



What's new?

Changes to the *English Style Guide* and *Country Compendium*

February 2025

The web versions of the [English Style Guide](#) and [Country Compendium](#) are constantly being updated. Here you can see all the **significant changes made since August 2006**. The most recent changes are given first.

Changes made in February 2025

Placing of quotation marks – 2.31

Amending provisions form an exception to the rule that, if the quotation itself contains a concluding mark, no full stop is required after the quotation mark. See [Section 3.3.1](#) of the *Interinstitutional Style Guide* for further details.

Related or contrasting pairs – 3.29

The following two examples have been added:

a cost–benefit analysis / a cost-benefit analysis

a love–hate relationship / a love-hate relationship

It has also been clarified that a dash or hyphen used in this way typically serves to replace either a preposition such as ‘to’ or the conjunction ‘and’.

Names – 3.30

The following new point 3.30 has been inserted:

Individual double-barrelled surnames are usually conjoined by a hyphen: Maurice Merleau-Ponty, Norman St John-Stevas, Catherine Zeta-Jones. Note, however, that in certain cases they are unhyphenated: Iain Duncan Smith, Andrew Lloyd Webber.

Surnames of joint authors, discoverers, inventors, etc. are conjoined by an en dash: Lennon–McCartney songbook, Creutzfeldt–Jakob disease, Geiger–Müller tube.

In compounds formed from a hyphenated surname and an unhyphenated one, the distinction between hyphen and en dash should be maintained: Tatton-Brown–Rahman syndrome, Lloyd-Jones–Scargill talks.

Dates – 6.17

This point has been amended to make explicit the following rule which was already implicitly illustrated by the examples in the *English Style Guide*:

For the short form, use points to separate the day, month and year.

EU finances – 22

The section on EU finances has been overhauled to bring it up to date.

External relations – 25

The section on external relations has been overhauled to bring it up to date.

Country Compendium – Austria and Germany

The following note has been added below the ‘Judicial bodies’ table:

Note that when a German term occurs in an English text, any adjectives should be in the form used for the nominative case after an indefinite article, e.g.

‘Employment cases are brought before the Supreme Court of Justice [Oberster Gerichtshof]’.

Country Compendium – Denmark

The following footnotes have been added at the bottom of the table of NUTS regions:

* Note that on [its own website](#) the administrative region calls itself the Region of Southern Denmark. That translation should therefore be used when referring specifically to the administrative region, rather than to the geographical area of South Denmark.

** Note that on [its own website](#) the administrative region calls itself the Central Denmark Region. That translation should therefore be used when referring specifically to the administrative region, rather than to the geographical area of Central Jutland.

*** Note that on [its own website](#) the administrative region calls itself the North Denmark Region. That translation should therefore be used when referring specifically to the administrative region, rather than to the geographical area of North Jutland.

Country Compendium – Italy

The entry for Italy has been updated. The main changes are as follows:

- the region *Friuli Venezia Giulia* should not be hyphenated;
- update of the names of existing government bodies and addition of new bodies;
- addition of the term *dicastero*;
- update of the table of judicial bodies, particularly as regards the tax courts;
- addition of a note on the [Normattiva](#) website of Italian legislation;
- addition of Sogin SpA to the table of other bodies.

Changes made in January 2025

Writing out numbers – 6.1 and 6.4

These two points have been revised and reorganised to bring them into line with recent amendments to the *Interinstitutional Style Guide*. The most significant change is that the numbers one to nine (including ordinals) are written out when preceding all units of time: one day, four months, six years, two decades, three centuries, four-day week, first day of the conference. Units of time in a range denoted by an en dash or a hyphen are an exception to this rule.

Changes made in November 2024

Nouns ending in -s – 2.40

Nouns ending in -s generally form their singular possessive with -'s, just like any other nouns.

Mr Jones's paper;

Jacques Delors's presidency

Cyprus's recovery and resilience plan

This includes abbreviations:

AWACS's success

DFDS's summer timetable

Although the *-s* after the apostrophe may be omitted in the possessive form of nouns ending in *-s*, e.g. *the lioness' cubs*, *Mr Jones' paper*, this omission is nowadays less common.

It is still sometimes omitted in classical and biblical names, e.g. *Odysseus' companions*, *Moses' law*. In such cases the omission is not compulsory, however, and it is also perfectly correct to write, for example, *Jesus's disciples* or *Socrates's philosophy*.

The only instances where *-s* after terminal *s* must be omitted are in a handful of 'for ... sake' expressions containing singular nouns ending in *-ness*, e.g. *for goodness' /fairness' /righteousness' sake*, and in the proper names of institutions that themselves use that spelling, e.g. *St Thomas' Hospital*.

Changes made in July 2024

Possessives of nouns – 2.39

'The Court of Auditors' annual report' has been added as example of a possessive of a compound in which the last noun is plural.

The following paragraph has been inserted:

'The apostrophe is now also omitted from many organisation and business names, the endings of which were originally possessive. As a rule, the way the organisation or business writes its own name should be followed, e.g. *Tax Payers' Alliance* but *Business Librarians Association*; *Sainsbury's* but *Waterstones*.'

Names of ships, aircraft and other vehicles – 5.16

In modern usage, ships are usually referred to by neuter pronouns:

The *Ocean Pioneer* was unloaded while it lay in port.

In more ceremonial, historical or literary contexts, feminine pronouns may be used:

The *Titanic* foundered on her maiden voyage.

Punctuation in footnotes – 13.3

Begin footnotes with a capital letter (exceptions being URLs and email addresses, 'e.g.', 'i.e.' and 'p.') and end them with a full stop (whether the footnote is a single word, a phrase, one or more complete sentences, a URL or an email address).

Multiple references – 19.15

In texts not published in the Official Journal, the Treaty abbreviation is not repeated for acts with the same domain:

Regulations (EC) Nos 1234/96 and 1235/96

Regulations (EU) 2015/20 and 2015/21

Directives (EU) 2022/738 and 2022/2381

In multiple references to acts with different domains, each Treaty abbreviation is given at first mention:

Regulations (EC) Nos 2112/2005 and 2116/2005, (EU) Nos 74/2010 and 77/2010 and (EU) 2015/812 and 2015/813

In texts published in the Official Journal, the Treaty abbreviation is always repeated before each number:

Regulations (EC) No 1234/96 and (EC) No 1235/96

Regulations (EU) 2015/20 and (EU) 2015/21

Directives (EU) 2022/738 and (EU) 2022/2381

Regulations (EC) No 2112/2005, (EC) No 2116/2005, (EU) No 74/2010, (EU) No 77/2010, (EU) 2015/812 and (EU) 2015/813

It is preferable to cite acts in chronological order.

Changes made in May 2024

Lists – 11

The following footnote has been added after the third indent in 11.2: ‘Note that the comma is omitted in web writing.’ The following footnote has been added after the third indent in 11.3 and point d in 11.4: ‘Note that the semicolon is omitted in web writing.’

Biological sciences – 16.1

The following footnote has been added:

‘The following hemihomonyms are not italicised when they relate to the *International Code of Zoological Nomenclature* (since, in their italicised form, they exist in other nomenclatures as different taxa): Anisoptera, Articulata, Ascoidea, Coccoidea, Echinacea, Furnariidae, Lestoidea, Lichina, Melasina, Oligochaeta, Patellina, Pholidota, Polyphaga, Proboscidea, Pterygota, Raphiinae and Trichiuridae.

The family Delphinidae is not italicised when following the legislative requirement to comply with the standard references for nomenclature contained in Annex VIII to Regulation (EC) No 865/2006 in order to indicate the scientific names of taxa. The family *Delphinidae* is italicised where there is no formal requirement to comply with the zoological nomenclature, e.g. in fisheries legislation. [Information provided by the Interinstitutional Taxonomy Group. See Annex V to the [IATE Handbook](#).]’

Viruses – 16.2

Viruses. Virus species (scientific) names take a capital letter on the first word and any subsequent proper nouns and are written in italics, e.g. *Bunyamwera orthobunyavirus*, *Sandfly fever Naples phlebovirus*. Virus (common) names take a capital letter on proper nouns only and are written in roman type, e.g. dengue virus 2, West Nile virus.

Country Compendium – Latvia

In the Government agencies and bodies section, ‘Ministry of the Economy’ has been added as the preferred translation of ‘*Ekonomikas ministrija*’.

Country Compendium – Spain

In the table of judicial bodies, the translation of ‘*Juzgado de lo Contencioso-Administrativo*’ has been changed to ‘Administrative Court’ and the translation of

‘Sala de lo Contencioso-Administrativo’ has been changed to ‘Chamber for Administrative Matters’.

Changes made in November 2023

Plurals – 7.8

‘MSs (Member States)’ has been added as an example of an abbreviation ending in ‘S’ which takes an ‘s’ in the plural form, and the following paragraph has been inserted:

‘In units of measurement, the plural ‘s’ is also sometimes omitted from abbreviations, e.g. CFU/g = colony-forming units per gram, LU/ha = livestock units per hectare. It may also be omitted when the abbreviation in question exists only in plural form, e.g. ordinary least squares (OLS), or when the plural word is not the last one in the sequence of words from whose initial letters the abbreviation is formed, e.g. checks by monitoring (CbM).’

Neither ... nor ... – 10.16

When using neither ... nor ... as a determiner to link two singular nouns, use a singular verb:

Neither the Regulation nor the guidance document lays down detailed rules on when an on-the-spot check must be carried out.

When one of the nouns is singular and the other plural, put the plural noun second and use a plural verb:

Neither the Regulation nor the guidelines lay down detailed rules on when an on-the-spot check must be carried out.

If more than two elements are presented, the same rules apply and ‘nor’ is repeated before each further element:

Neither the Regulation nor the Directive nor the guidance document lays down detailed rules on when an on-the-spot check must be carried out.

Neither the Regulation nor the Directive nor the guidelines lay down detailed rules on when an on-the-spot check must be carried out.

When using *neither of* as the subject of a sentence, use a singular verb:

Neither of the documents lays down detailed rules on when an on-the-spot check must be carried out.

References – 21.2

Abbreviated form

This form is used whenever the Official Journal number is cited.

On 1 October 2023 publication of the Official Journal act by act was introduced, with each act becoming a separate Official Journal. Abbreviated-form references are now given as follows:

L series: OJ L, year/serial number, short-form date of publication, ELI: hyperlink

C series: OJ C, C/year/serial number, short-form date of publication, ELI: hyperlink

The European Legislation Identifier (ELI), assigned to each document published in the L and the C series, consists of a fixed part (<http://data.europa.eu/eli/>), variables according to the OJ series and the abbreviation ‘oj’¹.

For example:

OJ L, 2023/2407, 23.10.2023, ELI: <http://data.europa.eu/eli/reco/2023/2407/oj>

OJ C, C/2023/426, 23.10.2023, ELI: <http://data.europa.eu/eli/C/2023/426/oj>

For documents published before the introduction of act-by-act publication, where page numbers are included with the abbreviated form, note that only the starting page should be given and not the full page range. Adding the ELI, where there is one, to the existing OJ reference is recommended:

OJ L 222, 20.8.2008, p. 1, ELI: <http://data.europa.eu/eli/reg/2008/823/oj>

OJ C 48 A, 24.2.2005.

For more information, see [Section 3.1](#) of the *Interinstitutional Style Guide*.

South-East Europe (Western Balkans) – 25.5

In the context of EU external relations the two terms are used interchangeably to refer to a group of countries covered by EU enlargement policy. On 1 July 2013, Croatia became the first of the seven countries in the region to join the EU. Albania, Bosnia and Herzegovina, Croatia, Montenegro, North Macedonia and Serbia have candidate country status, and Kosovo² submitted its application for EU membership in December 2022. These countries are now known as the Western Balkans six (WB6).

Country Compendium – Cyprus

The table of judicial bodies has been updated following a reorganisation of the court system. The following entries have been added: ‘Ανώτατο Συνταγματικό Δικαστήριο’ (Supreme Constitutional Court), ‘Εφετείο’ (Court of Appeal), ‘Διοικητικό Δικαστήριο’ (Administrative Court), ‘Εμπορικό Δικαστήριο’ (Commercial Court), ‘Διοικητικό Δικαστήριο Διεθνούς Προστασίας’ (International Protection Administrative Court) and ‘Ναυτοδικείο’ (Admiralty Court).

Country Compendium – Finland

The table of judicial bodies has been updated with the following entries: ‘eduskunnan oikeusasiamiehen kanslia’ / ‘riksdagens justitieombudsmans kansli’ (Office of the Parliamentary Ombudsman), ‘Syyttäjälaitos’/‘Åklagarmyndigheten’ (National Prosecution Authority) and ‘valtakunnansyyttäjän toimisto’ / ‘riksåklagarens byrå’ (Office of the Prosecutor General). ‘Valtakunnansyyttäjänvirasto’/‘riksåklagarämbetet’ (Office of the Prosecutor General) has been moved to the table of former judicial bodies.

¹ For references to the OJ C series, the use of the ELI is optional but recommended.

² This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

Changes made in July 2023

Apposition – 2.15

The following new point 2.15 has been added:

Commas are not placed around restrictive appositive terms, but are used to set off non-restrictive ones.

In the following sentence, the appositive term (in bold) is restrictive because it identifies the person in question from among a number of colleagues:

My colleague **Ursula** gave a speech at the conference.

In the following sentence, the appositive term (in bold) is non-restrictive because it merely provides additional information about the person in question, but does not identify her:

Ursula, **my colleague**, gave a speech at the conference.

In the following sentences, the appositive terms (in bold) are non-restrictive because there is only one President of the European Commission and people generally have only one boss. Her identity would be clear even if the appositive term and the commas around it were deleted:

The President of the European Commission, **Ursula von der Leyen**, gave a speech at the conference.

My boss, **Ursula**, gave a speech at the conference.

Short-form titles, however, appear before names without an article or comma:

European Commission President Ursula von der Leyen gave a speech at the conference.

Compound words and hyphens – 3.18

The following paragraph has been added to point 3.18:

Hyphens need not be inserted, however, if the meaning is clear and unambiguous without them:

civil rights movement

mechanical engineering degree

Compound words and hyphens – 3.19

Point 3.19 has been reorganised and expanded as follows:

In modifiers consisting of an adverb and participle or an adverb and adjective, there is no hyphen when the adverb ends in -ly:

an occupationally exposed worker; a beautifully phrased sentence; a steeply sloping roof; an impossibly complex issue; a pleasantly cool breeze

This applies irrespective of the form used on the [Oxford Dictionaries Premium website](#) or on the [Oxford Learner's Dictionaries website](#):

fully automatic; fully grown; fully fashioned; fully fledged

Nor is there a hyphen when *ever* is followed by a comparative adjective:

ever closer union; ever greater understanding

But note that other compound modifiers formed with *ever* are hyphenated:

ever-loving family; ever-faithful dog

With other adverbs too, a hyphen is usually required:

a well-known problem; the above-mentioned report; a deep-rooted fear (*but* a deeply held belief); a close-fought match (*but* a closely fought match)

Some compound adjectives take a hyphen even when used predicatively:

We need a solution that is cost-effective.

All of the company's products are cruelty-free.

You would be ill-advised to ignore our concerns.

Check the example sentences on the [Oxford Dictionaries Premium website](#) or on the [Oxford Learner's Dictionaries website](#) to see which compounds are hyphenated in this way.

Hyphenated constructions – 4.22

The following paragraph has been added to point 4.22:

In titles containing a hyphenated compound, it is acceptable to capitalise either only the first element (unless the second element is a proper noun) or both elements:

Mind-bending Conundrums and Puzzles or *Mind-Bending Conundrums and Puzzles*

Anti-corruption Measures in South-Eastern Europe or *Anti-Corruption Measures in South-Eastern Europe*

but

Anti-American Sentiment in Post-Soviet Russia

In the names of organisations containing a hyphenated term, both approaches are also acceptable. If an organisation has an official name in English, however, its own practice should be followed:

European Anti-Fraud Office

International Agri-Food Network

Organisation for Economic Co-operation and Development

Court of Justice of the European Union – 20.27 to 20.29

Points 20.27 to 20.29 have been overhauled to bring them up to date.

Country Compendium – Czechia

‘Městský soud’ (Municipal Court) has been added to the table of judicial bodies.

Country Compendium – France

‘Tribunal de proximité’ (Local Court) and ‘Tribunal judiciaire’ (Ordinary Court) have been added to the table of judicial bodies.

Country Compendium – Latvia

‘Rīgas pilsētas tiesa’ (Riga City Court) has been added to the table of judicial bodies.

Country Compendium – Slovakia

‘Mestský súd’ (Municipal Court) has been added to the table of judicial bodies.

Changes made in May 2023

Phrasal verbs – 3.24

Phrasal verbs. Noun forms of phrasal verbs (a verb combined with a particle, usually an adverb or preposition) are often hyphenated or written as single words. As a general rule, the form used on the [Oxford Dictionaries Premium website](#) or on the [Oxford Learner’s Dictionaries website](#) should be followed (e.g. *handout*, *takeover*, *comeback*, *backup* but *follow-up*, *run-up*, *spin-off*).

The verb forms are always written as separate words: *hand out*, *take over*, *come back*, *back up*, *follow up*, *run up*, *spin off*.

Participle forms of phrasal verbs are generally hyphenated when used attributively as adjectives: *cooling-off period*, *warming-up exercise*, *knocked-down prices*, *worn-out shoes*.

References to EU legislation – 4.9

References to EU legislation. Write *Regulation*, *Decision* and *Directive* with capitals if they are followed by a number or refer to specific acts (e.g. ‘For the purpose of this Regulation, the following definitions apply.’) Write *Annex*, *Appendix* and *Article* with capitals if they are followed by a number or if the act in question contains only one annex, appendix or article (e.g. ‘the Annex to this Decision’ but ‘the Directive and its articles’). Use lower case for references to regulations, directives, etc. in a generalised sense and when referring to proposed legislation (e.g. draft regulation, proposal for a directive on ...).

Changes made in February 2023

Figures or words – 6.1

The rule that numbers greater than nine are written as figures is not always followed in names or titles, e.g. the Thirty Years War, *One Thousand and One Nights*.

In the future or in future – 10.6

Use *in the future* to mean ‘at an unspecified later time’ and *in future* to mean ‘from now on’:

In the future, we will store all information in an electronic cloud and there will be no such thing as email.

In future, please submit reports in electronic form only. Hard-copy reports are no longer accepted.

Note that US English makes no such distinction and uses *in the future* for both meanings.

References – 21.2

References to the Official Journal may take the following forms:

Long form

Official Journal of the European Union (in italics)

This form is used in the main body of the text of EU legislation.

NB: For publications up to and including 31 January 2003, reference should be made to the *Official Journal of the European Communities*.

Short form

Official Journal (not in italics)

This form is used in footnotes where no Official Journal number is given, e.g.:

⁽¹⁾ See page ... of this Official Journal.

⁽¹⁾ Not yet published in the Official Journal.

It may also be used in less formal texts, such as correspondence referring to the Official Journal.

Abbreviated form

OJ L 222, 20.8.2008, p. 1.

OJ C 48 A, 24.2.2005.

This form is used whenever the Official Journal number is cited.

Where page numbers are included with this form, note that only the starting page should be given and not the full page range. Page references following an oblique stroke (e.g. L 222/1) are used only in page headings of the Official Journal itself and should be avoided in all other contexts.

Country Compendium – Italy

The ‘National government’ table has been updated with a link to the list of representatives of the governments of the Member States on [EUWhoiswho](#).

Changes made in January 2023

Country Compendium – Italy

The ‘National government’, ‘Regional and local government’ and ‘Other bodies’ tables have been updated.

Country Compendium – Poland

In the ‘Legal professions and related terms’ table, the translation of ‘asesor sądowy’ has been changed to ‘trainee judge’.

Changes made in November 2022

Full stop – 2.2

All footnotes end with a full stop. The exception for those consisting solely of an internet or email address has been removed.

Ordinal numbers – 6.2

The example ‘9th century’ has been deleted to remove an implicit inconsistency in the treatment of cardinal and ordinal numbers.

Time – 6.26

The 24-hour system is preferred, but in less formal registers you may use the 12-hour system with a.m. and p.m.

24-hour system

Use leading zeros and a colon, e.g. 09:30. In some cases, the seconds are also indicated, e.g. 09:30:05.

The full hour is written with zero minutes: 12:00 (midday), 14:00. Midnight may be written as either 00:00 (beginning of the given date) or 24:00 (end of the given date), i.e. 24:00 of one day is the same time as 00:00 of the following one.

12-hour system

Use a point and avoid leading zeros (e.g. 9.00, not 09.00).

Write 2 p.m., 2 o’clock or 2.30 p.m., but not 2.00 p.m.

‘Midday/noon’ and ‘midnight’ should be used in preference to 12 p.m. and 12 a.m.

In English, times are not followed by h or hrs in either the 24 or the 12-hour system.

The euro – 8.5

The invariable plural form ‘cent’ is preferred and is compulsory in legal acts:

The project was granted funding of fifty thousand euro and fifty cent.

Changes made in October 2022

Country Compendium – Türkiye

The entry for Türkiye has been updated to take account of the fact that its full official name is now ‘Republic of Türkiye’ and the short form is now ‘Türkiye’.

Changes made in September 2022

Spelling – 3

All references to *Oxford’s English dictionary on Lexico* have been deleted following the website’s closure. They have been replaced with references to the [Oxford Learner’s Dictionaries website](#) (free access) and the [Oxford Dictionaries Premium website](#) (subscription required).

Country Compendium – Ireland

The following sentence has been added to the paragraph on the parliament and government:

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.

Country Compendium – Italy

The entry for Italy has been comprehensively overhauled, with the addition of new sections on national government, regional and local government, the public prosecution service, police and law enforcement, and other bodies.

Country Compendium – Latvia

‘Augstākās tiesas Krimināllietu tiesu palāta’, ‘Augstākās tiesas Civillietu tiesu palāta’, ‘Augstākās tiesas Senāts’, ‘Augstākās tiesas Senāta Civillietu departaments’, ‘Augstākās tiesas Senāta Krimināllietu departaments’, ‘Augstākās tiesas Senāta Administratīvo lietu departaments’ and ‘Augstākās tiesas Senāta nodaļa’ have been added to the table of judicial bodies.

Changes made in July 2022

Names of measurement units – 7.20

Names of basic and derived units of measurement are separated from preceding figures by a hard space.

Lists – 11.1

Note that the automatic numbering function should not be used for lists of lettered points that include non-English characters or are based on another alphabet, e.g. when translating national legislation (see 23.15).

Inclusive language – 15.1

‘Themselves’ has been added to the examples of pronouns used to refer to a non-binary person and ‘themselves’ to those used, in current usage, to refer back to a singular noun.

National legislation – 23.15

If a list of lettered points omits letters because they do not exist in the source language (e.g. ‘j’ and ‘k’ are not used in Italian), or uses non-English letters such as ‘ñ’, the translation must do the same. However, note that for Greek and Bulgarian the conversion tables in Annex 3 and Annex 5, respectively, should be used.

Country Compendium – Hungary

A new section has been added on referring to subdivisions of legislative acts.

Changes made in June 2022

Country Compendium – Ukraine

A new entry has been added to the Country Compendium for Ukraine.

Changes made in May 2022

Graphics, tables and cross references – 4.14

Subchapter (Subchap.), *Division (Div.)* and *Subsection (Subsect.)* have been added to the list of words that have an initial capital when they are followed by a numeral, while *subparagraph* has been added to the list of words that are not capitalised.

Forms of address – Annex 7

A letter addressed to a member of the judiciary should start with ‘Dear Judge’ or, if applicable, a more specific title (e.g. ‘Dear President’ or ‘Dear Chief Justice’).

Country Compendium – Latvia

‘Valstspilsēta’ (city) and ‘novadu pilsēta’ (town) have been added to the table of administrative divisions.

Country Compendium – Iceland

The Iceland section has been updated. It now includes a link to the [English section](#) of the Althingi website, advice on how to deal with postal addresses and guidance on how to translate ‘sveitarstjórn’ (municipal council), ‘bæjarstjórn’ (town council), ‘Borgarstjórn Reykjavíkur’ (Reykjavik City Council) and their respective heads. ‘Lagafrumvarp’ (bill) and ‘Þingsályktun’ (parliamentary resolution) have been added to the table of legal instruments, and the table of government ministries has been updated.

Changes made in March 2022

Short forms – 4.7

When deciding whether to capitalise or not, it is useful to draw a distinction between:

- ◆ writing out official titles in full; and
- ◆ using a short form.

Using a short form of the official title can make a text more readable by not spelling out the full title every time it appears in the text. Authors often use this device quite naturally and without thinking, but often capitalise the short form unnecessarily. This is particularly common when authors refer back to the names of EU and national strategies, programmes, action plans, etc., which often have their origin in the title of a published document. Do not use initial capitals when referring back to titles or documents in this way (even if the form you are using is not much shorter than the original title):

The evaluation guidelines

Slovakia’s 2013–2020 social protection programme

the 2020 action plan implementing the 2013-2022 medicines strategy

For further examples of short forms see 4.5 and 4.6 above.

The degree of formality of a text can also influence the choice of upper or lower case. You can write *the Latvian government*, *the Spanish environment ministry*, *the German and Swedish agriculture ministers*, etc., except:

- ◆ when using (a translation of) the full formal title (see 5.10);

- ◆ in the expression ‘Heads of State or Government’ (see 4.16);
- ◆ in diplomatic correspondence (see Annex 7).

The use of lower case in short forms should not introduce ambiguity. For example, an initial capital may be needed to avoid confusion between *the Funds* in reference to specific EU funds like the European Social Fund and *the funds* as amounts of money in a more general sense.

Generic descriptions – 4.8

While the full official name of a body always takes initial capitals, generic descriptions such as *national regulatory authority*, *managing authority*, *certifying authority*, *intermediate body* or *auditing authority* do not.

Names of bodies – 5.9

In *legal acts* (i.e. any text where the English will have legal force), always use a body’s official name:

This Decision is addressed to Federazione Dottori Commercialisti.

Logistik GmbH and CargoCo s.à.r.l. have infringed Article 101 TFEU.

Names in a non-Latin alphabet should be transliterated (and not translated):

Dimosia Epichirisi Ilektrismou AE (DEI) (*rather than* Public Power Corporation SA (PPC))

Mathematical expressions – 7.12

Mathematical expressions may be either in-line (embedded in the surrounding text) or displayed (presented on a separate line). In both cases, they are grammatically part of the text in which they appear. They should be punctuated accordingly and be as clear and grammatical as any other type of text.

Mathematical symbols – 7.13

Mathematical symbols. Always use the correct character for mathematical symbols. For example, do not use an ‘en’ dash as a minus sign or a letter ‘x’ as a multiplication sign, as these can make equations inaccessible to people using screen readers.

There should be a hard space between the symbol and the number, thus:

$$10 \div 5 = 2$$

$$10 - 11 = -1$$

The minus sign should normally be followed by a hard space (see [Section 6.4](#) of the *Interinstitutional Style Guide*), but when expressing a negative value in a mathematical equation, it should be closed up to the following figure to avoid confusion (as in the example above).

Negative currency values – 8.2

Where a minus sign is used to express a negative amount, it precedes the currency abbreviation or symbol and is followed by a hard space:

– EUR 240

– €240

People or persons – 10.17

People or *persons*. *People* is the standard plural form of *person* and will be appropriate in most contexts. *Persons* is a variant form encountered in a formal register and in certain set expressions, such as *legal person* (where the *person* in question may be a company or other entity, as opposed to a *natural person*, i.e. a human being), and official texts, e.g. the UN Convention on the Rights of Persons with Disabilities. *Persons* is also used in preference to *people* on official signs indicating prohibitions or restrictions, e.g. *No persons under 18 admitted*, *No unauthorised persons beyond this point* and *Maximum eight persons [allowed in this lift]*.

Country Compendium – Malta

A paragraph has been added explaining the concepts of *national language* and *official language*, as laid down in the Constitution.

Changes made in January 2022

Ireland – 23.11

The following point 23.11 has been deleted:

Note that the qualifier *Éireann* is not needed when referring to *the Dáil* or *the Seanad*.

International organisations whose names do not follow our standard spelling rules – Annex 1

‘International Union of Forest Research Organizations’ has been added to Annex 1.

Country Compendium – Belgium

The recommended translation of *Chambre des Représentants/Kamer van volksvertegenwoordigers* has been changed to *the Chamber of Representatives* and the table of judicial bodies has been updated.

Country Compendium – Ireland

The following sentence has been added to the paragraph on the Irish Parliament: 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*.

Country Compendium – Lithuania

The section on ‘Law gazettes, official gazettes and official journals’ has been updated to take account of the fact that the *Valstybės žinios* (Official Gazette) has been superseded and replaced by the *Teisės aktų registras* (Register of Legal Acts).

Changes made in November 2021

Compound words and hyphens – 3.18

The following example has been added to the list of examples in the first paragraph: e-learning.

Country Compendium – Hungary

The section on ‘Other points to note when translating from Hungarian to English’ has been updated and a new paragraph has been added on ‘Not repeating the opening salutation’.

Changes made in October 2021

Nouns ending in -s – 2.39

The following example has been added to the list of examples in 2.39:

Cyprus’s recovery and resilience plan

Compound words and hyphens – 3.21

The following two examples have been added to the list of examples in 3.21:

to meet face to face, *but* face-to-face meeting

service provided free of charge, *but* free-of-charge help

Mx – 5.4

The most common title for non-binary people is *Mx*. Use this unless you know that the person concerned prefers otherwise. Note that unlike singular *they*, *Mx* cannot be used to indicate that you are uncertain of a person’s gender (in which case it is better to use no title).

Addresses – 5.32

With the exception of the name of the country, which should be translated and written all in upper case, postal addresses should be reproduced in the original language (but transliterated if they are in a non-Latin alphabet). Thus:

‘B.P.’ (boîte postale) should *not* be changed to ‘P.O. Box’.

‘Straße’ should *not* be changed to ‘Strasse’.

‘Den Haag’ should *not* be changed to ‘The Hague’.

For the presentation of addresses on envelopes and in EU publications, see [Section 9.1](#) of the *Interinstitutional Style Guide*.

Latin abbreviations and phrases – 9.3

Latin phrases are never hyphenated, regardless of whether they are used adjectivally (e.g. *ad hoc* meeting, *ex post* check) or adverbially (e.g. statutory days are calculated *pro rata* for part-time staff). (See also [3.21](#) on the hyphenation of phrases treated as compounds.)

Grape varieties – 16.4

Grape varieties. Many grape varieties are technically cultivars. When writing in a horticultural context, follow the rule set out in [16.1](#) (e.g. *Vitis vinifera* ‘Pinot Noir’). However, in the context of wine and winegrowing, grape varieties are usually referred to without giving the genus and species, in which case the grape variety should be written with initial capitals but without quotation marks:

Busuioacă de Bohotin

Cabernet Sauvignon

Gewürztraminer

Pinot Noir

Zinfandel

International organisations whose names do not follow our standard spelling rules – Annex 1

‘International Sugar Organization’ and ‘United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic’ have been added to Annex 1.

Country Compendium – Hungary

A new section on ‘Other points to note when translating from Hungarian to English’ has been added.

Country Compendium – Netherlands

In the table of legal instruments, the agreed translation of ‘algemene maatregel van bestuur’ has been changed to ‘order in council’ (preferred) or ‘general administrative order’.

Changes made in July 2021

Personal names – 5.2

The German *ß* may be replaced with *ss*, e.g. Clauss, if the person in question has expressed a preference for that spelling or spells their own name that way.

Changes made in May 2021

Pronominal adverbs – 10.3

Pronominal adverbs are generally used to replace a preposition + pronoun phrase. For example:

herewith → with this

thereto → to that

whereby → by which

Some pronominal adverbs, such as *whereby*, *thereby* and *thereafter*, continue to be used in standard English.

Some, such as *thereof*, *thereto*, *herein*, *herewith* and *hereinafter*, are still used in legal contexts, including in legislative acts. Examples of good usage include:

Having regard to the Treaty on the Functioning of the European Union, and in particular Article 292 thereof,

The contractor shall achieve the outcomes and targets set out in this agreement and in accordance with the provisions contained herein.

The Aarhus Convention provides for public participation in decisions on the specific activities listed in Annex I thereto.

Others, such as *heretofore*, *hereunder* and *wherefore*, have become archaic or overly formal and a more widely used alternative should be preferred. For example:

heretofore → previously, hitherto *or* until now

hereunder → below *or* under the terms of this document

wherefore → for which, on account of which, and therefore, for which purpose *or* why

When using pronominal adverbs, bear the following points in mind: *here-* adverbs should preferably be used only where they specifically refer to ‘the present text’, as for example in *hereto attached* or *herein described*; *hereinafter* means ‘from this point onwards within this text’ whereas *hereafter* means ‘from now on in terms of time’; *therefor* without a final ‘e’ means ‘for that (purpose)’; *therefore* with a final ‘e’ is a conjunctive adverb meaning ‘accordingly’, ‘as a result’.

Note that a handful of pronominal adverbs also have noun forms that continue to be used in standard English, even if in some cases the adverb itself is considered archaic. For example, *the hereafter*, *the wherewithal*.

The causal adverbs *hence* and *thus* – 10.4

The causal adverbs hence and thus, though also formal, are widely used. Both *hence* and *thus* are used to link two phrases and indicate that the second phrase is a result or consequence of the first.

Hence may be used in conjunction with a noun in isolation:

The sampling was carried out off-season, hence the lower readings.

while *thus* introduces a full phrase:

We will help authorities correct market distortions, thus responding to concerns raised by stakeholders and preventing disputes.

Note that in the second example the use of *thus* makes this consequential relationship clear. (Consider the change in meaning if *by*, *while* or no adverb had been used.)

Inclusive language – 15

These guidelines concern the drafting, editing and translation of text for publication. When translating material for information purposes, translators should use their best judgement about how to convey the author’s intentions. If the text includes offensive language, it is usually better to refer to its use than to translate it directly.

Gender-neutral language – 15.1

If the text clearly refers to a specific individual on a particular occasion, and you know the gender of the person concerned, use a gender-specific pronoun (please note that this may be ‘they/them’ used in a singular sense):

[...]

Toryn Glavin, trans engagement manager at LGBT charity Stonewall, said: ‘We’re delighted that Sam Smith feels able to speak openly about their gender identity, and their visibility will have a huge impact on many non-binary people.’

Gender-neutral language – 15.1

The use of ‘he or she’ is no longer recommended as a gender-neutral alternative.

Other aspects of inclusive language – 15.3

Deadnaming transgender people (i.e. referring to them by the name they were given at birth, rather than the name they themselves currently use) is disrespectful and is to be avoided. Likewise, use the third-person pronouns used by the person in question (see also the section on pronouns in 15.1).

International organisations whose names do not follow our standard spelling rules – Annex 1

‘International Organisation for Standardization’, ‘North Atlantic Treaty Organization’ and ‘International Organization for Succulent Plant Study’ have been added to Annex 1.

Changes made in April 2021

Grouping of thousands – 6.5

Thousands are separated by a hard space. Separation by a comma is allowed only in stand-alone graphics and infographics, popular works, promotional publications, press releases and audiovisual products and when writing for the web. For tables and graphics embedded in documents, thousands should be separated by a hard space.

Currency abbreviations and symbols – 8.1

When the monetary unit is accompanied by an amount, use the ISO code (compulsory in legal acts). In graphics and infographics, popular works, promotional publications, press releases and audiovisual products and when writing for the web, the currency symbol (€, \$, etc.) should be used.

Changes made in March 2021

Country Compendium – Denmark

New advice has been added on paragraph numbers in sections of Danish legislative acts.

Changes made in January 2021

Gender-neutral language – 15.1

‘*Fishers* instead of *fishermen*’ has been added to the list of substitutes for gender-specific terms used to refer to persons working in certain occupations.

Changes made in November 2020

Adverb-adjective modifiers – 3.19

The rule that no hyphen is used in adverb-adjective modifiers when the adverb ends in -ly applies irrespective of the form used in [*Oxford’s English dictionary on Lexico*](#).
fully automatic, fully grown, fully fashioned, fully fledged

Currency abbreviations and symbols – 8.1

Where a text refers to more than one currency, not all of which have widely used symbols, use the ISO code throughout for consistency of presentation.

Gender-neutral language – 15.1

‘*Simply put, in simple terms* or *in everyday language* for *in layman’s terms*’ has been added to the list of alternatives for terms containing ‘man’ to mean people of all genders.

Biological sciences – 16.1

If an author citation (the first person(s) to publish the name and description of a new species) is given, it is written in roman type and placed after all taxon names. Linnaeus is usually abbreviated to ‘L.’:

Goniocidaris florigena Agassiz

Rosa gallica var. *versicolor* L.

Pyropia yezoensis f. *narawaensis* N. Kikuchi & al.

See also the [International Code of Nomenclature for algae, fungi, and plants](#), the [International Code of Zoological Nomenclature](#) and the [International Code of Nomenclature of Prokaryotes](#).

Forms of address – Annex 7

In private correspondence, it is usual to address your addressee by name. In administrative correspondence, however, it is preferable to address your addressee with their title, if they have one – for example, as president of an organisation or association – rather than by their name, as you are addressing them as holder of that office or function, and not in a personal capacity. For example, a letter addressed to Ms Margaret Smith, President of the Locksmiths Association, would start ‘Dear President’ and not ‘Dear Ms Smith’.

Country Compendium – Poland

The geography section has been expanded and a new section has been added on local government and administration.

Changes made in September 2020

Country Compendium – Italy

‘Procura della Repubblica’ (Public Prosecutor’s Office) and ‘Tribunale del riesame’ ((Criminal) Review Court) have been added to the table of judicial bodies.

Changes made in August 2020

Personal names – 5.2

This point has been moved from the section on foreign words and phrases to the section on personal names and the following text has been added: ‘However, the German β is replaced with *ss*, e.g. Clauss.’

Country Compendium – Introduction

The following paragraph has been added: ‘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.’

Country Compendium – Belgium

In the section on cities, towns and municipalities, a link has been added to Wikipedia’s list of [‘Names of Belgian places in other languages’](#).

Country Compendium – Lithuania

In the section on cities, a link has been added to Wikipedia’s list of [‘Names of Lithuanian places in other languages’](#).

Changes made in July 2020

Grouping of thousands – 6.5

Thousands are separated by a hard space. Separation by a comma is allowed only in press releases, webpages, infographics and audiovisual products. For tables and graphics embedded in documents, thousands should be separated by a hard space.

Percentages – 6.11

With figures, use the per cent sign (%), closed up to the figure, e.g. 25%. However, in official (legal and non-legal) publications, a hard space is added automatically before the percentage symbol in accordance with the relevant ISO standard.

Writing acronyms – 7.3

COVID-19 has been added to the list of examples.

Writing initialisms – 7.4

Initialisms are usually written in capitals, whatever their length, and usually take no points. An exception to this rule is no longer made for the names of countries which themselves follow a different practice.

Currency abbreviations and symbols – 8.1

When the monetary unit is accompanied by an amount, use either the ISO code or the currency symbol, if a symbol is in use and if you can reproduce it easily. The ISO code is compulsory in all legal texts. In graphics, popular works, promotional publications and press releases, the currency symbol (€, \$, etc.) should be used.

International organisations – 25.10

Most have a website in English where you can find their English name. Use the organisation’s own spelling, e.g. *World Health Organization*. Those organisations whose names do not follow our standard spelling rules are listed in Annex 1. Other sources (especially for defunct or inactive organisations without a website) include IATE and *The Yearbook of International Organizations*.

Country Compendium – Greece

The English translation of *Στερεά Ελλάδα* (*Stereia Ellada*) has been changed to *Central Greece*, with the following note: make 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* (*Stereia 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 (Stereia Ellada)*.

Changes made in May 2020

Publications – 4.9

For long titles and all subtitles use a capital only on the first word, on any proper nouns and on any adjectives formed from proper nouns.

Headings and subheadings – 4.10

All headings and subheadings within a document take a capital only on the first word, on any proper nouns and on any adjectives formed from proper nouns.

Changes made in April 2020

Country Compendium – Finland

The table of NUTS regions has been updated to include the following translations *Southwest Finland* (for *Varsinais-Suomi*), *South Savo* (for *Etelä-Savo*) and *North Savo* (for *Pohjois-Savo*).

Markkinaoikeus has been added to the table of judicial bodies and *maistraatti* and *markkinatuomioistuin* have been added to the table of former judicial bodies.

Country Compendium – Iceland

The table of NUTS regions has been updated to include the following translations *Capital Region* (for *Höfuðborgarsvæði*) and *Rest of Iceland* (for *Landsbyggð*).

A new section on ‘Law gazettes, official gazettes and official journals’ has been added.

Changes made in February 2020

Ranges – 3.31

Either ‘en’ dashes or hyphens can be used to replace ‘to’ in a range, e.g. 2015–2019.

Changes made in January 2020

Dashes – 2.16 and 2.17

The advice on the use of ‘en’ and ‘em’ dashes has changed and is now as follows:

2.16 Short (or ‘en’) dashes may be used to punctuate a sentence instead of commas (see 2.13) or round brackets (see 2.18). They increase the contrast or emphasis of the text thus set off. However, use sparingly; use no more than one in a sentence, or – if used with inserted phrases – one set of paired dashes. Avoid using dashes in legislation.

When citing titles of publications or documents, use a short dash to separate the title from the subtitle (see also 4.9 on titles of publications).

Either ‘en’ dashes or hyphens may be used to join related or contrasting pairs (see 3.30).

In Microsoft Word, the keyboard shortcut for the ‘en’ dash is Ctrl + - (on the numeric keypad).

2.17 Long (or ‘em’) dashes can be used as bullet points in lists (see 11).

In Microsoft Word, the keyboard shortcut for the ‘em’ dash is Alt + Ctrl + - (on the numeric keypad).

Changes made in December 2019

Country Compendium – Austria

A new section on ‘Law gazettes, official gazettes and official journals’ has been added.

Country Compendium – Cyprus

Use the traditional English names for the six district capitals:

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

Country Compendium – Cyprus

A new section on ‘Law gazettes, official gazettes and official journals’ has been added.

Country Compendium – Czechia

A new section on ‘Law gazettes, official gazettes and official journals’ has been added.

Country Compendium – Finland

The table of NUTS regions has been updated to include the Swedish names.

Country Compendium – Germany

A new section on ‘Law gazettes, official gazettes and official journals’ has been added.

Country Compendium – Greece

A new section on ‘Administrative divisions’ has been added.

Country Compendium – Greece

A new section on ‘Law gazettes, official gazettes and official journals’ has been added.

Country Compendium – Hungary

A new section on ‘Law gazettes, official gazettes and official journals’ has been added.

Country Compendium – Lithuania

A new section on ‘Local government and administrative divisions’ has been added.

Country Compendium – Luxembourg

A new section on ‘Law gazettes, official gazettes and official journals’ has been added.

Country Compendium – Slovakia

A new section on ‘Law gazettes, official gazettes and official journals’ has been added.

Country Compendium – Sweden

A new section on ‘Law gazettes, official gazettes and official journals’ has been added.

Changes made in October 2019

Compound words and hyphens – 3.18

Avoid using long strings of modifiers (adjectives and/or nouns qualifying other nouns), as they can be confusing. Where the confusion cannot be resolved by the addition of a hyphen, consider using prepositions to clarify the relationship between the words:

underground mine worker safety procedures development
development of safety procedures for underground mine workers

Gender-neutral language – 15.1

Avoid word choices which may be interpreted as implying that one sex or social gender is the norm, including:

- ◆ nouns such as ‘chairman’ that appear to assume that a particular role is habitually performed by a particular sex;
- ◆ words such as ‘man-made’ that contain ‘man’ to mean both men and women;
- ◆ gender-specific pronouns for people who may be either male or female.

[...]

Words containing ‘man’. Wherever possible, use alternatives for terms containing ‘man’ to mean both men and women, such as:

- ◆ *manufactured* or *artificial* for *man-made* (but note the distinction between man-made and synthetic fibres, two categories of artificial fibre)
- ◆ *labour hours* for *man hours*
- ◆ *staff* or *human resources* for *manpower*
- ◆ *to staff* for *to man*
- ◆ *humanity* for *mankind*
- ◆ *the average person* for *the man in the street*

International organisations whose names do not follow our standard spelling rules – Annex 1

The following entry has been added to the list: European co-operation for Accreditation.

Country Compendium – Italy

A new section on ‘Law gazettes, official gazettes and official journals’ has been added, giving the following advice: when *Gazzetta Ufficiale della Repubblica Italiana*, *Gazzetta Ufficiale* or the abbreviated form *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*.

Changes made in August 2019

International organisations whose names do not follow our standard spelling rules – Annex 1

The following entry has been added to the list: European Organization for Nuclear Research.

Country Compendium – Netherlands

The Netherlands section has been comprehensively updated.

Changes made in July 2019

Introduction

A new mailbox has been created specifically for style matters, so if you have any comments or queries, please send them by email to DGT-EN-STYLE@ec.europa.eu.

Lists – 11.5

Lists where any one item consists of several complete sentences should not be introduced with a colon. This type of list is the mainstay of administrative writing. The list of points may extend over several pages, making it essential not to introduce it with an incomplete sentence or colon.

Punctuation on footnotes – 13.3

In footnotes themselves, begin the text with a capital letter (exceptions being e.g., i.e. and p.) and end it with a full stop (whether the footnote is a single word, a phrase or one or more complete sentences).

International organisations whose names do not follow our standard spelling rules – Annex 1

The following entry has been added to the list: Organization of African Unity.

Changes made in May 2019

Writing English – Part I

The following changes have been made to Part I of the *English Style Guide* to bring it into line with the new internal [Commission Style Guide](#) published in March 2019.

Titles of organisations, institutions, directorates, units, sections, office holders, committees, delegations, etc. – 4.5

Use capitals for a particular institution or person, but small letters for groups of institutions or people. Exception: references to permanent EU bodies/formations (e.g. ‘College of Commissioners’, ‘Directorates-General’, ‘Cabinets’) and to official functions within the EU institutions (e.g. ‘Members of the Commission’, ‘Directors-General’) always take a capital letter, whether in the singular or the plural.

Figures or words – 6.1

On web pages, all numbers should be written as figures.

Grouping of thousands – 6.5

Thousands are separated by a hard space in the Official Journal (e.g. 1 250 568), but by a comma in all other documents (e.g. 1,250,568).

Percentages – 6.11

The per cent sign (%) is closed up to the figure.

Initialisms – 7.2

As a general principle, initialisms are written without points. An exception is made for abbreviations of the names of countries which themselves follow a different practice, such as the U.S. (e.g. ‘Joint EU-U.S. Statement following President Juncker’s visit to the White House’).

Currency abbreviations and symbols – 8.1

When the monetary unit is accompanied by an amount, use either the ISO code or the currency symbol. The ISO code is compulsory in all legal texts. In all other texts, the currency symbol (€, \$, etc.) should be used.

The euro – 8.6

The plural of ‘euro’ is ‘euro’ (without ‘s’).

Negative currency values – 8.3

Where a minus sign is used to express a negative amount it is closed up to the currency abbreviation or symbol:

-EUR 240

-€240

Order of adjectives – 10.1

When two or more adjectives occur before a noun, the following rules apply:

An adjective expressing opinion comes before a factual or descriptive adjective:

an amazing red coat

An adjective expressing a general opinion comes before an adjective expressing a specific opinion:

nice tasty soup

Descriptive adjectives generally appear in the following order:

size – age or shape – colour – origin or nationality – material

a small wooden table

an old Russian song

a large white loaf

Nouns used as modifiers tend to come after adjectives:

a big new car factory

Forms of address – Annex 7

Annex 7 has been updated to bring it into line with the latest guidelines issued by the Protocol Service.

Country Compendium – Poland

The abbreviation ‘t.j. Dz.U. xxx’ (consolidated text, Journal of Laws [or Dz.U.] xxx) has been added to the table of terms and expressions in legislative acts.

Country Compendium – Turkey

A table of regions for statistical purposes (corresponding to NUTS) has been added to the entry for Turkey.

Changes made in February 2019

Spelling – 3.3

For international organisations, follow their own practice, e.g. *World Health Organization*. Follow the list in Annex 1 to the *English Style Guide*.

Tricky plurals – 3.15

forum	forums (fora only in relation to ancient Rome)
minimum	minima (mathematics, science)
	minimums (other contexts)

Related or contrasting pairs – 3.30

Either ‘en’ dashes or hyphens are used to join related or contrasting pairs:

the Brussels–Paris route / the Brussels-Paris route

a current–voltage graph / a current-voltage graph

the height–depth ratio / the height-depth ratio

Capitalisation – 4.3

‘Frameworks’ has been added to the list of items whose names are to be written in lower case, while ‘Energy Union’ has been removed from that list, and should now be written with initial capitals.

Capitalisation – 4.5

Names of institutions reproduced in a foreign language should retain the capitalisation of the original language, e.g. *Banque centrale du Luxembourg*. If you translate the name directly then English capitalisation rules apply, e.g. *Central Bank of Luxembourg*. Use initial capitals for official or literal translations but lower case for descriptive translations:

The Federal Constitutional Court is the German supreme court.

Capitalisation – 4.10

For long titles and subtitles use a capital only on the first word, on any proper nouns and on any adjectives formed from proper nouns:

Economic and budgetary outlook for the European Union 2017

Handbook on European law relating to asylum, borders and immigration

Likewise, titles of papers included in journals or as chapters in books, along with newspaper articles, take a capital only on the first word, on any proper nouns and on any adjectives formed from proper nouns. They are written in roman type in quotation marks.

Hyphenated constructions – 4.20

Where constructions starting with one letter followed by a hyphen appear as a heading or at the beginning of a sentence, the letter preceding the hyphen should remain in lower case, e.g. *e-Evidence* or *o-Toluidine*.

Ordinal numbers – 6.2

First, second, third, fourth, fifth, sixth, seventh, eighth, ninth (one to nine inclusive written in full), but:

10th, 11th, ... 21st, 22nd, 23rd, 24th, etc.

However, the ‘first to ninth’ rule does not always apply to ordinal numbers. For example:

5th place, 2nd edition, 9th century

but

third country, the third meeting of the committee, third party, first world, first and foremost, the second time.

In addition, in some legal documents, dates and reference to dates are written out in full:

This Directive shall enter into force on the twentieth day following that of its publication in the Official Journal of the European Union.

The thirty-first day of December, nineteen hundred and eighty-one.

Inclusive language – 15

A new section has been added on inclusive language. It includes the existing text on gender-neutral language, which becomes point 15.1, and two new points on language used to refer to people with disabilities (point 15.2) and other aspects of inclusive language (point 15.3).

International organisations whose names do not follow our standard spelling rules – Annex 1

A new Annex 1 has been added providing a list of international organisations whose names do not follow our standard spelling rules.

Changes made in December 2018

Comma – 2.11

Commas also divide adjectives in series:

moderate, stable prices

dry, fruity wine

but not if the adjectives do not form a series:

stable agricultural prices

sweet red wine

The adjectives in the first pair of examples are coordinate adjectives. They separately describe the noun that follows them. They could be inverted and/or be conjoined by ‘and’.

The adjectives in the second pair of examples are cumulative adjectives. ‘Agricultural prices’ and ‘red wine’ form a lexical unit that is described by the adjective that precedes them. They cannot be inverted and/or be conjoined by ‘and’.

Quotation marks – 2.27

Quotation marks should be curly (‘...’) rather than straight ('...').

Writing out numbers – 6.2

On rare occasions, a large number may need to be written out, e.g. in a financial document in which amounts are both presented as figures and spelled out. In such cases, the amount in words has a comma where the amount in figures has a space (e.g. after the words ‘million’ and ‘thousand’), and the conjunction ‘and’ appears before the tens or ones in each group. For example:

For EUR 672 508 323.50 write: ‘Six hundred and seventy-two million, five hundred and eight thousand, three hundred and twenty-three euros and fifty cents’.

Currencies – 8.4

If one unit is used throughout an entire table, the unit can be indicated once only, in italics and in brackets, at the top. In English texts, if the unit used for the entire table is EUR 1 million, the abbreviation *million EUR* should be used.

Adjectives and adverbs – 10.3

Only. The positioning of the adverb *only* is flexible in spoken English and in informal texts, although ambiguities can arise if it is separated from the word or phrase that it modifies.

In any text where clarity and precision are essential, it is therefore advisable to place *only* as close as possible to – in most cases immediately in front of – the word or phrase that it modifies:

The council only proposed the construction of a bypass, but did not fund or implement its construction.

The council proposed only the construction – but not the maintenance – of a bypass.

The council proposed the building only of a bypass, but not of a park-and-ride facility.

Only the council proposed the construction of a bypass; the civic society and environmental groups suggested several other congestion reduction measures.

Note that additional emphasis can in some cases be achieved by placing *only* immediately after the word or phrase that it modifies – often in the final position in a sentence. For example:

Decisions on new road infrastructure projects are to be taken by the Ministry of Transport *only*.

Conjunctions – 10.33

Take care when using ‘not only ... but also ...’ The purpose of ‘not only ... but also’ in English is to emphasise new or possibly surprising information after ‘but also’. That being the case, the first part (‘not only’) should introduce something that is already known or to be expected in the context:

A successful night for Labour saw the party gain ground not only in London but also in the South-West.

Make sure both parts of the construction are present.

If the sentence is simply expressing the idea of ‘both x and y’, i.e. two similar items, then ‘not only... but also’ should be avoided; instead, use ‘both x and y’ or even a simple ‘and’ construction.

Footnote and endnote references – 13.1

Footnote and endnote references. To achieve uniformity across language versions, the Publications Office places footnote references in brackets before punctuation (see [Section 8.1](#) of the Interinstitutional style guide).

However, when producing a word-processing document, use only the *Insert footnote/endnote* function. The reference should normally be a superscript Arabic numeral – other symbols (such as asterisks or lower-case letters) should only be used in special cases. It should be placed before any punctuation, and should not be in bold or italic (even in headings).

N.B. There is no need to insert brackets or manually reformat references to include them, as this is handled by the printers. By the same token, when translating/editing a document that is not destined for publication and follows a different convention, there is no need to change the style or position of references.

For any additional explanations at the foot of tables which are not footnotes, the use of *NB* is recommended:

NB: p.m. = token entry.

Country Compendium – Brazil

A new entry has been added to the Country Compendium for Brazil.

Country Compendium – Poland

New tables have been added for the Public Prosecution Service and for legal professions and related terms.

Changes made in October 2018

Compound words and hyphens – 3.17

Failure to insert a hyphen when it is necessary could lead to confusion or even change the meaning of the sentence:

a little-used car / a little used car

government-monitoring programme / government monitoring programme

Figures or words – 6.1

Ratios and other similar constructions have been added to the exceptions to the rule in 6.1, e.g. write: ‘2 of the 12’, *not* ‘two of the 12’.

Figures or words – 6.1

Where a sentence combines two sets of different figures, it is often clearer to use words for one and figures for the other:

Twelve of the children were over 10 and one was 9.

Dates as qualifiers – 6.23

Instead of writing ‘the 2006-2010 period’, consider omitting the word ‘period’ and simply writing ‘from 2006 to 2010’ or ‘between 2006 and 2010’.

Biological sciences – 16.1

For microorganisms, the rank ‘serovar’ is not abbreviated: *Salmonella enterica* subsp. *enterica* serovar Typhimurium, often abbreviated to *Salmonella* Typhimurium.

Country Compendium

The NUTS regions have been updated to bring them into line with recent amendments and the NUTS codes have been added.

Country Compendium – Czechia

The entry for Czechia has been updated to take account of the fact that ‘Czechia’ is now the official short form of its name.

Country Compendium – Latvia

The terms *ārējie normatīvie akti* (legislation), *iekšējie normatīvie akti* (internal rules and regulations), *primārie tiesību akti* (primary legislation) and *sekundārie tiesību akti* (secondary legislation) have been added to the table of legal instruments, and a new section has been added on government agencies and bodies.

Country Compendium – Switzerland

A new entry has been added to the Country Compendium for Switzerland.

Changes made in May 2018

Compound words and hyphens – 3.18

As a general rule, the form used on the [Oxford Dictionaries](#) website should be preferred (e.g. *end user*, *by-product*, *database*).

co-determination, co-education, pre-empt, aeroelastic, end product

Amendments: replacement, deletion, addition, insertion – 10.26

A new point 10.26 has been added on the language used when referring to amendments to legislation.

Conjunctions – 10.31

The structures following ‘both ... and ...’ or ‘either ... or ...’ should balance and mirror each other.

This applies to both full-fat and semi-skimmed milk.

or

This applies both to full-fat and to semi-skimmed milk.

(but not: This applies both to full-fat and semi-skimmed milk.)

The word *none* may take either a singular or a plural noun.

(but not: The word *none* may take either a singular or plural noun.)

The Twenty-eight (Twenty-seven, Twenty-five, Fifteen, Twelve, Ten, Nine, Six) – 17.6

If you use ‘EU-27’ to refer to the remaining Member States after Brexit, make sure there is no risk of confusion with the EU-27 before the accession of Croatia. If you need abbreviations to refer to both, use ‘EU-27brex’ for the situation post-Brexit.

Brexit – 17.7

Take care to distinguish between Brexit itself and the Brexit referendum. Since the referendum held on 23 June 2016, some people have taken to referring to events ‘since Brexit’ or ‘in the post-Brexit world’, when what they mean is ‘since the Brexit referendum’. [At the time of writing, the UK has not (yet) left the EU]. This is not only inaccurate, it is also loaded with political connotations.

Translating the titles of legislation – 23.18

Additional guidance has been given on translating the titles of non-EU legislation.

Changes made in February 2018

Compound words and hyphens – 3.18

There is no hyphen when *ever* is followed by a comparative adjective:

ever closer union

Time spans – 6.19

The word ‘inclusive’ is not added after the date, as it is superfluous in all expressions of time.

Note:

1 May 2018 to 30 April 2019 (*preferable to*: 1 May 2018-30 April 2019)

Start dates – 6.20

A new point 6.20 has been added on start dates.

End dates – 6.21

A new point 6.21 has been added on end dates.

Time limits – 6.22

A new point 6.22 has been added on time limits.

Changes made in January 2018

Country Compendium – Poland

A new section has been added on national authorities.

Country Compendium – Russia

A new entry has been added to the Country Compendium for Russia.

Changes made in December 2017

Introduction

A link has been added to the [Joint Handbook](#) for the ordinary legislative procedure.

Nouns ending in –s – 2.38

Nouns ending in -s, including proper names and abbreviations, generally form their singular possessive with -'s, just like any other nouns.

an actress's pay; Mr Jones's paper;

Helios's future is uncertain; AWACS's success

The -s after terminal *s*' now tends to be omitted only with classical and biblical names, e.g. *Odysseus' companions*, *Moses' basket*. However, this may also be an option for other nouns if the s's combination sounds awkward. Alternatively a preposition can be used.

Siemens's annual accounts => Siemens' annual accounts

Soissons's 900th anniversary => the 900th anniversary of Soissons

Gender-neutral language – 15.3

The list of alternatives to the use of gender-specific pronouns has been revised and reordered, giving more prominence to the use of ‘they/them/their/theirs’ as a gender-neutral pronoun.

Country Compendium – Iceland

The entry for Iceland has been updated and expanded.

Changes made in November 2017

Introduction

A link has been added to the [Drafters' Assistance Package](#).

Inflection of abbreviations used as verbs – 2.43

Use an apostrophe when inflecting 'abbreviation verbs' such as cc, ID, PM (personal message) and RSVP:

I'm cc'ing the Director-General.

Under the UK's Challenge 25 scheme, anyone who is over 18 but looks under 25 should be ID'd when they try to buy alcohol.

Where possible, however, it is preferable to use alternatives such as 'to put someone in copy':

I'm putting the Director-General in copy.

Under the UK's Challenge 25 scheme, anyone who is over 18 but looks under 25 should be asked for ID when they try to buy alcohol.

Changes made in August 2017

Country Compendium – Austria

In the table of judicial bodies, the recommended translation of 'Verwaltungsgerichtshof' has been changed to 'Supreme Administrative Court'.

Changes made in July 2017

Country Compendium – Czech Republic

The table of legal instruments has been updated and new tables have been added for divisions of Czech legislative acts and terms and expressions in and relating to legislative acts.

Country Compendium – Hungary

'Országos Bírói Tanács' (National Judicial Council) and 'Országos Bírósági Hivatal' (National Office for the Judiciary) have been added to the table of judicial bodies.

Country Compendium – Slovakia

The table of legal instruments has been updated and new tables have been added for divisions of Slovak legislative acts and terms and expressions in and relating to legislative acts.

Changes made in June 2017

Forward slash – 2.36

The forward slash is often used to give alternatives, as in ‘and/or’ and ‘yes/no/maybe’. It is closed up when separating single words, but is written with a space either side when one or more of the alternatives is a compound term, e.g.:

Brussels/Luxembourg
but
police car / fire engine / ambulance

Dates as qualifiers – point 6.20

When referring to a specific document or event, dates and time spans should be written exactly as they appear in the title:

HMRC Annual Report and Accounts 2015-16
Innovate Finance Global Summit 2017
Hull City of Culture 2017

Writing initialisms – point 7.4

This section has been expanded to cover Incoterms®, and the abbreviation ‘BoP’ for ‘balance of payments’ has been added to the examples.

Writing truncations – point 7.5

Note that first names should be abbreviated with a single letter only, followed by a point (*Philippe: P., Theodor: T., Ádám: Á., Łukasz: Ł.*). Multiple initials should normally be written with points and separated by a hard space³ (*J. S. Bach*). For compound first names, use both initials (*Jean-Marie: J.-M.*). See, however, 5.1.

Some Latin alphabets contain letter combinations (digraphs) which count as distinct letters: note that György is therefore abbreviated to Gy. and Zsuzsanna to Zs.

For Slavonic languages that use a Cyrillic alphabet, initials should be transliterated as shown in Annex 3. Some initials will therefore appear as two letters when transliterated (*Желю: Zh., Юруй: Yu.*).

For Greek, initials should be transliterated as shown in Annex 1 (*Θεόδωρος: Th., Χριστόφορος: Ch.*), unless it is known that the person concerned prefers otherwise. See also footnote 3 to Annex 1 (for instance, a certain Χριστόφορος might be known to use C. as his initial in English).

Chinese – point 9.8

Geographical names and other proper nouns written in Chinese characters can contain pitfalls for the unwary and there are cases where English spelling conventions and usage should take precedence over straight transliteration into

³ In Windows: Alt + 0160. In Word: Ctrl + Shift + Space.

pinyin: 呼和浩特 *Hohhot* (not *Huhehaote*), 九龙 *Kowloon* (not *Jiulong*), 高雄市 *Kaohsiung* (not *Gaoxiung*), 三菱 *Mitsubishi* (not *Sanling*).

Referring to parts of documents – point 13.7

If the part has both a number and a title which appears on a separate line, enclose the title in single quotation marks, for example:

Section 2.4 ‘Establishing common ground – what is youth work to us?’ will help you to...

In Chapter 1 ‘Preparing a process of quality development’ you will find...

Country Compendium – China

A new entry has been added to the Country Compendium for China.

Country Compendium – Finland

Links have been added to the following new glossaries and guidelines produced by the Finnish Prime Minister’s Office: [Säädösten kääntäminen englanniksi ja valtiosopimusten suomentaminen](#), [Glossary of Legislative Terms](#), [English Style Guide](#).

Country Compendium – France

A new section has been added detailing the reorganisation of the French regions with effect from 1 January 2016.

Country Compendium – Poland

The table of legal instruments has been updated and new tables have been added for subdivisions of legislative acts and terms and expressions in legislative acts.

Changes made in December 2016

Dates as qualifiers – point 6.20

The section on dates as qualifiers has been expanded to include advice on the use of date ranges with the word ‘period’.

Court of Justice of European Union – points 20.31-20.34

This section on the Court of Justice of the European Union has been reworked.

Forms of address – Annex 6

The advice on addressing the clergy in the Anglican Church has been amended to bring it into line with [Crockford’s Clerical Directory](#).

Country Compendium – Luxembourg

Conseil d’état/Council of State added to the table of Judicial bodies.

Changes made in October 2016

Country Compendium – Czech Republic

Optional short form: *Czechia*

In the absence of agreement on the use of a short form *Czech Republic*, the long form, has conventionally been used as the name of the country in all contexts. However, in May 2016 the Czech Government approved a short name for the country in each of the official languages of the United Nations and notified the UN accordingly for inclusion in the UNTERM database (United Nations Terminology Database) and the UNGEGN database (United Nations Group of Experts on Geographical Names). The short forms are as follows: *Czechia* in English, *Tchéquie* in French, *Chequia* in Spanish, *Чехия* in Russian, 捷克 in Chinese and التشيك in Arabic. *Czechia* is the English translation of *Česko*, the short name of the country in Czech (cf. *Čechy*, which means Bohemia). The position of the Czech Government is that use of the form *Czechia* is optional but recommended in informal contexts where it is not necessary to use the full political name, such as at sports events, in advertising and so on.

Country Compendium – Spain

In English, *Castilla y León* should be written as *Castile and Leon*.

Changes made in June 2016

Non-SI units of measurement – point 7.23.

Addition of *stremmata* as the plural form of *stremma*.

Country Compendium – Slovakia

Adjective: Slovak.

Changes made in May 2016

British spelling – point 3.1.

As a general rule, the first spelling given on the [Oxford Dictionaries](#) website should be followed. The link to Oxford Dictionaries Online replaces the previous advice to refer to the Concise Oxford English Dictionary.

Changes made in March 2016

So-called – point 2.34

So-called. Do not place the word or phrase qualified by ‘so-called’ in quotation marks. Altogether it is best to avoid using ‘so-called’ because it is ambiguous in English: very often it has negative connotations, suggesting that the writer regards the term in question with anything ranging from mild disapproval to downright contempt. Use ‘so-called’ only where this is indeed the intended meaning:

These are challenges that so-called primitive peoples often manage better than us.

The so-called science of poll-taking is not a science at all but mere necromancy.

Some say the so-called European Parliament is a travesty of democracy ...

Foreign-language expressions such as *sogennant*, *takzvaný* or *cosiddetto* usually simply mean ‘this is what we call it’. In that case they can be left untranslated. If the term in question is unusual or likely to be unfamiliar to the reader, you may place it in quotation marks or use a phrase such as ‘what is known as’:

The resulting waste or ‘tailings’ often contaminate the groundwater.

The resulting waste, known as tailings, is often a source of water contamination.

Government ministers and senior officials – point 5.5

Government ministers and senior officials. When translating into English, write ‘Minister for...’ but ‘Ministry of...’. In formal texts, use the translations given in [EUWhoiswho](#) for representatives of the governments of EU Member States who regularly take part in Council meetings. Abbreviated forms may be used in informal texts (e.g. ‘Foreign Minister’ for ‘Minister for Foreign Affairs’).

Compass points – point 5.29

Compass points. Adjectival forms are not capitalised unless they form part of a proper name, e.g. an administrative or political unit or a distinct regional entity. Hence *southern Africa, northern France, eastern Europe* but *South Africa, Northern Ireland, East Indies*. Noun forms are capitalised when they refer to geopolitical concepts (*the West, the East*) or geographical concepts (*the North of England, the South of France*), but not otherwise (*the sun rises in the east and sets in the west*). Compass bearings are abbreviated without a point (54° E).

Compound compass points follow the same rule and are hyphenated, hence *south-eastern Europe* but *the North-West Passage, the North-East [of England, for instance]*; they are always abbreviated as capitals without points (NW France)

The bulletin – point 21.6

Bulletin. The [Bulletin](#) was a digest of the EEC/EC/EU’s activities, generally published monthly. The first issue covered September-December 1958 and the last July-August 2009. Electronic versions are available from 1996 onwards. A supplement was also issued on major topics and events. Should you come across references, they take the form:

Bull. 9-1980, point 1.3.4; Bull. 7/8-1995, point 1.1.6

Supplement 5/79 – Bull.

Country Compendium – Denmark

The recommended form has been changed from ‘the Faeroes’ to ‘the Faroe Islands’ (short form: Faroes; adjective: Faroese).

Changes made in January 2016

Publications – point 4.10

This point has been amended to cover both printed and electronic publications. The list of examples has been added to, and specific advice is given on referring to the Official Journal.

State or state – point 4.14

The exceptions to the general rule to use lower case have been further clarified and explained.

Verbs: Usage in Legal Texts – points 10.19-10.27

This section has been revised, and the title has been changed from ‘Verbs in legislation’ to ‘Verbs: Usage in Legal Texts’.

Verbs: The -ing Form and the Possessive – point 10.29

This section has been revised, and the title has been changed from ‘The Gerund and the Possessive’ to ‘Verbs: The –ing Form and the Possessive’.

Names of Commission departments – point 20.6

The Publications Office has been moved from this paragraph to the new section on interinstitutional bodies.

Court of Justice of the European Union – points 20.27-20.30

This section has been amended to take account of the reforms currently under way.

European Court of Auditors – points 20.34 and 20.35

The section on the European Court of Auditors has been updated.

Interinstitutional Bodies – point 20.43

A new section has been added on interinstitutional bodies.

Multiannual financial framework – point 22.2

The paragraph on the multiannual financial framework has been updated.

Budget – points 22.3-22.6

The section on the budget has been updated.

Country Compendium – Finland

The link to the [list of Swedish place names and their Finnish equivalents](#) maintained by the Research Institute for the Languages of Finland has been updated and a new link has been added to their [list of Finnish place names and their Swedish equivalents](#).

Country Compendium – Sweden

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.

Changes made in December 2015

Country Compendium – France

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).

Country Compendium – France

The overseas department of *Mayotte* has been added to the table of French regions.

Country Compendium – Spain

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’).

Changes made in August 2015

Capitalisation – Chapter 4

The section on capitalisation has been moved from the chapter on spelling to become a chapter in its own right. The surrounding chapters have been reorganised as follows: Punctuation, Spelling, Capitalisation, Names and Titles, Numbers, etc.

Serial numbers – point 6.6

A new section on serial numbers has been added to the chapter on numbers.

OJ footnote references – point 21.3

Note that only the starting page should be given and not the full page range.

Conversion table for Greek serial numbering – Annex 2

A new Annex 2 has been added, containing a conversion table for Greek serial numbering. It follows the transliteration table for Greek (Annex 1).

Conversion table for Bulgarian serial numbering – Annex 4

A new Annex 4 has been added, containing a conversion table for Bulgarian serial numbering. It follows the transliteration table for Cyrillic, which now becomes Annex 3.

Conversion table for numbering of inserted articles – Annex 5

A new Annex 5 has been added, containing a table showing the equivalence between the Latin ordinal numbering system (bis, ter, quater, quinquies, etc.) used for inserted articles in some languages and the alphabetical system (a, b, c, d, etc.) used in English. It precedes the annex on forms of address, which now becomes Annex 6.

Changes made in May 2015

Graphics, tables and cross references – point 2.28

Figure (Fig.), Number (No), Volume (Vol.), Part, Chapter (Chap.), Section (Sect.), Article (Art.) and Table should always have an initial capital when followed by a numeral; conversely, *page, paragraph, footnote, point* and *line* should not be capitalised. In running text the abbreviations shown above should be spelt out:

page 250

as shown in Figure 5

refer to footnote 6

see also the following chapter/section

For references to parts of documents or legal acts, see also 11.7.

Referring to parts of documents – points 11.7

When referring to parts of documents which only have a number or title, use an appropriate term, e.g. part, section or point, to refer to them or simply use the number or title, for example:

See [point] 6.4 below

See [the section on] *The sexual life of the camel* on page 21

See [Section] 4.2.1

For the use of initial capitals see 2.28.

Names and Titles – Chapter 12

The section on geographical names has been moved from the chapter on spelling to the chapter on names and titles and the following new section has been added on names of ships, aircraft and vehicles:

Names of ships, aircraft and vehicles are written in italics:

the *Cutty Sark*

HMS *Beagle*

the SS *Normandie*

The Spirit of St Louis

The Flying Scotsman

Country Compendium – Ireland

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.

Changes made in April 2015

Writing English – Part I

Part I has been updated to bring it into line with the revised text of Part Four of the [Interinstitutional style guide](#). The main changes are as follows:

Spelling – point 2.12. *Judgment* is used in legal contexts, *judgement* in all other contexts.

Compound words and hyphens – point 2.67. Hyphens are used to join coordinate or contrasting pairs.

Compound words and hyphens – point 2.68. Hyphens can be used to replace the word ‘to’ in a range, e.g. 2010-2014.

Dashes – point 3.17. This section no longer makes a distinction between two different dashes (‘en’ and ‘em’ dashes). The functions previously performed by the ‘en’ dash are now performed by the hyphen (see above). The functions of the ‘em’ dash remain unchanged.

Forward slash – point 3.37. Addition of a new section on the forward slash.

Hard versus thin spaces. The Style Guide no longer recommends the use of thin spaces. Hard spaces should be used instead.

Time spans – point 4.19. The century should now be repeated in time spans, e.g. 2010-2015.

Time – point 4.21. Times should now be written with a point (not a colon), for both the 24-hour system and the 12-hour system, e.g. 17.30 or 5.30 p.m.

Gender-neutral language – section 14. This section has been expanded to include additional tips.

Changes made in March 2015

Country Compendium – Denmark

Wadden Sea has been added as the recommended translation of *Vadehavet*, and the tables of judicial bodies and legal instruments have been updated.

Changes made in February 2015

Numbering of acts – points 18.7-18.17

This section has been updated to take account of the new numbering format for documents published in the ‘L’ series of the Official Journal since 1 January 2015.

Country Compendium – Belgium

‘Strafuitvoeringsrechtbank’/‘tribunal de l’application des peines’ (‘sentence implementation court’) has been added to the table of judicial bodies.

Country Compendium – Ireland

A link has been added to the [Placenames Database of Ireland](#).

Country Compendium – Netherlands

Write *IJsselmeer* (not *Ij-* or *Y-*).

Changes made in December 2014

Citation of cases – point 19.32

This section has been updated to take account of the new method of citing European case-law on the basis of the European Case-Law Identifier (ECLI).

Country Compendium – Austria and Germany

A footnote has been added to the tables of legal instruments giving additional advice on how to translate the term ‘(Rechts)verordnung’.

Country Compendium – Netherlands

The advice on how to refer to the Dutch Parliament has been updated.

Changes made in October 2014

Abbreviations – point 5.8

While an abbreviation ending in ‘S’ should also take an ‘s’ for the plural form, e.g. SOSs, this may look clumsy if used frequently within the same text. In such cases, one possibility is to allow the abbreviation to stand for both the singular and the plural form, e.g. PES (public employment service(s)) or RES (renewable energy source(s)), though care should always be taken to avoid ambiguity and the full plural term may be preferable.

Abbreviations – point 5.11

Article may be abbreviated to *Art.* and *Member State* to *MS* in footnotes or tables, but this should be avoided in running text.

Currencies – Section 6

The text on currencies has been moved from Part II to Part I of the Guide, with the addition of a new Section 6 dealing specifically with currencies. Subsequent sections have been renumbered accordingly and the following change has been made to what is now point 6.2:

The currency abbreviation precedes the amount and is followed by a hard space:

EUR 2 400; USD 2 billion

The symbol also precedes the amount but is closed up to the figure (see also 4.9):

€120 000; £78 000; \$100 m

Personal names and titles – point 12.1

At the end of EU legislation, the surname of the signatory appears in upper case.

Structure of acts – point 18.24

Signatories. The surname is written in upper case.

Country Compendium – Austria and Germany

New advice on referring to subdivisions of acts.

Country Compendium – Cyprus, Greece, Italy and the Netherlands

New country-specific advice has been added on national parliaments and how to refer to them.

Country Compendium – Slovakia

Link added to [Tips for Slovak translators translating from Slovak into English](#).

Changes made in September 2014

Media – point 7.8

The media (in the sense of ‘radio, TV and the press collectively’) can be construed as either singular or plural. In other senses *media* should be construed as plural.

Legal language – Section 9

A new section on legal language has been added and the existing Sections 9 to 13 have been reorganised and renumbered accordingly.

References to legal provisions – point 9.1

Advice on translating references to legal provisions such as the French ‘*selon l’article X*’.

National parliaments – point 21.10

Refer to the relevant sections of the Country Compendium for country-specific information on national parliaments and how to present their names.

Country Compendium – Austria

Tables of judicial bodies and government bodies and administrative divisions updated.

Country Compendium – Austria and Germany

Use the native form for the names of cities (other than those for which commonly used English equivalents exist). When translating from the language of a neighbouring country (e.g. Czech, Slovak or Slovenian for Austria and Czech, French, Polish or Slovak for Germany), beware of names which have been changed, and reinstate the native form. Lists of common examples are given.

Country Compendium – Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Turkey and the United Kingdom

New country-specific advice has been added on national parliaments and how to refer to them.

Changes made in May 2014

Country Compendium – Croatia

Table of legal instruments updated.

Changes made in April 2014

Tricky plurals – point 2.13

‘Abscissa’/‘abscissae’ added to the list of tricky plurals.

Quotation marks – point 3.30

The advice on using smart rather than straight quotation marks has been reworded and moved from point 3.1 to point 3.30.

None and one – point 7.9

The word *none* may take either a singular or plural verb when it refers to a plural countable noun. If *none* refers to a singular or uncountable noun, it takes a singular verb.

Although the subject *one in X* (e.g. *one in five*, *one in ten*) is singular, the construction may take a plural verb if the notional agreement (i.e. the sense that the subject should be interpreted as plural) is stronger than the grammatical agreement.

National legislation – points 20.15 and 20.18

The section on national legislation has been reworked and expanded to include more detailed advice on the possible approaches that may be adopted when translating the titles of national legislation.

Transliteration table for Cyrillic – Annex 2

Updated to include Belarusian, Macedonian, Ukrainian and Serbian as well as Bulgarian and Russian.

Country Compendium – Austria

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

Country Compendium – Croatia

The geography section has been expanded to include a table of regions and advice on referring to cities, towns and islands, and new sections have been added on the country's political and administrative structure, legal instruments, law gazettes, official gazettes and official journals, and miscellaneous terms.

Country Compendium – Estonia

The geography, judicial bodies and legal instruments sections have been expanded and a new section has been added on law gazettes, official gazettes and official journals.

Country Compendium – Germany

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

Country Compendium – Hungary

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

Country Compendium – Slovenia

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*).

Changes made in February 2014

Structure of acts – point 16.22

The advice previously given in point 15.19 on the numbering of articles inserted into EU legislation has been expanded and moved to point 16.22.

National legislation – new point 20.16

In national legislation, if a provision is numbered *Article 1 bis* (*ter, quater*, etc.), do not change it to *Article 1a* (*b, c*, etc.) unless there is an official English translation that does so, as this would only cause confusion for anyone attempting to find the original. The English versions of many international agreements, conventions, etc. also use this style of numbering. (But for EU legislation, see 16.22.)

Country Compendium – Belgium and Luxembourg

Table of judicial bodies updated for Belgium and Luxembourg.

Country Compendium – Bulgaria

Updated advice on referring to subdivisions of acts.

Country Compendium – Bulgaria, Czech Republic, Finland, Slovenia and the United Kingdom

Table of regions updated for Bulgaria, the Czech Republic, Finland, Slovenia and the United Kingdom in line with Commission Regulation (EU) No 1319/2013.

Country Compendium – Bulgaria and Finland

New section on law gazettes, official gazettes and official journals.

Country Compendium – Ireland and the United Kingdom

Geography section updated with new advice on referring to Britain, Ireland and the surrounding islands.

Country Compendium – Netherlands

‘Ministeriële regeling’ (ministerial order) added to the table of legal instruments.

Country Compendium – Finland

New advice on translating Finnish legislation, including a link to the [instructions from the Finnish Ministry of Justice](#). ‘Julistus’/‘kungörelse’ (declaration) and ‘johtosääntö’/‘instruktion’ (rules of procedure) added to the table of legal instruments.

Country Compendium – Sweden

Table of judicial bodies updated and new advice given on translating the names of Swedish courts.

Changes made in November 2013

Country Compendium – Poland

‘Założenia projektu ustawy’ (preliminary paper) and ‘projekt założeń projektu ustawy’ (draft preliminary paper) added to the table of legal instruments.

Country Compendium – Lithuania and Poland

New advice on referring to law gazettes, official gazettes and official journals.

Country Compendium – Belgium, France and Luxembourg

Lists of judicial bodies and legal instruments updated for Belgium, France and Luxembourg.

Changes made in October 2013

Country Compendium – Austria and Germany

Table of judicial bodies updated for Austria and Germany.

Country Compendium – Czech Republic

Names of regions updated.

Changes made in June 2013

Introduction

Links added to [Clear English – Tips for translators](#), [Tips for Slovak translators translating from Slovak into English](#) and [Misused English words and expressions in EU publications](#).

Data – point 7.8

Data can be construed as either singular or plural.

Scientific names – point 9.1

Updated advice on the use of italics for scientific names.

Official Journal – point 18.1

From 1 July 2013 the electronic edition of the Official Journal is considered authentic and has legal effect.

Country Compendium – Germany

‘Beschluss des Bundesrates’ added to the table of legal instruments.

Country Compendium – Finland

New expanded trilingual (FI-SV-EN and SV-FI-EN) lists of Finnish legal instruments.

Changes made in May 2013

Country Compendium – Slovenia

Advice on referring to the Official Gazette of the Republic of Slovenia.

Changes made in April 2013

All capitals – point 2.31

New advice on avoiding the use of all capitals in running text.

Mathematical symbols – points 5.12-5.18

The section on mathematical symbols has been reworked, and includes new advice on replacing the raised dot used as a multiplication sign, and on the various symbols used as division signs.

Einecs – point 9.9

Advice on using the CD-ROM replaced with advice on using the website.

IUPAC network and Gold Book – point 9.13

Links added to IUPAC network webpage and their Gold Book.

Law gazettes, official gazettes and official journals – point 20.20

New advice on referring to such national publications.

Country Compendium – Bulgaria

New advice on referring to subdivisions of acts.

Country Compendium – Czech Republic, Romania, Slovakia and Slovenia

Use the native form for the names of cities (other than the capitals, which are anglicised). When translating from the language of a neighbouring country (e.g. German for the Czech Republic, Hungarian or German for Romania, Hungarian or German for Slovakia, German or Italian for Slovenia), beware of names which have been changed, and reinstate the native form. Lists of common examples are given.

Country Compendium – Finland

Maistraatti/magistrat added to list of judicial bodies. Suggested translation: ‘local register office’ (and NOT ‘city administrative court’!).

Valtioneuvoston asetus/förordning av statsrådet (government decree), maakuntaasetus/landskapsförordning (decree of Åland) and maakuntalaki/landskapslag (act of Åland) added to list of legal instruments.

Country Compendium – Portugal

“Algarve” changed to “The Algarve” (to reflect the Portuguese use of the definite article in the name of this region). Suggested translation of “portaria” changed from “order in council” to “ministerial implementing order”, which more accurately describes the nature of this instrument.

Country Compendium – Sweden

Link added to the [Glossary for the Courts of Sweden](#).

Changes made in January 2013

Country Compendium – Poland

Advice on using the Polish names of Polish cities (rather than German translations) expanded.

Changes made in December 2012

Language usage – new point 1.1

New advice on the use of British – rather than American – English.

Quoting text – new point 1.2

When quoting text or citing the title of a document, reproduce the original rather than following the conventions set out in this Guide.

Subdivisions of acts – new point 16.24

The subdivisions of acts are explained in a [table](#) in the Interinstitutional style guide.

Country Compendium – Belgium, France and Luxembourg

Lists of judicial bodies and legal instruments for Belgium, France and Luxembourg updated.

Changes made in October 2012

Writing acronyms – point 4.3

Updated.

Writing initialisms – point 4.4

Updated.

Biannual/biennial – new point 6.1

‘Biannual’ means twice a year and ‘biennial’ means every two years.

Member States – point 19.2

List of Member States in protocol order added.

Changes made in May 2012

A(n) historical – new point 1.11

Both forms are acceptable.

Generic terms – new point 1.28

Proper nouns that have become generic terms no longer call for initial capitals. We thus now refer to the *internet* and the *web*.

Adverbs – new point 6.1

Here-/there- adverbs. *Herewith, thereto* etc. are archaic or formal variants of *with this, to that*, etc. and should normally be avoided in non-formal texts. Even in formal texts, the *here-* adverbs should preferably be used only where they specifically refer to ‘the present text’, as for example in *hereto attached* or *herein described*. Other archaisms forcing readers to reach for their dictionaries, such as *heretofore*, should be avoided.

Decimal fractions and zero – new point 6.9

When referring to countable items, they take the plural.

Enacting formula – point 15.21

Following the Treaty of Lisbon, the formula ‘has/have decided as follows’ is no longer used for legislative acts, but is still used for internal Commission decisions that have no addressees and do not produce legal effects for third parties.

Changes made in March 2012

Carcass/carcase – point 1.6

Prefer carcass(es) to carcase(s), except when citing official texts that use the latter.

Tricky plurals – point 1.12

Updated.

Confusion between English and French – point 1.14

Updated.

Compass points – point 1.47

Updated.

Plurals – point 4.8

An abbreviation ending in ‘S’ may be taken to stand for both the singular and the plural form.

Tables – points 7.6 and 7.7

Deleted.

Transliteration table for Greek – Annex 1

Updated.

Changes made in July 2011

Subsequent references to names – point 1.16

If you mention a body or person subsequently in a text, you may truncate the name provided it is clear what you mean.

Decimal points – point 3.12

Updated.

Surnames – point 11.1

Updated.

Forms of address

The information previously included in points 10.3-10.5, as well as additional examples of forms of address, can now be found in Annex 3.

Changes made in June 2011

Country Compendium

The information formerly included in point 1.43 (names of cities), points 19.6-19.32 (notes on individual countries), Annex 1 (regions of the EU), Annex 2 (notes on Belgium), Annex 5 (administrative units in Germany), Annex 6 (national judicial bodies) and Annex 7 (national legal instruments) has been moved from the *English Style Guide* to an accompanying document called the [Country Compendium](#) – A companion to the *English Style Guide*.

Biological sciences – point 8.1

The names of genera and species are always italicised.

The European Union – point 13.1

Although ‘European Union’ is often abbreviated to ‘Union’ in legislation (e.g. the Treaty on the Functioning of the European Union), this practice should be avoided in other texts. Use either the full form or the abbreviation ‘EU’.

Changes made in January 2011

Capital letters – points 1.14-1.29

Updated.

National Judicial Bodies – Annex 6

New lists of suggested English translations added for Finnish and Turkish.

National Legal Instruments – Annex 7

New lists of suggested English translations added for Latvian and Turkish.

Changes made in September 2010

Linked sentences – point 2.12

Additional guidance about commas added.

Dates – point 3.16

The figure for the day should be separated from the month by a hard space.

Writing truncations – point 4.5

When first names are abbreviated, multiple initials should normally be written with points and separated by a hard space.

Symbols for units of measurement – point 4.20

Abridged forms of the names of units of measurement are separated from preceding figures by a hard space.

Agricultural Funds – point 18.6

Information on Agricultural Funds updated.

Structural Funds – point 18.7

Information on Structural Funds updated.

Changes made in June 2010

Names of Bodies – points 11.5-11.11

New section on names of bodies added.

Hyphens – points 1.46-1.49

Updated.

National Judicial Bodies – Annex 6

New list of suggested English translations added for Hungarian.

National Legal Instruments – Annex 7

New lists of suggested English translations added for Estonian and Hungarian.

Changes made in March 2010

Translating incoming letters – point 10.1

If a letter is in an editable electronic format, simply overtype the original, though you need not translate irrelevant detail.

Translating the titles of legislation – point 19.42

Information about translating the titles of legislation moved from Annex 7 and updated.

National Judicial Bodies – Annex 6

Lists of suggested English translations updated for German (Germany and Austria) and Italian. New lists added for Bulgarian, Czech, Estonian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

National Legal Instruments – Annex 7

Lists of suggested English translations updated for German, Italian and Lithuanian. New lists added for Bulgarian, Czech, Maltese, Polish, Romanian, Slovak, Slovenian, Spanish and Swedish.

Changes made in January 2010

Changes to layout, some typographical corrections and minor adjustments to text (e.g. 15.25 modified to refer back to 14.19 and 15.26 deleted).

Changes made in December 2009

The Treaty of Lisbon entered into force on 1 December 2009. The new Treaty amends the EU's two core treaties: the Treaty on European Union and the Treaty establishing the European Community. The latter is renamed the Treaty on the Functioning of the European Union. These changes also have major consequences for terminology, in particular all references to 'Community' become 'Union' or 'EU' and a number of institutions are renamed.

N.B. The amendments related to the entry into force of the Lisbon Treaty are provisional and will be clarified in due course. If you become aware of any errors please contact: DGT-EN-TERM@ec.europa.eu.

The European Union – EU – point 13.1

Since the Treaty of Lisbon, the European Union now has legal personality in its own right and absorbs what used to be known as the European Community/ies. Although the Community has now gone, the common foreign and security policy and the area of freedom, security and justice still remain outside the ‘ordinary legislative procedure’.

The European Community – point 13.2

The European Community has now been absorbed by the European Union, so the name should no longer be used except in historical references. Use instead ‘the European Union’, ‘EU’ or ‘Union’.

Point 14.2

The EEC Treaty (Rome, 1957), which established the European Economic Community (later the EC Treaty), is now the Treaty on the Functioning of the European Union.

Treaty of Lisbon (2007) added to the list of Treaties that have amended the founding Treaties.

Treaty on the Functioning of the European Union (TFEU) – point 14.5

The EC Treaty (Treaty establishing the European Community) is now known as the Treaty on the Functioning of the European Union (TFEU).

Treaty on European Union (TEU) or EU Treaty – point 14.12

The Treaty on European Union (TEU) or EU Treaty has now been amended by the Treaty of Lisbon.

Treaty of Lisbon – point 14.15

Information about the Treaty of Lisbon moved from point 14.17 and updated.

Point 15.1

Following the Lisbon Treaty, a ‘non-legislative act’ has to include the adjectives *delegated* or *implementing* in its title.

Point 15.2

Following the Lisbon Treaty, framework decisions, joint actions and common positions are obsolete.

Point 15.3

Legislative procedures have been overhauled by the Treaty of Lisbon: see ordinary legislative procedure and special legislative procedure.

Ordinary legislative procedure – point 15.4

Following the Lisbon Treaty, the ‘codecision procedure’ is now the ordinary legislative procedure.

Special legislative procedure – point 15.5

Following the Lisbon Treaty, the special legislative procedure replaces the assent procedure.

Decisions – point 15.10

Until the Treaty of Lisbon, there were different words for decisions with an addressee and decisions not addressed to anyone in Danish (beslutning and afgørelse), Dutch (beschikking and besluit), German (Entscheidung and Beschluss) and Slovenian (odločba and sklep). The second form in each case is now used for all decisions.

Framework decisions, joint actions, common positions – point 15.13

Following the Lisbon Treaty, framework decisions, joint actions and common positions are obsolete.

Opening text – point 15.17

THE COMMISSION OF THE EUROPEAN COMMUNITIES in the preambles to regulations, directives and decisions will now be THE EUROPEAN COMMISSION.

Enacting formula – point 15.21

Following the Treaty of Lisbon, the formula ‘has/have decided as follows’ is no longer used.

Title – point 16.1

Following the Treaty of Lisbon, the Commission of the European Communities is now the European Commission. Where the context is clear, it may also be referred to as just ‘the Commission’. The abbreviation EC may also refer to *European Community* in historical references, so should be avoided in such cases.

European Council – point 16.16

Following the Treaty of Lisbon, the European Council is a European institution in its own right. It comprises the Heads of State or Government of the Member States, together with its President (a new post introduced by the Treaty of Lisbon) and the President of the Commission.

Court of Justice of the European Union – point 16.27

Following the Treaty of Lisbon, the Court of Justice of the European Union includes the Court of Justice, the General Court (previously the Court of First Instance) and specialised courts.

General Court – point 16.30

Following the Treaty of Lisbon, the Court of First Instance is now the General Court.

Citation of cases – point 16.32

The information given applies to practice before entry into force of the Treaty of Lisbon and will be clarified in due course.

European Central Bank – point 16.41

Following the Treaty of Lisbon, the European Central Bank is now a European institution in its own right.

Classifications – Annex 8

Following ratification of the Lisbon Treaty, references to ‘Community’ will presumably be replaced by ‘(European) Union’ in the fullness of time.

Changes made in October 2009

Placing of quotation marks – point 2.31

Guidance on the placing of quotation marks with regard to punctuation marks.

Grouping of thousands – point 3.7

Insert a thin space, not a hard space.

Abbreviating ‘million’ and ‘billion’ – point 3.9

The abbreviation is preceded by a thin space, not a hard space.

Per cent – point 4.12

With figures, use the per cent sign (%) preceded by a thin space, not a hard space.

Degree sign – point 4.25

The degree sign in temperatures should be preceded by a thin space, not a hard space.

The gerund and the possessive – point 6.24

Guidance on the use of the gerund and the possessive.

Currencies – points 20.6

The currency symbol precedes the amount and is followed by a thin space, not a hard space.

Commonwealth of Independent States – point 21.8

Deleted (the factual information is widely available, e.g. on Wikipedia, and the linguistic information is in IATE).

Russian Federation – point 21.9

Deleted (the factual information is widely available, e.g. on Wikipedia, and the linguistic information is in IATE).

Changes made in May 2009

Hyphens – point 1.47

Tonne-kilometre and person-day added as examples.

Scientific symbols and units of measurement – points 4.18-4.30

Section rearranged.

Internal capitals – point 4.23

This point has been split to form point 4.22 on internal capitals and point 4.23, an extended section on the use of prefixes including exceptions to the rule.

Noun forms – point 12.4

Redrafted to include new examples.

Changes made in March 2009

Abbreviating ‘million’ and ‘billion’ – point 3.9

The letters *m* and *bn* may either be preceded by a hard space or be closed up where the following figure does not contain a space (examples: €230*m*, £490*bn*).

Abbreviations and symbols – point 4

The previous point 4 has been replaced with a more thorough treatment of acronyms, initialisms, contractions and truncations.

Per cent – point 4.12

With figures, use the per cent sign (%) preceded by a hard space, e.g. 25 %.

Degree sign – point 4.20

The degree sign in temperatures should be preceded by a hard space, e.g. 25 °C. In other cases, such as compass bearings, the degree sign is closed up with the preceding number (e.g. 65°NE).

National judicial bodies – point 19.39

Use the suggested translations in Annex 6. If necessary, insert the original-language form in brackets following the first mention.

Currency abbreviation – point 20.6

The abbreviation precedes the amount and is followed by a hard space, as does the symbol if the following number contains a space as well (examples: €120 000; £78 000; \$100 000 *m*).

NUTS nomenclature – Annex 1

The official status of the NUTS nomenclature is recognised and the table of regions has been updated.

Changes made in January 2009

Spelling – British or US? – point 1.1

While the general rule favours British spelling, the names of US bodies can retain the original spelling, e.g. *Department of Defense*.

Organisation or Organization – point 1.2

Use *organisation* in the names of international organisations (e.g. International Labour Organisation), even when the organisation itself uses the *-ize* spelling. By contrast, use *organisation* for bodies native to the USA and other countries that use the *-ize* spelling.

Accents in geographical names – point 1.29

Retain any accents when using the native spelling for non-English geographical names.

River names – point 1.34

Write *Elbe* rather than *Labe* (*Czech*) and *Oder* rather than *Odra* (*Polish and Czech*).

Lake names – point 1.36

Write *Lake Constance* for *Bodensee*, *Lake Geneva* for *Lac Léman*, *Lake Maggiore* for *Lago Maggiore* and *Lake Balaton* for *Balaton*.

City names – point 1.42

New advice on referring to certain cities in the new Member States; tips on some cities in the old Member States updated or added.

Hyphenation – point 1.49

An adjective formed out of a noun and a participle should be hyphenated, e.g. *drug-related crime*.

Negative verbs in legislation – point 6.17

Various changes made to the recommendations on the use of *must not*, *shall not*, *will not*, and *may not* in legislation.

Translating Presidente del Gobierno – notes on individual countries (Spain) – point 19.29

The Spanish *Presidente del Gobierno* should be translated as *Prime Minister*.

National legislation – point 19.40 and Annex 7

Point 19.40 recommends: for countries that produce their legislation in English and others that systematically provide translations into English, you should use the terms they use.

In Annex 7: some more translations of Greek terms added; some amendments made to the Swedish section.

Changes made in November 2008

Referring to parts of documents – point 9.6

Guidance on how to refer to un-named parts of documents in footnotes, citations and other references.

Heads of Cabinet – point 16.3

English usage in the Commission has switched from using the French '*Chef de cabinet*' to 'Head of Cabinet'.

Changes made in May 2008

Court of Justice section updated – points 16.26-16.33

This section now gives information on the Civil Service Tribunal, established in 2004, and more thorough guidance on how to cite court cases in references.

Changes made in April 2008

New rule on Irish place names – point 1.42

Recommends the use of English names for Irish towns and cities, except for those in Irish-speaking areas.

Punctuation in clock times – point 3.23

A colon is now preferred over a point in clock times, but if your original uses points, it may be too much work to change them.

Treaty of Lisbon – point 14.17 (and several other points)

Basic information about the Treaty of Lisbon. Some of the changes it would introduce are previewed at other points.

Changes made in January 2008

Clarification on enlargement count – point 14.15

The accession of Romania and Bulgaria is considered to have completed the fifth enlargement, rather than constituting a sixth enlargement.

Greek regions – Annex 1

Greek versions of region names added.

Changes made between August 2006 and end 2007

Accession of Bulgaria and Romania, and the decision to make Irish an official EU language – Annex 1 and numerous other points

These two events have generated a number of changes, scattered throughout the Style Guide.

- **Bulgarian and Romanian regions** are now listed alongside the other countries' regions in Annex 1 (with Bulgarian names also given in Cyrillic script)
- The two countries and three languages have been added to various **lists and tables** in the Style Guide.
- Point 20.2 explains the **special arrangements for Irish**.

Quotation marks – point 2.30

House style has switched from double quotes to **single quotes**, bringing the *English Style Guide* into line with the [Interinstitutional Style Guide](#). Double quotation marks are now used only for quotes within quotes.

Old: “...”

New: ‘...’

Per cent – point 4.14

The Style Guide now recommends that this be written as **two words**.

Old: percent

New: per cent

Official/working/procedural languages – point 20.3

Explanation added.

Euros and cents – point 20.8

The Style Guide now recommends ‘**euros**’ and ‘**cents**’ as the plural forms, rather than ‘euro’ and ‘cent’.

NUTS regions – Annex 1

Readers are now advised that, when referring to NUTS regions, they should use **original-language names**. The English versions may be used in other, non-NUTS-related contexts.

Danish regions – Annex 1

Brief explanation of the Danish local government reorganisation at the beginning of 2007.

Polish regions – Annex 1

Missing accents restored to the names of the Polish NUTS regions.

Danish courts – Annex 6

List of Danish judicial bodies amended and expanded.

Chemical elements – old Annex IX

The list of chemical elements and symbols which used to be Annex IX has been replaced by a link at point 4.30.