



What's new?

Changes to the English Style Guide and Country Compendium

February 2019

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 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 space¹ (*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., Юриү: 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 pinyin: 呼和浩特 *Hohhot* (not *Huhehaote*), 九龙 *Kowloon* (not *Jiulong*), 高雄市 *Kaohsiung* (not *Gaoxiong*), 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](#).

¹ In Windows: Alt + 0160. In Word: Ctrl + Shift + Space.

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 *sogenannt*, *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

‘Strafvueroeringsrechtbank’/‘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 *organization* 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.