi • državne upravne organizacije	• ministries • central state offices • state administrative organisations
		ŽUPANIJA (PODRUČNA (REGIONALNA) SAMOUPRAVA)	**COUNTY** (REGIONAL SELF-GOVERNMENT)
REGIONAL LEVEL	Representative body	**Skupština**	**Assembly**
	Executive bodies	**Župan i poglavarstvo**	**Prefect and County Government**
	Administrative bodies*	• odjeli • službe	• departments • services
		GRAD/OPĆINA (LOKALNA SAMOUPRAVA)	**CITY/MUNICIPALITY** (LOCAL SELF-GOVERNMENT)
LOCAL LEVEL	Representative body	**Vijeće**	**Council**
	Executive bodies**	**Gradonačelnik i poglavarstvo** **Općinski načelnik i poglavarstvo**	**Mayor and City Government** **Mayor and Municipal Government**
	Administrative bodies*	• odjeli • službe • jedinstveni upravni odjel	• departments • services • single administrative department
* Headed by *pročelnik* (pl. *pročelnici*). ** Towns/municipalities with fewer than 3 000 inhabitants do not have separate executive bodies. In this case the president of the town/municipal council acts as the mayor and the council acts as the city/municipality government.			
ispostava ureda = local office tijelo izvan središta = local body			

Source: Vodič kroz hrvatski sustav lokalne i regionalne samouprave (accessed on 7 February 2014).

Legal instruments

međunarodni ugovor	international treaty
mjera	measure/action
nalog	order
naputak	instruction
naredba	**order**/decree
odluka	**decision***/order
odredba	**provision**/order
podzakonski akt	implementing regulation
pravilnik	rules
pravilo	rule
pravna stečevina	*acquis*
presuda	sentence/ruling/judgment/verdict/decision
propis	**regulation**/rule/ordinance
rješenje	**resolution***/decision
ugovor	contract/agreement
upravni akt	administrative act
uputa	instruction
uredba	**decree***/order
zaključak	**declaration***/decision/conclusion
zakon	act/law
zakonodavstvo	legislation

zapovijed	order

* Particularly when issued by the Government. See Article 31 of the Govt Act.

The list is not exhaustive and certainly not prescriptive. Bold type indicates preferred variants.

Law gazettes, official gazettes and official journals

When *Narodne novine* occurs for the first time in a text, refer to it as *Narodne Novine* (NN; Official Gazette of the Republic of Croatia) No …

If it occurs again in the same text, refer to it as NN No ...

Miscellaneous

Klasa – Class
Urbroj – Ref. No
daje se / *traži se* – do not translate
OIB (osobni identifikacijski broj) – ID No
k.č. = katastarska čestica – cadastral parcel
dna = dostavna naredba [in court documents] – to be delivered to

Cyprus

Full name: *Republic of Cyprus (Κυπριακή Δημοκρατία).*

The long form may be used when contrasted with northern Cyprus, the 'Turkish Republic of Northern Cyprus'. However, since the EU and its Member States do not recognise the latter and the Republic of Cyprus joined the EU on behalf of the whole island, 'Cyprus' is adequate for most purposes.

Official languages: Greek and Turkish (although the latter is not an EU official language). For transliterating Greek, see the table (Annex 1) in the *English Style Guide*.

Parliament: Cyprus has a unicameral parliament known in Greek as the *Βουλή των Αντιπροσώπων* and in Turkish as the *Temsilciler Meclisi*. It should be referred to in English as *the House of Representatives*.

Geography

Cities

Use the traditional English names for the six district capitals:

Αμμόχωστος	Famagusta
Κερύνεια	Kyrenia
Λεμεσός	Limassol
Λάρνακα	Larnaca
Λευκωσία	Nicosia
Πάφος	Paphos

Regions

Cyprus constitutes a single level 2 NUTS region.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Ανώτατο Συνταγματικό Δικαστήριο	Supreme Constitutional Court
Ανώτατο Δικαστήριο	Supreme Court
Εφετείο	Court of Appeal
Διοικητικό Δικαστήριο	Administrative Court
Επαρχιακό Δικαστήριο	District Court
Κακουργιοδικείο	Assize Court

Οικογενειακό Δικαστήριο	Family Court
Δικαστήριο Ελέγχου Ενοικιάσεων	Rent Control Tribunal
Δικαστήριο Εργατικών Διαφορών	Industrial Disputes Tribunal
Εμπορικό Δικαστήριο	Commercial Court
Διοικητικό Δικαστήριο Διεθνούς Προστασίας	International Protection Administrative Court
Ναυτοδικείο	Admiralty Court
Στρατιωτικό Δικαστήριο (Στρατοδικείο)	Military Court

Legal instruments

νόμος	act/law
προεδρικό διάταγμα	presidential decree
αναγκαστικός νόμος	emergency act/law
εγκύκλιος	circular order

Law gazettes, official gazettes and official journals

Επίσημη Εφημερίδα	Cyprus Government Gazette
Κύριο Μέρος	Main Gazette
Παραρτήματα	Appendices

Czechia

Full name: *Czech Republic (Česká republika)*.

Official language: Czech.

Parliament: Czechia has a bicameral parliament. In Czech the full title of the lower house is *Poslanecká sněmovna Parlamentu České republiky*, often shortened to *Poslanecká sněmovna* and abbreviated as *PSP ČR* or *PS PČR*. In English it should be referred to as *the Chamber of Deputies of the Parliament of the Czech Republic* in formal contexts or, in less formal texts, as *the (Czech) Chamber of Deputies* or *the lower house of the Czech Parliament*. The full Czech title of the upper house is *Senát Parlamentu České republiky*, often shortened to just *Senát* or *Senát PČR*. In English it should be referred to as *the Senate of the Parliament of the Czech Republic* in formal contexts or, in less formal texts, as *the (Czech) Senate* or *the upper house of the Czech Parliament*.

Geography

Cities

Write *Prague* for *Praha*. Leave *Plzeň* in the Czech form (*Pilsen* is a style of beer). Be aware that German texts may use the German names for places in Czechia, referring to *Brno* as *Brünn* or *Karlovy Vary* as *Karlsbad*. Always use the Czech names when writing in English.

Rivers

The river called *the Labe* in Czech is known as *the Elbe* in English. Write *Oder* for *Odra*.

Regions for statistical purposes (NUTS)

CZ, CZ0	**(ČESKÁ REPUBLIKA) ČESKO**	**CZECHIA**
CZ01	*Praha*	*Prague*
CZ010	Hlavní město Praha	Prague Capital City
CZ02	*Střední Čechy*	*Central Bohemia*
CZ020	Středočeský kraj	Central Bohemian Region
CZ03	*Jihozápad*	*South-West*
CZ031	Jihočeský kraj	South Bohemian Region
CZ032	Plzeňský kraj	Plzeň Region
CZ04	*Severozápad*	*North-West*
CZ041	Karlovarský kraj	Karlovy Vary Region
CZ042	Ústecký kraj	Ústí nad Labem Region
CZ05	*Severovýchod*	*North-East*
CZ051	Liberecký kraj	Liberec Region
CZ052	Královéhradecký kraj	Hradec Králové Region

CZ053	Pardubický kraj	Pardubice Region
CZ06	*Jihovýchod*	*South-East*
CZ063	Kraj Vysočina	Vysočina Region
CZ064	Jihomoravský kraj	South Moravian Region
CZ07	*Střední Morava*	*Central Moravia*
CZ071	Olomoucký kraj	Olomouc Region
CZ072	Zlínský kraj	Zlín Region
CZ08	*Moravskoslezsko*	*Moravian Silesia*
CZ080	Moravskoslezský kraj	Moravian-Silesian Region

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts.

For statistical and Structural Fund purposes Czechia is divided into eight areas (oblasti – NUTS 2), each consisting of either a single region (kraj – NUTS 3) or a group of regions (seskupení krajů). In the table, region levels 2 and 3 are shown in italic and plain font, respectively.

Administratively the country is divided into 14 regions (kraje = NUTS 3; higher territorial self-governing units – vyšší územní samosprávné celky). At the lowest level are obce (sing. obec) and města (sing. město) - municipalities and cities. (There used to be 73 okresy ('districts') but these were abolished in 2003.)

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Krajské státní zastupitelství	Regional Prosecutor's Office
Krajský soud	Regional Court
Městský soud	Municipal Court
Nejvyšší soud	Supreme Court
Nejvyšší správní soud	Supreme Administrative Court
Nejvyšší státní zastupitelství	Supreme Prosecutor's Office
Okresní soud	District Court
Okresní státní zastupitelství	District Prosecutor's Office
Ústavní soud	Constitutional Court
Vrchní soud	High Court
Vrchní státní zastupitelství	High Prosecutor's Office

Legal instruments

nařízení	regulation (prefix with 'Czech' or 'national', if necessary for clarity's sake)
opatření	measure
oznámení	notice
rozhodnutí	decision

rozkaz	order
smlouva	treaty
usnesení	resolution
vyhláška	implementing decree
výnos	implementing decision
zákon	in general: act / legislative act / act of law / piece of legislation in title of piece of legislation: 'the … Act' or 'the Act on…'
Občanský soudní řád	Code of Civil Procedure
Správní řád	Code of Administrative Procedure
Trestní řád	Code of Criminal Procedure
Trestní zákoník Trestní zákon**ík** = zákon č. 40/2009, which entered into force on 1 January 2010; Trestní zákon = zákon č. 140/1961 Sb. (now repealed)	Criminal Code

Divisions of Czech legislative acts

Czech	Abbreviation	English	Rendering in running text
Článek [1, 2, 3 in constitutional acts] Článek [I, II, III…. in amending acts]	Čl.	article	Article 1 Article I
ČÁST [PRVNÍ, DRUHÁ, TŘETÍ…]		division	Division One
Hlava [I, II, III …]		title	Title I
Díl [1, 2, 3…]		part	Part 1
Oddíl [1, 2, 3…]		subpart	Subpart 1
Pododdíl [1, 2, 3…]		sub-subpart	Sub-subpart 1
paragraf [1, 2, 3…]	§	section	Section 1
odstavec [(1), (2), (3)…]	odst.	paragraph	paragraph 1
pododstavec [a), b), c)…]	písm.	subparagraph	subparagraph (a)
bod [1., 2., 3. …]		point	point 1

References such as *§ 6 odst. 3 písm. f) bod 4*. should be rendered in the following concise form rather than spelt out: *Section 6(3)(f)(4)*.

Terms and expressions in and relating to legislative acts

§ 6 zní:	Section 6 is replaced by the following:
Za § 45a se vkládá nový § 45b, který včetně nadpisu zní:	A new Section 45b, with heading, is inserted after Section 45a as follows:

V § 4 odst. 7 se doplňuje písmeno f), které zní:	In Section 4(7) the following subparagraph (f) is added:
V § 3 se zrušuje poslední věta.	In Section 3 the last sentence is deleted.
Dosavadní odstavce 3 a 4 se označují jako odstavce 4 a 5.	Paragraphs 3 and 4 are renumbered 4 and 5.
Odstavce 2 – 6 se nahrazují tímto:	Paragraphs 2–6 are replaced by the following:
… slova „příslušné úřady zemí ESVO“ se nahrazují slovy „příslušné úřady zemí společného tranzitního režimu“...	…‘the competent offices of the EFTA countries’ is replaced by ‘the competent offices of the common transit countries’...
Částka (*of the* Sbírka zákonů)	Volume (of the Collection of Legislative Acts)
nadpis	heading
novela novela zákona č….	a/the amending act act amending Act No …
novelizace	amendment(s) to; the amending of
podle zvláštního zákona	as specified in the relevant act; in accordance with the act governing it; as covered by special legislation
se použijí obdobně	shall apply *mutatis mutandis*
se použijí přiměřeně	shall apply *mutatis mutandis*
platnost	force
právní předpis	(piece of) legislation
právo	law
účinnost …nabývá účinnosti	effect …shall take effect
všeobecně závazný právní předpis	act of general application in a less formal context ‘legislation’ may be sufficient

Law gazettes, official gazettes and official journals

Obchodní věstník	Commercial Journal
Sbírka mezinárodních smluv	Collection of International Treaties
Sbírka zákonů	Collection of Legislative Acts
Sb. (as abbreviation of Sbírka zákonů in titles of legislation)	Omit in English (do not use ‘Coll.’)

Denmark

Full name: *Kingdom of Denmark (Kongeriget Danmark).*

Neither Greenland (adjective: Greenland) nor the Faroe Islands (short form: Faroes; adjective: Faroese) are part of the European Union.

Official language: Danish.

Parliament: Denmark has a unicameral parliament known as *Folketinget*. It should be referred to in English as *Folketinget (the Danish Parliament)*.

Geography

Cities

Note the names *Copenhagen, Aarhus, Aalborg*.

Bodies of water

Write *Wadden Sea* for *Vadehavet*. Use *Great Belt* for *Storebælt* and *Little Belt* for *Lillebælt.*

Islands

Use *Fyn* rather than *Funen*.

Regions for statistical purposes (NUTS)

DK, DK0	**DANMARK**	**DENMARK**
DK01	*Hovedstaden*	*Capital (region)*
DK011	Byen København	City of Copenhagen
DK012	Københavns omegn	Outer Copenhagen
DK013	Nordsjælland	North Zealand
DK014	Bornholm	Bornholm
DK02	*Sjælland*	*Zealand*
DK021	Østjælland	East Zealand
DK022	Vest- og Sydsjælland	West and South Zealand
DK03	*Syddanmark*	*South Denmark*
DK031	Fyn	Fyn
DK032	Sydjylland	South Jutland
DK04	*Midtjylland*	*Central Jutland*
DK041	Vestjylland	West Jutland
DK042	Østjylland	East Jutland
DK05, DK050	*Nordjylland*	*North Jutland*

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 2 and 3 are shown in italic and plain font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

anklagemyndigheden	Public prosecutor
Arbejdsretten*	Labour Court
Bibeskæftigelsesnævnet	External Activity Review Board
byret**	district court
Dommerudnævnelsesrådet	Judicial Appointments Council
Domstolsstyrelsen	Danish Court Administration
fogedret	Enforcement and small claims (division of the district) court
Højesteret	Supreme Court
Procesbevillingsnævnet	Appeals Permission Board
ret	court
Rigsretten	Court of Impeachment
skifteret	Probate and bankruptcy (division of the district) court
Den Særlige Klageret	Special Court of Indictment and Revision
Sø- og Handelsretten	Maritime and Commercial Court
Tinglysningsretten	Land Registration Court
Østre/Vestre Landsret	Eastern/Western High Court

* Its jurisdiction covers collective labour agreements, in disputes between trade unions and employers' organisations.

** There are now 24 district courts, only one of which has Byret in its name, namely Københavns Byret. The others are called Retten i XXX.

See Danmarks Domstole for further information.

Legal instruments

administrativ afgørelse	administrative ruling
(kongelige/ministeriel) anordning	(royal/ministerial) decree
bekendtgørelse	order
cirkulære	circular
Danmarks Riges Grundlov (grundloven)	Constitutional Act
dombog	court judgments and orders

lov	act/law
lovbekendtgørelse	Consolidation Act
lovforslag	bill / draft law
retsbog	court record (summary record of court cases)
Retsplejeloven	Administration of Justice Act
Straffeloven	Penal Code
vejledning	guidelines

Paragraph numbers in sections of legislative acts

Note that it is common for the number of the first paragraph (*stykke*, usually abbreviated to *stk.*) of each section to be omitted in Danish legislative acts. This convention should not be mirrored when translating into English. The numeral 1 should be inserted in brackets after the section number at the beginning of the first paragraph of all sections except those consisting of only one paragraph.

For example:

DA:

§ 1. I denne lov forstås ved:

EN:

Section 1. (1) In this Act the following definitions shall apply:

Estonia

Full name: *Republic of Estonia (Eesti Vabariik)*.

Official language: Estonian.

Parliament: Estonia has a unicameral parliament known as the *Riigikogu*. In English it should be referred to as *the Estonian Parliament* or *Parliament*, unless there is a particular reason to use the Estonian name.

The English-language names of the Committees, etc. can be found on the Parliament website.

Geography

Cities

Leave the names of urban centres, irrespective of size, in their original Estonian form, including diacritics (e.g. *Pärnu*, *Kohtla-Järve*, *Võru*, *Põlva*, etc.).

Be aware that historical names exist for some towns and are still used occasionally, but the Estonian names should always be used in English texts (e.g. write *Tallinn* (not the German *Reval*) and *Tartu* (not the German *Dorpat* or the Finnish *Tartto*)).

Note that *Valga* is in Estonia, while *Valka* is in Latvia.

Counties

There are two ways of referring to counties in Estonian. The names may appear in the form *Harjumaa* / *Järvamaa* / *Lääne-Virumaa*, etc. or in the form *Harju maakond* / *Järva maakond* / *Lääne-Viru maakond*, etc. Use the former in English (e.g. *Harjumaa*), adding 'the county of' or 'county' where necessary for clarity (e.g. *the county of Harjumaa*, *Harjumaa county*).

Islands

The islands of *Saaremaa* and *Hiiumaa* are both also counties in their own right, and so in some cases it may be necessary to write e.g. *the island of Saaremaa* to avoid confusion with the county of the same name.

Be aware that many of the islands also have historical names in Swedish, but the Estonian names should always be used in English texts (e.g. write *Saaremaa* (Swedish: *Ösel*), *Hiiumaa* (Swedish: *Dagö*), *Muhu* (Swedish: *Moon*), *Vormsi* (Swedish: *Ormsö*), *Kihnu* (Swedish: *Kynö*) and *Ruhnu* (Swedish: *Runö*)).

Lakes and rivers

Write *Lake Peipus* for *Peipsi järv*, *Lake Võrtsjärv* for *Võrtsjärv* and *Lake Lämmijärv* for *Lämmijärv*. Write *the River Emajõgi*, *the Emajõgi River* or even just *the Emajõgi* (if the context is clear) for *Emajõgi*. For river names made up of two words (e.g. *Võhandu jõgi*), use either of the forms *the River Võhandu* or *the Võhandu River*.

Regions for statistical purposes (NUTS)

EE, **EE0,** *EE00*	**EESTI**	**ESTONIA**
EE001	Põhja-Eesti	Northern Estonia
EE004	Lääne-Eesti	Western Estonia
EE006	Kesk-Eesti	Central Estonia
EE007	Kirde-Eesti	Northeastern Estonia
EE008	Lõuna-Eesti	Southern Estonia

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. Estonia is divided into five level 3 NUTS regions (shown in plain font).

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

halduskohus	administrative court
maakohus	county court
Riigikohus	Supreme Court
ringkonnakohus	district court

Government agencies and bodies

Government agencies and bodies are reorganised and renamed from time to time. The vast majority have English-language websites, and so these should always be checked for their official names. In most cases, it is sufficient to use just the English name without the Estonian, but if there is any chance of confusion it may be better to use the English name on the first occasion with the Estonian in brackets, and then the English name on subsequent occasions. One exception to this is *Eesti Pank*, which should not be translated. On first mention in a text, write *Eesti Pank (Bank of Estonia)*, but afterwards write just *Eesti Pank*.

Names may be abbreviated if they are commonly abbreviated in Estonian and if a suitable English abbreviation exists, for example on the body's website. *Põllumajanduse Registrite ja Informatsiooni Amet* is often abbreviated in Estonian to

PRIA, and its website uses both the full name *the Estonian Agricultural Registers and Information Board* and the abbreviation *ARIB*. The same applies to *Keskkonnainvesteeringute Keskus (KIK)* / *the Environmental Investment Centre (EIC)*. The *Police and Border Guard Board* is less frequently abbreviated to *PBGB*. However, only abbreviate where this helps the reader. If there is no risk of confusion, it might be better to write *the Board* (rather than *ARIB* or *PBGB*) or *the Centre* (rather than *EIC*) etc., having written the name out in full on first mention.

Legal instruments

eeskiri	Rules
ettekirjutus	order (or instruction)
haldusakt	administrative instrument
korraldus	(administrative) Order
käskkiri	Order
määrus	Regulation
otsus	Decision
põhimäärus	Statutes
põhiseadus	Constitution
seadlus	Decree
seadus	Act
seadustik	Code

Unofficial English translations of most Acts of Parliament are available on the *Riigi Teataja* website. As far as possible, the translations are kept up to date as the acts are amended. Translations are also available of a small number of regulations etc., but these are often not updated.

There are abbreviated forms for the names of many Acts of Parliament. A list is available on the *Riigi Teataja* website. In general, the English names should not be abbreviated unless this is essential for formatting reasons, e.g. to save space in a small table.

Suggestions for titles of Regulations

Vabariigi Valitsuse [kuupäev] määrus nr xxx …	Government of the Republic Regulation No xxx of [date] on / establishing / laying down rules …
…ministri [kuupäev] määrus nr xxx …	Regulation No xxx of the Minister for … of [date] on / establishing / laying down rules …

Law gazettes, official gazettes and official journals

Riigi Teataja	State Gazette

Ametlikud Teadaanded	Official Announcements

Riigi Teataja is the sole official publication for the types of legal act referred to in Section 2 of the *Riigi Teataja* Act (available in Estonian and English), including Acts of Parliament, decrees issued by the President of the Republic, regulations issued by the Government of the Republic, international agreements and many others. Since 2010 it has been published in electronic form only.

Ametlikud Teadaanded is an electronic journal containing all notices, invitations and announcements that have to be published by law. They are not available in English.

In English texts the names *Riigi Teataja* and *Ametlikud Teadaanded* should be left in Estonian, although the English translation should usually be added in brackets after the first mention of each name in a text. In references, *Riigi Teataja* is abbreviated to *RT*.

Finland

Full name: *Republic of Finland (Suomen tasavalta* in Finnish, *Republiken Finland* in Swedish).

Call the country's main administrative/regional units (*lääni*) 'provinces' in English.

Official languages: Finnish and Swedish

Parliament: Finland has a unicameral parliament known as the *eduskunta* in Finnish and *riksdagen* in Swedish. It should be referred to in English as *the Parliament of Finland* or *the Finnish Parliament*.

Geography

Cities

Finland is a bilingual country, and many cities and localities have official names in both Finnish and Swedish. When translating from either language, remember that the form to be used depends on the local language situation, not on the text you are translating. Note in particular that for all major cities the Finnish name must be used: write *Helsinki*, *Oulu*, *Tampere*, *Turku*, not *Helsingfors*, *Uleåborg*, *Tammerfors*, *Åbo*. For other place names, see the list of Swedish place names and their Finnish equivalents (shown in orange) kept by the Research Institute for the Languages of Finland. If no Finnish name is given, the Swedish name should be kept. If you need to translate Finnish place names into Swedish, use the bolded form in blue in the list of Finnish place names and their Swedish equivalents.

Regions for statistical purposes (NUTS)

FI	**SUOMI**	**FINLAND**	**FINLAND**
FI1	**Manner-Suomi**	**Fastlandsfinland**	**Mainland Finland**
FI19	*Länsi-Suomi*	*Västra Finland*	*Western Finland*
FI193	Keski-Suomi	Mellersta Finland	Central Finland
FI194	Etelä-Pohjanmaa	Södra Österbotten	South Ostrobothnia
FI195	Pohjanmaa	Österbotten	Ostrobothnia
FI196	Satakunta	Satakunta	Satakunta
FI197	Pirkanmaa	Birkaland	Pirkanmaa
FI1B, FI1B1	*Helsinki-Uusimaa*	*Helsingfors-Nyland*	*Helsinki-Uusimaa*
FI1C	*Etelä-Suomi*	*Södra Finland*	*Southern Finland*
FI1C1	Varsinais-Suomi	Egentliga Finland	Southwest Finland
FI1C2	Kanta-Häme	Egentliga Tavastland	Kanta-Häme
FI1C3	Päijät-Häme	Päijänne –	Päijät-Häme

		Tavastland	
FI1C4	Kymenlaakso	Kymmenedalen	Kymenlaakso
FI1C5	Etelä-Karjala	Södra Karelen	South Karelia
FI1D	*Pohjois- ja Itä-Suomi*	*Norra och Östra Finland*	*Northern and Eastern Finland*
FI1D1	Etelä-Savo	Södra Savolax	South Savo
FI1D2	Pohjois-Savo	Norra Savolax	North Savo
FI1D3	Pohjois-Karjala	Norra Karelen	North Karelia
FI1D5	Keski-Pohjanmaa	Mellersta Österbotten	Central Ostrobothnia
FI1D7	Lappi	Lappland	Lapland
FI1D8	Kainuu	Kajanaland	Kainuu
FI1D9	Pohjois-Pohjanmaa	Norra Österbotten	North Ostrobothnia
FI2, *FI20,* FI200	**Ahvenanmaa**	**Åland**	**Åland**

The above table is based on NUTS — the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 1, 2 and 3 are shown in bold, italic and plain font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

FINNISH

Finnish	***Swedish***	**English**
alioikeus	*underrätt*	court of first instance
asunto-oikeus	*bostadsdomstol*	housing court
erityistuomioistuin	*specialdomstol*	special court (of law)
hallinto-oikeus	*förvaltningsdomstol*	administrative court
hallintotuomioistuin*	*förvaltningsdomstol*	administrative court
hovioikeus	*hovrätt*	Court of Appeal
korkein hallinto-oikeus	*högsta förvaltningsdomstolen*	Supreme Administrative Court
korkein oikeus	*högsta domstolen*	Supreme Court
käräjäoikeus	*tingsrätt*	district court
markkinaoikeus	*marknadsdomstolen*	Market Court
merioikeus	*sjörättsdomstol*	maritime court
muutoksenhakutuomioistuin	*fullföljdsdomstol*	court of appeal
eduskunnan oikeusasiamiehen	*riksdagens*	Office of the Parliamentary

kanslia	*justitieombudsmans kansli*	Ombudsman
oikeuskanslerinvirasto	*justitiekanslersämbetet*	Office of the Chancellor of Justice
sotaoikeus	*krigsrätt*	military court
Syyttäjälaitos	*Åklagarmyndigheten*	National Prosecution Authority
työtuomioistuin	*arbetsdomstolen*	Labour Court
vakuutusoikeus	*försäkringsdomstolen*	Insurance Court
valtakunnanoikeus	*riksrätten*	High Court of Impeachment
valtakunnansyyttäjän toimisto	*riksåklagarens byrå*	Office of the Prosecutor General
vankilaoikeus	*fängelsedomstolen*	Prison Court
yleinen tuomioistuin	*allmän domstol*	general court (of law)
ylin oikeus	*högsta rättsinstans*	court of final appeal
ylioikeus	*överrätt*	court of second instance

* general administrative courts (hallintotuomioistuin) include the Supreme Administrative Court (korkein hallinto-oikeus) and regional administrative courts (hallinto-oikeus)

See also Glossary of court terms.

Former judicial bodies

Finnish	***Swedish***	**English**
kihlakunnanoikeus (duties transferred to käräjäoikeus)	*häradsrätt (duties transferred to tingsrätt)*	circuit court
lääninoikeus (duties transferred to hallinto-oikeus)	*länsrätt (duties transferred to förvaltningsdomstol)*	provincial administrative court
maaoikeus (duties transferred to käräjäoikeus)	*jorddomstol (duties transferred to tingsrätt)*	land court
maistraatti (merged with the Population Register Centre to form Digi- ja väestötietovirasto)	*magistrat (merged with the Population Register Centre to form Myndigheten för digitalisering och befolkningsdata)*	local register office (merged with the Population Register Centre to form the Digital and Population Data Services Agency)
markkinatuomioistuin (replaced by markkinaoikeus)	*marknadsdomstolen*	Market Court
raastuvanoikeus (duties transferred to käräjäoikeus)	*rådstuvurätt (duties transferred to tingsrätt)*	city court
Valtakunnansyyttäjänvirasto (merged with the prosecutor's offices to form the	*Riksåklagarämbetet (merged with the prosecutor's offices to form the*	Office of the Prosecutor General

Syyttäjälaitos)	*Åklagarmyndigheten)*	
vesioikeus (abolished)	*vattendomstol (abolished)*	water court
vesiylioikeus (abolished)	*vattenöverdomstolen (abolished)*	Water Court of Appeal

SWEDISH

Swedish	***Finnish***	**English**
Åklagarmyndigheten	*Syyttäjälaitos*	National Prosecution Authority
allmän domstol	*yleinen tuomioistuin*	general court (of law)
arbetsdomstolen	*työtuomioistuin*	Labour Court
bostadsdomstol	*asunto-oikeus*	housing court
fängelsedomstolen	*vankilaoikeus*	Prison Court
försäkringsdomstolen	*vakuutusoikeus*	Insurance Court
förvaltningsdomstol	*hallinto-oikeus*	administrative court
förvaltningsdomstol*	*hallintotuomioistuin*	administrative court
fullföljdsdomstol	*muutoksenhakutuomioistuin*	court of appeal
högsta domstolen	*korkein oikeus*	Supreme Court
högsta förvaltningsdomstolen	*korkein hallinto-oikeus*	Supreme Administrative Court
högsta rättsinstans	*ylin oikeus*	court of final appeal
hovrätt	*hovioikeus*	Court of Appeal
justitiekanslersämbetet	*oikeuskanslerinvirasto*	Office of the Chancellor of Justice
riksdagens justitieombudsmans kansli	*eduskunnan oikeusasiamiehen kanslia*	Office of the Parliamentary Ombudsman
krigsrätt	*sotaoikeus*	military court
marknadsdomstolen	*markkinaoikeus (replaces markkinatuomioistuin)*	Market Court
överrätt	*ylioikeus*	court of second instance
riksåklagarens byrå	*valtakunnansyyttäjän toimisto*	Office of the Prosecutor General
riksrätten	*valtakunnanoikeus*	High Court of Impeachment
sjörättsdomstol	*merioikeus*	maritime court
specialdomstol	*erityistuomioistuin*	special court (of law)
tingsrätt	*käräjäoikeus*	district court
underrätt	*alioikeus*	court of first instance

* general administrative courts (förvaltningsdomstol) include the Supreme Administrative Court (högsta förvaltningsdomstolen) and regional administrative courts (förvaltningsdomstol)

See also Glossary of court terms.

Former judicial bodies

Swedish	***Finnish***	**English**
häradsrätt (duties transferred to tingsrätt)	*kihlakunnanoikeus* *(duties transferred to käräjäoikeus)*	circuit court
jorddomstol (duties transferred to tingsrätt)	*maaoikeus* *(duties transferred to käräjäoikeus)*	land court
länsrätt (duties transferred to förvaltningsdomstol)	*lääninoikeus* *(duties transferred to hallinto-oikeus)*	provincial administrative court
magistrat (merged with the Population Register Centre to form Myndigheten för digitalisering och befolkningsdata)	*maistraatti* *(merged with the Population Register Centre to form Digi- ja väestötietovirasto)*	local register office (merged with the Population Register Centre to form the Digital and Population Data Services Agency)
rådstuvurätt (duties transferred to tingsrätt)	*raastuvanoikeus* *(duties transferred to käräjäoikeus)*	city court
Riksåklagarämbetet (merged with the prosecutor's offices to form the Åklagarmyndigheten)	*Valtakunnansyyttäjänvirasto* *(merged with the prosecutor's offices to form the Syyttäjälaitos)*	Office of the Prosecutor General
vattendomstol (abolished)	*vesioikeus (abolished)*	water court
vattenöverdomstolen (abolished)	*vesiylioikeus (abolished)*	Water Court of Appeal

Legal instruments

FINNISH

Finnish	***Swedish***	**English**
alakohta	*underpunkt*	subparagraph
artikla	*artikel*	article
asetus	*förordning*	decree
eduskuntalaki	*lag*	act of Parliament
ennakkopäätös	*prejudikat*	precedent
hallituksen esitys	*regeringsproposition*	government bill, government proposal
johtosääntö	*instruktion*	rules of procedure
julistus	*kungörelse*	declaration
kaari	*balk*	code

kirjoitettu laki	*skriven lag*	written law
kohta	*punkt*	paragraph
lainkohta	*bestämmelse*	legal provision
lainsäädäntö	*lagstiftning*	legislation
lainsäännös	*bestämmelse*	legal provision
laki*	*lag*	act
lakiehdotus	*proposition*	bill
lakiluonnos	*utkast till lag*	draft law
luku	*kapitel*	chapter
maakunta-asetus	*landskapsförordning*	decree of Åland
maakuntalaki	*landskapslag*	act of Åland
maan tapa	*sedvanerätt, sedvänja*	custom (established practices in circumstances where there is no written law)
momentti	*moment*	subsection
oikeuskäytäntö	*rättspraxis*	case-law
oikeussääntö	*rättsregel*	legal rule
perustuslaki	*grundlag*	the Constitution
pykälä	*paragraf*	section
päätös	*beslut*	decision
Suomen säädöskokoelma	*Finlands författningssamling*	Statutes of Finland
tavallinen laki	*vanlig lag*	ordinary act
tuomio	*dom*	judgment
tuomioistuinratkaisu	*domslut, domstolsavgörande*	court decision
valtioneuvoston asetus	*förordning av statsrådet*	government decree
valtioneuvoston periaatepäätös	*principbeslut av statsrådet, statsrådets principbeslut*	government resolution
valtiosopimus	*fördrag, traktat*	treaty
yleinen oikeusperiaate	*allmän rättsprincip*	general legal principle

* In Finland, the legal instrument *laki* is translated as *act*, not as *law*, as can be seen in the Finlex database and various official glossaries. The form *Xyz Act* is used whenever possible. The form *Act on xyz* may be used if the title is long or for the sake of clarity. These are the recommendations of the terminologists and translators at the Finnish Prime Minister's Office. For detailed instructions from the Finnish Ministry of Justice on how to translate Finnish legislation and a useful glossary, see Säädösten kääntäminen englanniksi ja valtiosopimusten suomentaminen.

For English translations of Finnish acts see FINLEX. Finnish legislation is binding only in Finnish and Swedish.

See also Glossary of Legislative Terms.

SWEDISH

Swedish	***Finnish***	**English**
allmän rättsprincip	*yleinen oikeusperiaate*	general legal principle
artikel	*artikla*	article
balk	*kaari*	code
beslut	*päätös*	decision
bestämmelse	*lainkohta, lainsäännös*	legal provision
dom	*tuomio*	judgment
domslut	*tuomioistuinratkaisu*	court decision
domstolsavgörande	*tuomioistuinratkaisu*	court decision
Finlands författningssamling	*Suomen säädöskokoelma*	Statutes of Finland
fördrag	*valtiosopimus*	treaty
förordning	*asetus*	decree
förordning av statsrådet	*valtioneuvoston asetus*	government decree
grundlag	*perustuslaki*	the Constitution
instruktion	*johtosääntö*	rules of procedure
kapitel	*luku*	chapter
kungörelse	*julistus*	declaration
lag*	*laki, eduskuntalaki*	act, act of Parliament
lagstiftning	*lainsäädäntö*	legislation
landskapsförordning	*maakunta-asetus*	decree of Åland
landskapslag	*maakuntalaki*	act of Åland
moment	*momentti*	subsection
paragraf	*pykälä*	section
prejudikat	*ennakkopäätös*	precedent
principbeslut av statsrådet	*valtioneuvoston periaatepäätös*	government resolution
proposition	*lakiehdotus*	bill
punkt	*kohta*	paragraph
rättspraxis	*oikeuskäytäntö*	case-law
rättsregel	*oikeussääntö*	legal rule
regeringsproposition	*hallituksen esitys*	government bill, government proposal
sedvanerätt	*maan tapa*	custom (established practices in circumstances where there is no written law)
sedvänja	*maan tapa*	custom (established practices in circumstances where there is no written law)
skriven lag	*kirjoitettu laki*	written law

statsrådets principbeslut	*valtioneuvoston periaatepäätös*	government resolution
traktat	*valtiosopimus*	treaty
underpunkt	*alakohta*	subparagraph
utkast till lag	*lakiluonnos*	draft law
vanlig lag	*tavallinen laki*	ordinary act

* In Finland, the legal instrument *lag* is translated as *act*, not as *law*, as can be seen in the Finlex database and various official glossaries. The form *Xyz Act* is used whenever possible. The form *Act on xyz* may be used if the title is long or for the sake of clarity. These are the recommendations of the terminologists and translators at the Finnish Prime Minister's Office. For detailed instructions from the Finnish Ministry of Justice on how to translate Finnish legislation and a useful glossary, see Säädösten kääntäminen vieraille kielille.

For English translations of Finnish acts see FINLEX. Finnish legislation is binding only in Finnish and Swedish.

See also Glossary of Legislative Terms.

The Finnish Prime Minister's Office has published an *English Style Guide* for translators of government texts. While it is useful to be aware of their recommendations and expectations, EU translators should follow the guidelines in our own *English Style Guide*.

Law gazettes, official gazettes and official journals

Finnish	**Swedish**	**English**
Virallinen lehti	Officiella tidningen	Official Gazette

France

Full name: *French Republic (République française)*.

La France métropolitaine (which comprises mainland France and nearby French islands – the 96 European departments) is *metropolitan France* in English. *Les départements d'outre-mer* (DOM) are the *(French) overseas departments*. Do not abbreviate. *Les pays et territoires d'outre-mer* (PTOM) are the *overseas countries and territories* (OCTs).

Official language: French.

Parliament: France has a bicameral parliament. In English the *Assemblée nationale* should be referred to as *the lower house* or *the National Assembly*, and the *Sénat* should be referred to as *the upper house* or *the Senate*.

Geography

Cities

Write *Lyon, Marseille, Strasbourg*.

Rivers and lakes

Use the forms *Meuse* (*Maas* only if the context is solely Flanders or the Netherlands) and *Moselle* (*Mosel* only if the context is solely Germany). Write *Rhine* for *Rhin*. Use *Lake Geneva* for *Lac Léman*.

Islands

Write *Corsica*.

Mountains

Anglicise *Alps*, and *Pyrenees* (no accents). Do not anglicise *Massif Central* (except for capital *C*) and *Alpes Maritimes* (capital *M*).

Regions

The French regions were reorganised with effect from 1 January 2016. The number of regions was reduced from 21 to 12.

The 12 metropolitan regions are now:

Bretagne	*Brittany*
Centre-Val de Loire	*Centre-Loire Valley*
Île-de-France	*Île-de-France*
Provence-Alpes-Côte d'Azur	*Provence-Alpes-Côte d'Azur*

Pays de la Loire	*Pays de la Loire*
Normandie	*Normandy*
Hauts-de-France	*Hauts-de-France*
Grand Est	*Grand Est*
Nouvelle-Aquitaine	*New Aquitaine*
Occitanie	*Occitania*
Bourgogne-Franche-Comté	*Burgundy-Franche-Comté*
Auvergne-Rhône-Alpes	*Auvergne-Rhône-Alpes*

Corsica (Corse) is a special-status territorial community.

For further information, see Les noms des nouvelles régions sont actés on the French Government's website.

Regions for statistical purposes (NUTS)

FR	**FRANCE**	**FRANCE**
FR1, *FR10*	**Île-de-France**	**Île-de-France**
FRB, *FRB0*	**Centre-Val de Loire**	**Centre-Val de Loire**
FRC	**Bourgogne-Franche-Comté**	**Burgundy-Franche-Comté**
FRC1	*Bourgogne*	*Burgundy*
FRC2	*Franche-Comté*	*Franche-Comté*
FRD	**Normandie**	**Normandy**
FRD1	*Basse-Normandie*	*Lower Normandy*
FRD2	*Haute-Normandie*	*Upper Normandy*
FRE	**Hauts-de-France**	**Hauts-de-France**
FRE1	*Nord-Pas-de-Calais*	*Nord-Pas-de-Calais*
FRE2	*Picardie*	*Picardie*
FRF	**Grand Est**	**Grand Est**
FRF1	*Alsace*	*Alsace*
FRF2	*Champagne-Ardenne*	*Champagne-Ardenne*
FRF3	*Lorraine*	*Lorraine*
FRG, *FRG0*	**Pays de la Loire**	**Loire Region**
FRH, *FRH0*	**Bretagne**	**Brittany**
FRI	**Nouvelle-Aquitaine**	**New Aquitaine**
FRI1	*Aquitaine*	*Aquitaine*
FRI2	*Limousin*	*Limousin*
FRI3	*Poitou-Charentes*	*Poitou-Charentes*
FRJ	**Occitanie**	**Occitania**
FRJ1	*Languedoc-Roussillon*	*Languedoc-Roussillon*
FRJ2	*Midi-Pyrénées*	*Midi-Pyrénées*

FRK	**Auvergne-Rhône-Alpes**	**Auvergne-Rhône-Alpes**
FRK1	*Auvergne*	*Auvergne*
FRK2	*Rhône-Alpes*	*Rhône-Alpes*
FRL, *FRL0*	**Provence-Alpes-Côte d'Azur**	**Provence-Alpes-Côte d'Azur**
FRM, *FRM0*	**Corse**	**Corsica**
FRY	**RUP FR – régions ultrapériphériques françaises**	**French outermost regions**
FRY1	*Guadeloupe*	*Guadeloupe*
FRY2	*Martinique*	*Martinique*
FRY3	*Guyane*	*French Guiana*
FRY4	*La Réunion*	*La Réunion*
FRY5	*Mayotte*	*Mayotte*

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Commission de recours amiable	Amicable Settlement Board
Conseil d'état	Council of State
Conseil de prud'hommes	Employment Tribunal
Cour administrative d'appel	Administrative Court of Appeal
Cour d'appel	Court of Appeal
Cour d'assises	Court of Assizes
Cour de cassation	Court of Cassation
juge d'instruction	investigating judge
juge de proximité	local judge
Juridiction de proximité (abolished)	Local Court
Tribunal administratif	Administrative Court
Tribunal correctionnel	Criminal Court
Tribunal d'instance (abolished)	District Court
Tribunal de commerce	Commercial Court
Tribunal de grande instance (abolished)	Regional Court
Tribunal de police	Police Court
Tribunal de proximité	Local Court
Tribunal des affaires de sécurité sociale	Social Security Tribunal
Tribunal judiciaire	Ordinary Court

Legal instruments

arrêté	order [regulation issued by a Minister or Prefect]
Code judiciaire	Judicial Code
décret	decree [regulation issued by the Prime Minister or the President of the Republic]
loi	act/law
ordonnance	order
règlement	regulation

Germany

Full name: *Federal Republic of Germany (Bundesrepublik Deutschland).*

The full name is no longer obligatory in all contexts, as it was before reunification.

Official language: German.

Parliament: Germany has a bicameral parliament comprising the *Bundestag* (lower house) and the *Bundesrat* (upper house). Where possible, use the German terms, with an explanation when first introduced, as indicated in Section 23.10 of the *English Style Guide*.

Geography

Cities

Use the forms *Cologne*, *Munich* and *Nuremberg*. Otherwise, retain the original spelling, including any accents (e.g. *Düsseldorf*).

Be aware that, in texts written in languages other than German, names other than the German names may be used for places in Germany (e.g. *Aachen* = *Cáchy* in Czech/Slovak, *Aix-la-Chapelle* in French, *Aquisgrana* in Italian, *Akwizgran* in Polish; *Konstanz* = *Kostnice* in Czech, *Konstancja* in Polish, *Kostnica* in Slovak; *Leipzig* = *Lipsko* in Czech/Slovak, *Lipcse* in Hungarian, *Lipsk* in Polish [not to be confused with the towns of *Lipsko* and *Lipsk* in Poland]; *Mainz* = *Mohuč* in Czech/Slovak, *Moguncja* in Polish; *Potsdam* = *Postupim* in Czech/Slovak; *Rügen* = *Rugia* in Polish; *Usedom* = *Uznam* in Polish). Where an English equivalent (e.g. *Cologne*, *Munich*) does not exist, always use the German names when writing in English.

Rivers, lakes and other bodies of water

Use *Mosel* only if the context is solely Germany, otherwise use *Moselle*. Write *Rhine* for *Rhein*. Use *Lake Constance* for *Bodensee* and write *Wattenmeer*.

Mountains

Anglicise *Alps*. Do not anglicise *Schwäbische Alb*.

Regions for statistical purposes (NUTS)

DE	**DEUTSCHLAND**	**GERMANY**
DE1	**Baden-Württemberg**	**Baden-Württemberg**
DE11	*Stuttgart*	*Stuttgart*
DE12	*Karlsruhe*	*Karlsruhe*
DE13	*Freiburg*	*Freiburg*
DE14	*Tübingen*	*Tübingen*

DE2	**Bayern**	**Bavaria***
DE21	*Oberbayern*	*Upper Bavaria*
DE22	*Niederbayern*	*Lower Bavaria*
DE23	*Oberpfalz*	*Oberpfalz*
DE24	*Oberfranken*	*Oberfranken*
DE25	*Mittelfranken*	*Mittelfranken*
DE26	*Unterfranken*	*Unterfranken*
DE27	*Schwaben*	*Swabia*
DE3, *DE30*	**Berlin**	**Berlin**
DE4, *DE40*	**Brandenburg**	**Brandenburg**
DE5, *DE50*	**Bremen**	**Bremen***
DE6, *DE60*	**Hamburg**	**Hamburg***
DE7	**Hessen**	**Hessen**
DE71	*Darmstadt*	*Darmstadt*
DE72	*Gießen*	*Giessen*
DE73	*Kassel*	*Kassel*
DE8, *DE80*	**Mecklenburg-Vorpommern**	**Mecklenburg-Western Pomerania**
DE9	**Niedersachsen**	**Lower Saxony**
DE91	*Braunschweig*	*Braunschweig*
DE92	*Hannover*	*Hannover*
DE93	*Lüneburg*	*Lüneburg*
DE94	*Weser-Ems*	*Weser-Ems*
DEA	**Nordrhein-Westfalen**	**North Rhine-Westphalia**
DEA1	*Düsseldorf*	*Düsseldorf*
DEA2	*Köln*	*Cologne*
DEA3	*Münster*	*Münster*
DEA4	*Detmold*	*Detmold*
DEA5	*Arnsberg*	*Arnsberg*
DEB	**Rheinland-Pfalz**	**Rhineland-Palatinate**
DEB1	*Koblenz*	*Koblenz*
DEB2	*Trier*	*Trier*
DEB3	*Rheinhessen-Pfalz*	*Rheinhessen-Pfalz*
DEC, *DEC0*	**Saarland**	**Saarland**
DED	**Sachsen**	**Saxony***
DED2	*Dresden*	*Dresden*
DED4	*Chemnitz*	*Chemnitz*
DED5	*Leipzig*	*Leipzig*

DEE, *DEE0*	**Sachsen-Anhalt**	**Saxony-Anhalt**
DEF, *DEF0*	**Schleswig-Holstein**	**Schleswig-Holstein**
DEG, *DEG0*	**Thüringen**	**Thuringia**

Anglicise traditional geographical names if the English has wide currency, e.g. *the Black Forest, the Ruhr*. Otherwise retain original spelling and accents.

*There is generally no need to use any longer form of the name of this state in a translation.

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Amtsgericht	Local Court
Arbeitsgericht	Labour Court
Bundesarbeitsgericht	Federal Labour Court
Bundesfinanzhof	Federal Fiscal Court
Bundesgerichtshof	Federal Court of Justice
Bundespatentgericht	Federal Patent Court (rather than Federal Patents Court)
Bundessozialgericht	Federal Social Court
Bundesverfassungsgericht	Federal Constitutional Court
Bundesverwaltungsgericht	Federal Administrative Court
Finanzgericht	Fiscal Court
Landesarbeitsgericht	Higher Labour Court
Landessozialgericht	Higher Social Court
Landgericht	Regional Court
Oberlandesgericht	Higher Regional Court
Oberverwaltungsgericht (= Verwaltungsgerichtshof)*	Higher Administrative Court
Sozialgericht	Social Court
Verwaltungsgericht	Administrative Court
Verwaltungsgerichtshof (= Oberverwaltungsgericht)*	Higher Administrative Court

* Each *Land* has an *Oberverwaltungsgericht*, except Baden-Württemberg, Bavaria und Hessen, each of which has a *Verwaltungsgerichtshof*.

Legal instruments

Beschluss des Bundesrates	decision of the Bundesrat
Bundesgesetz	federal act / federal law
Durchführungsverordnung	implementing regulation(s)
Gesetz	act/law
Grundgesetz	Basic Law
(Rechts)bestimmungen	provisions (of law) / legislation / laws
(Rechts)verordnung	regulation*
(Rechts)vorschrift	(legal) provision/provision (of law)
(Rechts)vorschriften	provisions (of law) / legislation / laws
Rundschreiben	circular

* However, when referring to a 'Verordnung' which has been translated into English by the German authorities, use their translation instead (usually 'Ordinance') if to do otherwise would cause confusion.

For English translations of German acts see German Law Archive and the BMJ website Gesetze im Internet. For English translations of Decisions of the Bundesrat see Translations of Bundesrat resolutions.

Subdivisions of legislative acts

In German legislation the following terminology may be used:

Kapitel	Chapter
Teil	Part
Abschnitt	Section
§	§ (or Section)
Artikel	Article
Absatz / Abs.	paragraph
Nummer / Nr.	subparagraph

See also points 11.7 and 18.29 of the *English Style Guide*. It is often simpler to reduce the naming of the parts as far as possible. So '§ 1 Abs. 2 Nr. 3' may be translated as '§ 1(2), subparagraph 3' (or as 'Section 1(2), subparagraph 3'). If 'Absatz 2' and 'Nr. 3' are referred to in isolation, they may be translated as 'paragraph (2)' and 'subparagraph 3'.

Government bodies and administrative divisions

Amt, Ämter	Translate as 'authority' ('authorities'). This is a grouping of *Gemeinden* at a lower level than a *Kreis*.
Bezirk	As part of a town or city, translate as 'borough'; as an abbreviation of *Regierungsbezirk*, see below. In references to former East Germany, do not translate, as the term does not equate to any unit in West Germany, let alone other European

	countries.
Bund	Translate as ‘Federal Government’. Translate ‘Bund und Länder’ as ‘the Federal Government and the Länder’.
Bundesland, Bundesländer	See *Land, Länder* below.
Bundesrat	Write ‘Bundesrat’. Where a gloss is considered necessary, add ‘the upper house of the German Parliament’ in brackets after the first occurrence.
Bundestag	Write ‘Bundestag’. Where a gloss is considered necessary, add ‘the lower house of the German Parliament’ in brackets after the first occurrence.
Gemeinde	Translate as ‘municipality’.
Gemeindeverband	Translate as ‘municipal association’.
Kreis	Translate as ‘district’.
Kreisfreie Stadt	As this is exactly the same level as a *Stadtkreis*, the translation ‘urban district’ will generally be satisfactory. Should it be necessary to distinguish between this term and a *Stadtkreis*, use ‘town constituting a district in its own right’.
Land, Länder	Translate as ‘federal state(s)’, adding ‘German’ if necessary for clarity, or leave the terms in German.
Landkreis	Translate as ‘rural district’.
Regierungsbezirk/ Bezirksregierung	If you translate these terms, use ‘government region / regional government’ not ‘government district / district government’, so as not to cause confusion with *Kreis*.
Stadtkreis	Translate as ‘urban district’.

Law gazettes, official gazettes and official journals

Bundesanzeiger	Federal Gazette
Bundesgesetzblatt	Federal Law Gazette

Abbreviations may be dealt with as follows: when they appear for the first time, translate in full, thereafter use the German abbreviation, e.g. render *BGBl. II S. 11* on the first occasion as ‘Federal Law Gazette (*BGBl.*) II, p. 11’ and thereafter as ‘*BGBl.* II, p. 11’, render *BGBl. 1977 II S. 1452, 145* on the first occasion as ‘Federal Law Gazette (*BGBl.*) 1977 II, pp. 1452, 145’ and thereafter as ‘*BGBl.* 1977 II, pp. 1452, 145’.

Greece

Full name: *Hellenic Republic (Ελληνική Δημοκρατία)*.

Official language: Greek. For transliterating Greek, see the table (Annex 1) in the *English Style Guide*.

Parliament: Greece has a unicameral parliament known as the *Βουλή των Ελλήνων*. It should be referred to in English as *the Hellenic Parliament*.

Geography

Cities

Use traditional English spellings for well-known cities, regions, islands, etc. – the officially recommended transcription system has not found acceptance even within the European Union and is unknown elsewhere. However, use transliteration for unfamiliar localities, and note that preference should always be given to the demotic forms of place names (where known).

Mountains

Anglicise *Pindus Mountains*.

Regions for statistical purposes (NUTS)

EL	**ΕΛΛΑΔΑ**	**ELLADA**	**GREECE**
EL3, *EL30*	**Αττική**	**Attiki**	**Attica**
EL4	**Νησιά Αιγαίου, Κρήτη**	**Nisia Aigaiou, Kriti**	**Aegean Islands, Crete**
EL41	*Βόρειο Αιγαίο*	*Voreio Aigaio*	*North Aegean*
EL42	*Νότιο Αιγαίο*	*Notio Aigaio*	*South Aegean*
EL43	*Κρήτη*	*Kriti*	*Crete*
EL5	**Βόρεια Ελλάδα**	**Voreia Ellada**	**North Greece**
EL51	*Ανατολική Μακεδονία, Θράκη*	*Anatoliki Makedonia, Thraki*	*East Macedonia, Thrace*
EL52	*Κεντρική Μακεδονία*	*Kentriki Makedonia*	*Central Macedonia*
EL53	*Δυτική Μακεδονία*	*Dytiki Makedonia*	*West Macedonia*
EL54	*Ήπειρος*	*Ipeiros*	*Epirus*
EL6	**Κεντρική Ελλάδα**	**Kentriki Ellada**	**Central Greece***
EL61	*Θεσσαλία*	*Thessalia*	*Thessaly*
EL62	*Ιόνια Νησιά*	*Ionia Nisia*	*Ionian Islands*
EL63	*Δυτική Ελλάδα*	*Dytiki Ellada*	*Western Greece*
EL64	*Στερεά Ελλάδα*	*Sterea Ellada*	*Central Greece**
EL65	*Πελοπόννησος*	*Peloponnisos*	*Peloponnese*

* Make it clear whether you are referring to the statistical region (EL6) or wider geographical area of *Κεντρική Ελλάδα (Kentriki Ellada)* (NB NUTS regions, when referred to as such, are not

translated – see below), or to *Στερεά Ελλάδα (Sterea Ellada)*, which is more likely to be referred to as an administrative region (περιφέρεια). One solution would be to use the English translation, followed by a transliteration of the Greek name in brackets: *Central Greece (Kentriki Ellada) / Central Greece (Sterea Ellada)*.

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Άρειος Πάγος	Supreme Court
Διοικητικό Εφετείο	administrative court of appeal
Διοικητικό Πρωτοδικείο	administrative court of first instance
Ειρηνοδικείο	district civil court
Εισαγγελία	public prosecutor's office
Εισαγγελία Αρείου Πάγου	office of the public prosecutor at the Supreme Court
Εισαγγελία Εφετών	office of the public prosecutor at a court of appeal
Εισαγγελία Πρωτοδικών	office of a public prosecutor at a court of first instance
Ελεγκτικό Συνέδριο	Court of Auditors
Εφετείο	court of appeal
Ποινικό Εφετείο	criminal appeal court
Ποινικό Πρωτοδικείο	criminal court of first instance
Πολιτικό Εφετείο	civil appeal court
Πολιτικό Πρωτοδικείο	civil court of first instance
Πρωτοδικείο	court of first instance
Πταισματοδικείο	district criminal court
Συμβούλιο της Επικρατείας	Council of State
Τακτικό Διοικητικό Δικαστήριο	ordinary administrative court

Legal instruments

νόμος	act/law
προεδρικό διάταγμα	presidential decree
αναγκαστικός νόμος	emergency act/law
εγκύκλιος	circular order

Administrative divisions

κοινότητα	community
δημοτική ενότητα	municipal unit
δήμος	municipality
νομός	prefecture (*obsolete**)
περιφερειακή ενότητα	regional unit
περιφέρεια	region
αποκεντρωμένη διοίκηση	decentralised administration

The old prefectures were abolished and/or transformed into regional units in 2011.

Law gazettes, official gazettes and official journals

Εφημερίδα της Κυβερνήσεως	Government Gazette
Τεύχος Πρώτο e.g. ΦΕΚ Α 164/14-07-2000	Series I e.g. Government Gazette, Series I, No 164, 14.7.2000, or GG I/164 of 14.7.2000
Τεύχος Δεύτερο e.g. ΦΕΚ 379Β'/25-02-2004	Series II e.g. Government Gazette, Series II, No 379, 25.2.2004, or GG II/379 of 25.2.2004

Hungary

Full name: *Hungary (Magyarország)*.

Official language: Hungarian.

Parliament: Hungary has a unicameral parliament known as the *Országgyűlés*. It should be referred to in English as *the National Assembly (of Hungary)* or *the (Hungarian) Parliament*.

Geography

Cities

Always use the Hungarian names of cities (retaining any accents) when writing in English.

Lakes

Write *Lake Balaton* for *Balaton*.

Regions for statistical purposes (NUTS)

HU	MAGYARORSZÁG	HUNGARY
HU1	**Közép-Magyarország**	**Central Hungary**
HU11	*Budapest*	*Budapest*
HU12	*Pest*	*Pest*
HU2	**Dunántúl**	**Transdanubia**
HU21	*Közép-Dunántúl*	*Central Transdanubia*
HU22	*Nyugat-Dunántúl*	*West Transdanubia*
HU23	*Dél-Dunántúl*	*South Transdanubia*
HU3	**Alföld és Észak**	**Great Plain and North**
HU31	*Észak-Magyarország*	*North Hungary*
HU32	*Észak-Alföld*	*North Great Plain*
HU33	*Dél-Alföld*	*South Great Plain*

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Alkotmánybíróság	Constitutional Court
Budapest Környéki Törvényszék	Budapest Environs Regional Court
Budapest Környéki Törvényszék Cégbírósága	Company Court of Budapest Environs Regional Court
Fővárosi Ítélőtábla	Budapest-Capital Regional Court of Appeal
Fővárosi Törvényszék	Budapest-Capital Regional Court*
Fővárosi Törvényszék Cégbírósága	Company Court of Budapest-Capital Regional Court
[Székhely]-i Ítélőtábla	[Seat] Regional Court of Appeal
járásbíróság	district court*
katonai tanács	military tribunal
közigazgatási és munkaügyi bíróság	administrative and labour court
Kúria**	Curia of Hungary
Országos Bírói Tanács (OBT)	National Judicial Council (NJC)
Országos Bírósági Hivatal (OBH)	National Office for the Judiciary (NOJ)
[Székhely]-i Törvényszék	[Seat] Regional Court
[Székhely]-i Törvényszék Cégbírósága	Company Court of the [Seat] Regional Court

* the Council of Europe uses 'Tribunal'

** replaced *Legfelsőbb Bíróság* (Supreme Court) on 1 January 2012

Legal instruments

Helyi önkormányzati rendelet	Local Government Decree
Kormányrendelet (Korm. rendelet)	Government Decree
Miniszteri rendelet	Ministerial Decree
Rendelet	Decree
Törvény	Act
Törvényerejű rendelet	Decree-Law
Végrehajtási rendelet	Implementing Decree

Subdivisions of legislative acts[1]

Hungarian	In running text – HU	English	In running text – EN
albekezdés	*Numbered:* (1) albekezdés *Not numbered:* első albekezdés	subparagraph	*Numbered:* subparagraph 1* *Not numbered:* first subparagraph
alcím	1. alcím	subheading	subheading 1**
alpont	ab) alpont	subpoint	subpoint (ab)*
bekezdés	*Numbered:* (1) bekezdés *Not numbered:* első bekezdés	paragraph	*Numbered:* paragraph 1* *Not numbered:* first paragraph
cikk	1. cikk	Article	Article 1
Fejezet	I. Fejezet	Chapter	Chapter I
franciabekezdés	első franciabekezdés	indent	first indent
Függelék	1. Függelék	Appendix	Appendix 1
Könyv	Első Könyv	Book	Book One
Melléklet	1. Melléklet	Annex	Annex 1
paragrafus => szakasz			
pont	a) pont	point	point (a)* / ***
Rész	I. Rész	Part	Part I
szakasz / §	1. §	Section	Section 1

* When mentioned together with one or more higher subdivisions, mention only the higher/highest subdivision in English:

61. § (2) bekezdés	=	Section 61(2)
11. § (c) bekezdés (1) albekezdés	=	Section 11(c)(1)
d) pont (iii) alpontja	=	point (d)(iii)
1. § (1) bekezdés j) és r) pontja	=	Section 1(1)(j) and (r)

** ‘Alcím’ can also be translated as ‘heading’, ‘title’ [as there is no subdivision ‘cím’ in Hungarian national legislation] or ‘subtitle’. Just be consistent. Do not translate as ‘chapter’, as that is already covered by ‘fejezet’.

*** When ‘point’ forms part of an annex, keep the word in English, as follows:

X. melléklet a) pontja	=	point (a) of Annex X / Annex X, point (a)

Law gazettes, official gazettes and official journals

References to the *Magyar Közlöny* should be as follows: on first mention, ‘the Hungarian Official Gazette [*Magyar Közlöny*]’; for all further references in the same text, ‘the Hungarian Official Gazette’.

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[1] For the hierarchy of subdivisions of Hungarian legislation, see the following decree, in particular Section 36: MK182 (kozlonyok.hu).

Other points to note when translating from Hungarian to English

Legislation

As mentioned under 'Legal Instruments' above, *Törvény* is translated as 'Act', *Rendelet* as 'Decree'. Use the following model to translate the title of an act or decree (or any other legal instrument, though those two are by far the most common):

Acts

Az atomenergiáról szóló 1996. évi CXVI. törvény

Act CXVI of 1996 on atomic energy

In further references to the act within the same text, the Hungarian author may use an abbreviation, e.g. 'Atv.' for the above act. Do not use that abbreviation, or coin a new one, in English. Rather, say 'Act CXVI of 1996' [leaving out 'on atomic energy'] or, if the title of the act is short enough, as is the case here, use the more English-sounding 'Atomic Energy Act'. In the latter case, define it on first mention, i.e.

Act CXVI of 1996 on atomic energy ('the Atomic Energy Act')

Decrees

Az innovációért és technológiáért felelős miniszter 44/2020. (XI. 19.) ITM rendelete a vasúti járművek karbantartási rendszeréről és a karbantartásáért felelős szervezetekről

Decree No 44/2020 of 19 November 2020 of the Minister for Innovation and Technology on the maintenance system for railway vehicles and the entities in charge of maintenance

In further references to decrees within the same text, again the Hungarian author may use an abbreviation. As with acts above, do not use that abbreviation or coin one in English. Rather, use 'Decree No 44/2020' (no need to define it on first mention); there may well be more than one decree with the same number and year from different ministers, but it should be clear from the context which minister is involved, so there is no need to repeat the minister's title. If there is only one decree referred to in the text, use 'the Decree'. In practice, the titles of decrees are quite long, so it will be difficult to refer to it with a more English-sounding title along the lines of 'the Atomic Energy Act' above.

You may find that the background document(s) (e.g. a letter of formal notice or other correspondence from the Commission) use(s) the Hungarian abbreviation of an act or decree. It is still preferable to use the above model in your translation.

Translating amending legislation

When translating Hungarian amending legislation, follow the model for EU legislation in Section 18 of the Joint Practical Guide. In particular, do not use 'shall' in declarative provisions (see also point 10.28 of the *English Style Guide*):

A Vet. 146/A. § (3) bekezdése helyébe a következő rendelkezés lép:

☹ *Section 146/A(3) of the Electricity Act* ***shall be*** *replaced by the following:*

☺ *Section 146/A(3) of the Electricity Act* ***is*** *replaced by the following:*

Translating *a továbbiakban* in non-legal texts

It is common practice for Hungarian authors to define things using the expression *a továbbiakban*. The English equivalent, 'hereinafter', 'hereunder', etc., should be avoided in non-legal texts, i.e. texts other than laws, contracts, etc. Where it occurs in administrative correspondence, it is better to omit it altogether from your translation, as it sounds overly formal in English. If you really think something needs to be defined on first mention, then do so without using this formal expression, for example:

Az Európai Adatvédelmi Testület hangsúlyozza, hogy az általános adatvédelmi rendelet és a 2002/58/EK irányelv (a továbbiakban: az irányelv)…

☹ *The EDPB emphasises that the GDPR and Directive 2002/58/EC (**hereinafter 'the Directive'**)…*

☺ *The EDPB emphasises that the GDPR and Directive 2002/58/EC (**'the Directive'**)…*

That said, there is no need to abbreviate on first mention words that are frequently defined in Hungarian correspondence such as ministries, authorities or even the European Commission:

*Hivatkozással az **Európai Bizottság (a továbbiakban: Bizottság)** által az energiahatékonyságról szóló 2012/27/EU irányelv módosításáról szóló, 2018. december 11-i (EU) 2018/2002 európai parlamenti és tanácsi irányelv (**a továbbiakban: irányelv**) átültetése bejelentésének hiánya miatt 2020/0530. számon indított kőtelezettségszegési eljárásban 2020. november 23-án érkezett hivatalos felszólításban foglaltakra, Magyarország Kormánya részéről a következőkről tájékoztatom.*

*On behalf of the Hungarian Government, I wish to report the following in reply to the letter of formal notice received on 23 November 2020 in infringement procedure 2020/0530 launched by the **European Commission** for failure to notify the transposition of Directive (EU) 2018/2002 of the European Parliament and of the Council of 11 December 2018 amending Directive 2012/27/EU on energy efficiency (**'the Directive'**).*

EU Pilot programme

In correspondence in an EU Pilot or an infringement case, there is no need to explain what the EU Pilot programme is, as the Hungarian authorities do:

A kötelezettségszegési eljárások számát mérsékelni hivatott EU Pilot *programon keresztül az Európai Bizottság (a továbbiakban: Bizottság) 2019. január 18-án megkeresést intézett a magyar Kormányhoz a magyar jogszabályok 165/2014/EU rendelet 41. cikkével való összeegyeztethetőségével kapcsolatban.*

☹ *On 18 January 2019, the European Commission sent the Hungarian Government an enquiry under the* ***EU Pilot programme aimed at reducing the number of infringement procedures*** *regarding the incompatibility of Hungarian legislation with Article 41 of Regulation (EU) No 165/2014.*

☺ *On 18 January 2019, the European Commission sent the Hungarian Government an enquiry under the* ***EU Pilot programme*** *regarding the incompatibility of Hungarian legislation with Article 41 of Regulation (EU) No 165/2014.*

Not repeating the opening salutation

It is common in Hungarian correspondence to repeat the opening salutation, e.g. *Tisztelt Biztos Úr!/Tisztelt Biztos Asszony!* one or more times in the course of the correspondence. The opening salutation should not be repeated in your English translation.

Iceland

Full name: Iceland (*Ísland*).

Although Iceland is a republic and is sometimes referred to as the *Republic of Iceland*, the official name of the country is simply *Iceland*.

Official language: Icelandic.

Parliament: Iceland has a unicameral parliament called *Alþingi* in Icelandic. The English-language website of Alþingi is not consistent on how this should be anglicised (using both *Althingi* and *Althing*). Use *Althingi*, as this reflects pronunciation in modern Icelandic. Alternatively, write *the Icelandic Parliament* (also used on the Althingi website).

Althingi is headed by a *Speaker* and *Deputy Speakers*. Its website has an English section containing a good deal of reliable information on many aspects of its operations.

Geography

Cities and towns

Write *Reykjavik* (without diacritic) for *Reykjavík*, Iceland's only city. All other inhabited areas are towns or villages, and should be written with all diacritics and special characters, e.g. *Egilsstaðir*, *Hafnarfjörður*.

Reykjavik and six neighbouring municipalities (Garðabær, Hafnarfjörður, Kjósarhreppur, Kópavogur, Mosfellsbær and Seltjarnarnes) form an area known in Icelandic as *Höfuðborgarsvæðið*. Write *Greater Reykjavik* in general contexts or *the Capital Region* (literal translation) when referring specifically to the NUTS-3 region (see 'Regions for statistical purposes' below).

Note that postal addresses are often given in the dative case in Icelandic, even when standing alone, i.e. not only in running text where the syntax requires a dative case. These should be put in the nominative case in English texts, where possible.

Rivers, lakes, mountains, volcanoes, glaciers, national parks

All Icelandic rivers, lakes, mountains, volcanoes and glaciers should be written with all diacritics and special characters, e.g. *Markarfljót*, *Bárðarbunga*, *Eyjafjallajökull*.

Iceland's three national parks should be written in English as follows:

Vatnajökulsþjóðgarður	**Vatnajökull National Park**
Þjóðgarðurinn Snæfellsjökull	**Snæsfellsjökull National Park**
Þjóðgarðurinn Þingvöllum	**Þingvellir National Park**

Regions

There are two administrative levels in Iceland: the State (*ríki*) and the 'municipalities' (*sveitarfélög*), of which there are currently 69. Write all municipality names with all diacritics and special characters. Municipality names very often appear in the genitive case in Icelandic collocations. To find the nominative forms, see 'Íslensk sveitarfélög fyrr og síðar' on Icelandic Wikipedia (current municipalities in bold).

In general, rural municipalities are run by a *sveitarstjórn* (municipal council), while municipalities based around larger towns are run by a *bæjarstjórn* (town council). Translate *Borgarstjórn Reykjavíkur* as *Reykjavik City Council*. The heads of such councils are known as *sveitarstjóri*, *bæjarstjóri* or *borgarstjóri*, respectively, all of which may be translated as *mayor* in English.

For electoral purposes, Iceland is divided into six 'constituencies' (*kjördæmi*).

ÍSLAND	**ICELAND**
Kjördæmi	**Constituencies**
Norðausturkjördæmi	*North-East Constituency*
Norðvesturkjördæmi	*North-West Constituency*
Reykjavíkurkjördæmi norður	*Reykjavik North Constituency*
Reykjavíkurkjördæmi suður	*Reykjavik South Constituency*
Suðurkjördæmi	*South Constituency*
Suðvesturkjördæmi	*South-West Constituency*

Regions for statistical purposes (corresponding to NUTS)

IS, **IS0,** *IS00*	**ÍSLAND**	**ICELAND**
IS001	Höfuðborgarsvæði	Capital Region
IS002	Landsbyggð	Rest of Iceland

The above table is based on Eurostat's coding of statistical regions for EFTA countries, corresponding to NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, and corresponding regions in EFTA countries, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. Iceland is divided into two level 3 regions, shown in plain font in the above table.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Hæstiréttur	Supreme Court
Héraðsdómur	District Court
Héraðsdómur Reykjavíkur	*Reykjavik District Court*
Félagsdómur	Labour Court
Landsdómur	National Court*
Landsréttur	Court of Appeal
Rannsóknarnefnd (Alþingis)	Special Investigation Commission (of Althingi/of the Icelandic Parliament)
Ríkissaksóknari	State Prosecutor

* Iceland's *National Court* is a special high court for trying cases of alleged ministerial misconduct. As the accepted English name is not very transparent, an explanation of the role of the court may be helpful in English texts.

Legal instruments

stjórnarskrá	constitution
lög*	act
reglugerð	regulation
lagafrumvarp	bill
þingsályktun	parliamentary resolution

* The Icelandic word 'lög' is grammatically plural even when referring to one legal instrument. Care must be taken when translating into English as regards whether one legal instrument or several are meant.

Subdivisions of legislative acts

kafli	chapter
grein (gr.)	article
málsgrein (mgr.)	paragraph
málsliður (máls.)	sentence

NB: Iceland cites legal subdivisions in ascending order of 'size', e.g. '1. máls. 2. mgr. 72. gr. Stjórnarskrárinnar' = 'the first sentence of Article 72(2) of the Constitution'.

Government ministries

Ríkisstjórn	**Government**
Forsætisráðuneytið	*Prime Minister's Office*
Dómsmálaráðuneytið	*Ministry of Justice*
Félags- og vinnumarkaðsráðuneytið	*Ministry of Social Affairs and Labour*
Fjármála- og efnahagsráðuneytið	*Ministry of Finance and Economic Affairs*
Háskóla-, iðnaðar- og	*Ministry of Higher Education, Science and*

nýsköpunarráðuneytið	*Innovation*
Heilbrigðisráðuneytið	*Ministry of Health*
Innviðaráðuneytið	*Ministry of Infrastructure*
Matvælaráðuneytið	*Ministry of Food, Agriculture and Fisheries*
Menningar- og viðskiptaráðuneytið	*Ministry of Culture and Business Affairs*
Mennta- og barnamálaráðuneytið	*Ministry of Education and Children*
Umhverfis-, orku- og loftslagsráðuneytið	*Ministry of the Environment, Energy and Climate*
Utanríkisráðuneytið	*Ministry of Foreign Affairs*

Law gazettes, official gazettes and official journals

Translate *Stjórnartíðindi* as *the (Icelandic) Government Gazette*. It is made up of three sections. Section A contains legal acts enacted by Althingi, Section B contains secondary legislation issued by ministers, announcements from public agencies and municipalities, etc., and Section C contains international treaties, including bilateral agreements.

There is also the *Lögbirtingablað*, which contains official notices and other legal announcements (e.g. vacancy notices for senior offices, notices of issuance of licences, opening of bankruptcy procedures). Translate as *the (Icelandic) Law Gazette*.

Ireland

Full name: *Ireland (Éire)*.

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

Official languages: English and Irish.

Irish should not be referred to as 'Gaelic'; the terms are not synonymous because Gaelic can also mean Scots Gaelic.

Parliament and government: Ireland has a bicameral parliament. The Irish Parliament or *Oireachtas* is made up of *the President*, *Dáil Éireann* (lower house) and *Seanad Éireann* (upper house). *Dáil Éireann* and *Seanad Éireann* are the official names in English as well as Irish. In most documents *Dáil Éireann* and *Seanad Éireann* should be written out in full on first occurrence and subsequently abbreviated to *the Dáil* and *the Seanad*. The head of government (prime minister) is the *Taoiseach* and the deputy head of government is the *Tánaiste*. These are the official titles in English as well as Irish.

Geography

The term *Britain and Ireland*, rather than *the British Isles*, is used in the geographical sense of Britain, Ireland and the surrounding islands. *The island of Ireland* is very widely used to refer to the whole of Ireland as opposed to the state of Ireland.

Place names

Use the English names of cities, towns, other settlements and geographical features except if they are located in Irish-speaking (Gaeltacht) areas, in which case the official Irish-language versions of place names should be used, followed by the English names in brackets where necessary to aid comprehension. However, use both names (separated by a forward slash) for *Dingle* / *Daingean Uí Chúis*.

The official Irish-language versions of place names are set out in Placenames Orders that implement the Official Languages Act 2003 (for the Irish-speaking areas, these are the Placenames (Ceantair Ghaeltachta) Order 2004 and the Placenames (Ceantair Ghaeltachta) Order 2011).

A full list of English and Irish names can be found in the Placenames Database of Ireland. Entries for places which are located in the Gaeltacht include the note 'This is in the Gaeltacht' under the 'Properties' heading. If possible, consult an Irish speaker in order to determine correct usage in case of doubt.

Regions for statistical purposes (NUTS)

IE, **IE0**	**IRELAND**
IE04	*Northern and Western*
IE041	Border
IE042	West
IE05	*Southern*
IE051	Mid-West
IE052	South-East
IE053	South-West
IE06	*Eastern and Midland*
IE061	Dublin
IE062	Mid-East
IE063	Midland

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. In the table, region levels 2 and 3 are shown in italic and plain font, respectively.

Italy

Full name: *Italian Republic (Repubblica Italiana).*

Official language: Italian.

Parliament: Italy has a bicameral parliament, consisting of *the Chamber of Deputies* (*Camera dei Deputati*), which is directly elected, and *the Senate* (*Senato della Repubblica*), whose members are directly elected on a regional basis, plus a few life members. Particularly in the Italian press, the two parliamentary houses are often referred to by the names of their respective buildings: the Chamber of Deputies as (*Palazzo*) *Montecitorio* and the Senate as *Palazzo Madama*. Similarly, *Il Quirinale* is used for the President of the Republic, *Palazzo Chigi* for the Prime Minister's Office, *La Farnesina* for the Ministry of Foreign Affairs, *Il Viminale* for the Ministry of the Interior and *Il Campidoglio* for the administration/mayor of Rome. In English, the names of the buildings are not used and are replaced by the institutions they stand for.

Geography

Cities

Use the English spellings *Florence, Genoa, Milan, Naples, Rome, Turin, Venice*.

Rivers and lakes

Write *Tiber* for *Tevere* and *Lake Maggiore* for *Lago Maggiore*.

Islands

Use *Sicily* and *Sardinia*.

Seas

Write *Tyrrhenian* and *Adriatic*.

Mountains

Write *Alps*, *Apennines* (one *p*) and *Dolomites*.

Regions for statistical purposes (NUTS)

IT	**ITALIA**	**ITALY**
ITC	**Nord-Ovest**	**North-West**
ITC1	*Piemonte*	*Piedmont*
ITC2	*Valle d'Aosta/Vallée d'Aoste*	*Valle d'Aosta*
ITC3	*Liguria*	*Liguria*
ITC4	*Lombardia*	*Lombardy*

ITF	**Sud**	**South**
ITF1	*Abruzzo*	*Abruzzo*
ITF2	*Molise*	*Molise*
ITF3	*Campania*	*Campania*
ITF4	*Puglia*	*Puglia*
ITF5	*Basilicata*	*Basilicata*
ITF6	*Calabria*	*Calabria*
ITG	**Isole**	**Islands**
ITG1	*Sicilia*	*Sicily*
ITG2	*Sardegna*	*Sardinia*
ITH	**Nord-Est**	**North-East**
ITH1	*Provincia Autonoma di Bolzano/Bozen**	*Autonomous Province of Bolzano*
ITH2	*Provincia Autonoma di Trento**	*Autonomous Province of Trento*
ITH3	*Veneto*	*Veneto*
ITH4	*Friuli-Venezia Giulia*	*Friuli-Venezia Giulia*
ITH5	*Emilia-Romagna*	*Emilia-Romagna*
ITI	**Centro**	**Centre**
ITI1	*Toscana*	*Tuscany*
ITI2	*Umbria*	*Umbria*
ITI3	*Marche*	*Marche*
ITI4	*Lazio*	*Lazio*

* These two autonomous provinces form the region of *Trentino-Alto Adige*. The name of that region stays in Italian. *Provincia Autonoma di Bolzano/Bozen* or *Alto Adige* should not be rendered as *Südtirol* or *South Tyrol*. Those terms should be used in English only if the Italian original uses *Sud Tirolo*, *Sudtirolo* or *Tirolo del Sud*.

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

National government

Presidente del Consiglio dei Ministri / Presidente del Consiglio / Premier	Prime Minister
Presidenza del Consiglio dei Ministri	Prime Minister's Office
Consiglio dei Ministri	Cabinet
Cabinet ministers[1]	
For cabinet ministers, please use the Council of the European Union's official translations given on EUWhoiswho.	
Ministri senza portafoglio	**Ministers without portfolio**[2]
For ministers without portfolio, please use the Council of the European Union's official translations given on EUWhoiswho.	
Other national government bodies and officers	
Dipartimento della funzione pubblica	Department of Public Administration
Dipartimento per le politiche europee	Department of European Policy

Sottosegretario di Stato alla Presidenza del Consiglio dei Ministri con funzioni di Segretario del Consiglio medesimo	State Secretary, Prime Minister's Office (Cabinet Secretary)
Struttura di missione per le procedure d'infrazione alla normativa UE (usually referred to simply as Struttura di missione per le procedure di infrazione)	Office for Infringement Proceedings
Sottosegretario di Stato	State Secretary

[1] Use the preposition 'for' for ministers and 'of' for ministries, i.e. *Minister **for** Foreign Affairs and International Cooperation* but *Ministry **of** Foreign Affairs and International Cooperation*. Otherwise translate the names of ministries in the same way as the ministers' titles given in the table.

[2] Ministers without portfolio come under the Prime Minister's Office and are not members of the Cabinet.

Regional and local government

Italy is subdivided into 20 regions, including five regions with special status (Sicily, Sardinia, Valle d'Aosta, Friuli-Venezia Giulia and Trentino-Alto Adige). Regions are level 2 in the NUTS classification (see *Regions for statistical purposes (NUTS)* above). The regions are subdivided into provinces and metropolitan cities, which are equivalent NUTS level 3 entities. The region of Trentino-Alto Adige is subdivided into two autonomous provinces with significant powers (Trento and Bolzano). Provinces are further subdivided into municipalities.

Subdivisions	
Regione	Region
Regione a statuto speciale	Region with special status
Regione a stuto ordinario	Region with ordinary status
Provincia	Province
Provincia autonoma	Autonomous province
Città metropolitana	Metropolitan city
Libero consorzio comunale (the equivalent of the Provincia in Sicily)	Free association of municipalities
Ente di decentramento regionale (the equivalent of the Provincia in Friuli-Venezia Giulia)	Regional decentralised authority
Comune	Municipality
Municipio (referring to an urban subdivision of a large city)[1]	District
Frazione	Translation depends on context[2]
Organs and officers of regions	
Giunta regionale	Regional executive
Consiglio regionale	Regional council

Assemblea legislativa (the equivalent of the Consiglio regionale in Emilia-Romagna and Umbria)	Legislative assembly
Assemblea regionale siciliana (the equivalent of the Consiglio regionale in Sicily)	Sicilian Regional Assembly
Assessorato regionale [al/alla …]	Regional department [for …] (do not translate as ministry)
Presidente della Giunta regionale (often referred to as the Presidente della Regione)	President of the Regional Executive (often referred to as the President of the Region)
Assessore regionale [al/alla …]	Regional Minister [for …] (depending on context, this may also be translated as Member of the Regional Executive [responsible for …])
Presidente del Consiglio regionale	President of the Regional Council
Consigliere regionale	Regional councillor
Organs and officers of provinces	
Giunta provinciale	Provincial executive[3]
Consiglio provinciale	Provincial council
Assemblea dei sindaci	Assembly of mayors
Presidente della Provincia	President of the Province
Assessore provinciale [al/alla …]	Member of the Provincial Executive [responsible for …] (do not translate as minister)
Consigliere provinciale	Provincial councillor
Segretario provinciale	Provincial secretary
Organs and officers of metropolitan cities	
Consiglio metropolitano	Metropolitan council
Conferenza metropolitana[4]	Metropolitan conference
Sindaco metropolitano	Metropolitan mayor
Conferenza dei consiglieri delegati	Conference of delegated councillors
Organs and officers of municipalities	
Giunta comunale	Municipal executive
Consiglio comunale	Municipal council
Sindaco	Mayor
Assessore comunale [al/alla …]	Member of the Municipal Executive [responsible for …] (do not translate as minister)
Consigliere comunale	Municipal councillor
Segretario comunale	Municipal secretary
Rome	
Roma Capitale[5]	Rome or Municipality of Rome (if the context requires that the specific term be used, leave

	Roma Capitale untranslated)
Giunta Capitolina / Giunta Capitolina di Roma Capitale	City of Rome Executive
Assemblea Capitolina / Assemblea Capitolina di Roma Capitale	City of Rome Assembly
Other bodies	
Associazione nazionale comuni italiani (ANCI)	National Association of Italian Municipalities
Comunità montana	Mountain community
Comunità isolana	Island community
Conferenza Permanente per i rapporti tra lo Stato, le Regioni e le Province autonome di Trento e Bolzano (sometimes abbreviated to Conferenza Stato-Regioni)	Standing Conference for Relations between the State, the Regions and the Autonomous Provinces of Trento and Bolzano (sometimes abbreviated to State-Regions Conference)
Conferenza Stato-città ed autonomie locali	Conference for Relations between the State and Cities and Local Authorities
Conferenza unificata (this brings together the Conferenze in the preceding two entries)	Joint Conference
Prefetto[6]	Prefect
Prefettura - Ufficio territoriale del Governo	Prefecture – Government Local Office
Unione di comuni	Union of municipalities
Unione delle Province d'Italia (UPI)	Union of Italian Provinces
UO / U.O. / Unità operativa[7]	Unit

1 The word *municipio* can also be used to refer to a municipality's town hall, also known as the *casa comunale*.

2 A *frazione* is a subdivision of a municipality. It generally refers to a village within a municipality that is separate from the main town after which the municipality is named. However, it can be as small as a cluster of houses or, in exceptional cases, as large as a town in its own right. Not all municipalities have *frazioni*. Possible translations include *hamlet*, *village*, *district*, *subdivision*, etc. depending on the context.

3 *Giunte provinciali* no longer exist in provinces in regions with ordinary status.

4 Composed of the metropolitan mayor and the mayors of all of the municipalities in the metropolitan city.

5 Note that *Roma Capitale* refers to the municipality of Rome, whereas *Città metropolitana di Roma Capitale* refers to the Metropolitan City of Rome, i.e. the municipality of Rome and all of the other municipalities in the metropolitan city. *Roma Capitale* should not be translated as Metropolitan City of Rome unless it is clear from the context that the author has made a mistake and meant to refer to the metropolitan city rather than the municipality.

6 The *prefetto* is the representative of national government in the provinces and metropolitan cities and is therefore not strictly speaking a local government official.

7 Local government bodies are often broken down into *unità operative*, often abbreviated to *UO*. This designation also sometimes appears in national government bodies and other public bodies.

Judicial bodies

See also the general advice on translating **names of bodies** in points 5.8-5.13 of the *English Style Guide*.

Avvocatura dello Stato	State Legal Office
Avvocatura Generale dello Stato[1]	
Commissione Tributaria Provinciale / Distrettuale / Regionale	Provincial / District / Regional Tax Court
Consiglio di giustizia amministrativa per la Regione Siciliana	Council of Administrative Justice for the Region of Sicily
Consiglio di Stato (Sezione Giurisdizionale) / (Adunanza Plenaria / Ad. Plen.)	Council of State (Judicial Division) / (Plenary Session)
Consiglio Superiore della Magistratura	Superior Council of the Judiciary
Consulente tecnico d'ufficio (CTU)	Court-appointed expert
Corte Costituzionale (sometimes referred to as La Consulta after the building housing it; this should not be used in English)	Constitutional Court
Corte d'Appello	Court of Appeal
Corte d'Assise	Assize Court
Corte d'Assise d'Appello	Assize Court of Appeal
Corte dei conti	Court of Auditors[2]
Corte Militare d'Appello	Military Court of Appeal
Corte Suprema di Cassazione (può esprimersi a 'sezioni unite') [often referred to simply as Corte di Cassazione]	Supreme Court of Cassation (it may sit in 'Joined Chambers') [may be translated as Court of Cassation]
GIP (giudice per le indagini preliminari)	Judge for preliminary investigations (GIP) [do not translate as investigating magistrate/judge][3]
Giudice amministrativo	Administrative Court
Giudice conciliatore (abolished in 1991)	Judge-Conciliator
Giudice di Pace	Justice of the Peace (legally qualified)[4]
Giudice militare	Military Court
Giudice relatore	Judge-Rapporteur
GUP (giudice dell'udienza preliminare)	Judge for the preliminary hearing (GUP)[3]
Magistratura	Judiciary / Bench / Magistracy (when it does not refer to the whole system)[5]
Ministero della Giustizia	Ministry of Justice
Pretore (abolished in 1998)	Magistrate
Pretura (abolished in 1998)	Magistrate's Court
Sezione specializzata agraria	Specialised Agricultural Chamber
Tribunale (ordinario)	(Ordinary/General Jurisdiction) Court

Tribunale Amministrativo Regionale (TAR)	Regional Administrative Court (TAR)
Tribunale amministrativo	Administrative Court
Tribunale del riesame	(Criminal) Review Court
Tribunale di Sorveglianza	Tribunale di Sorveglianza (Court supervising the enforcement of sentences)[6]
Tribunale Militare	Military Court
Tribunale Militare di Sorveglianza	Tribunale Militare di Sorveglianza (Military Court supervising the enforcement of sentences)[6]
Tribunale per i minorenni	Juvenile Court
Tribunale Regionale delle Acque Pubbliche	Regional Court for Public Waters
Tribunale superiore delle Acque pubbliche	Superior Court for Public Waters

1 *Avvocatura Generale dello Stato* refers to the central office in Rome as opposed to the district offices throughout the country. This distinction is not necessary for most translation purposes. Should it be necessary to distinguish between the central and district offices, translate this as *State Legal Office Headquarters*.

2 Use *Italian Court of Auditors* if there is any possibility of confusion with the European Court of Auditors.

3 The Italian abbreviations need not be used but they can be used for the sake of brevity if the terms come up repeatedly in a text.

4 Either leave it in Italian or translate as Justice of the Peace and explain in brackets that he/she is legally qualified in Italy.

5 Unlike the common-law concept of *judiciary*, the Italian concept of *magistratura* includes the public prosecution service. Depending on the context of the document, a translation such as *judiciary and public prosecution service* might therefore be appropriate.

6 Leave it in Italian and explain in brackets.

Public prosecution service

Direzione distrettuale antimafia	District Anti-mafia Directorate
Direzione nazionale antimafia e antiterrorismo	National Anti-mafia and Counter-terrorism Directorate
Procura della Repubblica	Public Prosecutor's Office[1]
Procura generale della Repubblica	
Ufficio del Pubblico Ministero	
Procura generale / Procura generale della Cassazione	Office of the Prosecutor General / Office of the Prosecutor General at the Court of Cassation[2]
Procuratore	Public prosecutor[3]
Procuratore della Repubblica	
Procuratore generale della Repubblica	
Procuratore generale / Procuratore generale della Corte di Cassazione	Prosecutor General / Prosecutor General at the Court of Cassation[2]

Pubblico ministero (PM)	Public prosecutor / Public Prosecution Service[4]
Sostituto procuratore / Sostituto procuratore generale	Deputy public prosecutor

1 *Procure della Repubblica* are attached to Ordinary Courts, Juvenile Courts and Military Courts, *Procure generali della Repubblica* are attached to the Courts of Appeal and *Ufficio del Pubblico Ministero* is a catch-all term. For translation purposes, *Public Prosecutor's Office* may be used for all of them.

2 Use *Prosecutor General* only for the *Procuratore generale* at the Supreme Court of Cassation.

3 See note (1) above. In this case *Procuratore* is the catch-all term. For translation purposes, *public prosecutor* may be used in all cases.

4 While the term *pubblico ministero* is most often used to refer to individual prosecutors, it is also used to refer to the entire public prosecution service.

Police and law enforcement

Arma dei Carabinieri / Carabinieri	Carabinieri (do not translate)
Corpo Forestale dello Stato (abolished in 2016)	State Forestry Corps
Guardia di Finanza	Guardia di Finanza (do not translate)
Polizia di Stato	National Police (simply Police may be used when appropriate in context)
Polizia giudiziaria	Do not translate as judicial police. See note below[1].
Polizia locale/municipale/provinciale/metropolitana/regionale	Local/municipal/provincial/metropolitan/regional police
Polizia Penitenziaria	Prison Officer Corps
Vigili urbani[2]	Municipal police

1 This is a difficult term to translate. It does not refer to a specific police force but rather to the criminal investigation function that can be exercised by the various police forces in Italy and, in certain circumstances, by other bodies and officials (e.g. the fire service, the coast guard, labour inspectors). The police or other bodies are assigned this function by the public prosecution service. The best translation depends on the context, but some suggestions are: *polizia giudiziaria = criminal investigation police*; *ufficiale di polizia giudiziaria = criminal investigation officer*; *attività di polizia giudiziaria = criminal investigation activities*. Note that the abbreviation *P.G.* is frequently used in Italian.

2 This Italian term is unofficial but commonly used.

Legal instruments

Codice Civile (CC)	Civil Code
Codice della navigazione (CN)	Navigation Code
Codice della Strada (Cs / CS / cs)	Highway Code
Codice di Procedura Civile (CPC)	Code of Civil Procedure
Codice di Procedura Penale (CPP)	Code of Criminal Procedure

Codice Penale (CP)	Criminal Code
Consultazione referendaria	Referendum
Costituzione	Constitution
Costituzione della Repubblica Italiana	Constitution of the Italian Republic (in legal texts) / Italian Constitution (in less formal texts, e.g. correspondence)
Decreto del Ministro (D.M.)*	Decree of the Minister for …
Decreto del Ministero (D.M.)*	Decree of the Ministry of …
Decreto del Presidente del Consiglio dei Ministri (D.P.C.M.)	Prime Ministerial Decree
Decreto del Presidente della Repubblica (D.P.R.)	Presidential Decree
Decreto Legislativo (D. Lgs. / D. lgsl./ D.Leg. / D. Leg.vo)	Legislative Decree
Decreto ministeriale (D.M.)	Ministerial Decree
Decreto reale (D.R.)	Royal Decree
Decreto-legge (D.L.)	Decree-Law
Delibera	Decision
Deliberazione	Decision
Disegno di legge	Draft law (proposed by the Government)
e ss.mm.ii. (e successive modifiche ed integrazioni)	as amended
Legge (L.)	Law
Legge della Giunta Regionale (LGR)	Law of the Regional Executive
Legge Regionale (L.R.)	Regional Law
Ordinanza ministeriale	Ministerial Order
Progetto di legge (blanket term for disegno di legge or proposta di legge)	Draft law
Proposta di legge	Draft law (proposed by the Parliament)
Referendum	Referendum
Regio Decreto (R.D. / r.d.)	Royal Decree
Regio Decreto-legge (R.D.L.)	Royal Decree-Law
Testo unico	Consolidated Text

NB: In Italian texts, the acronyms and initialisms may appear in any of the possible formats (capital or small letters or a mixture of both, with or without full stops).

* With the name of the Minister/Ministry, e.g. Decreto del Ministro/Ministero delle Politiche Agricole.

Law gazettes, official gazettes and official journals

When *Gazzetta Ufficiale della Repubblica Italiana*, *Gazzetta Ufficiale* or the abbreviation *GURI* appears for the first time in a text, translate it as *Official Gazette of the Italian Republic*. If it appears again, refer to it as *Italian Official Gazette*. The *Gazzetta Ufficiale* is available online.

The *Italian Official Gazette* comprises a number of editions and supplements:

Serie generale	General Series
1ª Serie Speciale - Corte Costituzionale	1st Special Series – Constitutional Court
2ª Serie Speciale - Unione Europea	2nd Special Series – European Union
3ª Serie Speciale - Regioni	3rd Special Series – Regions
4ª Serie Speciale - Concorsi ed Esami	4th Special Series – Competitions and Exams
5ª Serie Speciale - Avvisi Pubblici e Ministeriali, Contratti Pubblici	5th Special Series – Public and Ministerial Notices, Public Contracts
Supplemento ordinario	Ordinary Supplement
Supplemento straordinario	Extraordinary Supplement

The regions each have a *Bollettino Ufficiale Regionale* (*BUR*), e.g. the *Bollettino Ufficiale della Regione Lombardia*. Translate these as e.g. *Official Bulletin of the Lombardy Region* the first time they appear. If they appear again, refer to them as the *Regional Bulletin*. Sometimes individual regional *bollettini* have their own abbreviations rather than *BUR*.

Sicily has the *Gazzetta Ufficiale della Regione Siciliana*. Translate this as *Official Gazette of the Region of Sicily* the first time it appears and then as *Regional Official Gazette*.

Other bodies

Where a body is referred to in the original language by an abbreviation, do not translate it with an improvised English abbreviation. Instead, give the English name followed by the original abbreviation in brackets (or vice versa) upon first mention. The Italian name may be included in the brackets too if this will aid comprehension or help avoid confusion. See also the general advice on translating **names of bodies** in points 5.8-5.13 of the *English Style Guide*.

Agriculture, livestock and veterinary	
Agenzia per le Erogazioni in Agricoltura (AGEA)	Agricultural Payments Agency
Centro di Assistenza Agricola (sometimes Centro autorizzato di Assistenza Agricola) (CAA)	Agricultural Assistance Centre (sometimes Authorised Agricultural Assistance Centre)
Comando Unità per la tutela forestale	Carabinieri Forestry, Environment and

ambientale e agroalimentare dell'Arma dei Carabinieri (CUTFAA dell'Arma dei Carabinieri)	Agri-food Unit
Consiglio per la ricerca in agricoltura e l'analisi dell'economia agraria (CREA)	Council for Agricultural Research and Analysis of the Agricultural Economy
Consorzio di tutela	Protection association (for PDO or PGI food products)
Istituto di Servizi per il Mercato Agricolo Alimentare (ISMEA)	Institute for Agri-food Market Services
Istituto Zooprofilattico Sperimentale (IZS)	Animal Disease Prevention Institute
Osservatorio Epidemiologico Veterinario (OEV)	Veterinary Epidemiological Observatory
Servizi veterinari (SS.VV)	Veterinary services
Coast guard	
Comando Generale del Corpo delle Capitanerie di Porto - Guardia Costiera[1]	General Headquarters of the Harbourmasters' Corps / Coast Guard
Direzione marittima	Maritime directorate
Zona marittima	Maritime area [the area within the remit of a maritime directorate]
Capitaneria di porto	Harbourmaster's office
Compartimento marittimo	Maritime district [the area within the remit of a harbourmaster's office]
Ufficio circondariale marittimo	Maritime sub-district office
Circondario marittimo	Maritime sub-district
Ufficio locale marittimo	Local maritime office
Delegazione di spiaggia	Coast Guard branch office
Environment and land use	
Agenzia Provinciale per la Protezione dell'Ambiente (APPA)	Provincial Environmental Protection Agency
Agenzia Regionale per la Protezione dell'Ambiente (ARPA) [some regions have their own abbreviations]	Regional Environmental Protection Agency
Autorità di bacino distrettuale or Autorità di bacino	River basin district authority
Consorzio di bonifica ed irrigazione or Consorzio di bonifica	Drainage and land improvement board (also put the Italian in brackets the first time the term appears)
Istituto Geografico Militare (IGM)	Italian Military Geographic Institute
Istituto Superiore per la Protezione e la Ricerca Ambientale (ISPRA)	Italian Institute for Environmental Protection and Research
Sistema Nazionale per la Protezione dell'Ambiente [sometimes Sistema nazionale a rete per la protezione dell'ambiente] (SNPA)	National Environmental Protection System

Finance, economy and tax	
Agenzia del Demanio	Public Property Agency
Agenzia delle Accise, Dogane e Monopoli	Excise, Customs and Monopolies Agency
Agenzia delle Entrate	Revenue Agency
Agenzia delle Entrate - Riscossione (AdE-R, ADER)	Revenue Agency Collection Body
Autorità Garante della Concorrenza e del Mercato (AGCM)	Italian Competition Authority
Banca d'Italia	Bank of Italy
Consiglio Nazionale dell'Economia e del Lavoro (CNEL)	National Council for Economics and Labour
Ispettorato Generale per i Rapporti finanziari con l'Unione Europea (IGRUE)	Inspectorate-General for Financial Relations with the European Union
Ragioneria Generale dello Stato (RGS)	State General Accounting Department
Fire brigade and civil protection	
Corpo Nazionale dei Vigili del Fuoco (C.N.VV.F or VV.F)	National Fire Brigade
Dipartimento dei vigili del fuoco, del soccorso pubblico e della difesa civile [del Ministero dell'Interno]	Fire Brigade, Rescue and Civil Defence Department
Dipartimento della Protezione Civile	Civil Protection Department
Health	
Agenzia Italiana del Farmaco (AIFA)	Italian Medicines Agency
Azienda sanitaria locale (ASL)[2]	Local health authority
Azienda unità sanitaria locale (AUSL)[2]	
Comando Carabinieri per la Tutela della Salute (NAS)	Carabinieri Health Protection Unit
Istituto Superiore di Sanità (ISS)	National Institute of Health
Servizio sanitario nazionale (SSN)	Italian National Health Service (do not abbreviate as NHS)
Labour and Social Policy	
Ispettorato Nazionale del Lavoro (INL)	National Labour Inspectorate
Istituto Nazionale Assicurazione contro gli Infortuni sul Lavoro (INAIL)	National Institute for Insurance against Accidents at Work
Istituto Nazionale Previdenza Sociale (INPS)	National Social Security Institute
Research, industry and energy	
Agenzia nazionale per le nuove tecnologie, l'energia e lo sviluppo economico sostenibile (ENEA)	Italian National Agency for New Technologies, Energy and Sustainable Economic Development
Consiglio Nazionale delle Ricerche (CNR)	National Research Council
Autorità di Regolazione per Energia Reti e Ambiente (ARERA)	Italian Regulatory Authority for Energy, Networks and Environment

Ispettorato Nazionale per la Sicurezza Nucleare e la Radioprotezione (ISIN)	National Inspectorate for Nuclear Safety and Radiation Protection
Transport and communication	
Autorità di Regolazione dei Trasporti (ART)	Transport Regulation Authority
Autorità di sistema portuale	Port system authority
Autorità per le Garanzie nelle Comunicazioni (AGCOM)	Regulatory Authority for Communications
Ente Nazionale per l'Aviazione Civile (ENAC)	Italian Civil Aviation Authority
Ufficio della Motorizzazione Civile	Motor Vehicles Office
Other	
Agenzia per l'Italia Digitale (AgID)	Agency for Digital Italy
Autorità Nazionale Anticorruzione (ANAC)	National Anti-Corruption Authority
Camera di commercio, industria, artigianato e agricoltura	Chamber of Commerce, Industry, Craft Trades and Agriculture
Commissione della Camera dei Deputati	Committee of the Chamber of Deputies (do not translate as Commission)
Commissione del Senato	Senate Committee (do not translate as Commission)
Consip SpA / CONSIP SpA / Consip / CONSIP	The first time Consip is mentioned in a text, it is useful to add a gloss in square brackets, e.g. '[the national public procurement body which acts as contracting authority on behalf of the public authorities]'
Garante per la protezione dei dati personali (short form: Garante Privacy) (GPDP)	Italian Data Protection Authority
Istituto Nazionale di Statistica (ISTAT)	Italian National Institute of Statistics
Istituto Poligrafico e Zecca dello Stato (IZPS)	State Printing Office and Mint
Istituto superiore	Render all such bodies as National Institute rather than Higher Institute

[1] This is the body's full name. Sometimes one of the elements of the name (e.g. *Guardia Costiera*) appears separately and should be translated accordingly. The full name need only be used in English if it is used in the Italian.

[2] These are equivalent authorities that have different names in different regions. The two terms in the table should both be translated the same way. Where regions/provinces use names other than these two, translate them accordingly but always render the phrases *azienda sanitaria* or *azienda unità sanitaria* as *health authority*.

Latvia

Full name: *Republic of Latvia (Latvijas Republika).*

Official language: Latvian.

Parliament: Latvia has a unicameral parliament known as the *Saeima*. In English, this should be rendered as *the Saeima* (followed by the words *Latvian Parliament* in brackets after the first occurrence, if necessary to aid comprehension) or as *the Latvian Parliament* (followed by the word *Saeima* in brackets after the first occurrence).

Geography

Urban centres

Write *Riga* for *Rīga*, except when referring to the NUTS region (see below). Leave diacritics on the names of all other urban centres irrespective of size (*Liepāja*, *Rēzekne*, *Kuldīga*, *Žīguri*, *Ļaudona*, *Ķekava*, *Alūksne*, *Zirņi*, etc.). Note *Daugavpils* (not *Dvinsk*).

Rivers

Write *Daugava* (not *Dvina* or *Zapadnaya Dvina*).

Regions for statistical purposes (NUTS)

LV, **LV0,** *LV00*	**LATVIJA**	**LATVIA**
LV003	Kurzeme	Kurzeme
LV005	Latgale	Latgale
LV006	Rīga	Rīga
LV007	Pierīga	Pierīga
LV008	Vidzeme	Vidzeme
LV009	Zemgale	Zemgale

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. Latvia is divided into six level 3 NUTS regions (plain font).

Administrative Divisions

apgabals	region
rajons	district
novads	municipality
pagasts	civil parish
valstspilsēta*	city
novadu pilsēta**	town

* According to the 2020 Latvian Law on administrative territories and populated areas (*Administratīvo teritoriju and apdzīvoto vietu likums*), these are: **Daugavpils**, **Jelgava**, **Jēkabpils**, **Jūrmala**, **Liepāja**, **Ogre**, **Rēzekne**, **Rīga**, **Valmiera** and **Ventspils**. Hence, where reference is made to the *pilsētas dome* of one of these urban centres, it should be translated as *city council*.

** Term used in the context of the 2020 Latvian Law on administrative territories and populated areas.

Government agencies and bodies

Please note that the preferred in-house [i.e. European Commission] rendering of *Satiksmes ministrija* is *Ministry of Transport and Communications*, and for *Ekonomikas ministrija* it is *Ministry of the Economy*.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

administratīvā apgabaltiesa	administrative regional court
administratīvā rajona tiesa	administrative district court
apgabaltiesa	regional court
Augstākā tiesa	Supreme Court
Augstākās tiesas Krimināllietu tiesu palāta	Chamber of Criminal Cases of the Supreme Court (in existence between 1995 and 2014)
Augstākās tiesas Civillietu tiesu palāta	Chamber of Civil Cases of the Supreme Court (in existence between 1995 and 2016)
Augstākās tiesas Senāts	Senate of the Supreme Court
Augstākās tiesas Senāta Civillietu departaments	Civil Cases Department of the Senate of the Supreme Court
Augstākās tiesas Senāta Krimināllietu departaments	Criminal Cases Department of the Senate of the Supreme Court
Augstākās tiesas Senāta Administratīvo lietu departaments	Administrative Cases Department of the Senate of the Supreme Court
Augstākās tiesas Senāta nodaļa	Division of the Senate of the Supreme Court
bāriņtiesa	family tribunal
pagasttiesa	local family tribunal
priekšpilsētas tiesa	city district court
rajona tiesa	district court
Rīgas pilsētas tiesa	Riga City Court
Satversmes tiesa	Constitutional Court

Legal instruments

administratīvs akts	administrative instrument
administratīvs līgums	administrative agreement
ārējie normatīvie akti	legislation
atzinums	opinion statement, statement of opinion
deleģēšanas līgums	delegation agreement
iekšējie normatīvie akti	internal rules and regulations
iekšējs noteikums	internal regulation
ieteikums	recommendation
instrukcija	instruction
kārtība	procedure (or procedures or arrangements)
kodekss	code
lēmums	decision
līdzdarbības līgums	participation agreement
līgums	agreement (for tenders: contract; for significant international agreements: treaty)
likums	law/act
Ministru kabineta lēmums	Cabinet Decision
Ministru kabineta noteikumi	Cabinet Regulation
nolikums	statute
normatīvi akti	legislation
noteikumi	rules (components of a regulation)
pārvaldes lēmums	administrative decision
primārie tiesību akti	primary legislation
projekts	draft
publisko tiesību līgums	public law agreement
reglaments	rules of procedure
rīkojums	order
sadarbības līgums	cooperation agreement
Satversme	Constitution
sekundārie tiesību akti	secondary legislation
tiesību akts	legal instrument

Suggestions for titles of Cabinet Regulations

Ministru kabineta noteikumi …. par ...	Cabinet Regulation No xxx of yyy on zzz (no quotation marks)
Ministru kabineta noteikumi …. „Noteikumi...”	Cabinet Regulation No xxx of yyy on / establishing / laying down rules …
Ministru kabineta noteikumi … „Kārtība...”	Cabinet Regulation No xxx of yyy on /

	establishing / laying down a procedure / procedures / arrangements …

Lithuania

Full name: *Republic of Lithuania (Lietuvos Respublika)*.

Official language: Lithuanian.

Parliament: Lithuania has a unicameral parliament, the full title of which is *Lietuvos Respublikos Seimas* (Seimas of the Republic of Lithuania). In most contexts, however, it is referred to as the *Seimas*. In English, this should be rendered as *the Seimas* (followed by the words *Lithuanian Parliament* in brackets after the first occurrence, if necessary to aid comprehension) or as *the Lithuanian Parliament* (followed by the word *Seimas* in brackets after the first occurrence).

Geography

Cities

Note that *Memel* (German) is *Klaipėda* in Lithuanian. See also Wikipedia's list of 'Names of Lithuanian places in other languages'.

Bodies of water and coastal features

Use the forms *Curonian Lagoon* for *Kuršių marios* and *Curonian Spit* for *Kuršių nerija*.

Regions for statistical purposes (NUTS)

LT, LT0	**LIETUVA**	**LITHUANIA**
LT01	*Sostinės regionas*	*Capital Region*
LT011	Vilniaus apskritis	Vilnius county
LT02	*Vidurio ir vakarų Lietuvos regionas*	*Central and Western Region*
LT021	Alytaus apskritis	Alytus county
LT022	Kauno apskritis	Kaunas county
LT023	Klaipėdos apskritis	Klaipėda county
LT024	Marijampolės apskritis	Marijampolė county
LT025	Panevėžio apskritis	Panevėžys county
LT026	Šiaulių apskritis	Šiauliai county
LT027	Tauragės apskritis	Tauragė county
LT028	Telšių apskritis	Telšiai county
LT029	Utenos apskritis	Utena county

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 2 and 3 are shown in italic and plain font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

administracinis teismas	administrative court
Apeliacinis teismas	Court of Appeal
apskrities administracinių ginčų komisija	county administrative disputes commission
apygardos administraciniai teismas	regional administrative court
apygardos teismas	regional court
apylinkės teismas	district court
bendrosios kompetencijos teismas	court of general jurisdiction
Lietuvos Aukščiausiasis Teismas	Supreme Court of Lithuania
Lietuvos Respublikas Konstitucinis Teismas	Constitutional Court of the Republic of Lithuania
savivaldybės visuomeninės administracinių ginčų komisija	municipal administrative disputes commission
specializuotas teismas	court of special jurisdiction
Vyriausiasis administracinis teismas	Supreme Administrative Court
Vyriausioji administracinių ginčų komisija	Chief Administrative Disputes Commission

Legal instruments

Administracinių teisės pažeidimų kodeksas	Administrative Infringements Code
Baudžiamasis kodeksas	Criminal Code
Baudžiamojo proceso kodeksas	Code of Criminal Procedure
Bausmių vykdymo kodeksas	Penal Enforcement Code
Civilinio proceso kodeksas	Code of Civil Procedure
Civilinis kodeksas	Civil Code
Darbo kodeksas	Labour Code
dekretas	decree (of President)
Geležinkelių transporto kodeksas	Railway Transport Code
įsakymas	Order
įstatymas	Law
Kelių transporto kodeksas	Road Transport Code
kodeksas	Code
Konstitucija	the Constitution
nutarimas	Resolution
Seimo rezoliucija	Parliament resolution
sprendimas	Decision

taisyklės	Rules
Vidaus vandenų transporto kodeksas	Inland Waterway Transport Code

Law gazettes, official gazettes and official journals

Teisės aktų registras (Register of Legal Acts) is the repository of primary and secondary legislation. It contains, inter alia, laws, international agreements, other legal acts passed by the Lithuanian Parliament, presidential decrees, government resolutions, decisions, resolutions and conclusions of the Constitutional Court, and orders and other normative legal acts of ministers, heads of government bodies and heads of other state authorities. It can be found online in English at Register of Legal Acts (e-tar.lt). It supersedes and replaces the *Valstybės žinios* (Official Gazette), references to which will be found in legislation up to and including 2016. In-house (Commission) usage prefers the abbreviation 'TAR' to the English abbreviation RLA (Register of Legal Acts) used in the online version.

References to *Informaciniai pranešimai* (Information Notices) will sometimes crop up. These notices were published as a supplement to the former *Valstybės žinios* and contained, inter alia, public procurement notices (calls for tender), information on public auctions, information notices issued by ministries, government institutions and other state governing institutions, and information notices issued by the Lithuanian Parliament. When such references appear for the first time in a text, refer to '*Valstybės žinios* (Official Gazette)' and '*Informaciniai pranešimai* (Information Notices)'; subsequently refer to '*Valstybės žinios*' and '*Informaciniai pranešimai*'.

When *Teisės aktų registras* (or the abbreviated form TAR, cf. above note) appears for the first time in a text, refer to it as '*Teisės aktų registras* (Register of Legal Acts)' (or 'TAR (Register of Legal Acts)'). If it appears again, refer to it as '*Teisės aktų registras*' (or 'TAR'). References to *Teisės aktų registras* should be presented as follows: '*Teisės aktų registras* [TAR, Register of Legal Acts], 17.11.2021, No 23763'.

Local government and administrative divisions

apskritis	county	*abolished as an administrative unit in 2010*
apskrities viršininkas	county governor	
regiono plėtros taryba	regional development council	*in existence since 2010*
vietos savivalda	local government	
savivaldybė	municipality	
rajono savivaldybė	district municipality	
miesto savivaldybė	city municipality	
savivaldybės atstovaujamoji institucija	municipal representative body	*i.e. the municipal council*
savivaldybės vykdomoji institucija	municipal executive body	*i.e. the director and deputy director of administration*

savivaldybės taryba	municipal council	
miesto savivaldybės taryba	city council	
meras	Mayor	
mero pavaduotoja(s)	Deputy Mayor	
savivaldybės administracija	municipal administration	
administracijos direktorius	Director of Administration	
administracijos direktoriaus pavaduotoja(s)	Deputy Director of Administration	
seniūnija	civil parish	*established by the municipality; manages proximity services*
seniūnas/seniūnė	civil parish administrator	*civil servant appointed by the municipal administration*
seniūnaitija	neighbourhood	
seniūnaitis	neighbourhood leader	*elected by local residents*
seniūnaičių sueiga	neighbourhood leaders assembly	

Luxembourg

Full name: *Grand Duchy of Luxembourg (Grand-Duché de Luxembourg* in French, *Großherzogtum Luxemburg* in German, *Groussherzogtum Lëtzebuerg* in Luxembourgish*)*.

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

Official languages: French, German and Luxembourgish (although the latter is not an EU official language).

The Act of 24 February 1984 on the language regime states that the national language is Luxembourgish, the legislative language is French and the administrative languages are French, German and Luxembourgish.

Parliament: Luxembourg has a unicameral parliament known as the *Chambre des Députés*. It should be referred to in English as *the Parliament*.

Geography

Rivers

Use *Moselle* (*Mosel* only if the context is solely Germany).

Regions

Luxembourg constitutes a single NUTS region.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Conseil arbitral des assurances sociales	Social Insurance Arbitration Board
Conseil d'état	Council of State
Conseil supérieur des assurances sociales	Social Insurance Appeals Board
Cour administrative	Administrative Court
Cour constitutionnelle	Constitutional Court
cour d'appel	court of appeal
Cour de cassation	Court of Cassation
Cour supérieure de justice	Supreme Court of Justice
justice de paix	justice of the peace court (syn.: magistrates'

	court)
Tribunal administratif	Administrative Court of First Instance
tribunal d'arrondissement	district court
tribunal de la jeunesse et des tutelles	juvenile and guardianship court
tribunal de paix (synonym: tribunal siégant en matière civile et commerciale)	civil and commercial court
tribunal de police	police court (syn.: local criminal court)
tribunal du travail	labour court

Legal instruments

arrêté ministériel	ministerial decree
code civil	Civil Code
code d'instruction criminelle	Code of Criminal Procedure
code de procédure civile	Code of Civil Procedure
code pénal	Criminal Code
loi	act/law
loi d'habilitation	enabling statute
règlement	regulation
règlement grand-ducal	grand-ducal regulation

Law gazettes, official gazettes and official journals

Amtsblatt (Mémorial)	Official Journal

Malta

Full name: *Republic of Malta (Repubblika ta' Malta).*

National language: Maltese.

Official languages: Maltese and English.

Pursuant to Article 5 of the Constitution, the National Language of Malta is the Maltese language. Article 5 goes on to state that both Maltese and English are official languages. In the legislative sphere, the Constitution prescribes that laws should be promulgated in both Maltese and English, where the Maltese text is binding in case of conflict between the two versions. Officially, the language of the law courts is Maltese.

Parliament: Malta has a unicameral parliament known as the *Parlament ta' Malta* or *Parliament of Malta*: the chamber is the *Kamra tad-Deputati* or *the House of Representatives*.

Geography

Regions for statistical purposes (NUTS)

MT, MT0, *MT00*	**MALTA**	**MALTA**
MT001	Malta	Malta
MT002	Għawdex u Kemmuna	Gozo and Comino

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. Malta is divided into two level 3 NUTS regions.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Qorti Ċivili	Civil Court
Qorti Ekklesjastika	Ecclesiastical Court
Qorti Kostituzzjonali	Constitutional Court
Qorti tal-Appell	Court of Appeal
Qorti tal-Appell Kriminali	Court of Criminal Appeal
Qorti tal-Maġistrati	Magistrates' Court
Qorti tal-Minorenni	Juvenile Court
Tribunal għal Talbiet Żgħar	Small Claims Tribunal

Tribunali Lokali	Local Tribunals

Legal instruments

Att	Act
Il-Gazzetta tal-Gvern ta' Malta	Malta Government Gazette
Kodiċi Ċivili	Civil Code
Kodiċi Kriminali	Penal Code
Kodiċi ta' Organizzazzjoni u Proċedura Ċivili	Code of organisation and civil procedure
Kostituzzjoni ta' Malta	Constitution of Malta
Liġi	Law
Ordinanza	Ordinance
Ordni	Order
Regolamenti	Regulations

Netherlands

Full name: *Kingdom of the Netherlands (Koninkrijk der Nederlanden)*.

Holland is only part of the Netherlands (the provinces North and South Holland). The adjective is *Dutch*: the Dutch Government, the Dutch delegation, Dutch industry, etc., notwithstanding certain proper names such as the former Netherlands Antilles, which was dissolved on 10 October 2010; Curaçao and Sint Maarten (now *aparte landen* [constituent countries] within the Kingdom of the Netherlands, like Aruba) have retained the Netherlands Antillean guilder (ANG) pending the possible creation of a common currency (the Caribbean guilder). The other Antillean islands of Bonaire, St Eustatius and Saba are now *bijzondere gemeenten* [special municipalities] of the Netherlands (or *Caribisch Nederland*) and use the US dollar as their currency.

Official language: Dutch.

Parliament: The Netherlands has a bicameral parliament.

The *Staten-Generaal* comprises the *Eerste Kamer* and the *Tweede Kamer*; the official Dutch Government translations are *Dutch Parliament*, *Senate* and *House of Representatives* respectively. However, *Eerste Kamer* and *Tweede Kamer* can also simply be translated as *upper house* and *lower house*. Alternatively, use the Dutch terms with a gloss in brackets: *the Staten-Generaal* (*Dutch Parliament)*, *the Eerste Kamer* (*upper house of the Dutch Parliament)*, *the Tweede Kamer* (*lower house of the Dutch Parliament)*.

On special occasions the two houses sit jointly as the *Verenigde Vergadering* (*joint session of the Dutch Parliament*).

If any of these terms occur repeatedly in a text, the Dutch name may be used, with the English translation between brackets the first time the term is introduced.

Geography

Cities

Always write *The Hague* with a capital T except when used attributively (e.g. *the Hague Convention*).

Rivers and other bodies of water

Use *Maas* only if the context is solely the Netherlands or Flanders, otherwise use *Meuse*. Write *Rhine* for *Rijn*. Write *IJsselmeer* (not *Ij-* or *Y-*).

Islands

Use *West Frisian Islands* for *Waddeneilanden.*

Regions for statistical purposes (NUTS)

NL	NEDERLAND	NETHERLANDS
NL1	**Noord-Nederland**	**North Netherlands**
NL11	*Groningen*	*Groningen*
NL12	*Friesland*	*Friesland*
NL13	*Drenthe*	*Drenthe*
NL2	**Oost-Nederland**	**East Netherlands**
NL21	*Overijssel*	*Overijssel*
NL22	*Gelderland*	*Gelderland*
NL23	*Flevoland*	*Flevoland*
NL3	**West-Nederland**	**West Netherlands**
NL31	*Utrecht*	*Utrecht*
NL32	*Noord-Holland*	*North Holland*
NL33	*Zuid-Holland*	*South Holland*
NL34	*Zeeland*	*Zeeland*
NL4	**Zuid-Nederland**	**South Netherlands**
NL41	*Noord-Brabant*	*North Brabant*
NL42	*Limburg*	*Limburg*

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

arrondissement	judicial district
arrondissementsparket	office of the public prosecutor at a district court
[arrondissements]rechtbank	district court*/**
Centrale Raad van Beroep	Central Appeals Tribunal (court of last instance in social security and civil service matters)
College van Beroep voor het bedrijfsleven	Trade and Industry Appeals Tribunal (administrative court of last instance in matters of trade and industry)
economische politierechter	single judge trying minor economic offences
Gedeputeerde Staten	Provincial Executive
Gerechtshof	Court of Appeal
Hoge Raad der Nederlanden	Supreme Court of the Netherlands
kamer van koophandel	chamber of commerce
kantonrechter / kantongerecht / kamer voor kantonzaken	There are no longer any *kantongerechten* (local courts); they were subsumed into the *arrondissementsrechtbanken* in 2002, each of

	which now includes a *kamer voor kantonzaken.* **
officier van justitie	public prosecutor (representative of Openbaar Ministerie in district and local matters)
Openbaar Ministerie (OM)	Public Prosecution Service
politierechter	single judge trying minor criminal offences
Procureur-generaal	Prosecutor General (representative of Openbaar Ministerie at Hoge Raad and Gerechtshof)
Raad van State, Afdeling Advisering	Council of State, Advisory Division
Raad van State, Afdeling Bestuursrechtspraak	Council of State, Administrative Jurisdiction Division
Raad voor de Rechtspraak	Council for the Judiciary
rechtbank	district court
Sociale Verzekeringsbank	Social Insurance Board
Tariefcommissie	Administrative court of last instance in revenue matters

* ‘arrondissement’ has been dropped after organisational changes and ‘rechtbank’ is currently used by itself to refer to a district court.

** See also the de Rechtspraak website.

Legal instruments

algemene maatregel van bestuur	order in council (preferred) / general administrative order
beschikking	decision (where given by a court: order; where given by the Supreme Court: ruling)
besluit (met algemene strekking)	order (by administrative authority; if given by a minister it will be published in the *Staatscourant*)
Burgerlijk Wetboek	Civil Code
Grondwet	Constitution*
koninklijk besluit	royal decree (signed by sovereign + one or more ministers / state secretaries, published in the *Staatsblad*)
memorie van toelichting	explanatory memorandum (to a bill)
ministeriële regeling	ministerial order
overheidsbeschikking	administrative decision (given in an individual case in response to e.g. planning application, application for residence permit)
overheidsbeslissing, overheidsbeluit	See *overheidsbeschikking* (they all mean the same thing)
Staatsblad	Bulletin of Acts and Decrees (*Staatsblad*)
Staatscourant	Government Gazette (*Staatscourant*)

Tractatenblad	(Dutch) Treaty Series
wet	act/law
Wetboek van Koophandel	Commercial Code
Wetboek van Strafrecht	Criminal Code
Wetboek van Strafvordering	Code of Criminal Procedure

* Please note that there is an official English version of the Dutch constitution available on the website of the Dutch government.

Consult the website of the Dutch government to see up-to-date English names for ministries.

Consult the Overheid.nl website for legislation.

Subdivisions of legislative acts

afdeling	1. part (of an act) 2. section (of e.g. Burgerlijk Wetboek)
artikel	section (when part of an act); in all other types of legislation: article
lid	subsection (when part of an act); in all other types of legislation: paragraph
paragraaf	division (of an act)

Poland

Full name: *Republic of Poland (Rzeczpospolita Polska)*.

Official language: Polish.

Parliament: Poland has a bicameral parliament.

The lower house is in most contexts referred to as the *Sejm*. In English, this should be rendered as *the Sejm* (followed by *lower house of the Polish Parliament* in brackets after the first occurrence, if necessary to aid comprehension). The full Polish title, as used in certain formal contexts, is *Sejm Rzeczypospolitej Polskiej* (Sejm of the Republic of Poland).

The upper house is in most contexts referred to as the *Senat*. In English, this should be rendered as *the Senate* (followed by *upper house of the Polish Parliament* in brackets after the first occurrence, if necessary to aid comprehension) or *the Polish Senate*. The full Polish title, as used in certain formal contexts, is *Senat Rzeczypospolitej Polskiej* (Senate of the Republic of Poland).

The Sejm and Senate combine for certain purposes to sit as *the National Assembly* (*Zgromadzenie Narodowe*).

Geography

Geographical regions

Write *Silesia* for *Śląsk*, *Pomerania* for *Pomorze*, *Mazovia* for *Mazowsze*, *Masuria* for *Mazury*, *Subcarpathia* for *Podkarpacie*, etc.); use the native form if there is no commonly used English name.

Provinces

Use the neuter form of the adjective (adding an English equivalent in brackets only if necessary to aid comprehension): *Dolnośląskie (Lower Silesia)*, *Kujawsko-Pomorskie*, *Lubelskie (Lublin)*, *Lubuskie*, *Łódzkie (Łódź)*, *Małopolskie*, *Mazowieckie (Mazovia)*, *Opolskie (Opole)*, *Podkarpackie (Subcarpathia)*, *Podlaskie*, *Pomorskie (Pomerania)*, *Śląskie (Silesia)*, *Świętokrzyskie*, *Warmińsko-Mazurskie (Warmia-Masuria)*, *Wielkopolskie*, *Zachodniopomorskie (Western Pomerania)*.

Districts

Use the name of the town or geographical feature from which the district takes its name: for *powiat kutnowski* write *Kutno District*; for *powiat grodziski* write either *Grodzisk Mazowiecki District* or *Grodzisk Wielkopolski District*, depending on the context; for *powiat tatrzański* write *Tatra District*.

Municipalities

For *gmina Skierniewice* write *Skierniewice Municipality*.

Cities

Except for *Warsaw*, use the Polish spellings.

Be aware that German names exist for many towns and cities in Poland and are commonly found in German texts: always use the Polish names when writing in English (e.g. use *Gdańsk* (German: *Danzig*), *Kraków* (German: *Krakau*), *Wrocław* (German: *Breslau*), *Szczecin* (German: *Stettin*), *Świnoujście* (German: *Swinemünde*), and *Poznań* (German: *Posen*)).

Street names

In addresses and in running text, these should be left in the native form, e.g. *ulica Henryka Sienkiewicza* (rather than *Henryk Sienkiewicz Street*); *plac Żelaznej Bramy* (rather than *Iron Gate Square*).

Rivers and other bodies of water

Write *Vistula* for *Wisła* and *Oder* for *Odra*. Note also the term *Oder-Neisse line*.

Write *Bay of Gdańsk* for *Zatoka Gdańska*, *Vistula Lagoon* for *Zalew Wiślany*, *Vistula Spit* for *Mierzeja Wiślana*, *Bay of Pomerania* for *Zatoka Pomorska* and *Szczecin Lagoon* for *Zalew Szczeciński*.

See also Wikipedia's list of possible ways of rendering the names of geographical features such as rivers, plains, mountain ranges, etc.

Regions for statistical purposes (NUTS)

PL	**POLSKA**	**POLAND**
PL2	**Makroregion Południowy**	**Southern**
PL21	*Małopolskie*	*Małopolskie*
PL22	*Śląskie*	*Śląskie*
PL4	**Makroregion Północno-Zachodni**	**North-Western**
PL41	*Wielkopolskie*	*Wielkopolskie*
PL42	*Zachodniopomorskie*	*Zachodniopomorskie*
PL43	*Lubuskie*	*Lubuskie*
PL5	**Makroregion Południowo-Zachodni**	**South-Western**
PL51	*Dolnośląskie*	*Dolnośląskie*
PL52	*Opolskie*	*Opolskie*
PL6	**Makroregion Północny**	**Northern**
PL61	*Kujawsko-Pomorskie*	*Kujawsko-Pomorskie*
PL62	*Warmińsko-Mazurskie*	*Warmińsko-Mazurskie*
PL63	*Pomorskie*	*Pomorskie*

PL7	**Makroregion Centralny**	**Central**
PL71	*Łódzkie*	*Łódzkie*
PL72	*Świętokrzyskie*	*Świętokrzyskie*
PL8	**Makroregion Wschodni**	**Eastern**
PL81	*Lubelskie*	*Lubelskie*
PL82	*Podkarpackie*	*Podkarpackie*
PL84	*Podlaskie*	*Podlaskie*
PL9	**Makroregion Województwo Mazowieckie**	**Mazowieckie**
PL91	*Warszawski stołeczny*	*Warsaw-Capital*
PL92	*Mazowiecki regionalny*	*Mazowieckie-Regional*

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 (provinces – województwa, sing. województwo) are shown in bold and italic font, respectively. Lower levels of administrative division are powiat (district) and gmina (municipality).

National authorities

Krajowa Administracja Skarbowa	**National Revenue Administration (KAS)**
izba administracji skarbowej (ex izba skarbowa) e.g. Izba Administracji Skarbowej w Warszawie	regional revenue administration office (ex regional revenue office) e.g. Warsaw Regional Revenue Administration Office
urząd skarbowy e.g. Urząd Skarbowy Warszawa-Mokotów	revenue office e.g. Warsaw-Mokotów Revenue Office
urząd celno-skarbowy (ex izba celna) e.g. Mazowiecki Urząd Celno-Skarbowy w Warszawie	customs and revenue office (ex regional customs office) e.g. Mazowieckie Customs and Revenue Office
delegatura (ex urząd celny) e.g. Delegatura Mazowieckiego Urzędu Celno-Skarbowego II w Warszawie	branch (ex customs office) e.g. Mazowieckie Customs and Revenue Office, Warsaw II Branch
oddział celny (no change) e.g. Oddział Celny IV w Warszawie	customs post e.g. Warsaw IV Customs Post
urząd kontroli skarbowej e.g. Urząd Kontroli Skarbowej w Warszawie	revenue inspection office e.g. Warsaw Revenue Inspection Office
Służba Celno-Skarbowa (ex Służba Celna)	Customs and Revenue Service (ex Customs Service)
Ustawa o Krajowej Administracji Skarbowej	National Revenue Administration Act
Krajowa Informacja Podatkowa	National Tax Information Service
Krajowa Informacja Skarbowa	National Revenue Information Service
Krajowa Szkoła Skarbowości	(National) Tax and Customs Academy

Local government and administration

jednostka samorządu terytorialnego	local government unit
samorząd terytorialny	local government

gmina	**municipality**
burmistrz	mayor (*of an urban or urban-rural municipality*)
dzielnica	borough (*of Warsaw and some other big cities*)
gmina miejska	urban municipality
gmina miejsko-wiejska, sometimes styled ‘miasto i gmina’	urban-rural municipality
gmina wiejska	rural municipality
miasto na prawach powiatu	city with district status (*see ‘urban district’ below*)
osiedle	neighbourhood *Subdivision of a town or borough; can also mean ‘housing estate’ or ‘residential zone' (abbreviation: ‘Os.’)*
prezydent miasta	mayor (*of cities with over 100 000 inhabitants*)
przewodniczący rady gminy	chair of the municipal council
rada dzielnicy	borough council
rada gminy	municipal council
rada osiedla	neighbourhood council
rada sołecka	civil parish council
radny rady gminy/miejskiej	municipal/town/city councillor
samorząd gminny	municipal-level local government *Could also be translated as ‘municipality’ or ‘municipalities’, depending on the context.*
sekretarz gminy/miasta	chief administrative officer (*of a municipality/city*)
sołectwo	civil parish
sołtys	civil parish executive officer
urząd gminy/miejski/ wiejski/miasta	municipal administration *Could also be translated in non-official texts as ‘the town/city hall’.*
Ustawa o samorządzie gminnym	Municipal-level Local Government Act / Act on municipal-level local government (*see* Dz. U. z 1990 r. Nr 16, poz. 95 *for link to original and most recent consolidated versions*)
wójt	mayor (*of a rural municipality*)

zarząd gminy	municipal executive board (*existed until late 2002, when they were replaced by directly elected mayors*)
zebranie wiejskie	civil parish assembly

powiat	**district**
miasto powiatowe	seat of the district administration
powiat grodzki	urban district (*see 'city with district status' above*)
powiat ziemski	rural district
przewodniczący rady powiatu	chair of the district council
rada powiatu	district council
radny rady powiatu	district councillor
samorząd powiatowy	district-level local government *Could also be translated as 'district' or 'districts', depending on the context.*
sekretarz powiatu	chief administrative officer (*of district*)
skarbnik powiatu	district treasurer
starosta	chair of the district executive board (e.g. chair of Wrocław District Executive Board)
starostwo powiatowe	district administration (*can also refer to the district administrative offices/building*)
urząd miasta	city administration (*in cities with district status*)
Ustawa o samorządzie powiatowym	District-level Local Government Act (*see* Dz. U. z 1998 r. Nr 91, poz. 578 *for link to original and most recent consolidated versions*)
zarząd powiatu	district executive board

województwo	**province**
kancelaria marszałka	Marshal's Office
marszałek	Marshal (*i.e. the chair of the provincial executive board*)
Miasto wojewódzkie	provincial capital
przewodniczący sejmiku województwa	chair of the provincial assembly
radny sejmiku	member of the provincial assembly
samorząd wojewódzki	provincial-level local government *Could also be translated as 'province' or 'provinces', depending on the context.*
sejmik województwa	provincial assembly

sekretarz województwa	chief administrative officer (of province)
skarbnik województwa	provincial treasurer
statut województwa	statutes of province
urząd marszałkowski	provincial marshal's administration
urząd wojewódzki	provincial governor's administration
urząd wojewódzki	provincial administration
Ustawa o samorządzie województwa	Provincial-level Local Government Act (*see* Dz. U. z 1998 r. Nr 91, poz. 576 *for link to original and most recent consolidated versions*)
wiceprzewodniczący sejmiku województwa	deputy chair of the provincial assembly
wicewojewoda	deputy provincial governor
wojewoda	provincial governor
zarząd województwa	provincial executive board

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Naczelny Sąd Administracyjny	Supreme Administrative Court
sąd administracyjny	administrative court
sąd apelacyjny	court of appeal
sąd grodzki	municipal tribunal
Sąd Najwyższy	Supreme Court
sąd okręgowy	regional court
sąd powszechny	ordinary court
sąd rejonowy	district court
sąd wojskowy	military court
Trybunał Konstytucyjny	Constitutional Tribunal
wojewódzki sąd administracyjny	provincial administrative court
wojskowy sąd okręgowy	regional military court
wydział grodzki	municipal division

Public prosecution service

prokuratura	public prosecution service
Prokurator Generalny	Prosecutor General
Urząd Prokuratora Generalnego	Office of the Prosecutor General
powszechna jednostka organizacyjna	ordinary unit of the public prosecution service

prokuratury	
Prokuratura Krajowa	National Public Prosecution Service
Prokurator Krajowy	National Public Prosecutor
Biuro Prezydialne	Bureau
Biuro Prokuratora Krajowego	Office of the National Public Prosecutor
Biuro Administracyjno – Finansowe	Administration and Finance Office
Biuro Bezpieczeństwa Wewnętrznego	Internal Security Office
Biuro Budżetu i Majątku Prokuratury	Public Prosecution Service Budget and Property Office
Biuro Informatyzacji i Analiz	Information Technology and Analysis Office
Biuro Kadr	Personnel Office
Biuro Spraw Konstytucyjnych	Constitutional Affairs Office
Biuro Współpracy Międzynarodowej	International Cooperation Office
Departament Postępowania Przygotowawczego	Preparatory Proceedings Department
Departament Postępowania Sądowego	Judicial Proceedings Department
Departament do Spraw Przestępczości Gospodarczej	Economic Crime Department
Departament do Spraw Przestępczości Zorganizowanej i Korupcji	Organised Crime and Corruption Department
wydział zamiejscowy Departamentu do Spraw Przestępczości Zorganizowanej i Korupcji (e.g. Małopolski Wydział Zamiejscowy Departamentu do Spraw Przestępczości Zorganizowanej i Korupcji w Krakowie)	divisional branch of the Organised Crime and Corruption Department (e.g. Malopolskie Branch of the Organised Crime and Corruption Department, Kraków)
Departament do Spraw Wojskowych	Military Affairs Department
Wydział Spraw Wewnętrznych	Internal Affairs Unit
prokuratura regionalna (e.g. Prokuratura Regionalna w Szczecinie)	divisional [not ‘regional’] public prosecution service (e.g. Szczecin Divisional Public Prosecution Service)
prokurator regionalny	divisional public prosecutor
Wydział Budżetowo-Administracyjny	Budget and Administration Unit
Wydział Organizacyjno-Sądowy	Organisational and Judicial Affairs Unit
Wydział do Spraw Przestępczości Finansowo-Skarbowej	Financial and Revenue Crime Unit
Wydział do Spraw Przestępczości Gospodarczej	Economic Crime Unit
prokuratura okręgowa (e.g. Prokuratura Okręgowa w Koszalinie)	regional public prosecution service (e.g. Koszalin Regional Public Prosecution Service)

prokurator okręgowy	regional public prosecutor
prokuratura rejonowa (e.g. Prokuratura Rejonowa w Zgierzu)	district public prosecution service (e.g. Zgierz District Public Prosecution Service)
prokurator rejonowy	district public prosecutor
prokurator Instytutu Pamięci Narodowej – Komisji Ścigania Zbrodni przeciwko Narodowi Polskiemu	prosecutor at the Institute of National Remembrance – Commission for the Prosecution of Crimes against the Polish Nation
prokurator Głównej Komisji Ścigania Zbrodni przeciwko Narodowi Polskiemu	prosecutor at the Chief Commission for the Prosecution of Crimes against the Polish Nation
prokurator oddziałowej Komisji Ścigania Zbrodni przeciwko Narodowi Polskiemu	prosecutor at a branch of the Commission for the Prosecution of Crimes against the Polish Nation
Biuro Lustracyjne	Lustration Office
prokurator Biura Lustracyjnego	prosecutor at the Lustration Office
prokurator oddziałowego Biura Lustracyjnego	prosecutor at a branch Lustration Office
Prokuratura Generalna (*abolished in 2016*)	General Prosecution Service
prokuratura apelacyjna (*abolished in 2016*)	appellate prosecution service

Please note that the Prokuratoria Generalna Rzeczypospolitej Polskiej is not part of the prosecution service. Its name in English is General Counsel to the Republic of Poland.

Legal professions and related terms

adwokat	advocate
asesor sądowy	trainee judge
asystent sędziego	judicial assistant
komornik sądowy	bailiff
ławnik	lay judge
notariusz	notary
radca prawny	attorney at law
referendarz sądowy	judicial clerk
sędzia (zawodowy)	(professional) judge
urzędnik sądowy	court secretary
izba komornicza	chamber of bailiffs
izba notarialna	notarial chamber
Krajowa Izba Radców Prawnych	National Chamber of Attorneys at Law
Krajowa Rada Notarialna	National Chamber of Notaries

Krajowa Rada Komornicza	National Council of Bailiffs
Krajowa Rada Sądownictwa	National Council of the Judiciary
Naczelna Rada Adwokacka	Polish Bar Council
okręgowa izba radców prawnych	regional chamber of attorneys at law
okręgowa rada adwokacka	regional bar council

Legal instruments

akt prawa miejscowego	enactment of local law
akt prawa wewnętrznego	enactment of internal law
kodeks	Code
Kodeks cywilny	Civil Code
Kodeks karny	Criminal Code
Kodeks karny skarbowy	Fiscal Criminal Code
Kodeks karny wykonawczy	Criminal Enforcement Code
Kodeks morski	Maritime Code
Kodeks postępowania administracyjnego	Code of Administrative Procedure
Kodeks postępowania cywilnego	Code of Civil Procedure
Kodeks postępowania karnego	Code of Criminal Procedure
Kodeks postępowania w sprawach o wykroczenia	Code of Procedure for Minor Offences
Kodeks pracy	Labour Code
Kodeks rodzinny i opiekuńczy	Family and Guardianship Code
Kodeks spółek handlowych	Commercial Companies Code
Kodeks wykroczeń	Minor Offences Code
Konstytucja	Constitution
Obwieszczenie Ministra … / Marszałka Sejmu	Notice of the Minister for … / Marshal of the Sejm
Ordynacja podatkowa	Tax Code
projekt założeń projektu ustawy	draft preliminary paper
rozporządzenie	regulation
Rozporządzenie Ministra … z dnia … w sprawie	Regulation of the Minister for … of … on …
Rozporządzenie Rady Ministrów z dnia …	Cabinet Regulation of …
Rozporządzenie Prezesa Rady Ministrów z dnia …	Prime Ministerial Regulation of …
Rozporządzenie Prezydenta Rzeczypospolitej Polskiej z dnia …	Presidential Regulation of …
uchwała	resolution
umowa międzynarodowa	international agreement

ustawa	Act
Ustawa z dnia … o zmianie ustawy o …	Act of … amending the Act on
Ustawa z dnia 10 kwietnia 1997 r. - Prawo energetyczne	Energy Law Act of 10 April 1997
Ustawa z dnia 26 czerwca 1974 r. Kodeks pracy	Labour Code of 26 June 1974
założenia projektu ustawy	preliminary paper
zarządzenie	order
Zarządzenie Prezydenta Rzeczypospolitej Polskiej z dnia …	Presidential Order of …

Subdivisions of legislative acts

Polish	Abbreviation	English	Rendering in running text
act (*ustawa*)			
część [pierwsza, druga, …]		division (in a *kodeks*)	In Division One
księga [pierwsza, druga, …]		book (in a *kodeks*)	In Book One
tytuł [I, II, III, …]		title	In Title I
dział [I, II, III, …]		part	In Part I
rozdział [1, 2, 3, …]		chapter	In Chapter 1
oddział [1, 2, 3, …]		subpart	In Subchapter 1
artykuł [1., 2., 3.…]	art.	article	In Article 1
ustęp [1, 2, 3, …]	ust.	paragraph	In paragraph 1
paragraf [1, 2, 3, …]	§	paragraph (in a *kodeks*)	In paragraph 1
punkt [1, 2, 3, …]	pkt	subparagraph	In subparagraph 1
litera [a, b, c, …]	lit.	point	In point (a)
tiret [pierwszy, drugi, …]		indent	In the first indent
regulation (*rozporządzenie*)			
paragraf	§	section	In Section 1
ustęp [1, 2, 3, …]	ust.	paragraph	In paragraph 1
punkt [1, 2, 3, …]	pkt	subparagraph	In subparagraph 1
litera [a, b, c, …]	lit.	point	In point (a)
tiret [pierwszy, drugi, …]		indent	In the first indent

References such as ‘w art. 24 ust. 7 pkt 2 lit. d’ should be rendered in the following concise form rather than spelt out: ‘in Article 24(7)(2)(d)’.

Terms and expressions in legislative acts

Niniejszą ustawą zmienia się ustawy:	This Act amends the following Acts:

Zmiany tekstu jednolitego wymienionej ustawy zostały ogłoszone w …	Amendments to the consolidated text of this Act have been published in:…
W ustawie z … wprowadza się następujące zmiany	The Act of … is amended as follows:
W art. 1 dodaje się ust. 14 w brzmieniu	In Article 1, the following paragraph 14 is added:
W art. 2 uchyla się ust. 1a,.	In Article 2, paragraph 1a is repealed.
W art. 3 skreśla się wyrazy „i ust. 5”,	In Article 3, the words ‘and paragraph 5’ are deleted.
Dotychczasowe ust. 12 i 15 oznacza się numerami 11 i 14.	Paragraphs 12 and 15 are renumbered 11 and 14.
W art. 4, ust. 3a otrzymuje brzmienie:	In Article 4, paragraph 3a is replaced by the following:
W art. 5 wyrazy „xxx” zastępuje się wyrazami „zzz”.	In Article 5, ‘xxx xxx’ is replaced by ‘zzz zzz’.
Ustawa wchodzi w życie po upływie 30 dni od dnia ogłoszenia.	This Act shall enter into force 30 days after its publication.
t.j. Dz.U. xxx	consolidated text, Journal of Laws [or Dz.U.] xxx

Law gazettes, official gazettes and official journals

Dziennik Ustaw Rzeczypospolitej Polskiej (Dz. U.)	Journal of Laws of the Republic of Poland (but for most purposes Journal of Laws will suffice)
Dziennik Urzędowy Rzeczypospolitej Polskiej ‘Monitor Polski’ (M.P.)	Polish Official Gazette
Dziennik Urzędowy Rzeczypospolitej Polskiej ‘Monitor Polski B’ (M.P. B)	Polish Official Gazette B (ceased to exist on 1.1.2013)

When *Dziennik Ustaw* (or the abbreviated form *Dz.U.*) appears for the first time in a text, translate it as *Journal of Laws (Dziennik Ustaw)*. If it appears again, refer to it as *Journal of Laws*.

When *Monitor Polski* (or the abbreviation *M.P.*) appears for the first time in a text, translate it as *Polish Official Gazette (Monitor Polski)*; if it appears again, refer to it as *Polish Official Gazette*.

References to the *Dziennik Ustaw* should be presented as per the following example: ‘*Journal of Laws* 2009, No 218, item 1690; 2010, No 105, item 668, No 182, item 1228, No 225, item 1474, No 254, item 1700 and No 257, item 1725; 2011, No …’.

As from 1 January 2012, the *numer* (No) is not indicated; in the case of legislation published after that date, references should be presented as follows: ‘*Journal of Laws* 2012, items 44 and 209; 2013, item 61’.

Portugal

Full name: *Portuguese Republic (República Portuguesa)*.

Official language: Portuguese.

Parliament: Portugal has a unicameral parliament known as the *Assembleia da República*. It should be referred to in English as *the Assembly of the Republic*.

Geography

Cities

Write *Lisbon*, but use the native form *Porto* (not *Oporto*).

Rivers

Write *Tagus* for *Tejo*.

Islands

Use *the Azores*.

Regions for statistical purposes

PT	**PORTUGAL**	**PORTUGAL**
PT1	**Continente**	**Continental Portugal**
PT11	*Norte*	*North*
PT15	*Algarve*	*Algarve*
PT16	*Centro*	*Centre*
PT17	*Área Metropolitana de Lisboa*	*Lisbon Metropolitan Area*
PT18	*Alentejo*	*Alentejo*
PT2, *PT20*	**Região Autónoma dos Açores**	**Azores**
PT3, *PT30*	**Região Autónoma da Madeira**	**Madeira**

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Conselho Superior da Magistratura	Supreme Council of the Judiciary

Julgados de Paz	Justices of the Peace
Ministério Público	Public Prosecutor's Office
Procuradoria-Geral da República	Attorney-General's Office
Supremo Tribunal Administrativo	Supreme Administrative Court
Supremo Tribunal de Justiça	Supreme Court of Justice
Tribunal Arbitral	Court of Arbitration
Tribunal de Comarca	District Court
Tribunal de Contas	Audit Court
Tribunal de Relação	Court of Appeal
Tribunal dos Conflitos	Tribunal dos Conflitos (Court dealing with conflicts of jurisdiction)

Legal instruments

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

Romania

Full name: *Romania (România)*.

The administrative units into which Romania is divided are called '*județe*' (counties).

Official language: Romanian.

Parliament: Romania has a bicameral parliament. The lower house is the *Camera Deputaților* (the Chamber of Deputies) and the upper house is the *Senat* (the Senate).

Geography

Cities

Write *Bucharest* for *București*, but use the native forms in all other cases.

Be aware that Hungarian texts may use the Hungarian names for places in Romania, referring to *Miercurea Ciuc* as *Csíkszereda*, *Timișoara* as *Temesvár*, *Oradea* as *Nagyvárad* or *Cluj-Napoca* as *Kolozsvár*. Similarly, German texts may use the German names, referring to *Sibiu* as *Hermannstadt* or *Brașov* as *Kronstadt*. Particular care should be taken with border towns and villages, such as *Urziceni* (Hungarian: *Csanálos*) and *Curtici* (Hungarian: *Kürtös*). Always use the Romanian names when writing in English.

Regions for statistical purposes (NUTS)

RO	ROMÂNIA	ROMANIA
RO1	**Macroregiunea unu**	**Macroregion one**
RO11	*Nord-Vest*	*North-West*
RO12	*Centru*	*Centre*
RO2	**Macroregiunea doi**	**Macroregion two**
RO21	*Nord-Est*	*North-East*
RO22	*Sud-Est*	*South-East*
RO3	**Macroregiunea trei**	**Macroregion three**
RO31	*Sud -Muntenia*	*South-Muntenia*
RO32	*București-Ilfov*	*Bucharest-Ilfov*
RO4	**Macroregiunea patru**	**Macroregion four**
RO40	*Sud-Vest Oltenia*	*South-West Oltenia*
RO42	*Vest*	*West*

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Codul Penal	Criminal Code
Codul Procedurii Fiscale	Code of Fiscal Procedure
Codul Procedurii Penale	Code of Criminal Procedure
Consiliul Superior al Magistraturii	Superior Council of Magistracy
Curtea Constituțională	Constitutional Court
Curtea de Apel	Court of Appeal
Curtea de Conturi	Romanian Court of Auditors
Direcția Națională Anticorupție	National Anti-Corruption Directorate
Înalta Curte de Casație și Justiție	High Court of Cassation and Justice
Judecător	Judge
Judecătorie	District Court
Ministerul Public	Public Prosecution Service
Monitorul Oficial	Official Gazette of Romania
Parchet	Prosecutor's Office (attached to ...)
Procuror	Prosecutor
Tribunal	Tribunal

Legal instruments

adoptare	Adoption
aprobare	Approval
Hotarâre de Guvern (HG)	Government Decision
lege	law/act
norme metodologice	implementing rules
Ordin al ministrului	Order (No ...) of the Minister (for ...)
Ordonanță a Guvernului (OG)	Government Order
Ordonanță de urgență a Guvernului (OUG)	Government Emergency Order
proiect de lege	draft law
promulgare	signing into law
rezoluție	Decision

Russia

Full name: *Russian Federation (Российская Федерация).*

Official language: Russian.[1]

Parliament: State power is exercised by the President of the Russian Federation, the Prime Minister, the bicameral Federal Assembly (*Федеральное собрание*) and the Constitutional Courts.

The Federal Assembly is a permanent working body, comprising two chambers: the State Duma (*Государственная дума*, abbreviated as *Госдума*) and the Federation Council (*Совет Федерации*). The State Duma is the lower chamber; it passes laws which are later confirmed by the Federation Council.

Geography

Cities

Write *Moscow* for *Москва*, *St Petersburg* for *Санкт-Петербург*, *Rostov-on-Don* for *Ростов-на-Дону*, and *Ekaterinburg* for *Екатеринбург*. Otherwise transliterate following the rules in Annex 3 to the *English Style Guide*.

Lakes

Write *Lake Baikal* for *озеро Байкал, Lake Ladoga* for *Ладожское озеро, Lake Peipus for Псковско-Чудское озеро.*

Mountains

Write *the Ural Mountains* or *the Urals* for *Уральские Горы* and *the Greater Caucasus* for *Большой Кавказ*. Write *Mount Elbrus* for *Эльбрус*, *Valdai Hills* for *Валдайская возвышенность*.

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1 Whilst Russian is the official language of the government administration, 14 languages have official status: Chukchi, Dolgan, Even, Evenki, Finnish, Kazakh, Karelian, Khanty, Komi-Permyak, Mansi, Nenets, Selkup, Veps and Yukaghir. In addition, republics of the Russian Federation with a 'titular nationality' can also choose their own official language besides Russian (e.g. Tatar in the Tatarstan Republic). There are 30 languages that are official only in certain parts of Russia. Under its constitution, the Russian Federation guarantees all of its nations the right to preserve their native language, providing conditions for its study and development.

Rivers

Write *the (River) Dnieper* for *Днепр*, *the (River) Neva* for *Нева, the Northern Dvina* for *Северная Двина*, *the Western Dvina* for *Западная Двина*. Note that the river which flows through Moscow is the Moskva River (*Москва-река*).

Regions

Oblasts, republics, krais, autonomous okrugs, autonomous oblasts and *cities of federal importance* are constituent entities or federal subjects of the Russian Federation (*субъект Российской Федерации)*. Russia is divided into 83 federal subjects and two cities of federal importance (Moscow and St Petersburg).

Republics can be considered politically autonomous as they have their own legislature and their own constitution. The federal government acts as the foreign policy mediator for the republics.

Note that *область* can also be translated as *region*, *округ* as *district* and *край* as *territory*.

субъект Российской Федерации	*federal subject of the Russian Federation*
город федерального значения	*city of federal importance*
область	*oblast*
автономная область	*autonomous oblast*
округ	*okrug*
автономный округ	*autonomous okrug*
край	*krai*

Federal Subjects

Under the Russian Federal Constitutional Law signed by President Putin in March 2014, the Republic of Crimea joined the Russian Federation, establishing two new constituent entities: the *Autonomous Republic of Crimea* (*Республика Крым*) and the *City of Sevastopol* (*Город Севастополь*). The EU does not recognise these entities as a part of the Russian Federation, hence they are not included in the list below.

РОССИЙСКАЯ ФЕДЕРАЦИЯ	**RUSSIAN FEDERATION**
Республика Адыгея (Адыгея)	*Adygeya Republic*
Алтайский край	*Altai Krai*
Республика Алтай	*Altai Republic*
Амурская область	*Amur Oblast*
Архангельская область	*Arkhangelsk Oblast*
Астраханская область	*Astrakhan Oblast*
Республика Башкортостан	*Bashkortostan Republic*
Белгородская область	*Belgorod Oblast*
Брянская область	*Bryansk Oblast*
Республика Бурятия	*Buryat Republic*
Чеченская Республика	*Chechnya Republic*

Челябинская область	*Chelyabinsk Oblast*
Чукотский автономный округ	*Chukotka Autnomous Okrug*
Чувашская Республика – Чувашия	*Chuvashia Republic – Chuvashia*
Республика Дагестан	*Dagestan Republic*
Республика Ингушетия	*Ingushetia Republic*
Иркутская область	*Irkutsk Oblast*
Ивановская область	*Ivanovo Oblast*
Еврейская автономная область	*Jewish Autonomous Oblast*
Кабардино-Балкарская Республика	*Kabardino-Balkaria Republic*
Калининградская область	*Kaliningrad Oblast*
Республика Калмыкия	*Kalmykia Republic*
Калужская область	*Kaluga Oblast*
Камчатский край	*Kamchatka Krai*
Карачаево-Черкесская Республика	*Karachay-Cherkessia Republic*
Республика Карелия	*Karelia Republic*
Кемеровская область	*Kemerovo Oblast*
Хабаровский край	*Khabarovsk Krai*
Республика Хакасия	*Khakassia Republic*
Ханты-Мансийский автономный округ – Югра	*Khanty-Mansi Autonomous Okrug*
Кировская область	*Kirov Oblast*
Республика Коми	*Komi Republic*
Костромская область	*Kostroma Oblast*
Краснодарский край	*Krasnodar Krai*
Красноярский край	*Krasnoyarsk Krai*
Курганская область	*Kurgan Oblast*
Курская область	*Kursk Oblast*
Ленинградская область	*Leningrad Oblast*
Липецкая область	*Lipetsk Oblast*
Магаданская область	*Magadan Oblast*
Республика Марий Эл	*Mari El Republic*
Республика Мордовия	*Mordovia Republic*
Московская область	*Moskovskaya Oblast*
Город Москва	*City of Moscow*
Мурманская область	*Murmansk Oblast*
Ненецкий автономный округ	*Nenets Autonomous Okrug*
Нижегородская область	*Nizhegorodskaya Oblast*
Республика Северная Осетия – Алания	*North Ossetia Republic – Alania*
Новгородская область	*Novgorod Oblast*
Новосибирская область	*Novosibirsk Oblast*
Омская область	*Omsk Oblast*
Оренбургская область	*Orenburg Oblast*
Орловская область	*Orlovskaya Oblast*
Пензенская область	*Penza Oblast*
Пермский край	*Perm Krai*
Приморский край	*Primorye Krai*
Псковская область	*Pskov Oblast*
Ростовская область	*Rostov Oblast*
Рязанская область	*Ryazan Oblast*
Республика Саха (Якутия)	*Sakha Republic*

Сахалинская область	*Sakhalin Oblast*
Самарская область	*Samara Oblast*
Саратовская область	*Saratov Oblast*
Смоленская область	*Smolensk Oblast*
Ставропольский край	*Stavropol Krai*
Город Санкт-Петербург	*City of St. Petersburg*
Свердловская область	*Sverdlovsk Oblast*
Тамбовская область	*Tambov Oblast*
Республика Татарстан (Татарстан)	*Tatarstan Republic*
Томская область	*Tomsk Oblast*
Тульская область	*Tula Oblast*
Республика Тыва	*Tuva Republic*
Тверская область	*Tver Oblast*
Тюменская область	*Tyumen Oblast*
Удмуртская Республика	*Udmurt Republic*
Ульяновская область	*Ulyanovsk Oblast*
Владимирская область	*Vladimir Oblast*
Волгоградская область	*Volgograd Oblast*
Вологодская область	*Vologda Oblast*
Воронежская область	*Voronezh Oblast*
Ямало-Ненецкий автономный округ	*Yamalo-Nenets Autonomous Okrug*
Ярославская область	*Yaroslavl Oblast*
Забайкальский край	*Zabaikalsky Krai*

Federal Districts

Russia is divided into eight federal districts (*федеральные округа*) which are not federal subjects but groupings of them. Each of them has a presidential envoy (*Полномочный представитель Президента Российской Федерации в федеральном округе*) who reports directly to the President. In March 2014, the *Crimean Federal District* (*Крымский федеральный округ*) was declared to be part of the Russian Federation; it is not recognised by the EU and thus it is not included in the list below.

Центральный федеральный округ	***Central Federal District***
Южный федеральный округ	***Southern Federal District***
Северо-Кавказский федеральный округ	***North Caucasus Federal District***
Северо-Западный федеральный округ	***North-Western Federal District***
Дальневосточный федеральный округ	***Far Eastern Federal District***
Сибирский федеральный округ	***Siberian Federal District***
Уральский федеральный округ	***Ural Federal District***
Приволжский федеральный округ	***Volga Federal District***

Economic Regions

Russia is divided into 12 economic regions (*экономические районы)*: they are territories that share common characteristics and have similar economic conditions and a similar climate. Note that the *Republic of Crimea* and *Sevastopol* are not included in any economic region.

Центральный	*Central*
Центрально-Чернозёмный	*Central Black Earth*
Восточно-Сибирский	*East Siberian*
Дальневосточный	*Far Eastern*
Северный	*Northern*
Северо-Кавказский	*North Caucasus*
Северо-Западный	*North-Western*
Поволжский	*Volga*
Уральский	*Ural*
Волго-Вятский	*Volga-Vyatka*
Западно-Сибирский	*West Siberian*
Калининградский	*Kaliningrad*

Judicial bodies

Russia's judiciary consists of three independent parts: federal courts of general jurisdiction, arbitration courts for the resolution of economic disputes and the Constitutional Court of the Russian Federation, which is a high court with the right of judicial review.

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Конституционный суд Российской Федерации	Constitutional Court of the Russian Federation
Верховный суд Российской Федерации	Supreme Court of the Russian Federation
арбитражные суды	arbitration courts
Генеральная прокуратура Российской Федерации	Prosecutor General's Office of the Russian Federation
федеральные суды	federal courts
суды субъектов РФ	courts of the constituent entities of the Russian Federation
суды первой инстанции	courts of first instance
суды второй инстанции	courts of second instance

Legal instruments

Конституция Российской Федерации	Constitution of the Russian Federation
федеральный конституционный закон	federal constitutional law
федеральный закон	federal law
указ	decree
положение	regulation

акт	act
судебное решение	judicial decision
кодекс	code
Гражданский кодекс	Civil Code
Уголовный кодекс	Criminal Code
Трудовой кодекс	Labour Code
устав	statute
законодательство СССР	USSR legislation
договор	treaty
резолюция	resolution
законопроект/проект закона	draft law

Subdivisions of legislative acts

Часть	Part
Глава	Chapter
Раздел	Section
Статья	Article
пункт	paragraph/item
подпункт	subparagraph
клаузула	clause

Law gazettes, official gazettes and official journals

Собрание законодательства Российской Федерации	Collection of Laws of the Russian Federation
Российская газета	Russian Gazette
Вестник Конституционного суда Российской Федерации	Herald of the Russian Federation Constitutional Court
Бюллетень Верховного Суда Российской Федерации	Bulletin of the Supreme Court of the Russian Federation
Бюллетень Центральной избирательной комиссии Российской Федерации	Bulletin of the Central Election Commission of the Russian Federation
Бюллетень Счетной палаты	Bulletin of the Accounts Chamber
Бюллетень международных договоров	Bulletin of International Treaties

Government bodies and administrative divisions

Счетная палата Российской Федерации	Accounts Chamber of the Russian Federation
Центральная избирательная комиссия	Central Election Commission of the Russian

Российской Федерации	Federation
Центральный банк Российской Федерации	Central Bank of the Russian Federation

Slovakia

Full name: *Slovak Republic (Slovenská republika)*.

Official language: Slovak.

Adjective: Slovak.

Parliament: Slovakia has a unicameral parliament. In Slovak its full title is *Národná rada Slovenskej republiky*, often shortened to *Národná rada* and abbreviated as *NR SR*. In English it should be referred to as *the National Council of the Slovak Republic* in formal contexts or, in less formal texts, as *the (Slovak) National Council* or just *the Slovak Parliament*.

Translation tips: see Tips for translating from Slovak into English.

Geography

Cities

Be aware that Hungarian texts will nearly always use the Hungarian names for places in Slovakia, referring to *Bratislava* as *Pozsony*, *Trnava* as *Nagyszombat* or *Košice* as *Kassa*. Similarly, German texts may use the German names, referring to *Bratislava* as *Pressburg*, *Trnava* as *Tyrnau* or *Košice* as *Kaschau*. Always use the Slovak names when writing in English.

Regions for statistical purposes (NUTS)

SK, SK0	**SLOVENSKÁ REPUBLIKA**	**SLOVAK REPUBLIC**
SK01	*Bratislavský kraj*	*Bratislava*
SK010	Bratislavský kraj	Bratislava Region
SK02	*Západné Slovensko*	*West Slovakia*
SK021	Trnavský kraj	Trnava Region
SK022	Trenčianský kraj	Trenčín Region
SK023	Nitrianský kraj	Nitra Region
SK03	*Stredné Slovensko*	*Central Slovakia*
SK031	Žilinský kraj	Žilina Region
SK032	Banskobystrický kraj	Banská Bystrica Region
SK04	*Východné Slovensko*	*East Slovakia*
SK041	Prešovský kraj	Prešov Region
SK042	Košický kraj	Košice Region

For statistical and Structural Fund purposes Slovakia is divided into four *areas* (*oblasti* – NUTS 2), each consisting of either a single region (*kraj* – NUTS 3) or a group of regions (*zoskupenie krajov*). Administratively the country is divided into eight self-governing regions (*samosprávne kraje* – NUTS 3 higher territorial units – *vyššie územné celky* (*VÚC*)). Below that, there are 79 *okresy* (districts).

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Generálna prokuratúra	Prosecutor-General's Office
Krajská prokuratúra	Regional Prosecutor's Office
Krajský súd	Regional Court
Mestský súd	Municipal Court
Najvyšší súd	Supreme Court
Okresná prokuratúra	District Prosecutor's Office
Okresný súd	District Court
Špeciálny súd	Special Court
Ústavný súd	Constitutional Court

Legal instruments

nariadenie	regulation (prefix with 'Slovak' or 'national' if necessary for clarity's sake)
opatrenie	measure
oznámenie	notice
rozhodnutie	decision
rozkaz	order
uznesenie	resolution
vyhláška	implementing decree
výnos	implementing decision
zákon	in general: act / legislative act / act of law / piece of legislation in title of piece of legislation: 'the … Act' or 'the Act on…'
zmluva	treaty
Občiansky súdny poriadok	Code of Civil Procedure
Správny poriadok	Code of Administrative Procedure
Trestný poriadok	Code of Criminal Procedure
Trestný zákon	Criminal Code
živnostenský zákon	the Trading Act

Divisions of Slovak legislative acts

Slovak	Abbreviation	English	Rendering in running text
Článok [1, 2, 3. in constitutional acts]	Čl.	article	Article 1

Článok [I, II, III…. in amending acts]			Article I
časť [Prvá, Druhá, Tretia…]		division	Division One
hlava [Prvá, Druhá, Tretia…]		title	Title One
diel [Prvý, Druhý, Tretí…]		part	Part One
oddiel [Prvý, Druhý, Tretí…]		subpart	Subpart One
paragraf [1, 2, 3…]	§	section	Section 1
odsek [(1), (2), (3)…]	ods.	paragraph	paragraph 1
písmeno [a), b), c)…]	písm.	subparagraph	subparagraph (a)
bod [1., 2., 3. …]		point	point 1

References such as *§ 6 odsek 3 písmeno f) bod 4*. should be rendered in the following concise form rather than spelt out: *Section 6(3)(f)(4)*.

Terms and expressions in and relating to legislative acts

§ 6 znie:	Section 6 is replaced by the following:
Za § 45a sa vkladá § 45b, ktorý vrátane nadpisu znie:	Section 45b, with heading, is inserted after Section 45a as follows:
V § 4 sa odsek 7 dopĺňa písmenom f), ktoré znie:	In Section 4(7) the following subparagraph (f) is added:
V § 3 sa vypúšťa posledná veta.	In Section 3 the last sentence is deleted.
Doterajšie odseky 3 a 4 sa označujú ako odseky 4 a 5.	Paragraphs 3 and 4 are renumbered 4 and 5.
Odseky 2 – 6 sa nahrádzajú takto:	Paragraphs 2–6 are replaced by the following:
…slová „príslušné úrady štátov EZVO“ sa nahrádzajú slovami „príslušné úrady krajín spoločného tranzitného režimu“.	…‘the competent offices of the EFTA countries’ is replaced by ‘the competent offices of the common transit countries’.
nadpis	heading
normatívny právny akt	(piece of) legislation
novela novela zákona č. …	a/the amending act act amending Act No…
novelizácia	amendment(s) to; the amending of
osobitný právny predpis	specific/special legislation
osobitný zákon - podľa osobitného zákona	specific/special act - as specified in the relevant act; in accordance with the act governing it; as covered by special legislation

platia obdobne	shall apply *mutatis mutandis*
platia primerane	shall apply *mutatis mutandis*
platnosť	force
právny predpis	(piece of) legislation
právo	law
pripomienkové konanie - medzirezortné pripomienkové konanie	consultation; consultation exercise; - interministerial/interdepartmental consultation
účinnosť …nadobúda účinnosť	effect [in Slovak legislation] / force [in EU legislation] …shall take effect [in Slovak legislation] / …shall enter into force [in EU legislation]
všeobecne záväzný právny predpis	act of general application in a less formal context ‘legislation’ may be sufficient

Law gazettes, official gazettes and official journals

Obchodný vestník	Commercial Journal
Vestník verejného obstarávania	Public Procurement Journal
Zbierka zákonov	Collection of Legislative Acts
Z.z. (as abbreviation of Zbierka zákonov in titles of legislation)	Omit in English (do not use ‘Coll.’)

Slovenia

Full name: *Republic of Slovenia (Republika Slovenija)*.

Official language: Slovenian.

Parliament: Slovenia has a bicameral parliament. The Slovenian Parliament (*Slovenski parlament*) consists of the *Državni zbor* and the *Državni svet*. These should be referred to in English as *the National Assembly* and *the National Council*. Insert *lower house of the Slovenian Parliament* and *upper house of the Slovenian Parliament*, respectively, in brackets after the first occurrence, if necessary to aid comprehension.

Geography

Cities

Be aware that German texts may refer to *Ljubljana* as *Laibach* and that Italian texts may refer to *Koper* as *Capodistria*. Always use the Slovenian names when writing in English. In the case of town names whose second word has an initial small letter in Slovenian, use an initial capital (e.g. for *Novo mesto* write *Novo Mesto*).

Regions for statistical purposes (NUTS)

SI, SI0	**SLOVENIJA**	**SLOVENIA**
SI03	*Vzhodna Slovenija*	*East Slovenia*
SI031	Pomurska	Pomurska
SI032	Podravska	Podravska
SI033	Koroška	Koroška
SI034	Savinjska	Savinjska
SI035	Zasavska	Zasavska
SI036	Posavska	Posavska
SI037	Jugovzhodna Slovenija	South-East Slovenia
SI038	Primorsko-notranjska	Primorsko-notranjska
SI04	*Zahodna Slovenija*	*West Slovenia*
SI041	Osrednjeslovenska	Central Slovenia
SI042	Gorenjska	Gorenjska
SI043	Goriška	Goriška
SI044	Obalno-kraška	Obalno-kraška

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 2 and 3 are shown in italic and plain font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Delovno sodišče	labour court
Okrajno sodišče	local court
Okrožno sodišče	district court
Upravno sodišče	Administrative Court
Ustavno sodišče	Constitutional Court
Višje sodišče	higher court
Vrhovno državno tožilstvo	Office of the State Prosecutor-General
Vrhovno sodišče	Supreme Court

Legal instruments

Mednarodna pogodba	international treaty
Navodilo	instruction
Odločba	judgment (on the merits of a case when issued by a court)
Odločba	decision (in other contexts)
Odlok	ordinance (if issued by a local authority/municipality)
Odlok	order (if issued by the Government / a minister)
Pogodba	agreement
Pravilnik	rules
Sklep	decision (on a procedural matter when issued by a court)
Uredba	decree
Zakon	law/act
Zakonodaja	legislation

Law gazettes, official gazettes and official journals

When *Uradni List Republike Slovenije* occurs for the first time in a text, refer to it as *Uradni List RS* (UL RS; Official Gazette of the Republic of Slovenia) No …

If it occurs again in the same text, refer to it as UL RS No ...

Spain

Full name: *Kingdom of Spain (Reino de España).*

The 17 political/administrative units into which Spain is divided are called *autonomous communities* in English. Translate *Presidente del Gobierno* as *Prime Minister (of Spain)*.

Official language: Spanish. The regional languages Catalan, Galician and Basque are also recognised at EU level, in that Spanish citizens can communicate with the EU institutions in these languages.

Parliament: Spain has a bicameral parliament. Its generic name is *las Cortes Generales* and it is divided into the *Congreso de los Diputados* (the lower house) and the *Senado* (the upper house). These should be referred to in English as *the Spanish Parliament*, *the Congress of Deputies* and *the Senate* respectively.

Each autonomous community has its own single-chamber parliamentary assembly. These should be referred to as *the Catalan Parliament*, *the Basque Parliament*, etc.

The names of the governments of the autonomous communities should be translated as follows: 'Government of the Autonomous Community of …'., thereafter 'the ……. Government', giving the title in the original language, in brackets and italics, the first time it appears (e.g. 'Government of the Autonomous Community of Cantabria (*Gobierno de Cantabria*)', thereafter 'the Cantabrian Government').

Geography

Cities

Write *Seville*. Otherwise use native spellings, e.g. *Córdoba*, *Irún*. Use the Catalan names *Girona* and *Lleida*, and the Galician names *A Coruña* and *Ourense*, as these are now the official Spanish names for the cities and provinces also known as *Gerona*, *Lerida*, *La Coruña* and *Orense* (see Ley 2/1992, de 28 de febrero, por la que pasan a denominarse oficialmente Girona y Lleida las provincias de Gerona y Lérida and Ley 2/1998, de 3 de marzo, sobre el cambio de denominación de las provincias de La Coruña y Orense).

Rivers

Write *Tagus* for *Tajo*.

Islands

Use *the Canary Islands*.

Mountains

Anglicise *Pyrenees* (no accents).

Regions for statistical purposes (NUTS)

ES	**ESPAÑA**	**SPAIN**
ES1	**Noroeste**	**North-West**
ES11	*Galicia*	*Galicia*
ES12	*Principado de Asturias*	*Asturias*
ES13	*Cantabria*	*Cantabria*
ES2	**Noreste**	**North-East**
ES21	*País Vasco*	*Basque Country*
ES22	*Comunidad Foral de Navarra*	*Navarre*
ES23	*La Rioja*	*Rioja*
ES24	*Aragón*	*Aragon*
ES3, *ES30*	**Comunidad de Madrid**	**Madrid**
ES4	**Centro**	**Centre**
ES41	*Castilla y León*	*Castile and Leon*
ES42	*Castilla-La Mancha*	*Castile-La Mancha*
ES43	*Extremadura*	*Extremadura*
ES5	**Este**	**East**
ES51	*Cataluña*	*Catalonia*
ES52	*Comunidad Valenciana*	*Valencia*
ES53	*Illes Balears*	*Balearic Islands*
	Sur	**South**
ES61	*Andalucía*	*Andalusia*
ES62	*Región de Murcia*	*Murcia*
ES63	*Ciudad de Ceuta*	*Ceuta*
ES64	*Ciudad de Melilla*	*Melilla*
ES7, *ES70*	**Canarias**	**Canary Islands**

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Audiencia Nacional	National High Court
Audiencia Provincial	Provincial Court
Juzgado de Instrucción	Local Criminal Court
Juzgado de lo Civil	Civil Court

Juzgado de lo Contencioso-Administrativo	Administrative Court
Juzgado de lo Penal	Criminal Court
Juzgado de lo Social	Social Court
Juzgado de Menores	Juvenile Court
Juzgado de Paz	Magistrates Court
Juzgado de Primera Instancia	Court of First Instance
Juzgado de Primera Instancia e Instrucción	Court of First Instance and Preliminary Investigations
Juzgado de Vigilancia Penitenciaria	court with special duties in the matter of criminal sentences
Sala de lo Civil y Penal	Chamber for Civil and Criminal Matters
Sala de lo Contencioso-Administrativo	Chamber for Administrative Matters
Sala de lo Penal	Chamber for Criminal Matters
Sala de lo Social	Chamber for Labour Matters
Tribunal Constitucional	Constitutional Court
Tribunal de Defensa de la Competencia	Court for the Defence of Competition
Tribunal Superior de Justicia	High Court of Justice
Tribunal Supremo	Supreme Court

Legal instruments

Código Civil	Civil Code
Código de Comercio	Commercial Code
Código Penal	Criminal Code
Constitución	Constitution
decreto legislativo	Legislative Decree
ley	Law
ley orgánica	Organic Law
orden	(Administrative) Order
ordenanza de policía	Police Order
ordenanza municipal	Municipal By-Law
real decreto	Royal Decree
real decreto-ley	Royal Decree-Law
resolución judicial	decision (generally applicable term covering any decision relating to legal proceedings)
Resolución	(Administrative) decision
sentencia	judgment (bringing legal proceedings to a close)

Sweden

Full name: *Kingdom of Sweden (Konungariket Sverige)*.

Call the country's main administrative/regional units (*län*) 'counties' in English.

Official language: Swedish.

Parliament: Sweden has a unicameral parliament known as the *Riksdag*. The name is left untranslated, as *the Swedish Riksdag* or simply *the Riksdag*. *Kammaren* is translated simply as *the Chamber*.

The Riksdag website contains comprehensive and reliable information in English on committees, procedures and political parties.

Geography

Cities

Note *Gothenburg* for *Göteborg*. However, the Swedish form should be used in some EU-specific contexts, e.g. *the Göteborg summit/process*.

Regions for statistical purposes (NUTS)

SE	**SVERIGE**	**SWEDEN**
SE1	**Östra Sverige**	**Eastern Sweden**
SE11	*Stockholm*	*Stockholm*
SE12	*Östra Mellansverige*	*East-Central Sweden*
SE2	**Södra Sverige**	**Southern Sweden**
SE21	*Småland med öarna*	*Småland and islands*
SE22	*Sydsverige*	*South Sweden*
SE23	*Västsverige*	*West Sweden*
SE3	**Norra Sverige**	**Northern Sweden**
SE31	*Norra Mellansverige*	*North-Central Sweden*
SE32	*Mellersta Norrland*	*Central Norrland*
SE33	*Övre Norrland*	*Upper Norrland*

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are ***not*** translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

The following are the names of the two parallel systems, the administrative courts and the general courts.

Administrative Courts	
Förvaltningsrätt*	administrative court
Kammarrätt	administrative court of appeal
Högsta Förvaltningsdomstolen**	Supreme Administrative Court

General Courts	
Tingsrätt	district court
Hovrätt	court of appeal
Högsta Domstolen	Supreme Court

* These replaced the länsrätter in 2010.

** Formerly Regeringsrätten. Changed its name in Swedish on 1 January 2011

Note: this list of courts is of course not exhaustive. The Swedish court system has been changed and reformed a number of times in recent years, with courts being created and existing courts being merged. In cases of doubt it is always a good idea to go to the website of the court in question and check its name in English (which is always given somewhere).

The same applies to government agencies and bodies, which are also subject to frequent reorganisations/renamings.

For official titles etc. always use the most recent edition of *Utrikes namnbok*, which is to be regarded as definitive.

Legal instruments

allmänna råd	general advice
balk	code
betänkande (Bet.)	opinion/report (of a committee in the Riksdag)
föreskrift	regulation
författning	statute, statutory instrument
förordning	ordinance
grundlag (plural grundlagar)	fundamental law (it may be useful to spell out that ‘X is one of the four fundamental laws that make up the Swedish constitution’)
grundlagarna	the Constitution (i.e. the four fundamental laws collectively)
kungörelse	decree
lag	act/law
lagstiftning	legislation
proposition (prop.)	Government bill
Riksdagsskrivelse (rskr)	Riksdag communication (to the Government)
Regeringsskrivelse (regskr)	Government communication (to the Riksdag)

The Swedish Statutes in Translation website no longer exists. Where English translations exist, they are best found by using the following search string in Google: SFS number + Act + site:se.

Example: to find the Local Government Act (Kommunallagen, SFS 1991:900) type the following into the Google search field: 1991:900 Act site:se. For the fundamental laws/Constitution, see the Riksdag website, which also contains a lot of information on the various committees etc. See also the Glossary for the Courts of Sweden.

Law gazettes, official gazettes and official journals

Strictly speaking, Sweden does not have an official gazette.

Svensk författningssamling (SFS)	Swedish Code of Statutes

Switzerland

Full name: *Swiss Confederation (Confédération suisse* in French, *Schweizerische Eidgenossenschaft* in German, *Confederazione Svizzera* in Italian, *Confederaziun svizra* in Romansh*)*.

Official language: French, German, Italian and Romansh.

Parliament: the Federal Assembly (*Assemblée nationale / Bundesversammlung / Assemblea federale*), which meets in Berne and has two houses; the upper house is the Council of States (*Conseil des États / Ständerat / Consiglio degli Stati*) and the lower house is the National Council (*Conseil national / Nationalrat / Consiglio nazionale*). It should be referred to in English as *the Parliament*.

Member of EFTA, but not the EEA.

Geography

Cities

Use the forms *Basel*, *Berne*, *Geneva* and *Lucerne***.** Otherwise, retain the native form in official use in the canton concerned (e.g. *Zürich* rather than *Zurigo*, *Neuchâtel* rather than *Neuenburg*).

No city in Switzerland has the official status either of capital or of federal city; nevertheless Berne, the seat of the federal authorities, is commonly referred to as 'Federal City'.

Rivers and lakes

Write *Rhine* for *Rhein*, *Lake Constance* for *Bodensee*, *Lake Geneva* for *Lac Léman* and *Lake Lucerne* for *Vierwaldstättersee / Lac des Quatre Cantons / Lago dei Quattro Cantoni*.

Mountains

Anglicise *Alps* and *Bernese Oberland*.

Regions for statistical purposes (corresponding to NUTS)

CH	**SCHWEIZ/SUISSE/SVIZZERA**	**SWITZERLAND**
CH01	**Région lémanique**	**Lake Geneva Region**
CH011	*Vaud*	*Vaud*
CH012	*Valais*	*Valais*
CH013	*Genève*	*Genève*
CH02	**Espace Mittelland**	**Espace Mittelland**
CH021	*Bern*	*Bern*

CH022	*Freiburg*	*Freiburg*
CH023	*Solothurn*	*Solothurn*
CH024	*Neuchâtel*	*Neuchâtel*
CH025	*Jura*	*Jura*
CH03	**Nordwestschweiz**	**North-Western Switzerland**
CH031	*Basel-Stadt*	*Basel-Stadt*
CH032	*Basel-Landschaft*	*Basel-Landschaft*
CH033	*Aargau*	*Aargau*
CH04, *CH040*	**Zürich**	**Zürich**
CH05	**Ostschweiz**	**Eastern Switzerland**
CH051	*Glarus*	*Glarus*
CH052	*Schaffhausen*	*Schaffhausen*
CH053	*Appenzell Ausserrhoden*	*Appenzell Ausserrhoden*
CH054	*Appenzell Innerrhoden*	*Appenzell Innerrhoden*
CH055	*St. Gallen*	*St. Gallen*
CH056	*Graubünden*	*Graubünden*
CH057	*Thurgau*	*Thurgau*
CH06	**Zentralschweiz**	**Central Switzerland**
CH061	*Luzern*	*Luzern*
CH062	*Uri*	*Uri*
CH063	*Schwyz*	*Schwyz*
CH064	*Obwalden*	*Obwalden*
CH065	*Nidwalden*	*Nidwalden*
CH066	*Zug*	*Zug*
CH07, *CH070*	**Ticino**	**Ticino**

The above table is based on Eurostat's coding of statistical regions for EFTA countries, corresponding to NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, and corresponding regions in EFTA, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1, 2 (grandes régions) and 3 (cantons) are shown in plain, bold and italic respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

FRENCH

FR	EN
tribunal administratif cantonal	cantonal administrative court
Tribunal administratif fédéral	Federal Administrative Court (St Gallen)
tribunal cantonal / cour suprême	cantonal court of appeal
tribunal civil	civil court
tribunal cantonal des assurances	cantonal insurance court

Tribunal fédéral des assurances	Federal Insurance Court (Lucerne)
Tribunal fédéral des brevets	Federal Patent Court (St Gallen)
Tribunal fédéral	Federal Supreme Court (Lausanne)
tribunal pénal cantonal	cantonal criminal court
Tribunal pénal federal	Federal Criminal Court (Bellinzona)

GERMAN

DE	EN
Appellationsgericht	cantonal court of appeal (Basel-Stadt)
Bundesgericht	Federal Supreme Court (Lausanne)
Bundespatentgericht	Federal Patent Court (St Gallen)
Bundesstrafgericht	Federal Criminal Court (Bellinzona)
Bundesverwaltungsgericht	Federal Administrative Court (St Gallen)
Eidgenössisches Versicherungsgericht	Federal Insurance Court (Lucerne)
kantonales Strafgericht	cantonal criminal court
kantonales Versicherungsgericht	cantonal insurance court
kantonales Verwaltungsgericht	cantonal administrative court
Kantonsgericht	cantonal court of appeal (Lucerne, Schwyz, Freiburg, Basel-Landschaft, Appenzell Innerrhoden, St. Gallen and Graubünden)
Obergericht	cantonal court of appeal (Zürich, Berne, Uri, Obwalden, Nidwalden, Glarus, Zug, Schaffhausen, Appenzell Ausserrhoden, Solothurn, Aargau and Thurgau)
Zivilgericht	civil court

ITALIAN

IT	EN
tribunale amministrativo cantonale	cantonal administrative court
Tribunale amministrativo federale	Federal Administrative Court (St Gallen)
tribunale d'appello	cantonal court of appeal
tribunale cantonale	cantonal court of appeal
tribunale cantonale delle assicurazioni	cantonal insurance court
tribunale civile	civil court
Tribunale federale	Federal Supreme Court (Lausanne)
Tribunale federale dei brevetti	Federal Patent Court (St Gallen)
Tribunale federale delle assicurazioni	Federal Insurance Court (Lucerne)
tribunale penale cantonale	cantonal criminal court
Tribunale penale federale	Federal Criminal Court (Bellinzona)

Legal instruments

FRENCH

FR	EN
Code civil suisse (CC)	Swiss Civil Code
Code des obligations	Swiss Code of Obligations
Code pénal suisse (CP)	Swiss Criminal Code
Constitution fédérale de la Confédération suisse	Federal Constitution of the Swiss Confederation
initiative populaire fédérale	federal popular initiative
loi	act
ordonnance	ordinance
référendum facultatif	optional referendum
référendum obligatoire	mandatory referendum
votation populaire	voting

GERMAN

DE	EN
Bundesverfassung der Schweizerischen Eidgenossenschaft	Federal Constitution of the Swiss Confederation
Eidgenössische Volksinitiative	federal popular initiative
fakultatives Referendum	optional referendum
Gesetz	act
Obligationenrecht	Swiss Code of Obligations
obligatorisches Referendum	mandatory referendum
Strafgesetzbuch (StGB)	Swiss Criminal Code
Verordnung	ordinance
Volksabstimmung	voting
Zivilgesetzbuch (ZGB)	Swiss Civil Code

ITALIAN

IT	EN
atto	act
Codice civile svizzero (CC)	Swiss Civil Code
Codice penale svizzero	Swiss Criminal Code
Costituzione federale della Confederazione Svizzera	Federal Constitution of the Swiss Confederation
Diritto delle obbligazioni	Swiss Code of Obligations
iniziativa popolare federale	federal popular initiative

ordinanza	ordinance
referendum facoltativo	optional referendum
referendum obbligatorio	mandatory referendum
votazione	voting

Legislation can be found in the Federal Gazette, the Official Collection of Swiss Law or the Systematic Collection of Swiss Law (*Recueil systématique du droit fédéral / Systematische Sammlung des Bundesrechts / Raccolta sistematica del diritto federale*). The website of the Swiss Government provides unofficial English translations of some acts and ordinances.

Government bodies and administrative divisions

FRENCH

FR	EN
canton	canton
commune	municipality
Confédération suisse	Swiss Confederation
Conseil d'État	Council of State (executive body in certain cantons)
Conseil exécutif	Executive Council (executive body in certain cantons)
Conseil fédéral	Federal Council (constitutes the federal government of the Swiss Confederation; serves as a collective Head of State)
Département fédéral de(s) …	Federal Department of … (e.g. Foreign Affairs; Home Affairs; Justice and Police; Defence, Civil Protection and Sport; Finance; Economic Affairs, Education and Research; the Environment, Transport, Energy and Communications) (each of the seven members of the Federal Council runs one of the seven federal departments)
district	district
Grand Conseil	cantonal legislature (Francophone cantons except Jura)
parlement	cantonal legislature (Jura)

GERMAN

DE	EN
Amt (also Amtsbezirk)	district
Bezirk	district
Bundesrat	Federal Council (constitutes the federal

	government of the Swiss Confederation; serves as a collective Head of State)
Eidgenössisches Departement für/des …	Federal Department of … (e.g. Foreign Affairs; Home Affairs; Justice and Police; Defence, Civil Protection and Sport; Finance; Economic Affairs, Education and Research; the Environment, Transport, Energy and Communications) (each of the seven members of the Federal Council runs one of the seven federal departments)
Gemeinde	municipality
Grosser Rat	cantonal legislature
Kanton	canton
Kantonsrat	cantonal legislature
Kantonsregierung	cantonal executive
Landrat	cantonal legislature
Regierungsrat	Executive Council (executive body of certain cantons)
Schweizerische Eidgenossenschaft	Swiss Confederation
Staatsrat	Council of State (executive body of certain cantons)

ITALIAN

IT	EN
cantone	canton
comune	municipality
distretto	district
Confederazione Svizzera	Swiss Confederation
Consiglio esecutivo	Executive Council (executive body in certain cantons)
Consiglio federale	Federal Council (constitutes the federal government of the Swiss Confederation; serves as a collective Head of State)
Consiglio di Stato	Council of State (executive body in certain cantons)
Dipartimento federale degli/dell'/della/delle/di …	Federal Department of … (e.g. Foreign Affairs; Home Affairs; Justice and Police; Defence, Civil Protection and Sport; Finance; Economic Affairs, Education and Research; the Environment, Transport, Energy and Communications) (each of the seven members of the Federal Council runs one of the seven federal departments)
Gran Consiglio	cantonal legislature

Türkiye

Full name: *Republic of Türkiye (Türkiye Cumhuriyeti).*

Official language: Turkish.

Parliament: Türkiye has a unicameral parliament known as the *Türkiye Büyük Millet Meclisi*. It should be referred to in English as *the Turkish Grand National Assembly*.

Geography

Regions for statistical purposes (corresponding to NUTS)

TR	TÜRKİYE	TÜRKİYE
TR1	**İstanbul**	**Istanbul**
TR10	*İstanbul*	*Istanbul*
TR2	**Batı Marmara**	**Western Marmara**
TR21	*Tekirdağ, Edirne, Kırklareli*	*Tekirdağ, Edirne, Kırklareli*
TR22	*Balıkesir, Çanakkale*	*Balıkesir, Çanakkale*
TR3	**Ege**	**Aegean**
TR31	*İzmir*	*Izmir*
TR32	*Aydın, Denizli, Muğla*	*Aydın, Denizli, Muğla*
TR33	*Manisa, Afyonkarahisar, Kütahya, Uşak*	*Manisa, Afyonkarahisar, Kütahya, Uşak*
TR4	**Doğu Marmara**	**Eastern Marmara**
TR41	*Bursa, Eskişehir, Bilecik*	*Bursa, Eskişehir, Bilecik*
TR42	*Kocaeli, Sakarya, Düzce, Bolu, Yalova*	*Kocaeli, Sakarya, Düzce, Bolu, Yalova*
TR5	**Batı Anadolu**	**Western Anatolia**
TR51	*Ankara*	*Ankara*
TR52	*Konya, Karaman*	*Konya, Karaman*
TR6	**Akdeniz**	**Mediterranean**
TR61	*Antalya, Isparta, Burdur*	*Antalya, Isparta, Burdur*
TR62	*Adana, Mersin*	*Adana, Mersin*
TR63	*Hatay, Kahramanmaraş, Osmaniye*	*Hatay, Kahramanmaraş, Osmaniye*
TR7	**Orta Anadolu**	**Eastern Anatolia**
TR71	*Kırıkkale, Aksaray, Niğde, Nevşehir, Kırşehir*	*Kırıkkale, Aksaray, Niğde, Nevşehir, Kırşehir*
TR72	*Kayseri, Sivas, Yozgat*	*Kayseri, Sivas, Yozgat*
TR8	**Batı Karadeniz**	**Western Black Sea**
TR81	*Zonguldak, Karabük, Bartın*	*Zonguldak, Karabük, Bartın*
TR82	*Kastamonu, Çankırı, Sinop*	*Kastamonu, Çankırı, Sinop*
TR83	*Samsun, Tokat, Çorum, Amasya*	*Samsun, Tokat, Çorum, Amasya*
TR9	**Doğu Karadeniz**	**Eastern Black Sea**
TR90	*Trabzon, Ordu, Giresun, Rize,*	*Trabzon, Ordu, Giresun, Rize,*

	Artvin, Gümüşhane	*Artvin, Gümüşhane*
TRA	**Kuzeydoğu Anadolu**	**Northeastern Anatolia**
TRA1	*Erzurum, Erzincan, Bayburt*	*Erzurum, Erzincan, Bayburt*
TRA2	*Ağrı, Kars, Iğdır, Ardahan*	*Ağrı, Kars, Iğdır, Ardahan*
TRB	**Ortadoğu Anadolu**	**Mideastern Anatolia**
TRB1	*Malatya, Elazığ, Bingöl, Tunceli*	*Malatya, Elazığ, Bingöl, Tunceli*
TRB2	*Van, Muş, Bitlis, Hakkari*	*Van, Muş, Bitlis, Hakkari*
TRC	**Güneydoğu Anadolu**	**Southeastern Anatolia**
TRC1	*Gaziantep, Adıyaman, Kilis*	*Gaziantep, Adıyaman, Kilis*
TRC2	*Şanlıurfa, Diyarbakır*	*Şanlıurfa, Diyarbakır*
TRC3	*Mardin, Batman, Şırnak, Siirt*	*Mardin, Batman, Şırnak, Siirt*

The above table is based on Eurostat's coding of statistical regions for candidate countries, corresponding to NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, and corresponding regions in candidate countries, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the *English Style Guide*.

Anayasa Mahkemesi	Constitutional Court
Askeri Yargıtay	Military Court of Cassation
Askeri Yüksek İdare Mahkemesi (AYİM)	High Military Administrative Court
Başsavcı	Chief Public Prosecutor
Ceza Dairesi	Criminal Chamber
Danıştay	Council of State
Devlet Güvenlik Mahkemeleri	State Security Courts
Hâkimler ve Savcılar Yüksek Kurulu	Supreme Council of Judges and Public Prosecutors
Hukuk Dairesi	Civil Chamber
Sayıştay	Court of Accounts
Uyuşmazlık Mahkemesi	Court of Conflicts
Yargıtay	Court of Cassation

Legal instruments

genelge	circular
kanun	law
kanun hükmünde kararname	statutory decree
tüzük	regulation
yönetmelik	order

Ukraine

Full name: *Ukraine (Україна)*.

Official language: Ukrainian. For transliterating Ukrainian, see the table (Annex 2) in the *English Style Guide*. For proper names, bear in mind that some Ukrainians (including President Zelenskyy) use a Latin spelling of their name which differs from the standard transliteration as described in Annex 2.

Parliament: Ukraine has a unicameral parliament. Its full title is the *Verkhovna Rada* of Ukraine (*Верховна Рада України*). The name of the parliament means 'supreme council', but it is usually left untranslated, following the practice in the *Verkhovna Rada*'s own English-language communications. It comprises 450 Members of Parliament (*народні депутати*).

Executive: The Head of State is the President. The government (*уряд*) is referred to formally as the Cabinet of Ministers of Ukraine (*Кабінет Міністрів України*) and is led by the Prime Minister (*Прем'єр-міністр*), who is the Head of Government.

Geography

Ukraine is divided into regions (*oblasts*/*області*), two cities with special status (Kyiv and Sevastopol) and one autonomous republic (Crimea). The Ukrainian government leaves the term 'oblast' untranslated in its official publications in English.

These entities are further divided into districts (*райони*). The lowest level of local administration is the hromada (*громада*), which replaced a variety of different municipal structures in 2020.

Each subdivision is governed by a council, which elects the head of the local executive. The official title is Head of the ... Council (*Голова ... ради*). This should not be confused with the post of Head of Local State Administration (*Голова місцевої державної адміністрації*), who is named by the President at the request of the government and oversees the central government administration in the area in question. Exceptionally, in the city of Kyiv, the elected mayor may simultaneously be named as head of the Kyiv City State Administration.

Since the Russian invasion in 2014, the Autonomous Republic of Crimea and Sevastopol are referred to by Ukraine as 'temporarily occupied territory' (*тимчасово окупована територія*). The term 'illegally annexed' is preferred in EU documents.

The 'DNR' and 'LNR', which are regarded as terrorist organisations in Ukraine, are not to be referred to by any term alluding to statehood or autonomy without the qualifier 'self-proclaimed' or 'so-called'. The areas under their de facto control are referred to in both Ukrainian and EU texts as 'non-government-controlled areas of Donetsk and Luhansk oblasts of Ukraine' or 'certain areas of Donetsk and Luhansk regions' (CADLR).

Specific subdivisions include civil–military administrations (*військово-цивільні адміністрації*), which are temporary local authorities in areas where ongoing hostilities do not allow for civilian local government, and the Chornobyl Exclusion Zone (*Зона відчуження Чорнобильської АЕС*), which is under the control of the State Emergency Service of Ukraine.

Place names: Use the Ukrainian names in all cases (Kyiv, Lviv, Kharkiv, Odesa, Donbas, etc.). Russian-derived names formerly used in English are outdated, and their use is often considered highly offensive, especially since the Russian invasion of Ukraine. Texts in other languages may use different place names and refer, for example, to Lviv as Lemberg in German, Chernivtsi as Cernăuţi in Romanian or Berehove as Beregszász in Hungarian. Always use the Ukrainian name when writing in English.

Many towns and cities have changed their name in recent years as part of the national campaign to remove symbols of the former communist regime. The most notable examples are Dnipro (formerly Dnipropetrovsk) and Kropyvnytskyi (formerly Kirovohrad).

Regions:

Name in Ukrainian	Name in English
Автономна Республіка Крим	Autonomous Republic of Crimea
Вінницька область	Vinnytsia oblast
Волинська область	Volyn oblast
Дніпропетровська область	Dnipropetrovsk oblast
Донецька область	Donetsk oblast
Житомирська область	Zhytomyr oblast
Закарпатська область	Zakarpattia oblast
Запорізька область	Zaporizhzhia oblast
Івано-Франківська область	Ivano-Frankivsk oblast
Київська область	Kyiv oblast
Кіровоградська область	Kirovohrad oblast
Луганська область	Luhansk oblast
Львівська область	Lviv oblast
Миколаївська область	Mykolaiv oblast
Одеська область	Odesa oblast
Полтавська область	Poltava oblast
Рівненська область	Rivne oblast
Сумська область	Sumy oblast
Тернопільська область	Ternopil oblast
Харківська область	Kharkiv oblast
Херсонська область	Kherson oblast
Хмельницька область	Khmelnytskyi oblast
Черкаська область	Cherkasy oblast
Чернівецька область	Chernivtsi oblast
Чернігівська область	Chernihiv oblast
Київ	Kyiv
Севастополь	Sevastopol

Note that the Dnipropetrovsk and Kirovohrad oblasts still retain their old Soviet names. The Constitutional Court ruled in 2019 that they should be renamed Sicheslav and Kropyvnytskyi respectively, but the Constitution has not yet been amended to that effect.

Judicial bodies

Верховний Суд	Supreme Court
апеляційний суд	court of appeal
місцевий суд	local court
Конституційний суд	Constitutional Court
вищі спеціалізовані суди	specialised high courts
Вищий суд з питань інтелектуальної власності	High Intellectual Property Court
Вищий антикорупційний суд	High Anti-Corruption Court

Since the judicial reform which began in 2016, the court system has consisted of three levels of courts of general jurisdiction: local courts, courts of appeal and the Supreme Court.

The Constitutional Court is a special body charged with ruling on the constitutionality of legislative acts.

Ukrainian law provides for the establishment of specialised high courts to judge cases regarding particular matters in first and second instance. So far, two such courts have been established: the High Intellectual Property Court and the High Anti-Corruption Court.

Legal instruments

Закон України	Law of Ukraine
Указ Президента	Presidential Decree
Постанова Кабінету Міністрів	Resolution of the Cabinet of Ministers
Розпорядження	Regulation
Кодекс	Code
Розділ	Part (of legislation)
Стаття	Article (of legislation)

Law gazettes, official gazettes and official journals

Офіційний вісник України	Official Gazette of Ukraine
Єдиний державний реєстр нормативно-правових актів	Single State Register of Legislative Acts

United Kingdom

Full name: *United Kingdom of Great Britain and Northern Ireland*.

Avoid the colloquial *Britain* and *British* in legal or formal texts. Note that the abbreviation 'RU' is sometimes used in French texts for 'UK', but it might also mean Russia.

Official language: English.

Parliament: The United Kingdom has a bicameral parliament comprising *the House of Commons* (the lower house) and *the House of Lords* (the upper house). It also has three devolved legislatures: *the Northern Ireland Assembly*, *the Scottish Parliament* and *the National Assembly for Wales*.

Geography

Great Britain comprises England, Wales and Scotland; these three together with Northern Ireland form the *United Kingdom*. Never use *Ulster* for the province of Northern Ireland: Ulster includes the Irish Counties of Cavan, Donegal and Monaghan *plus* Northern Ireland. The term *the British Isles* is a geographical designation covering the territories of Ireland and the United Kingdom, plus the Isle of Man and the Channel Islands. In recent years, however, it has been replaced in official pronouncements by *Britain and Ireland*.

Regions for statistical purposes (NUTS)

UK	**UNITED KINGDOM**
UKC	**North East (England)**
UKC1	*Tees Valley and Durham*
UKC2	*Northumberland and Tyne and Wear*
UKD	**North West (England)**
UKD1	*Cumbria*
UKD3	*Greater Manchester*
UKD4	*Lancashire*
UKD6	*Cheshire*
UKD7	*Merseyside*
UKE	**Yorkshire and the Humber**
UKE1	*East Yorkshire and Northern Lincolnshire*
UKE2	*North Yorkshire*
UKE3	*South Yorkshire*
UKE4	*West Yorkshire*
UKF	**East Midlands (England)**
UKF1	*Derbyshire and Nottinghamshire*
UKF2	*Leicestershire, Rutland and Northamptonshire*
UKF3	*Lincolnshire*

UKG	**West Midlands (England)**
UKG1	*Herefordshire, Worcestershire and Warwickshire*
UKG2	*Shropshire and Staffordshire*
UKG3	*West Midlands*
UKH	**East of England**
UKH1	*East Anglia*
UKH2	*Bedfordshire and Hertfordshire*
UKH3	*Essex*
UKI	**London**
UKI3	*Inner London – West*
UKI4	*Inner London – East*
UKI5	*Outer London – East and North East*
UKI6	*Outer London – South*
UKI7	*Outer London – West and North West*
UKJ	**South East (England)**
UKJ1	*Berkshire, Buckinghamshire and Oxfordshire*
UKJ2	*Surrey, East and West Sussex*
UKJ3	*Hampshire and Isle of Wight*
UKJ4	*Kent*
UKK	**South West (England)**
UKK1	*Gloucestershire, Wiltshire and Bristol/Bath area*
UKK2	*Dorset and Somerset*
UKK3	*Cornwall and Isles of Scilly*
UKK4	*Devon*
UKL	**Wales**
UKL1	*West Wales and The Valleys*
UKL2	*East Wales*
UKM	**Scotland**
UKM5	*North Eastern Scotland*
UKM6	*Highlands and Islands*
UKM7	*Eastern Scotland*
UKM8	*West Central Scotland*
UKM9	*Southern Scotland*
UKN, *UKN0*	**Northern Ireland**

The above table is based on NUTS – the EU's *Nomenclature of Territorial Units for Statistics*. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.