

clear writing
#SOCIAL MEDIA
Punctuation!
TRANSLATING
Useful links
editing
ABBREVIATIONS

English Style Guide

A Handbook for Translators, Revisers and Authors of Government Texts

Second edition

June 2019

The most valuable of all talents is that
of never using two words when one will do.

Thomas Jefferson

Translation is not a matter of words only: it is
a matter of making intelligible a whole culture.

Anthony Burgess

One should aim not at being possible to understand,
but at being impossible to misunderstand.

Quintilian

The letter [text] I have written today is longer than
usual because I lacked the time to make it shorter.

Blaise Pascal

Let's eat, Dad!
Let's eat Dad!

A translation that is clumsy or
stilted will scream its presence.

Anonymous

Without translation I would be limited
to the borders of my own country.

Italo Calvino

Writing is thinking. To write well is
to think clearly. That's why it's so hard.

David McCullough

Publications of the Prime Minister's Office 2019:14

English Style Guide

A Handbook for Translators, Revisers and Authors of Government Texts

Second edition

June 2019

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Prime Minister's Office

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<p>Abstract</p> <p>This English Style Guide provides recommendations on the use of English in Finnish government texts. It has been drawn up for translators and revisers of such texts and for public officials drafting documents in English.</p> <p>The guide is based on the European Commission's English Style Guide, published by the Commission's Directorate-General for Translation, but the focus is on recommendations and guidelines applicable in the Finnish context.</p> <p>It is important to ensure consistency among documents. The guide introduces, with practical examples, the main rules and conventions that should be followed when using English in administrative documents within the government sector in Finland.</p> <p>To improve readability and clarity, use clear and plain language whenever possible.</p> <p>The guide was drawn up for writers whose mother tongue is not English and for writers with native or near native English who require guidance on the practices to be followed.</p>			
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Referat	<p>Den här handboken erbjuder rekommendationer för användningen av engelska i statsförvaltningens texter. Handboken riktar sig till översättare, granskare och personer som skriver texter på engelska i sitt arbete.</p> <p>Handboken utgår från Europeiska kommissionens English Style Guide som ges ut av generaldirektoratet för översättning, men fokus ligger på rekommendationer och anvisningar som behövs för finländska förhållanden.</p> <p>Det är viktigt att termer och uttryck används konsekvent i statsförvaltningens kommunikation. De viktigaste reglerna och skrivkonventionerna som bör följas i statsförvaltningens texter på engelska presenteras med hjälp av praktiska exempel.</p> <p>Klarspråk och målgruppsanpassning rekommenderas i alla sammanhang.</p> <p>Handboken är riktad till personer som inte har engelska som modersmål, men innehåller också praktiska riktlinjer för skribenter med engelska som första- eller andraspråk.</p>		
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QUICK REFERENCE GUIDE

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide:

https://ec.europa.eu/info/files/english-resources-english-style-guide_en

This **Quick Reference Guide** provides an easily accessible summary of common style issues. It is not intended to be definitive or exhaustive. Consult the full English Style Guide for further information and for anything not covered in this summary.

Language variant and spelling	<p>Default is British English.</p> <p>Unless otherwise noted in this style guide, use the first spelling found in Oxford Dictionaries. Always use the 's' spelling in words such as <i>organise</i> (NOT <i>organize</i>), except in the names of organisations that use the 'z' form.</p>
Formatting	<p>When translating follow the formatting of the original whenever possible, unless there is good reason to do otherwise.</p>
Dates and times	<p><i>Wednesday 15 June 2019</i> (NOT <i>June 15, 2019</i>)</p> <p>Use the 24-hour clock: <i>The meeting starts at 9.15; the dinner is at 18.00.</i></p> <p>DO NOT use the Finnish week number system. Write out the dates instead.</p> <p><i>1994–1996, 1998–2012, 2010s</i> (NOT <i>2010's</i>)</p> <p>"<i>2000-luvulla</i>" can mean the century or the first decade; avoid using '<i>2000s</i>' whenever a more precise expression exists.</p>
Numbers and ranges	<p><i>1,000.00</i></p> <p>For ranges, use the 'en' dash (–) and close up the numbers: <i>10–15, 21.56–21.72.</i></p>
Currencies	<p><i>USD 500, EUR 50 million</i></p> <p>In tables or other contexts where space is constrained, 'million' and 'billion' may be abbreviated and currency symbols used: <i>€2.3 mill., \$1.5 bn, EUR 50 mill.</i></p> <p>DO NOT use <i>MEUR, mio, bio, k,</i> or similar abbreviations.</p>

<p>Mathematical symbols and units of measurement</p>	<p>Use a non-breaking space (Ctrl + Shift + Space) between a number and mathematical symbol or unit of measurement: <i>500 m</i>; $10 \div 2 = 5$; $2 \times 16 = 32$.</p> <p>Use superscript and subscript where appropriate after first spelling out if necessary: m^3, CO_2.</p> <p>The per cent sign is closed up to the number: <i>31.5%</i> (NOT <i>31.5 %</i>).</p>
<p>Capitalisation</p>	<p>Capitalise job titles, department names, etc.: <i>Ministerial Adviser</i> (NOT <i>Advisor</i>), <i>Economics Department</i>, <i>State of Finland</i>, <i>the Government's decision</i> (BUT <i>state funding</i>, <i>government expenditure</i>).</p> <p>Use full names of ministries: <i>Ministry of Economic Affairs and Employment</i> (NOT <i>MEAE</i>) but note that the <i>Ministry for Foreign Affairs</i> is also known as the <i>Foreign Ministry</i>.</p> <p>Acronyms or initialisms are generally capitalised, but not always when written out in full: <i>non-governmental organisation</i> (<i>NGO</i>); <i>gross domestic product</i> (<i>GDP</i>); BUT <i>United Nations</i> (<i>UN</i>).</p> <p>NOTE: generally written without full stops: <i>UK</i>, <i>UN</i>, <i>USA</i> are generally written without full stops. <i>internet</i> (NOT <i>Internet</i>)</p>
<p>Titles and honorary titles</p>	<p>DO NOT use <i>Mr</i> or <i>Ms</i> with titles. As a rule, avoid using them in most contexts.</p> <p>If academic titles are not of particular importance, do not include them. When several titles are given – <i>oikeustieteen maisteri, kansanedustaja, opetusneuvos Matti Meikäläinen</i> – usually only one title will do, at least in press releases.</p> <p>DO NOT translate Finnish honorary titles: <i>The Finnish honorary title 'liikenneneuvos' was granted to vuorineuvos Matti Meikäläinen.</i></p>
<p>Names of organisations, companies and people</p>	<p>If possible, check usage from the organisation's website or official documents: <i>Confederation of Finnish Industries</i> (<i>EK</i>).</p> <p>If no English translation exists, it may be appropriate to use a short description when first introducing the organisation or document, then use the Finnish name: <i>Metsähallitus, the agency governing the use of state-owned land, ...</i></p> <p>For registered English names of Finnish companies, consult https://www.ytj.fi/en/index.html.</p> <p>Foreign proper names are sometimes spelled differently in English and in Finnish: FI: Aleksei Uljukajev EN: <i>Alexei Ulyukayev</i></p>

Geographical names	<p>When the name of a Finnish geographical feature includes 'järvi', 'joki', etc., the following form is recommended:</p> <p>FI: Kuusijärvi EN: <i>Lake Kuusijärvi</i></p> <p>Adjectival forms of compass points are not usually capitalised: <i>eastern Europe, northern Finland</i>.</p> <p>Use capitalisation if they form part of a proper name, an administrative or political unit or a distinct regional entity: <i>East Indies, Eastern Europe, South Ostrobothnia</i>.</p>
Contact details and other information	<p>Email address formatting: <i>john.doe@example.com</i></p> <p>FI: Hallitusneuvos Tiina Turtiainen EN: <i>Tiina Turtiainen, Senior Ministerial Adviser</i></p> <p>Remember to add the country code in phone number: +358 50 111 2222.</p> <p>FI: Postilokero EN: <i>PO Box (NOT POB or P.O. Box)</i></p> <p>FI: Lisätietoja: EN: <i>Inquiries:</i> NOT <i>further information, additional information</i></p> <p>BUT</p> <p>FI: Lisätietoja ministerin ohjelmasta: EN: <i>More information about the Minister's programme:</i> EN: <i>Read more:</i></p>
Legislation, names of acts and decrees	<p>The main source for translations of specific pieces of legislation is Finlex. The multilingual Glossary of Legislative Terms (<i>Lainsäädäntösanasto</i> under Glossaries and Guidance, Prime Minister's Office, at http://vnk.fi/kaannos-ja-kielipalvelut/sanastot) also provides useful guidance. The main source for EU legislation is EUR-Lex.</p> <p>FI: pykälä EN: <i>section (NOT §)</i></p>
Compound words and hyphenation	<p>DO NOT hyphenate the following: <i>daycare, healthcare, database, wellbeing, worldwide, jobseeker, cooperation, coordination, eGovernment, email, website, online, policymaker</i></p> <p>BUT <i>e-services, e-insurance, e-invoice, decision-maker</i></p> <p>NOTE: sometimes the use of a hyphen can result in a different meaning, e.g. <i>re-sign vs resign; re-cover vs recover</i>.</p>
Quotations	<p>For direct speech, use "double quotes", otherwise use 'single quotes'.</p>

FOREWORD

This **English Style Guide** sets out recommendations on the use of English in Finnish government texts. It was compiled to provide guidelines for drafting documents in English and translating into English, and for ensuring a measure of consistency among such documents. It introduces, with practical examples, the main rules and conventions that should be followed when using English in administrative and other documents within the government sector in Finland. The guide is by no means exhaustive nor can it cover all linguistic or cultural variations that may apply to particular documents or circumstances.

We recommend the use of [plain language](#) when possible. Pay attention to readability and clarity. In practice this may mean splitting long sentences into two, using verbs instead of nouns and avoiding jargon words, etc. Remember that the readership may include people whose mother tongue is not English.

This guide is based on the **European Commission's English Style Guide**, published by the Commission's Directorate-General for Translation. Rather than replicate much of its very thorough content and detailed advice, this guide instead restricts itself to recommendations on areas that we feel are applicable to the Finnish context and of particular relevance in view of present practice and past experience. In some cases these recommendations differ from the advice in the Commission's guide. In matters not covered in this guide, you should refer to the Commission's guide.

The first edition of the **English Style Guide** was published in March 2017. It has subsequently been revised, enlarged and updated and is now published as the second edition. The 2017 guide wholly superseded its precursor, the Government Style Guide, which was published online by the Prime Minister's Office in 2008.

Should you require further assistance, please contact us by email: englanti@vnk.fi.

We also welcome any suggestions for revision or additions.

English Style Guide team
June 2019

KEY POINTS

1. Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide (https://ec.europa.eu/info/sites/info/files/styleguide_english_dgt_en.pdf).
2. Use British English.
3. Essential sources of reference:
 - Multilingual Finnish Government Termbank Valter: <https://mot.kielikone.fi/mot/valter/netmot.exe?UI=f80>
 - Multilingual Glossary of Legislative Terms: <http://www.finlex.fi/en/laki/kaannokset/>
 - Guide to Translating Finnish Statutes into English and Treaties into Finnish: <http://julkaisut.valtioneuvosto.fi/handle/10024/79776>
 - Glossaries and Guidance, Prime Minister's Office: <https://vnk.fi/kaannos-ja-kielipalvelut/sanastot>
4. Other sources:
 - Terminology Service in the Prime Minister's Office: termineuvonta@vnk.fi or termradgivning@vnk.fi
 - Translation memories listed under Glossaries and Guidance, as above. (Please note that the material in the memories may not always reflect the current advice in this English Style Guide. The English Style Guide always takes precedence.)
5. Note that the words in bold in this Style Guide are highlighted in this way for emphasis; the highlighting does not represent an instruction to write these words in bold.
6. The recommendations and advice in this guide are meant to improve readability and clarity. Always use your discretion when applying these recommendations in your work.

1 PUNCTUATION

Changes often occur in language over time, and this applies to the use of punctuation and grammatical rules in English as much as to terms and phrases. The advice in this guide is considered current and appropriate.

Remember, too, that punctuation rules are not the same in English as in Finnish. Use discretion in how you apply the rules. The key aim is

to ensure readability for a wide readership, including non-native speakers, and to be consistent within a document.

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide, and use British English.

<p>Full stop</p>	<p>Truncations (where the end of the word is deleted) are followed by a full stop.</p> <p>Contractions (in which the middle of the word is removed) are not followed by a full stop.</p>	<p><i>Co., Art., Chap.</i></p> <p><i>Dr, Ms, Ltd</i></p>
<p>Colon</p>	<p>The word following a colon is not capitalised unless it is a proper noun or in a heading or title or introducing a quotation.</p> <p>Colons should be closed up to the preceding word, letter or number.</p>	<p><i>The firing died down as night fell: the parties gathered to discuss the situation, the townspeople breathed a sigh of relief and the firefighters collected all their gear.</i></p> <p><i>Finland: Land of a Thousand Lakes</i></p> <p><i>He asked: "What should I do?"</i></p>
<p>Semicolon</p>	<p>A semicolon instead of a comma is used to combine two sentences into one when there is no linking conjunction.</p> <p>Semicolons should be used to separate items in a series that are long and complex or that involve internal punctuation, for the sake of clarity.</p>	<p><i>The rule is recommended; however, it is not compulsory.</i></p> <p><i>The meeting was attended by Professor Johnson, University of Bristol, United Kingdom; Dr Mäkinen, University of Helsinki, Finland; and Dr Andersson, Stockholm University, Sweden.</i></p>

<p>Comma</p>	<p>Comma rules in English are not the same or as strict as in Finnish. For the sake of clarity and readability, it is sometimes justified to deviate from the rules for comma use.</p> <p>In a series, a comma should only be used before the final item if it helps to clarify the sense. Its use or omission is sometimes critical to the meaning of a sentence.</p> <p>Comma use with 'for example'.</p> <p>Comma use with 'eli'.</p> <p>The relative pronoun 'that' can be used (instead of 'which' or 'who') in defining relative clauses, but not in non-defining relative clauses (which are preceded by a comma).</p> <p>Comma use in quoted speech.</p>	<p><i>Top stories: World leaders at Mandela tribute, Obama Castro handshake and same-sex marriage date set ...</i></p> <p><i>Top stories: World leaders at Mandela tribute, Obama Castro handshake, and same-sex marriage date set ...</i></p> <p><i>I love my parents, Lady Gaga and Humpty Dumpty.</i></p> <p><i>I love my parents, Lady Gaga, and Humpty Dumpty.</i></p> <p><i>When the rains fail and drought comes, the future of the millions of farmers who are practising subsistence farming and who depend on rain, for example, is put in jeopardy.</i></p> <p><i>Farmers practising subsistence farming face many hardships, for example drought and flooding.</i></p> <p>FI: Suomen talouden tuotanto eli bruttokansantuote on laskenut viimeiset kaksi vuotta. EN: <i>Output, that is GDP, has decreased in Finland for the past two years.</i></p> <p><i>After the storm the herders were not able to find the cows that/which were in the valley before the storm began.</i></p> <p><i>During the roundup the herders were able to find all the cows, which were in the valley at the time the roundup began.</i></p> <p><i>"I have discussed the matter," said the Prime Minister. (NOT "I have discussed the matter", said the Prime Minister.)</i></p>
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<p>Dashes</p>	<p>Use an ‘en’ dash for ranges and to join the names of two or more places or concepts where both parts are equal in nature. (Ctrl + - on the numeric keypad)</p> <p>Where Finnish sometimes uses a dash to join two ideas into a single heading, a comma or some other solution may be more appropriate in English.</p> <p>A long or ‘em’ dash (Alt + Ctrl + - on the numeric keypad) emphasises an interruption, leads to an afterthought or introduces a specific explanation. It is less formal than a colon and gives more attention to what follows.</p>	<p><i>Monday–Friday</i> <i>September–December</i> <i>public–private partnerships</i> <i>Kymijoki–Gulf of Finland River Basin District</i> <i>the Estonia–Russia border</i> <i>the Science–Policy Platform</i></p> <p>FI: Kustannusten nousu jatkuu – työttömyys laskee EN: <i>Costs continue to rise, unemployment falls</i></p> <p><i>Stefan has one great quality – he speaks German fluently.</i></p> <p>FI: Tarkastaja havaitsi, että kyseinen henkilö eli vuokralainen oli toiminut kiinteistön omistajan edustajana. EN: <i>The inspector noticed that this person – the tenant – had acted as the representative of the property owner.</i></p>
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<p>Hyphen</p>	<p>Used with various prefixes and suffixes.</p> <p>Used when fractions are adjectival but not when they are nouns.</p> <p>When two numbers are adjacent in examples of the type shown, spell out one of them.</p> <p>Used with compound words and compound modifiers where it is important to avoid ambiguity.</p>	<p><i>sub-Saharan Africa, a shell-like substance, ex-husband, non-industrial, president-elect</i></p> <p><i>There was a two-thirds increase in the use of electronic services.</i></p> <p><i>Three quarters of the conference room was empty.</i></p> <p><i>90 fifty-gram weights</i> NOT <i>90 50-gram weights</i></p> <p><i>cure-all, has-been, well-established rules, environment-friendly business, ill-advised action, 4-year-old child, 10-member group, person-year, one-stop shop, ground-breaking, Wi-Fi, know-how, passer-by</i></p> <p>NOTE: <i>e-services, e-insurance, e-invoice, decision-maker, decision-making, night-time</i></p> <p>DO NOT hyphenate the following: <i>daycare, healthcare, wellbeing, database, dataset, worldwide, jobseeker, jobseeking, cooperation, coordination, eGovernment, email, website, online, policymaker, policymaking, fulltime, daytime, login (BUT to log in), startup, frontpage, homepage, transatlantic</i></p> <p>BUT: <i>small and medium-sized enterprises</i> <i>human rights-based approach</i> <i>technical education-based</i></p> <p>NOTE: FI: 13–17 -vuotiaat EN: <i>those aged 13–17</i> EN: <i>people between the ages of 50 and 75</i></p>
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	<p>Hyphens are not used with adverbial elements ending in -ly.</p> <p>NOTE: sometimes the use of a hyphen can result in a different meaning.</p> <p>NOTE: in many cases, compound words start out as two separate words but, over time, become hyphenated and are eventually joined together. E.g. data base > data-base > database.</p>	<p>NOTE: FI: Laina- tai sijoitusmuotoinen joukkorahoitus EN: <i>Loan-based or investment-based crowdfunding</i></p> <p>NOT <i>Loan- or investment-based crowdfunding</i></p> <p><i>An up-to-date guide is a guide that is up to date.</i> <i>This should be taken into account in the decision-making procedure.</i> <i>(This should be taken into account in the decision-making.)</i></p> <p><i>carefully prepared management plan</i> <i>environmentally friendly business</i></p> <p><i>re-sign vs resign</i> <i>re-cover vs recover</i> <i>re-count vs recount</i></p> <p><i>The street was full of little used cars.</i> vs <i>The street was full of little-used cars.</i></p>
Hyphenation	Do not use automatic hyphenation nor use hyphens to break words at the end of a line.	

<p>Brackets</p>	<p>Use brackets to enclose abbreviations; write out the term in full at first.</p> <p>Brackets can be used instead of commas to add explanatory information</p> <p>When the information in parentheses ends with a closing bracket, remember to include the final bracket.</p> <p>In references to legal sources, brackets are closed up to the section and paragraph number.</p>	<p><i>Target 14.7 calls for increasing economic benefits to Small Island Developing States (SIDS).</i></p> <p><i>Metsähallitus (a state-run enterprise) is part of the administrative branch of the Ministry of Agriculture and Forestry.</i></p> <p><i>When preparing the plans, the authorities must consult the people likely to be affected (see part 2(b)).</i></p> <p><i>Article 5(3)(a)</i></p>
<p>Question mark</p>	<p>A question mark is used after a direct question but not in indirect speech or after a request or instruction.</p>	<p><i>What will be the effect on trade in the coming year?</i></p> <p><i>This raises the question of how trade will be affected next year.</i></p> <p><i>Would you please sign the application and submit it by Thursday.</i></p>
<p>Exclamation mark</p>	<p>An exclamation mark is rarely used in formal texts in English. It is always closed up to the preceding word, letter or number.</p> <p>It may sometimes be used for exclamatory words, phrases or sentences in texts that directly address the audience, such as speeches, to signal to the speaker that greater emphasis is needed.</p> <p>Sometimes when an exclamation mark is used in Finnish, it is not necessary in English.</p>	<p><i>It is a great honour to stand in one of Finland's most prestigious rooms!</i></p> <p>FI: Tästä olen erityisen iloinen: luvassa on aitoa paikallista väriä ja elämystä, monta hyvää makua maistettavaksi ja tarinaa kuultavaksi!</p> <p>EN: <i>I am particularly happy about this opportunity for you to enjoy genuine local colour and experiences, taste many exciting flavours and hear some great stories.</i></p> <p>FI: <i>Tervetuloa!</i></p> <p>EN: <i>See you there!</i></p> <p>EN: <i>Welcome to Finland!</i></p> <p>EN: <i>Hello everyone, and welcome!</i></p> <p>NOTE: 'Welcome' alone does not always work.</p> <p>FI: <i>Tervetuloa keskustelemaan aiheesta (iltatilaisuuteen kokouksen jälkeen)!</i></p> <p>EN: <i>We are looking forward to further discussing these points with you (at the reception this evening).</i></p> <p>NOT <i>Welcome to discuss these points!</i></p>

<p>Quotation marks</p>	<p>Use single quotation marks (' ') except in quoted speech (" "). However, use double quotation marks in texts aimed at an American audience.</p> <p>When quoted speech occurs in a sentence or phrase that is itself already within double quotation marks, the quoted speech should be in single quotation marks.</p> <p>NOTE: the Finnish use of a dash (—) to introduce direct speech is not used at all in English. Use quotation marks instead.</p> <p>If quoted speech is longer than one paragraph, all but the last paragraph end with no quotation marks. However, if the direct speech that is quoted is long, it may be better to indent it.</p>	<p><i>The American government favours 'a two-way street in arms procurement'.</i></p> <p><i>"The Prime Minister's response was 'No comment.'"</i></p> <p>FI: – Minulla on unelma, sanoi Martin Luther King. EN: "I have a dream," said Martin Luther King. (NOT "I have a dream", said Martin Luther King.)</p> <p><i>Minister XX said: "Today's meeting went well. Following the weekend break, the next step will be to review matters at the start of the week. The Committee will then announce its conclusions on Thursday.</i></p> <p><i>"On other matters, next Monday we shall reconvene to discuss the housing shortage and the financial crisis."</i></p>
<p>Forward slash</p>	<p>The forward slash can be ambiguous as it is not always clear whether it means 'and' or 'or'. If it is used, there are no spaces on either side.</p> <p>With unit measurements use only one such slash.</p>	<p><i>This can refer to the clause/sentence.</i></p> <p><i>9 kg/ha per year (NOT 9 kg/ha/yr)</i></p>
<p>Apostrophe</p>	<p>Do not use an apostrophe in numerical references to decades or centuries.</p>	<p><i>1990s (NOT 1990's)</i></p>

2 SPELLING

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide, and use British English.

<p>Spelling conventions</p>	<p>Default is British English. Unless otherwise noted in this style guide, use the first spelling found in Oxford Dictionaries.</p> <p>Always use the 's' spelling in words such as <i>organise</i> (NOT <i>organize</i>), except where an organisation itself uses the 'z' form.</p>	<p>Common examples include:</p> <p><i>centre</i> (NOT <i>center</i>)</p> <p><i>travelled</i> (NOT <i>traveled</i>)</p> <p><i>signalling</i> (NOT <i>signaling</i>)</p> <p><i>behaviour</i> (NOT <i>behavior</i>)</p> <p><i>litre</i> (NOT <i>liter</i>)</p> <p><i>labour</i> (NOT <i>labor</i>)</p> <p><i>Examples: analyse, maximise, minimise, recognise; Organization for Security and Co-operation in Europe</i></p>
<p>For some differences between British and American English, consult Oxford Dictionaries' British and American Spelling and British and American Terms.</p>		
<p>Programme/program</p>	<p>Always use '<i>programme</i>' except when referring to computer programs.</p>	
<p>Biannual/biennial</p>	<p>'<i>Biannual</i>' means twice a year and '<i>biennial</i>' means every two years, but the terms are often confused. If the meaning is not clear from the context, use alternatives such as '<i>twice-yearly</i>' (instead of '<i>biannual</i>') or '<i>two-yearly</i>' (instead of '<i>biennial</i>') or clarify what you mean.</p>	

Internet		<i>internet</i> (NOT <i>Internet</i>)
Arctic	Capitalise ' <i>Arctic</i> ' when referring specifically to the geographical region known as the Arctic. Otherwise, it is generally written in lower case when used as an adjective, e.g. arctic clothing, arctic temperatures.	FI: Arktis EN: <i>Arctic</i> FI: Ilmastonmuutos vaatii uusia ratkaisuja arktisella alueella. EN: <i>Climate change calls for new solutions in the Arctic.</i>
Tricky plurals		<i>Director General, Directors General</i> <i>Head of State or Government, Heads of State or Government</i>
Latin plurals		<i>appendix, appendices</i> <i>index, indexes</i> <i>criterion, criteria</i> (NOT <i>criteria is, but criteria are</i>) <i>curriculum, curricula</i> <i>forum, forums</i> (NOT <i>fora</i>) <i>referendum/referendums or referenda</i>

3 CAPITALISATION

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide, and use British English.

<p>Titles of documents</p>	<p>Use title case for titles, i.e. capitalise the first letter of the first word, proper nouns and main words but not prepositions, conjunctions and articles. Note, capitalisation.</p> <p>Depending on the context, in English a descriptive title may be sufficient with the Finnish title in brackets. Preferably consult the Foreign Languages Unit at the Prime Minister's Office (englanti@vnk.fi).</p> <p>For long titles, do not capitalise where these read more like a description than a title. EU directives usually have long titles that are not capitalised (although the word 'Directive' is capitalised).</p> <p>For translations of Finnish acts and decrees, the English title is capitalised and the Finnish name is not mentioned. Many of them can be found on Finlex (https://www.finlex.fi/en/laki/kaannokset/). If not, consult the Foreign Languages Unit at the Prime Minister's Office (englanti@vnk.fi).</p> <p>Reference to a numbered article in EU law is capitalised.</p>	<p><i>Finnish Weather: Forecasting and Models</i></p> <p><i>Action Plan for the Implementation of Tax Reform and Other Reforms in the Strategic Government Programme for 2014–2018</i></p> <p><i>The Action Plan includes ...</i></p> <p><i>Action plan for increasing agricultural subsidies ...</i></p> <p><i>The action plan includes ...</i></p> <p><i>Final report of the Joint FAO/EC working party on forest and statistics</i></p> <p>FI: Laki ammattipätevyyden tunnustamisesta EN: <i>Act on the Recognition of Professional Qualifications</i></p> <p><i>As laid down in Article 3 ...</i></p>
<p>Seasons</p>	<p>Do not capitalise the names of seasons.</p>	<p><i>spring, summer, autumn, winter</i></p>

<p>Ministries and Ministers</p>	<p>Capitalise the names of ministries, departments, etc. Working group names are not usually capitalised.</p> <p>In contrast to the European Commission's English Style Guide, we maintain capitalisation for reference back to the names of organisations.</p> <p>Use lower case for the word 'minister' when used in a general sense, e.g. referring to an event where several ministers from different countries will be meeting.</p>	<p>FI: Liikenne- ja viestintäministeriö EN: <i>Ministry of Transport and Communications</i> (NOT MTC)</p> <p><i>The Ministry of the Interior will publish the report in October. Before this, the Ministry plans to ...</i></p> <p><i>In addition, the ministers will discuss the ...</i></p> <p><i>On the second day of the visit, Minister Toivakka will have meetings with her Austrian counterpart. The Minister will also ...</i></p>
<p>Jäsenvaltiot</p>	<p>Always consult the organisation's website.</p> <p>The EEA consists of the EU Member States plus three EEA EFTA States (Iceland, Liechtenstein and Norway). Collectively they are referred to as the EEA countries. To avoid confusion with EU Member States, do not use 'EEA Member States' or 'EEA member states', as these might easily become abbreviated in the text by dropping the EEA.</p> <p>The member states of the Arctic Council are referred to as the Arctic States.</p>	<p><i>EU Member States</i> <i>NATO member countries</i> <i>UN Member States</i> <i>UN non-member States</i> <i>Arctic States</i></p> <p>FI: Euroopan talousalue, ETA/Eta EN: <i>European Economic Area, EEA</i></p>
<p>Capitalisation of names</p>	<p>Capitalise the names of political parties, including the word 'party'.</p> <p>Capitalise proprietary names.</p>	<p>FI: Kokoomus EN: <i>National Coalition Party</i></p>

4 NAMES AND TITLES

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide, and use British English.

<p>Honorifics</p>	<p>If gender needs to be indicated in conjunction with a person's name, use Mr or Ms (the use of Mrs depends on her personal choice).</p> <p>However, as a rule, do not use these honorifics.</p>	<p>NOT <i>Mr., Ms., Mrs.</i></p> <p>Example of personal choice:</p> <p>FI: Presidentti Sauli Niinistö ja rouva Jenni Haukio EN: <i>President Sauli Niinistö and Mrs Jenni Haukio</i></p>
<p>Organisations, administrative units</p>	<p>Names of organisations and administrative units should normally have initial capitals. The same applies to job titles and titles of official positions.</p>	<p>FI: Tehtävien kokoamisen myötä aluehallintovirastot ja Valvira päättävät toimintansa.</p> <p>EN: <i>As a result of the transfer of these duties to the new agency, the Regional State Administrative Agencies and the National Supervisory Authority for Welfare and Health will be abolished.</i></p>
<p>Job titles</p>	<p>Job titles are normally capitalised. Capitalisation also applies in the case of plurals, except where the reference is general, including in names of public officials, even if the person's name does not appear with the title.</p>	<p>FI: "Näillä toimenpiteillä tuetaan työllisyyttä ja tuottavuuden kasvua pidemmällä aikavälillä", totesi ylivohtaja.</p> <p>EN: <i>"These measures will support employment and productivity growth in the longer run," said the Director General.</i></p> <p>FI: Kesäkuun loppuun saakka vt. kansliapäällikkönä toimii pelastusylivohtaja XXXX.</p> <p>EN: <i>Until the end of June, the Acting Permanent Secretary is XXXX, Director General for ...</i></p> <p>NOTE: in EU and UN contexts: Director-General NOTE: Directors-General; Directorates-General</p>

<p>Academic degree</p>	<p>Do not include, especially in press releases, unless it is of particular importance to the text.</p>	<p>FI: Ministeri X on määrännyt oikeustieteen kandidaatti, varatuomari Sanna Suomalaisen yksikön erityisasiantuntijaksi.</p> <p>EN: <i>Minister X, has assigned Sanna Suomalainen, Master of Laws, to serve as Senior Specialist.</i></p>
<p>Finnish honorary titles</p>	<p>Do not translate these, use the Finnish title instead.</p> <p>NOTE: Sometimes what looks like an honorary title is in fact a job title with its own English translation.</p> <p>Consult <i>Virkanimikkeiden kääntäminen englanniksi</i> under Glossaries and Guidance, Prime Minister's Office at http://vnk.fi/kaannos-ja-kielipalvelut/sanastot.</p>	<p>FI: Matti Meikäläiselle myönnettiin liikenneneuvoksen arvonimi.</p> <p>EN: <i>The Finnish honorary title 'liikenneneuvos' was granted to Matti Meikäläinen.</i></p>

<p>-neuvos</p>	<p>The preferred English equivalent of Finnish job titles ending in -neuvos is 'Senior Ministerial Adviser'. If necessary, the ministry, department or unit or field of expertise can be added after the title.</p> <p>If the holder of a '-neuvos' title serves as head of unit or department, a descriptive title can be used, e.g. 'Head/Director of X Unit' or 'Director of Legislative Affairs'.</p> <p>Diplomatic titles incorporating '-neuvos' are not honorary titles and should be translated.</p> <p>When a 'lähetystöneuvos' returns to the Ministry for Foreign Affairs from the diplomatic service, the job title remains 'lähetystöneuvos' ('Counsellor'). A Counsellor for Foreign Affairs who has served as an ambassador (head of mission abroad) may use the title Ambassador also in Finland. However, this depends on the position in the Foreign Ministry. For job titles, it is always advisable to consult the Foreign Ministry's website. If in doubt, please contact the Foreign Languages Unit at the Prime Minister's Office (englanti@vnk.fi).</p> <p>See https://www.finlex.fi/fi/laki/ajantasa/2000/20000204</p>	<p>FI: Hallitusneuvos EN: <i>Senior Ministerial Adviser</i></p> <p>FI: Maatalousneuvos EN: <i>Senior Ministerial Adviser, Ministry of Agriculture and Forestry</i></p> <p>FI: Opetusneuvos EN: <i>Senior Ministerial Adviser, Department for Higher Education</i></p> <p>FI: Finanssineuvos EN: <i>Senior Ministerial Adviser, Financial Affairs</i></p> <p>FI: Lainsäädäntöneuvos EN: <i>Senior Ministerial Adviser, Legislative Affairs</i></p> <p>FI: Liikuntaneuvos EN: <i>Senior Ministerial Adviser, Sport and Physical Activity</i></p> <p>FI: Kalastusneuvos EN: <i>Senior Ministerial Adviser, Fisheries</i></p> <p>FI: Ympäristöneuvos EN: <i>Senior Environmental Adviser</i></p> <p>FI: lähetystöneuvos EN: <i>Counsellor</i></p> <p>FI: lehdistöneuvos EN: <i>Counsellor, Press and Cultural Affairs</i></p> <p>FI: kaupallinen neuvos EN: <i>Commercial Counsellor</i></p> <p>FI: ulkoasiainneuvos EN: <i>Counsellor for Foreign Affairs</i></p> <p>FI: ministerineuvos EN: <i>Minister-Counsellor</i></p>
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<p>Geographical names</p>	<p>Differences between Finnish and English spellings of country and city names.</p> <p>Consult Kotus for a full list of country names at http://kaino.kotus.fi/landsnamn/index.php?h=en</p> <p>NOTE: The singular verb is used: “... <i>the Netherlands</i> is a country that ...” “... <i>the Philippines</i> is one of the largest archipelago nations.”</p> <p>NOTE: <i>The British Embassy in The Hague manages the UK government's relations with the Netherlands.</i></p>	<p>FI: Afganistan EN: <i>Afghanistan</i></p> <p>FI: Ahvenanmaa EN: <i>Åland (administrative area)</i></p> <p>FI: Ahvenanmaan itsehallintoalue EN: <i>autonomous region of Åland</i> NOTE: <i>Åland Islands</i> (geographical designation)</p> <p>FI: Alankomaat, Hollanti EN: <i>the Netherlands</i> (in text) EN: <i>Netherlands</i> (in a list) NOT <i>The Netherlands</i></p> <p>FI: Bosnia ja Hertsegovina <i>(Bosnia-Hertsegovina may also be used)</i> EN: <i>Bosnia and Herzegovina</i> NOT <i>Bosnia-Herzegovina</i></p> <p>FI: Bryssel EN: <i>Brussels</i></p> <p>FI: Filippiinit EN: <i>Philippines</i> EN: <i>the Philippines</i> (in text)</p> <p>FI: Firenze EN: <i>Florence</i></p> <p>FI: Geneve EN: <i>Geneva</i></p> <p>FI: Genova EN: <i>Genoa</i></p> <p>FI: Haag EN: <i>The Hague</i></p> <p>FI: Hongkong EN: <i>Hong Kong</i></p>
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<p>Geographical names, continued</p>		<p>FI: Ison-Britannian ja Pohjois-Irlannin yhdistynyt kuningaskunta (abbreviated to Yhdistynyt kuningaskunta)</p> <p>EN: <i>United Kingdom of Great Britain and Northern Ireland</i> (abbreviated to United Kingdom or UK)</p> <p>FI: Kazakstan EN: <i>Kazakhstan</i></p> <p>FI: Kirgisia EN: <i>Kyrgyzstan</i></p> <p>FI: Kongon demokraattinen tasavalta (Kinshasa) EN: <i>Democratic Republic of the Congo</i> EN: <i>the Congo or the DRC</i> (short forms or when space is limited)</p> <p>FI: Kongo (Brazzaville) EN: <i>Republic of the Congo</i></p> <p>FI: Lissabon EN: <i>Lisbon</i></p> <p>FI: Luxemburg EN: <i>(Grand Duchy of) Luxembourg</i> (country)</p> <p>FI: Luxembourg/Luxemburg EN: <i>Luxembourg</i> (city)</p> <p>FI: Pohjois-Makedonia (entinen Jugoslavian tasavalta Makedonia) EN: <i>North Macedonia</i> (former <i>Macedonia</i>, Former <i>Yugoslav Republic of Macedonia</i>, <i>FYROM</i>)</p> <p>FI: Lähi-itä EN: <i>Middle East</i> NOT <i>Near East</i></p> <p>FI: Marokko EN: <i>Morocco</i></p> <p>FI: Meksiko EN: <i>Mexico</i> (country name) EN: <i>Mexico City</i> (capital city)</p>
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<p>Geographical names, continued</p>	<p>NOTE: The Finnish Ministry for Foreign Affairs (and the UN) refers to '<i>the Palestinian territory</i>' in the singular.</p> <p>NOTE: <i>Vatican City State</i> can be shortened to <i>Vatican City</i> or <i>the Vatican</i>. A <i>Vatican citizen</i> (citizen of Vatican City State)</p>	<p>FI: Nizza EN: <i>Nice</i></p> <p>FI: Palestiinalaisalue EN: <i>the Palestinian territory</i></p> <p>FI: Peking, Beijing EN: <i>Beijing</i></p> <p>FI: Petroskoi EN: <i>Petrozavodsk</i></p> <p>FI: Pietari EN: <i>St Petersburg</i> NOT <i>Saint Petersburg</i> or <i>St. Petersburg</i></p> <p>FI: Pyhä istuin EN: <i>the Holy See</i></p> <p>FI: Tšekki, Tšekin tasavalta EN: <i>the Czech Republic</i> (official; generally use this version) EN: <i>Czech Republic</i> (in a list) EN: <i>Czechia</i></p> <p>FI: Uumaja EN: <i>Umeå</i></p> <p>FI: Vatikaani EN: <i>Vatican City</i></p> <p>FI: Vatikaanivaltio EN: <i>Vatican City State</i></p> <p>FI: Venetsia EN: <i>Venice</i></p> <p>FI: Viipuri EN: <i>Vyborg</i></p>
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Baltic States	Except in the special case of the three Baltic States, write 'states' and 'countries' in lower case when the meaning is countries in the Baltic Sea region.	<i>Baltic States</i> (Latvia, Lithuania, Estonia) otherwise: <i>Baltic states, Baltic Sea states</i> or <i>Baltic Sea countries</i> or <i>Baltic countries</i> NOT 'the Baltics' in government texts
Nordic countries		FI: Pohjoismaat EN: <i>the Nordic countries</i> NOT <i>the Nordics</i> in government texts
United Kingdom/Great Britain	<p>In government texts, 'Britannia' and 'Iso-Britannia' are translated the same way as 'Yhdistynyt kuningaskunta' (= 'the United Kingdom' or 'the UK'), if that is the entity being referred to.</p> <p>NOTE: The UK is made up of Great Britain and Northern Ireland.</p> <p>'Britain'/'Great Britain' = England, Scotland and Wales 'United Kingdom' = England, Scotland, Wales and Northern Ireland (('United Kingdom' stands for 'United Kingdom of Great Britain and Northern Ireland')</p> <p>NOTE: <i>Briton, British citizen</i> (referring to the citizens of the UK)</p>	<p>FI: Brysselissä perjantaina 15. joulukuuta kokoontuneet 27 EU-maan johtajat päättivät Britannian eroneuvotteluiden toisen vaiheen käynnistämisestä.</p> <p>EN: <i>In their meeting in Brussels on Friday 15 December, the leaders of the EU-27 Member States decided that the negotiations on the United Kingdom's exit from the European Union can proceed to their second phase.</i></p>

<p>Finnish place names</p>	<p>When the name of a Finnish geographical feature includes 'järvi', 'joki', etc., follow the example.</p> <p>For English names of Finnish administrative areas, consult the website of the body in question.</p> <p>The Swedish name is used if the municipality is bilingual and the majority of its inhabitants speak Swedish. For advice on this, see https://www.kotus.fi/julkaisut/nimijulkaisut/ruotsinkieliset_kuntien_nimet http://www.kielitoimistonohjepankki.fi/haku/kunnanimet/ohje/707</p>	<p>FI: Kuusijärvi EN: <i>Lake Kuusijärvi</i></p> <p>FI: Kemijoki EN: <i>the River Kemijoki, Kemijoki river</i></p> <p>FI: Lahti EN: <i>the City of Lahti</i></p> <p>FI: Sipoo EN: <i>the Municipality of Sipoo</i></p> <p>FI: Kemiö EN: <i>Kimito</i></p>
<p>Compass points</p>	<p>Compass points and adjectival forms are not usually capitalised.</p> <p>Use capitalisation if the compass point is part of a proper name, an administrative or political unit or a distinct regional entity.</p> <p>Write the quarters of the compass as one word, unless a region, organisation or administrative unit spells the term differently.</p> <p>When used in a political or cultural sense, these words are frequently capitalised.</p> <p>Compass bearings are abbreviated without full stops.</p>	<p><i>eastern Europe, northern Finland, southern Africa, northern France, northwest Karelia, north Cyprus</i></p> <p><i>Rain is forecast for London and the southeast.</i></p> <p><i>South Africa, Northern Ireland, South Ostrobothnia, Western Balkans</i></p> <p><i>northeast, northwest, southeast, southwest</i></p> <p><i>The South East is an administrative region of England.</i></p> <p><i>Welcome aboard the North East Expedition, where classic European capitals meet stunning natural landscapes . . .</i></p> <p><i>East Indies, Eastern Europe</i></p> <p><i>54° E, NW, SE</i></p>

5 NUMBERS

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide, and use British English.

<p>Writing out numbers</p>	<p>As a rule, write out low numbers (up to nine) in words and larger numbers (10 and above) in figures. Do not start a sentence with a figure (except in itemised lists); write the number out in full or reformulate the sentence.</p> <p>Avoid starting a sentence with the year, except in itemised lists.</p> <p>DO NOT use spaces (if you can't use a comma, add a non-breaking space (Ctrl + Shift + Space)).</p> <p>Use commas to group thousands.</p>	<p><i>After the meeting, 16 delegations held a press conference in three languages.</i></p> <p>FI: 20 kisaan osallistuneista sadasta osallistujasta joutui keskeyttämään kuumuuden ja kosteuden takia EN: <i>Twenty out of the 100 participants in the race were unable to finish because of the heat and humidity.</i> NOT <i>20 out of the 100 participants in the race . . .</i></p> <p>FI: Vuonna 2018 eri puolilla maailmaa esiintyi useita sään ääri-ilmiöitä. EN: <i>In 2018, several extreme weather events were recorded around the world.</i> NOT <i>2018 saw several extreme weather events around the world.</i></p> <p>2,000; 10,000; 2,000,000</p>
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<p>Dates and times</p>	<p>Dates are written day-month-year (NOT month-day-year).</p> <p>No comma is used with just the month and year.</p> <p>The Finnish system of numbering the weeks of the year should not be used in English. Instead, dates should be spelled out. If a particular week is referred to, mention its starting date, usually a Monday.</p>	<p><i>1 July 2019</i> (NOT <i>July 1, 2019</i>)</p> <p><i>Monday 1 July 2019</i> (NOT <i>Monday, 1 July 2019</i>)</p> <p>NOTE: if space is restricted, dates are written in the form 1.7.2019 or 1/7/2019.</p> <p><i>July 2019</i></p> <p>NOT <i>weeks 20–21</i> BUT <i>16–29 May</i></p> <p>NOT <i>week 19</i> BUT <i>the week beginning 9 May</i></p>
<p>24-hour clock</p>	<p>Use the 24-hour clock. In some situations the 12-hour clock can be used if it adds clarity (10.30 am). To avoid confusion in the case of midday, it may be appropriate to write <i>12.00 noon</i>.</p>	<p><i>9.45, 14.15</i> (NOT <i>09:45, 14:15</i>)</p> <p>FI: ... tilaisuus järjestetään tiedotustilassa keskiviikkona 5.10.2019 klo 10.30–12.00. EN: ... <i>the event will be held in the Government Press Room on Wednesday 5 October 2019 at 10.30–12.00.</i></p> <p>FI: Osallistujia pyydetään ilmoittautumaan perjantaihin 1.10. klo 15 mennessä. EN: <i>Please register by 15.00 on Friday 1 October.</i></p> <p>FI: Osallistujia pyydetään saapumaan paikalle klo 9 mennessä. EN: <i>Participants should arrive by 9.00.</i></p> <p>FI: Tapaaminen on Mäntyniemessä tiistaina 5. kesäkuuta 2019 klo 11. EN: <i>The meeting will be at Mäntyniemi on Tuesday 5 June at 11.00.</i></p>

<p>Time spans</p>	<p>Normally written as a range using an 'en' dash.</p> <p>Do not use an apostrophe in numerical references to decades or centuries</p> <p>For dates, use either an 'en' dash or write 'from' and 'to', depending on which flows best in the context.</p> <p>A forward slash is used for financial or budget years that do not coincide with calendar years and that refer to a period of twelve months or less.</p> <p>'2000-luvulla' can mean the century or the first decade; avoid using '2000s'</p>	<p><i>1990–1995</i></p> <p><i>from 1990 to 1995</i></p> <p><i>between 1990 and 1995</i></p> <p><i>in the period 1990–1995</i></p> <p><i>during 1990–1995</i></p> <p>NOT <i>1990 – 1995</i></p> <p>NOT <i>1990-95</i></p> <p>NOT <i>from 1990-1995</i></p> <p>NOT <i>between 1990-1995</i></p> <p>NOT <i>in 1990-1995</i></p> <p><i>1990s</i> (NOT <i>1990's</i>)</p> <p>FI: 19.–23.11. EN: <i>from 19 to 23 November</i> EN: <i>19–23 November</i></p> <p>FI: 20.12.2017–8.1.2018 EN: <i>from 20 December 2017 to 8 January 2018</i> EN: <i>20 December 2017 – 8 January 2018</i></p> <p><i>The report covers the entire budget year 2016/2017.</i></p> <p>FI: 2000-luvulla EN: <i>21st century, the first decade of the century</i> or e.g. <i>the period 2000–2009</i></p> <p>FI: 2010-luvulla EN: <i>in the current decade, the second decade of this century</i> or e.g. <i>the period 2010–2019</i></p>
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<p>Percentages</p>	<p>The percentage symbol is written without a space in British English. Use the percentage symbol if the text contains lots of figures, except in legislation and in cases such as speeches where the use of the words (per cent) may be preferred by the reader.</p> <p>Writing percentages as a range.</p> <p>If 'per cent' is written out, then write out the number if below 10.</p> <p>DO NOT start a sentence with a figure; instead, spell out the number.</p> <p>For Finnish expressions such as 'joka kolmas vastaaja kyselyssä ...'; follow the example given:</p> <p>BUT for 'kokous pidetään joka kolmas vuosi':</p>	<p><i>31.5% or 31.5 per cent</i> NOT 31,5 %</p> <p><i>30%–40%</i> <i>30% to 40%</i> <i>between X% and Y%</i> <i>from X% to Y%</i></p> <p>NOT <i>30–40%</i> <i>30 – 40%</i> <i>30 to 40%</i> <i>between 30%–40%</i> <i>from 30%–40%</i></p> <p><i>Most of the tariffs are in the 8% to 12% range.</i> <i>The tariffs are set between 8% and 12%.</i> <i>House prices are predicted to drop between 2% and 5% this year.</i> <i>Interest rates increased from 5% to 7%.The price is expected to rise by 3%–5% at the end of the year.</i> <i>The unemployment rate is predicted to edge downwards to 8.1% and the employment rate to rise to 70.3% in 2018.</i> <i>Residents representing at least five per cent of those entitled to vote in a municipality may submit a referendum initiative.</i> <i>Forty per cent of the species have seen a drop of 15% in population numbers.</i> <i>one in three respondents or one out of three respondents</i> NOT every third respondent</p> <p><i>the meeting is held every third year or the meeting is held once every three years</i></p>
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Decimals	Unlike the Finnish use of decimal commas, English uses the decimal point.	<p><i>0.5</i> (NOT <i>0,5</i> or <i>.5</i>)</p> <p>FI: 29,90 euroa EN: <i>EUR 29.90</i></p>
Ranges	<p>The use of dots to denote a range (20...30) is not an option in English.</p> <p>Use an 'en' dash to denote a range in English.</p> <p>DO NOT use an 'en' dash when the words 'from' or 'between' are used.</p>	<p><i>ages 58–75</i> <i>The meeting is to be held on 12–15 April.</i> <i>We are open 9.00–16.00.</i> <i>EUR 20–30 million</i></p> <p><i>Copy the section from page 5 to page 20.</i> <i>Participants should arrive between 9.00 and 9.30.</i></p>

6 CURRENCIES, UNITS AND SYMBOLS

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide, and use British English.

<p>Currency symbols</p>	<p>Use the standard currency codes (EUR, GBP, USD, etc.). DO NOT use symbols (€, £), unless space is limited.</p> <p>NOTE: in English, the currency abbreviation always comes before the number; add a non-breaking space (Ctrl + Shift + Space) before the number.</p> <p>Names of currencies are written in lower case.</p>		<p><i>Under the proposal, the European Union would use a total of EUR 22.18 billion for the programme in 2021–2027.</i></p> <p><i>Canadian dollars</i></p> <p><i>Danish kroner</i></p>						
<p>Thousands, millions, billions</p>	<p>For advice on numbers and ranges, see section 5.</p> <p>Use commas to group thousands.</p> <p>Spell out 'million' and 'billion' and add a non-breaking space (Ctrl + Shift + Space) after the number.</p> <p>Million and billion can be abbreviated if space is limited, such as in tables.</p> <p>NOTE</p> <table border="1" data-bbox="739 1106 1375 1257"> <tr> <td>miljardi</td> <td>billion (= thousand million)</td> </tr> <tr> <td>biljoona (= tuhat miljardia)</td> <td>trillion (= thousand billion)</td> </tr> <tr> <td>triljoona</td> <td>quintillion</td> </tr> </table> <p>Sometimes it may be more appropriate to write out <i>5,000 euros</i> (NOT <i>5,000 euro</i>) instead of <i>EUR 5,000</i>, for example in a speech.</p> <p>DO NOT use <i>MEUR</i>, <i>mio</i>, <i>bio</i>, <i>k</i>, or similar abbreviations.</p>		miljardi	billion (= thousand million)	biljoona (= tuhat miljardia)	trillion (= thousand billion)	triljoona	quintillion	<p><i>EUR 50 million</i> (NOT 50 MEUR)</p> <p><i>EUR 50 mill.</i></p> <p><i>EUR 2 bn</i></p> <p><i>€50 mill.</i></p>
miljardi	billion (= thousand million)								
biljoona (= tuhat miljardia)	trillion (= thousand billion)								
triljoona	quintillion								

<p>Units of measurement</p>	<p>Use a non-breaking space (Ctrl + Shift + Space) between a number and its unit to prevent them falling on separate lines.</p> <p>Use superscript and subscript where appropriate after first spelling out if necessary.</p> <p>In connection with units of measurement, write numbers as figures.</p> <p>Use a space before units of measurement. For units of temperatures, do not use a space. NOTE: in scientific and technical writing, a space is used: 5 °C.</p> <p>Do not write 'minus 5 °C' or 'plus 5 °C'. Use an 'en' dash for minus temperatures.</p>	<p>Consult the European Commission's English Style Guide for more information at https://ec.europa.eu/info/sites/info/files/styleguide_english_dgt_en.pdf</p> <p><i>4 m³, CO₂</i></p> <p><i>It weighs 20 grams.</i></p> <p><i>500 metres, 500 m</i> <i>5°C</i></p> <p><i>The temperatures will rise from –5 °C to 5 °C.</i> <i>The temperatures will drop from –5 °C to –15 °C over the weekend.</i></p>
<p>Symbols</p>	<p>NOTE: the English symbols for multiplication and division are x and ÷</p> <p>The Finnish § symbol is normally translated in legislation as 'section' (NOTE: 's' in lower case) and in articles of association as 'article'.</p>	<p>FI: 5 x 2 = 10 EN: 5 x 2 = 10</p> <p>FI: 10 : 2 = 5 EN: 10 ÷ 2 = 5</p> <p>FI: Asian käsittelyssä noudatetaan soveltuvin osin 96 §:n säännöksiä. EN: <i>The provisions in section 96 shall be complied with, as applicable, in the processing of the matter.</i></p>

<p>Numbers with symbols and abbreviations</p>	<p>Pay attention to the use of symbols and abbreviations with numbers.</p> <p>Use a non-breaking space (Ctrl + Shift + Space) between a number and mathematical symbol or unit of measurement: <i>500 m</i>; $10 \div 2 = 5$; $2 \times 16 = 32$.</p> <p>The per cent sign is closed up to the number: <i>73.6%</i> (NOT <i>73.6 %</i>).</p> <p>If the measurement unit is an abbreviation (cm, ml, etc.) or a symbol is given, the number is written as a figure.</p> <p>At the beginning of a sentence, numbers are spelled out.</p> <p>Figures of 10 or over are written as numbers rather than words.</p>	<p><i>Allegedly, 73.6% of all statistics are made up.</i></p> <p><i>Some tree species grow by as much as 8 cm in a year.</i></p> <p><i>Thirty per cent of the population are over the age of 60 and 20% are under the age of 25. (NOT ... the age of 25 years.)</i></p> <p><i>Ten millilitres of solution were added to the sample.</i></p> <p><i>After the solution boils, add 10 ml of distilled water and mix thoroughly.</i></p> <p><i>Of the whole population, 30% are over the age of 60.</i> <i>The percentage of the population living in cities is close to 30.</i></p>
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7 ABBREVIATIONS

<p>Grammar and punctuation</p>	<p>Some abbreviations normally take a full stop and some do not. If an abbreviation might be confused with a word, use a full stop.</p> <p>The choice between 'a' or 'an' depends on whether the abbreviation begins with a vowel sound or not.</p> <p>With a vowel sound, use 'an', otherwise 'a'.</p>	<p><i>number, no. (NOT nr)</i></p> <p><i>a UN peacekeeper</i></p> <p><i>an SUV (NOT a SUV)</i></p>
<p>Acronyms and initialisms</p>	<p>An acronym is an abbreviation pronounced as a word, and an initialism is an abbreviation in which each separate letter is pronounced. Acronyms do not usually take a definite article (NATO, REACH, etc.), but initialisms do (the UK, the BBC, the EU, etc.). However, established usage may be different, particularly for the names of companies (ICI, IBM, etc.) and universities (UEA, UCL, etc.).</p> <p>In general, spell out names such as the European Union and the United States when used as nouns; they can be abbreviated (to EU and US) if repeated often or when used as adjectives.</p> <p>Acronyms and initialisms should be spelled out in full when first mentioned in a text with the abbreviation in brackets.</p> <p>While acronyms and initialisms are generally capitalised (BUT e.g. Kela), when written out in full the words are not always capitalised.</p> <p>NOTE: Memorandum of Understanding (MoU)</p> <p>When using an acronym or initialism in a sentence, avoid repeating words that are included in the acronym or initialism.</p>	<p><i>The Member States of the European Union decided yesterday ...</i></p> <p><i>The United States has voted against ...</i></p> <p><i>The World Health Organization (WHO) published its latest recommendations on swine flu.</i></p> <p><i>the EU, the WHO, OPEC, UNESCO</i></p> <p><i>non-governmental organisation (NGO); gross domestic product (GDP); BUT United Nations (UN)</i></p> <p>FI: yhteisymmärryspöytäkirja EN: <i>Memorandum of Understanding</i> pl. <i>Memorandums of Understanding</i> or <i>Memoranda of Understanding</i>.</p> <p>FI: GPS-järjestelmä EN: <i>GPS (NOT GPS system)</i></p>

<p>Finnish acronyms and abbreviations</p>	<p>If a Finnish acronym is used, write out the full name at first mention and add the acronym in brackets, after which the acronym can be used in the text.</p> <p>In some cases, the Finnish acronym is not used.</p> <p>Remember: always check each organisation's website.</p> <p>DO NOT abbreviate the English names of Finnish ministries or agencies.</p> <p>Where a Finnish acronym is used, English may use another solution.</p>	<p><i>The Social Insurance Institution of Finland (Kela) is introducing ... Kela's funding for 2019 is ... The Institution will ...</i></p> <p><i>The Finnish Environment Institute is ... The Institute will ...</i> (NOT SYKE or FEI)</p> <p><i>The Ministry of Education and Culture is ... The Ministry has ...</i> (NOT MEC)</p> <p>FI: henkilötyövuosi (Finnish abbreviation: htv) EN: <i>person-year</i></p> <p>FI: Nato EN: <i>NATO</i></p> <p>FI: Diaarinumero (Finnish abbreviation: dnro) EN: <i>Register number</i> (can be abbreviated to: <i>Reg. no.</i>)</p>
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<p>Computer terms</p>	<p>Certain ICT terms such as file types, wireless connections and apps should be capitalised in English. (BUT internet)</p> <p>Avoid using trademark names as verbs.</p>	<p><i>PDF, JPEG, GIF, Wi-Fi, WLAN, WhatsApp</i></p> <p><i>... searched for information on Google</i> (NOT Googled or googled)</p> <p><i>... will set up a conference call on Skype;</i> <i>... make a Skype call</i> (<i>... will Skype or skyped</i>)</p>
<p>United States</p>	<p>Normally use 'Washington DC', but for work that will be presented in the US, use 'Washington, D.C.'</p> <p>Use 'the United States' or 'the US' (NOT 'the USA'). The most suitable adjectival form is usually 'US'.</p> <p>'America' and 'American' are acceptable in some contexts.</p> <p>'The States' should generally be avoided.</p>	<p>FI: ... kokous järjestetään Washingtonissa ... EN: ... <i>the meeting will be organised in Washington DC.</i></p> <p><i>US citizens</i></p> <p><i>Many US national parks are experiencing high numbers of visitors during the summer season.</i></p> <p><i>Note that a singular verb follows in English.</i> <i>The USA has/is ...</i></p>
<p>United Nations</p>	<p>NOTE: the websites of the UN and its agencies are inconsistent in their use of the definite article with abbreviations. You should therefore follow the advice in this Style Guide.</p> <p>A list of UN affiliated programmes, funds and agencies is available online: https://www.un.org/en/sections/about-un/funds-programmes-specialized-agencies-and-others/</p>	

Latin abbreviations	<p>In formal texts, avoid using abbreviations such as 'etc.' in running sentences; instead use 'and so on', 'for example', 'for instance' or other ways to convey the idea. The abbreviation can be used in brackets.</p> <p>See Archaic words in section 15.</p>	<p>FI: esim. EN: <i>e.g.</i> (NOT eg.)</p> <p>FI: toisin sanoen EN: <i>i.e.</i> (NOT ie.)</p> <p><i>... such as ICT, wood processing, the health sector, educational exports and so on.</i></p> <p><i>Local authorities will be responsible for cooperating across administrative boundaries in training professionals within different sectors (e.g. sports, culture and education).</i></p>
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8 FOREIGN WORDS AND PHRASES

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide, and use British English.

<p>Spelling of foreign words</p>	<p>Remember that foreign proper names are sometimes spelled differently in English than in Finnish.</p> <p>See for example Geographical names in section 4 and Russian names below.</p> <p>Foreign words (except proper nouns and common Latin phrases such as "ad hoc") may be italicised if necessary.</p> <p>NOTE:</p> <p>When the word ISIS is used in the name of an organisation or a meeting, for example, do not change it.</p> <p>e.g. The Global Coalition to Defeat ISIS.</p>	<p><i>Quran</i> (NOT <i>Qur'an</i>, <i>Koran</i>)</p> <p>FI: Petroskoi EN: <i>Petrozavodsk</i></p> <p><i>ISIL</i></p> <p>NOT <i>ISIS</i>, <i>IS</i>, <i>Daesh</i>, <i>Daish</i>, <i>Da'ish</i></p> <p><i>Al-Qaida</i></p> <p>NOT <i>al-Qaida</i>, <i>al-Qa'ida</i>, <i>al-Qaeda</i>, <i>Al-Qaeda</i></p>
<p>Russian names</p>	<p>Transliteration of some letters from Russian into Finnish is different than from Russian into English.</p> <p>Always check the way that the person in question spells their name in English. For example, Sergei Lavrov spells his name Sergei, not Sergey.</p> <p>Historical names are in some cases spelled differently depending on the source (Nikolai/Nikolay).</p>	<p>FI: Aleksei Uljukajev EN: <i>Alexei Ulyukayev</i></p> <p>FI: Nikolai Bobrikov toimi tuolloin Suomen kenraalikuvernöörinä ... EN: <i>At the time, Nikolay Bobrikov served as Russian Governor-General in Finland ...</i></p> <p>FI: ... mutta hänen seuraajansa kenraalikuvernööri Obolenski siirtyi asumaan taloon. EN: ... <i>but the succeeding Governor-General Obolensky took up residence in the house.</i></p>

9 PARTS OF SPEECH

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide, and use British English.

<p>Nouns: denominalise in English whenever possible</p>	<p>English often uses verbs where Finnish prefers nouns.</p> <p>See also section on 'Text cohesion'.</p>	<p>FI: Tämän tutkimuksen toimeksiannossa tilattiin olemassa olevien toimintamallien kehittämisanalyysi.</p> <p>EN: <i>This study was commissioned to create an analysis of existing procedures.</i></p> <p>or</p> <p><i>This study was commissioned to analyse existing procedures</i></p> <p>or</p> <p>This study analyses existing procedures.</p> <p>(NOT This study was commissioned for the creation of an analysis of existing procedures)</p>
<p>Nouns: inanimate agents</p>	<p>A non-living thing can perform an action.</p>	<p><i>Figure 13 illustrates ...</i></p> <p><i>Our results indicate ...</i></p> <p><i>The meeting decided ...</i></p>
<p>Verbs: tense</p>	<p>Tense use often differs between Finnish and English.</p>	<p>FI: Muutosprosessi on ollut käynnissä vuosina 2004–2007.</p> <p>EN: <i>The process was under way between 2004 and 2007.</i></p> <p>(NOT <i>has been under way</i>)</p> <p>FI: Ministeri XX on ollut ministerinä 2 000 päivää huomenna tiistaina 13. syyskuuta.</p> <p>EN: <i>Tomorrow, on Tuesday 13 September, Minister XX will have served 2,000 days as a minister.</i></p>

<p>Verbs: active/passive voice</p>	<p>Finnish uses passive constructions more commonly than English. The Finnish passive can often be converted into the active form in English. Use the passive voice sparingly or when there is a good reason to do so.</p>	<p>FI: Ulkoministeriön suurlähetystöissä ja konsulaateissa kirjattiin vuonna 2016 noin 55 000 konsulipalvelua.</p> <p>EN: <i>In 2016, the Foreign Ministry's diplomatic and consular missions abroad handled about 55,000 requests for consular service.</i></p>
<p>Pronouns: be careful with the pronoun 'we' in translations from Finnish</p>	<p>Please note that if you say 'we discussed the matter with the prime minister', it means that you together with one or two others discussed the matter with the prime minister.</p>	<p>FI: Keskustelimme asiasta pääministeri YY kanssa.</p> <p>EN: <i>I discussed the matter with Prime Minister YY.</i></p> <p>or</p> <p><i>Prime Minister YY and I discussed the matter.</i></p> <p>NOT <i>We discussed the matter with Prime Minister YY.</i></p>

10 LISTS

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide, and use British English.

<p>Clarity</p>	<p>Lists and bullet points add to clarity. However, in slide presentations, minimise punctuation.</p>	
<p>Harmonisation</p>	<p>In general, follow the examples for lists given in the European Commission Style Guide.</p> <p>Harmonise the first word in lists: either infinitive or gerund or noun – not mixed.</p>	<p><i>The objectives are to:</i></p> <ul style="list-style-type: none"> – <i>emphasise a comprehensive approach to conflict prevention</i> – <i>further develop the participation in the programme</i> – <i>strengthen the crisis management capacity</i> – <i>stress the role of the UN in peace mediation.</i> <p>NOT</p> <p><i>The objectives are:</i></p> <ul style="list-style-type: none"> – to emphasise <i>a comprehensive approach to conflict prevention</i> – further developing <i>the participation in the programme</i> – the strengthening of <i>crisis management capacity</i> – to stress <i>the role of the UN in peace mediation</i>

11 LEGAL LANGUAGE

The main source for translations of specific pieces of legislation is [Finlex](#). The multilingual Glossary of Legislative Terms (*Lainsäädäntösanasto* under Glossaries and Guidance, Prime Minister's Office, at <http://vnk.fi/kaannos-ja-kielipalvelut/sanastot>) also provides useful guidance. The main source for EU legislation is EUR-Lex.

<p>Names of acts and decrees</p>	<p>The main source for translations of specific pieces of legislation is Finlex.</p> <p>The main source for EU legislation is EUR-Lex.</p> <p>The names of acts and decrees should be written in title case in English.</p> <p>Reference to a numbered article in EU law is capitalised.</p>	<p>FI: Laki henkilötietojen käsittelystä rikosasioissa ja kansallisen turvallisuuden ylläpitämisen yhteydessä</p> <p>EN: <i>Act on the Processing of Personal Data in Criminal Matters and in Connection with Maintaining National Security</i></p> <p>FI: Valtioneuvoston asetus aluksen miehityksestä ja laivaväen pätevyydestä</p> <p>EN: <i>Government Decree on the Manning of Ships and Certification of Seafarers</i></p> <p><i>As laid down in Article 3 ...</i></p>
<p>Pykälä</p>	<p>DO NOT use the 'pykälä' sign §; use 'section' instead.</p>	<p>FI: ... painelaitelain 72 §:n mukainen ...</p> <p>EN: ... <i>in accordance with section 72 of the Pressure Equipment Act ...</i></p>
<p>Liite</p>	<p>As a rule, use 'appendix' (pl. 'appendices') in preference to 'annex' (pl. 'annexes').</p> <p>NOTE: in translations of Finnish acts and decrees, 'annex' should be used for 'liite' and 'appendix' for 'lisäys' (which is an attachment to an annex).</p> <p>NOTE:</p> <p>EU directives have 'Annexes'.</p> <p>Use 'attachment' for a 'liite' to an email.</p> <p>Use 'enclosure' if included in a letter.</p>	<p>... for further reference, see Appendix III of Annex I of the Act ...</p>

12 CORRESPONDENCE

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide, and use British English.

Advice on formal letter writing	Consult <i>Englanninkielinen kirje</i> under Glossaries and Guidance, Prime Minister's Office, at http://vnk.fi/kaannos-ja-kielipalvelut/sanastot .
Advice on email writing	Consult the <i>Presidency Style Guide (Englannin kielen EU2019-tyyliopas)</i> under Glossaries and Guidance, Prime Minister's Office, at https://vnk.fi/en/glossaries-and-guidance .
Advice on invitations, announcements, thank-you letters, etc.	Consult <i>Malli-ilmaisuja valtionhallinnon kirjeenvaihtoon englanniksi</i> under Glossaries and Guidance, Prime Minister's Office, at http://vnk.fi/kaannos-ja-kielipalvelut/sanastot .

13 CITATIONS AND REFERENCES

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide, and use British English.

<p>Citing references</p>	<p>References can be given in footnotes, endnotes or in-text.</p> <p>For four or more authors use 'and others' in sentences; et al. can be used in brackets.</p>	<p>In-text citations:</p> <p><i>According to Aho and Sundberg (2010), Finns are generally supportive of voting rights.</i></p> <p><i>The results of the survey showed that Finns are generally supportive of voting rights (Aho & Sundberg, 2010).</i></p> <p><i>Research on voting showed that in municipal elections people over 40 were more likely to vote (Aho, Sundberg and Lehtinen, 2011). Aho, Sundberg and Lehtinen (2011) found that in municipal elections ...</i></p> <p><i>However, Mäki and others (2012) noted that young people under 25 were particularly interested in a bioeconomy. In contrast, people earning more than EUR 80,000 per year showed more concern for Finland's position in the European Union (Forsberg et al., 2012).</i></p> <p>Footnotes:</p> <p><i>It has long been argued that the Finnish sauna is the best.¹</i></p> <p><i>It has long been argued that the Finnish sauna is the best¹, although different versions of the sauna are found around the world.</i></p> <p><i>¹ John Ahonen, <i>The Perfect Guide to Sauna</i> (Finland Press, 2010), pp. 36–40.</i></p>
<p>Online references</p>	<p>Online sources should include the date, in brackets, on which the information was accessed.</p>	<p>http://www.bris.ac.uk/arts/exercises/referencing/referencing%20skills/page_37.htm (Accessed 26 June 2019)</p>

14 GENDER-NEUTRAL AND BIAS-FREE LANGUAGE

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide, and use British English.

<p>He, she</p>	<p>In contexts where the Finnish 'hän' covers any gender, it can often be cumbersome to use 'he or she'. You can overcome this by using different strategies, such as:</p> <ul style="list-style-type: none"> – changing to plural – repeating the noun – reformulating the sentence to avoid the pronoun. <p>This also applies to legislation, though often it is more appropriate to retain the singular 'he or she' or 'she or he' (NOT 'he/she', 's/he') despite it being cumbersome.</p> <p>Please, use gender-neutral language. It is always preferable to use a term that includes, or at least does not exclude, women and girls.</p> <p>Unless there is good reason to use 'chairman' or 'chairwoman', use the gender-neutral form 'chairperson' or 'chair'.</p>	<p>Instead of</p> <p><i>The user should first log in to his or her program.</i></p> <p>consider using</p> <p><i>You should first log in to the program.</i></p> <p><i>chair, chairperson, cleaner, firefighter, head teacher, police officer, etc.</i></p> <p>FI: Puheenjohtajan lisäksi työryhmän jäsenet ovat ...</p> <p>EN: <i>In addition to the chairperson, the members of the working group are ...</i></p>
<p>One You</p>	<p>DO NOT use the pronoun 'one' or the generic 'you' to avoid gender-specific pronouns in formal government texts.</p>	

<p>Singular and plural ‘they’</p>	<p>Be aware of gender-neutral language. The use of singular ‘they’ has become increasingly common and is acceptable in many contexts.</p> <p>However, in legislation and other formal texts, avoid using the singular ‘they’ and use the plural instead if possible.</p>	<p><i>Each child should bring their books on Monday.</i></p> <p>Instead of</p> <p><i>Where a student refuses to undergo the examinations for ascertaining his or her state of health referred to in section 43b, subsection 1, he or she may be banned from studies until he or she consents to undergo the necessary examinations.</i></p> <p>consider using</p> <p><i>Where students refuse to undergo the examinations for ascertaining their state of health referred to in section 43b, subsection 1, they may be banned from studies until they consent to undergo the necessary examinations.</i></p>
<p>Other bias-free language</p>	<p>Take care when using words that might exclude or offend people, such as ‘the elderly’ or ‘the handicapped’.</p> <p>Do not use ‘gypsy’ or ‘traveller’ for the Roma.</p> <p>‘Spouse’ usually refers to a marriage partner whereas ‘partner’ is a more</p>	<p>FI: ikääntyvät; ikääntyneet työntekijät EN: <i>older people; ageing employees</i></p> <p>FI: vanhukset; ikääntynyt EN: <i>the elderly</i></p> <p>FI: vammaiset EN: <i>people with a disability</i></p> <p>FI: romanit EN: <i>the Roma</i></p> <p>FI: Puoliso täyttää kohdan B. EN: <i>Section B should be filled in by your partner.</i></p>

15 TEXT COHESION AND CLARITY

<p>Text flow</p>	<p>To improve cohesion in English, add linking words such as 'once again', 'as regards', 'accordingly', 'for this reason', 'to this end' ...</p> <p>A range of grammar structures can make the text more interesting for the reader:</p> <ul style="list-style-type: none"> – pronouns (it, this, that, those, etc.) to refer back to something mentioned earlier – synonyms to avoid repetition. 	<p>FI: Haluaisin sanoa muutaman sanan Suomessa käytössä olevasta mallista ...</p> <p>EN: <i>In this context</i>, I would like to say a few words about the system ...</p> <p><i>Once again</i>, I quite agree but, unfortunately, we do not know what will happen with ...</p> <p><i>That is why</i> I welcome the fact that, in spite of everything ...</p>
<p>Reverse thinking</p>	<p>This means avoiding mechanical translation. Follow the logic of the target language.</p>	<p>FI: Jos sinulla on käynnistymässä tai suunnitteilla kokeilu</p> <p>EN: <i>If you are planning or launching ...</i> (NOT ... launching or planning)</p> <p>FI: Kaikki saamamme palaute on tervetullutta ja tärkeää.</p> <p>EN: <i>Feedback is valuable and most welcome.</i> (NOT ... welcome and valuable)</p> <p>FI: päätöksenteko ja valmistelu</p> <p>EN: <i>preparation and decision-making</i> (NOT ... decision-making and preparation)</p> <p>FI: Yhdessä ratkotaan ja pohditaan asioita.</p> <p>EN: <i>We deliberate and solve things together.</i> (NOT ... solve things and deliberate together.)</p>

End focus	It is common in English for the most important information in a sentence to be placed at the end.	<p>Instead of:</p> <p><i>Mobilisation of the emergency teams was initiated by the Mayor even before the hurricane made landfall.</i></p> <p>write, for example:</p> <p><i>Even before the hurricane made landfall, the Mayor mobilised the emergency teams.</i></p>
Theme	<p>However, the theme of a sentence is often expressed at the beginning.</p> <p>This is particularly the case with longer structures, where it is good to introduce the information that is to follow.</p>	<p>FI: Sopimukseton ero olisi molemmille osapuolille haitallinen, ja siksi Eurooppa-neuvosto pidensi 22. maaliskuuta Britannian EU-eron päivää 12. huhtikuuta asti.</p> <p>EN: Exiting without an agreement would be detrimental to both sides, which is why, on 22 March, the European Council extended the UK's EU exit date to 12 April.</p> <p><i>The real problem was the relatively poor turnout in the 2014 European elections in many countries and the Eurosceptic attitudes of many of the candidates.</i></p> <p>NOT:</p> <p><i>The relatively poor turnout in the 2014 European elections in many countries and the Eurosceptic attitudes of many of the candidates was the real problem.</i></p>
Hyphenation	Do not use automatic hyphenation nor use hyphens to break words at the end of a line.	

<p>Noun stacking</p>	<p>Noun phrases made up of four or more words can be ambiguous and often need to be broken up for the sake of clarity. There may even be more than one meaning, in which case it may be necessary to consult the writer.</p>	<p>NOT ... <i>to determine a wide range of data user communication needs.</i></p> <p>Does this mean: ... <i>to determine the need for a wide range of data communication between users?</i></p> <p>Or: ... <i>to determine the communication needs of a wide range of data users?</i></p> <p>Or: ... <i>to determine the need for communicating data about a wide range of users?</i></p>
<p>Archaic words</p>	<p>Avoid using: thereafter, therein, aforementioned, insofar as, albeit, thus, lest, herein, etc.</p> <p>Also avoid using: inter alia, i.a., per se, per diem</p> <p>In EU contexts, inter alia and i.a. are acceptable in quoted material.</p>	<p>Instead of <i>thereafter</i> consider using <i>then, afterwards</i> ... Instead of <i>therein</i> consider using <i>in that, there</i> ... Instead of <i>thus</i> consider using <i>so, therefore</i></p> <p>Instead of <i>aforementioned report</i> consider using <i>this/that report, the report;</i> NOTE: in some cases the word '<i>said</i>' might be appropriate ...</p> <p>In Kela's texts, '<i>daily allowance</i>' is used for '<i>päiväraha</i>' rather than '<i>per diem</i>'.</p>
<p>Subject-verb agreement</p>	<p>Sometimes a singular subject may take a plural verb, or a plural subject may take a singular verb. This is usually related to whether the subject is considered to be a single entity (e.g. 'Finnish Customs') or to consist of many individuals or parts (e.g. 'the police'), or where the emphasis is on a particular element of the noun phrase (e.g. emphasis on 'asylum seekers' rather than 'number' in the noun phrase 'record number of asylum seekers').</p>	<p><i>The police have responded to the situation.</i></p> <p><i>Finnish Customs is an efficient organisation.</i></p> <p><i>A record number of asylum seekers have left for their home country/countries.</i></p>

16 SPEECHES

Useful phrases for speeches	<p>To ensure easy readability for the speaker, avoid</p> <ul style="list-style-type: none">– words and sentences that are too long– words that may involve– major pronunciation problems– expressions that may cause the speaker to stumble or hesitate. <p>Consult <i>Puheiden ilmaisuja</i> under Sanastot ja ohjeet (Glossaries and Guidance), Prime Minister's Office, at https://vnk.fi/en/glossaries-and-guidance.</p>	<p>Instead of <i>tuition fees</i>, use <i>university fees</i>, for example.</p> <p>Instead of <i>internationalisation</i>, use <i>make something international</i>, for example.</p> <p>Instead of <i>EUR 0.5 mill.</i>, write <i>half a million euros</i>.</p>
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17 TRANSLATING PRESS RELEASES

<p>Headline</p>	<p>Press release headlines in English often work well with the simple present tense, except where the future tense is appropriate. Avoid using articles in the headline.</p>	<p><i>Minister Tiilikainen to visit Algeria on trade mission on 20–21 November</i></p> <p><i>Minister Virolainen leads trade mission to India</i></p> <p><i>Government proposes improvements in export financing</i></p>
<p>Date</p>	<p>If space is limited for the date of the press release, the month can be written as a number.</p>	<p><i>6 December 2019</i></p> <p><i>6.12.2019</i></p> <p>(NOT <i>e.g. 06.12.2019 or 06.12.19</i>)</p> <p><i>in limited cases 6/12/2019</i></p> <p><i>FI: Ministeri XX osallistuu sihteeristön kokoukseen Amsterdamissa 20.–22.10.2019.</i></p> <p><i>EN: Minister XX will participate in the meeting of the Secretariat in Amsterdam on 20–22 October 2019.</i></p>
<p>Embargo</p>	<p>Publication of the press release may be embargoed.</p>	<p><i>FI: Julkaistavissa 14.9. klo 14.00</i></p> <p><i>EN: Embargoed until 14.00 on 14 September</i></p> <p><i>FI: Julkaisuvapaa VN:n istunnon jälkeen</i></p> <p><i>EN: Embargoed until after the government session</i></p>
<p>Joint press release</p>	<p>A Finnish press release may be headed 'Ministeriö X ja ministeriö Y tiedottavat'.</p>	<p><i>FI: Ministeriö X ja ministeriö Y tiedottavat</i></p> <p><i>EN: Press release</i></p> <p>NOT <i>Press release by Ministry X and Ministry Y</i></p> <p><i>or</i></p> <p><i>Joint press release by Ministry of X and Ministry of Y</i></p>

Quotation	Always use double quotation marks with quoted speech.	<p><i>Minister XX said: "Today's meeting went well. The Committee will announce its conclusions on Thursday."</i></p> <p><i>"I, too, have encouraged them to pursue this," reported Prime Minister Juha Sipilä.</i></p>
Titles	<p>In press releases, when the Finnish gives several titles, use only one title, usually the most pertinent one.</p> <p>Concerning new appointments, the person's academic qualifications may be given in press releases and should normally be translated.</p>	<p>FI: oikeustieteen maisteri, kansanedustaja, hallitusneuvos Matti Meikäläinen EN: <i>Matti Meikäläinen, Senior Ministerial Adviser</i></p> <p>FI: Valtiotieteiden maisteri Juha Kuha on torstaina 24.11.2019 nimitetty ... EN: <i>On Thursday 24 November 2019, Juha Kuha, M.Soc.Sc., was appointed as ...</i></p>
Inquiries	<p>At the end of press releases, there are normally contact details under the heading 'lisätietoja'. This should be 'Inquiries:' (NOT 'further information', 'additional information').</p> <p>If the subject matter is included in contact details, write the subject matter in brackets after the person's job title.</p>	<p>FI: Lisätietoja: Hallitusneuvos Tiina Turtiainen, sisäministeriö, puh. 050 111 2222 EN: Inquiries: <i>Tiina Turtiainen, Senior Ministerial Adviser, Ministry of the Interior, tel. +358 50 111 2222</i></p> <p>FI: Lisätietoja: Erityisasiantuntija Matti Meikäläinen (viisumiasiat), puh. 1234 5678 or (viisumiasiat) Matti Meikäläinen, erityisasiantuntija, tel. 1234 5678 EN: <i>Matti Meikäläinen, Special Adviser (visas), tel. +358 1234 5678</i></p> <p>FI: Lisätietoja ministerin ohjelmasta: EN: <i>More information about the Minister's programme:</i> EN: <i>Read more:</i></p>

Name and job title	<p>In the contact details at the foot of a press release, the job title comes after the person's name.</p> <p>For information on job titles, consult <i>Virkanimikkeiden kääntäminen</i> englanniksi under Glossaries and Guidance, Prime Minister's Office, at http://vnk.fi/kaannos-ja-kielipalvelut/sanastot.</p>	<p>FI: Lisätietoja: Hallitusneuvos Tiina Turtiainen, sisäministeriö, puh. 050 111 2222</p> <p>EN: Inquiries: <i>Tiina Turtiainen, Senior Ministerial Adviser, Ministry of the Interior, tel. +358 50 111 2222</i></p>
Phone number	Remember to add country code in the phone number.	<p>FI: puh. 050 111 2222</p> <p>EN: <i>tel. +358 50 111 2222</i> (NOT tel. +358 (0)50 111 222)</p>
Email	Email address formatting: use the same form given in the Finnish.	<p>FI: john.doe@example.com</p> <p>EN: <i>john.doe@example.com</i></p> <p>FI: john.doe(at)example.com</p> <p>EN: <i>john.doe(at)example.com</i></p>
Age	If the age of a person is mentioned, it is normally expressed without the word 'years'.	<p>FI: Tehtävään nimitettiin 38-vuotias Matti Virtanen.</p> <p>EN: <i>Matti Virtanen, 38, was appointed to the post.</i></p>
Repetition of name and title	In a press release, write out the name and title in full at first mention, but then start using a shortened form (even if the source language does not do so).	<p><i>Minister of the Interior Paula Risikko attended ...</i></p> <p><i>Minister Risikko was accompanied by ... On Tuesday, Risikko will also ... He is not expected to ...</i></p> <p><i>The summit will be held on 23 and 24 May in Oulu. Prime Minister Juha Sipilä will attend the meeting.</i></p> <p><i>"Finland is ... says Prime Minister Sipilä, leader of the Finnish delegation. He emphasised ...</i></p> <p><i>"Discussion will continue ...," says Sipilä who will be ...</i></p>

<p>Verb when referring to speaker of direct quotation.</p>	<p>Where the instances of quoted speech in a Finnish press release or news item are followed by different verbs (e.g. korosti/totesi/sanoi ministeri), such variation may not be necessary in English.</p>	<p>FI: "...", ympäristöministeri korosti. EN: "...", <i>said the Minister of the Environment.</i></p> <p>FI: "...", luonnehti Britannian pääministeri Theresa Mayn tapaamista. EN: "...", <i>said the UK Prime Minister Theresa May.</i></p>
<p>Other</p>	<p>'9/11' is so well known as shorthand for the attacks on 11 September 2001 that it can be used in headlines. In text, it could be written out.</p> <p>'PM' can be used in headlines and tweets, but should be spelled out in text.</p> <p>'UK', 'UN', 'EU' can also be used as abbreviations in headlines and tweets.</p>	
<p>Check against delivery</p>		<p>FI: muutosvarauksin EN: <i>check against delivery</i> NOT <i>'subject to change(s)'</i></p>
<p>For capitalisation, currency, titles, reference to ministries, etc. see the relevant sections elsewhere in this guide.</p> <p>Advice for press releases applies to news items, too.</p>		

18 SOCIAL MEDIA AND VIDEO TEXTS

<p>Twitter</p>	<p>The maximum number of characters in a tweet is currently 280.</p> <p>Text for tweets should not be copied unedited (e.g. from press releases) without first checking the suitability of verb tenses and shortening the text where possible.</p> <p>To keep the tweet short, you can omit articles, use abbreviations (such as 'e.g.', 'Mon–Tue', 'EU') and devise compact expressions that may not otherwise be appropriate outside social media.</p> <p>If the tweet includes an image or video, you should check that the text is consistent with it.</p> <p>Twitter account names (e.g. @juhasipila) are the same in Finnish and English, whereas hashtags (e.g. #budjettiriihi) only identify tweets that have the same language-specific hashtag. In some cases a corresponding English version of the hashtag may be in use (e.g. for a conference or other event, or a commonly referred to topic such as #Finland100). Otherwise, translate the text of the hashtag as part of the sentence, but omit the symbol (#). If there is a 'keyword' list of hashtags at the end of the tweet, these can be left for the communications staff to deal with.</p>	<p>FI: #budjettiriihi Kesärannassa ti-ke, PMI @anttirinne tapaa Ranskan presidentti @EmmanuelMacron to, pe @anttirinne ja @LiAndersson Turun #eurooppaforumi'ssa.</p> <p>EN: <i>Government budget session at Kesäranta Tue–Wed, PM @anttirinne meets French President @EmmanuelMacron Thu, PM @anttirinne and @LiAndersson at #europeforum in Turku Fri.</i></p> <p>FI: Tutustu osallistujien näkemyksiin haasteista http://vnk.fi/kohti-seuraavaa-sataa #Seuraava100 #Suomi100</p> <p>EN: <i>Find out the participants' views at http://vnk.fi/kohti-seuraavaa-sataa #Next100 #Finland100</i></p>
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Other channels, e.g. Instagram, Flickr, YouTube, Facebook	Consult the social media site in question to check permitted character lengths and other rules or practices.	
Blogs	Remember that blogs are informal in style and designed to be readily understood by readers. Use of overly formal language and bureaucratic and jargonistic terminology should usually be avoided or kept to a minimum.	
Video texts	Texts that are designed to be read in association with a video (e.g. for YouTube or other purposes) are usually subject to time and space constraints. They should therefore be concisely written and checked against the video for relevance and consistency.	

19 GOVERNMENT AND ADMINISTRATION

<p>Valtio</p>	<p>'valtio' can refer to</p> <ul style="list-style-type: none"> – state – central government – government – the Government – the Finnish Government – the Government of Finland – country <p>When translating 'valtio' as 'state', generally use lower case, but capitalise when it could be replaced by the name of a country.</p> <p>NOTE:</p> <p>See also 'hallitus' and 'valtioneuvosto' below in this section.</p>	<p><i>state-owned enterprise, state aid, state funding</i></p> <p>NOT <i>State-owned</i></p> <p>BUT <i>the State of Finland</i></p> <p>FI: Tiedot saadaan luovuttaa ainoastaan, jos asianomainen valtio tai kansainvälinen elin varmistaa riittävän tietosuojan tason.</p> <p>EN: <i>Data may only be disclosed if the state or international body in question ensures an adequate level of data protection.</i></p> <p>FI: Maakuntien toiminta rahoitetaan pääosin valtioon rahoituksella ja osaksi palvelujen käyttäjiltä perittävillä asiakasmaksuilla.</p> <p>EN: <i>The activities of counties would be financed mainly from central government funds and partly from client fees to be collected from the users of services.</i></p> <p>FI: Kampanjassa jo mukana olevat valtiot ja yritykset: ...</p> <p>EN: <i>The following Governments and companies have joined the campaign so far: ...</i></p> <p>FI: Sekä Suomen valtio että alueviranomaiset niin Ruotsin kuin Suomen puolella ovat tukeneet vuodesta 2010 Vaasan ja Uumajan välistä matkustajaliikennettä.</p> <p>EN: <i>The Finnish Government and regional authorities in both Sweden and Finland have subsidised passenger traffic between Vaasa and Umeå since 2010.</i></p>
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<p>Julkinen hallinto Valtionhallinto Valtion keskushallinto</p>	<p>‘Valtionhallinto’ is usually translated as ‘central government’, though it is sometimes appropriate to use ‘central government administration’ or ‘state administration’.</p> <p>‘Julkinen hallinto’ is a wider concept referring to central, regional and local government together and translated as ‘public administration’ or ‘general government’. None of these are capitalised.</p> <p>‘Valtionhallinto’ is therefore often used in the sense of ‘keskushallinto’ or ‘valtion keskushallinto’ (= the ministries plus the government agencies and public bodies within the administrative branch of each ministry. Strictly speaking, however, in administrative terms ‘valtionhallinto’ consists of three levels: ‘valtion keskushallinto’ (‘central state administration’), ‘valtion aluehallinto’ (regional state administration) and ‘valtion paikallishallinto’ (local state administration).</p>	<p>FI: Työ ministeriössä tarjoaa näköalapaikan valtionhallintoon.</p> <p>EN: <i>Working at the Ministry provides an excellent overview of central government.</i></p> <p>FI: Maakunta- ja sote-uudistuksen myötä Suomen julkinen hallinto järjestetään kolmella tasolla, jotka ovat kunta, maakunta ja valtio.</p> <p>EN: <i>As a result of the regional government, health and social services reform, Finland’s public administration will be organised at three different levels: municipalities (local government), counties (regional government) and state (central government).</i></p> <p>FI: Julkisen talouden suunnitelman valmistelun yhteydessä keskushallinto ja maakunnat käyvät neuvottelut ...</p> <p>EN: <i>In connection with the preparation of the general government fiscal plan, the central government and the counties will negotiate ...</i></p>

<p>Hallitus Valtioneuvosto</p>	<p>For 'hallitus' use 'the Government' or 'the Finnish Government' (NOT 'Cabinet'), or, in a general sense, 'government'. The same applies to 'valtioneuvosto'.</p> <p>'Valtioneuvosto' is to be understood, on the one hand, as the body which convenes for the general governing of the country, consisting of the Prime Minister and other ministers, and, on the other hand, the decision-making body for governmental and administrative matters consisting of the Government plenary session and the ministries.</p> <p>Capitalise 'Government' when</p> <ul style="list-style-type: none"> – it refers to the 'valtioneuvosto' or 'hallitus' of a given country or – it is the head noun in the phrase. <p>Write 'government' in lower case when it is used</p> <ul style="list-style-type: none"> – as a generic word or – as a modifier. <p>NOTE:</p> <p>'Suomen valtio' can also be translated as 'the Finnish Government'. (See under 'valtio')</p>	<p>FI: Hallitus antoi keväällä 2009 eduskunnalle selonteon Itämeren haasteet ja Itämeri-politiikka. Koska sen tavoitteet ovat jo monelta osin toteutuneet, valtioneuvosto päätti selonteon päivittämisestä.</p> <p>EN: <i>In spring 2009, the Government submitted to Parliament a report entitled Challenges of the Baltic Sea and on Baltic Sea Policy. As many of its objectives have already been achieved, the Government decided to update the report.</i></p> <p>FI: valtioneuvoston toiminnan kehittäminen EN: <i>development of government functions:</i></p> <p>FI: Ruotsin hallitus EN: <i>Government of Sweden</i></p> <p>FI: hallituksen esitys EN: <i>government proposal</i></p> <p>FI: valtioneuvoston periaatepäätös EN: <i>government resolution</i></p> <p>FI: hallituksen ohjelma EN: <i>the Government's programme</i></p> <p>BUT</p> <p>FI: hallitusohjelma EN: <i>the Government Programme</i></p> <p>FI: hallituspuolueet EN: <i>Government parties</i></p>
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<p>Hallinnonala</p>	<p>'branch of government', 'administrative branch'</p> <p>A ministry's 'hallinnonala' consists of the ministry together with the agencies and public bodies under its administration.</p> <p>NOTE: The translation 'branch of government' is usually more appropriate than 'administrative branch', which can easily sound too narrow.</p> <p>'Administrative branch' is in any case preferable to 'administrative sector' or 'administrative domain'.</p>	<p>FI: Joitakin tehtäviä ja yksittäisiä virastoja on siirretty hallinnonalalta toiselle.</p> <p>EN: <i>Some duties and individual agencies have been transferred from one administrative branch to another.</i></p> <p>FI: Sisäasiainhallinnon hankintaohje</p> <p>EN: <i>Procurement instructions for the Ministry of the Interior's branch of government</i></p>
<p>Ulkoasiainhallinto</p>	<p>Foreign Service ('ulkoasiainhallinto', 'UH') covers the Ministry for Foreign Affairs and the Diplomatic Service ('ulkomaanedustustot', 'UE'), that is Finland's diplomatic and consular missions abroad.</p> <p>Foreign service (in lower case): foreign service in general or foreign service of a given country.</p> <p>NOTE: The Ministry for Foreign Affairs is also known as the Foreign Ministry.</p>	<p><i>Foreign Service</i></p> <p><i>the Foreign Service of Finland</i></p>
<p>Edustusto</p>	<p>Consult websites of Finland's missions abroad at https://um.fi/edustustot</p>	<p><i>mission; representation; embassy</i></p>
<p>Ministerin arvonimi</p>	<p>Consult <i>Arvonimiä ei käännetä</i> under Glossaries and Guidance, Prime Minister's Office, at http://vnk.fi/kaannos-ja-kielipalvelut/sanastot.</p>	
<p>Entinen ministeri, entinen presidentti</p>		<p>FI: Ministeri Per Stenbäck osallistuu</p> <p>EN: <i>Former government minister ...</i></p> <p>FI: ... Kokoukseen osallistuu Presidentti Tarja Halonen, ...</p> <p>EN: <i>The meeting will be attended by former President Tarja Halonen, ...</i></p>

<p>Virkamies</p> <p>Valtion virkamies</p>	<p>‘Virkamies’ is usually translated as ‘public official’ (NOT ‘civil servant’ or ‘public servant’).</p> <p>In some cases, ‘government official’, ‘state official’ or ‘public official in central government’ may be appropriate.</p>	<p>FI: Henkilötietoja pääsevät käsittelemään sivuston ylläpidosta vastaavat virkamiehet.</p> <p>EN: <i>Personal data can be processed by public officials responsible for maintaining the website.</i></p>
<p>Viranomainen, viranomaiset</p>	<p>Usually translated as one of the following, depending on the context:</p> <ul style="list-style-type: none"> – the authorities – public authorities – the authority for x – the x authority – government authorities <p>NOTE: Even if ‘viranomainen’ is the singular in Finnish, it is sometimes best translated in the plural in English.</p> <p>NOTE: ‘toimivaltainen viranomainen’ is translated as ‘the competent authority’.</p>	<p>FI: Oikeusministeriö myös tukee ja neuvoo muita viranomaisia säädösvalmistelun kuulemiseen liittyvissä kysymyksissä.</p> <p>EN: <i>The Ministry of Justice also supports and advises other authorities in questions related to the consultation practices in law drafting processes.</i></p> <p>FI: Valtioneuvoston asetuksella säädetään viranomaisesta, jolle vaatimus osoitetaan.</p> <p>EN: <i>Provisions on the authority to which the demand shall be addressed are issued by government decree.</i></p> <p>FI: Muutoksenhaku sähköturvallisuusviranomaisen päätökseen</p> <p>EN: <i>Appealing against a decision of the Electrical Safety Authority.</i></p> <p>FI: Päätöksen tehnyt viranomainen on ylittänyt toimivaltansa.</p> <p>EN: <i>The public authority that made the decision exceeded its powers.</i></p>

<p>Puheenjohtajuus</p> <p>Puheenjohtajamaa</p> <p>Puheenjohtaja</p>	<p>Consult the website of the organisation in question.</p> <p>For guidance concerning Suomen EU-puheenjohtajakausi, see Presidency of the Council of the EU in section 20 below.</p>	<p>FI: puheenjohtaja/puheenjohtajamaa</p> <p>EN: <i>chair, chairperson, chairmanship, presidency</i></p> <p><i>The Estonian Presidency of the Council of the European Union</i></p> <p><i>John Smith, Chair of the Working Group on Immigration</i></p>
<p>Työryhmä</p>		<p>FI: työryhmä</p> <p>EN: <i>working group, task group, task force, etc.</i></p>
<p>Kirjaamo (ministeriössä)</p>		<p><i>registry; Registry of the Ministry for Foreign Affairs</i></p>
<p>EU:n komissio</p>		<p><i>European Commission</i> (NOT EU Commission) <i>Commission (when repeated)</i></p>
<p>EU:n ulkopuolinen maa</p>	<p>'Third countries' is used in EU texts to mean countries outside the EU. If this is unclear from the context, use a more descriptive phrase.</p>	<p><i>The EU negotiates and concludes international agreements both with non-EU countries and with international organisations, such as the WTO or the UN.</i></p>
<p>Euroalue</p>		<p><i>euro area (NOT euro zone, eurozone, Euro Area)</i></p>

20 TOPICAL

<p>Presidency of the Council of the EU</p>	<p>For texts relating to Finland's Presidency, consult the <i>Presidency Style Guide</i> at https://vnk.fi/en/glossaries-and-guidance and IATE at https://iate.europa.eu.</p> <p>Use a lower case 'p' for general references to the Council presidency, but an upper case 'P' for individual presidencies, e.g. 'the Latvian Presidency'.</p>	<p>FI: Suomen EU-puheenjohtajuus tai Suomen EU-puheenjohtajakausi</p> <p>EN: <i>Finland's Presidency of the Council of the European Union</i></p> <p>or</p> <p>EN: <i>Finland's Presidency of the Council of the EU</i></p>
<p>Health, social services and regional government</p>	<p>For terms related to health, social services and regional government reform, consult <i>Keskeisiä sote-uudistuksen termejä</i> and <i>Suomen hallintorakenteeseen (...) ja kuntien nimet</i> under Glossaries and Guidance, Prime Minister's Office, at http://vnk.fi/kaannos-ja-kielipalvelut/sanastot.</p> <p>Write 'health' before 'social' even if in Finnish social is first (except in the name of the ministry: Ministry of Social Affairs and Health).</p> <p>The abbreviation 'sote' usually means healthcare and social welfare. However, in the context of health and social services reform, the term 'sote' is often used to refer to the services, i.e. 'health and social services'.</p> <p>NOTE: use the term 'region' for the current regions in Finland and the term 'county' when the text is about new counties being created as part of regional government reform. However, Ahvenanmaa will be referred to as 'Åland' or 'the autonomous province of Åland'.</p>	<p>FI: sote- ja maakuntaudistus</p> <p>EN: <i>health, social services and regional government reform</i></p> <p>FI: sote-uudistus</p> <p>EN: <i>health and social services reform</i></p> <p>FI: maakuntaudistus</p> <p>EN: <i>regional government reform</i></p> <p>FI: sosiaali- ja terveystalvet</p> <p>EN: <i>health and social services</i></p> <p>FI: sosiaali- ja terveydenhuolto</p> <p>EN: <i>healthcare and social welfare</i></p> <p>FI: maakunta</p> <p>EN: <i>county</i></p>

<p>Brexit</p> <p>United Kingdom's exit from the European Union</p>	<p>The term 'Brexit' can be used, but sometimes it is appropriate to spell it out as e.g. 'the United Kingdom's exit from the European Union' or 'the United Kingdom's withdrawal from the European Union'.</p>	<p>FI: On selvää, että Britannian EU-ero tulee muuttamaan Euroopan unionia.</p> <p>EN: <i>There is no doubt that Brexit will change the European Union.</i></p> <p>FI: Käynnissä on neuvottelut erosopimuksesta.</p> <p>EN: <i>Negotiations on a withdrawal agreement are in progress.</i></p> <p><i>The negotiations on the United Kingdom's exit from the European Union can now proceed to their second phase.</i></p> <p><i>The second phase of the UK's EU exit negotiations will deal with the transition period arrangements.</i></p>
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21 FREQUENTLY MISUSED OR OVERUSED

Consult *Termiselvitykset* and *Kuukauden termit* under Glossaries and Guidance, Prime Minister's Office, at <https://vnk.fi/kaannos-ja-kielipalvelut/sanastot>

<p>Edelläkävijä</p>	<p>Avoid translating 'edelläkävijä' as 'forerunner', if the context is the present or future, as forerunner normally means something that precedes or heralds the arrival of something else.</p> <p>Instead, try: <i>frontrunner, take the lead, leader, lead the way, be at the leading edge, at the forefront, pioneer</i></p>	<p>FI: Suomi on edelläkävijä monissa asioissa. EN: <i>Finland is a frontrunner in many things.</i></p> <p>FI: Digitaalisen talouden osalta Suomen on oltava edelläkävijä. EN: <i>Finland must be at the forefront of the digital economy.</i></p>
<p>Toimija/taho (people and/or organisations involved in doing something)</p>	<p>'Actor' is best avoided; 'entity', 'body', 'party', 'operator' or 'those concerned/involved' can often work well.</p> <p>It is often preferable to rework the sentence, perhaps by trying to identify exactly who you are talking about and using that term, such as 'aid organization'.</p> <p>Alternatives such as 'player' can sometimes be used.</p>	<p>FI: Kiitän myös kaikki niitä yksityisiä tahoja ja henkilöitä, jotka ovat antaneet arkistojaan ja materiaalia tämän selvityksen käyttöön. EN: <i>I would also like to thank the individuals and private associations that provided their own archives and materials for use in the investigation.</i></p>
<p>Ohjata/ohjaus</p>	<p>Avoid translating 'ohjata' and 'ohjaus' as 'steer' or 'steering', except for established terms such as 'steering group' and 'steering committee' and when the meaning is to physically or metaphorically steer something (e.g. a vehicle or the conversation).</p> <p>Instead, try: <i>guide/guidance, direct/direction, manage/management, oversee/oversight, coordinate/coordination, control, or a combination (e.g. guidance and direction).</i></p>	<p>FI: Ohjausryhmän tehtävänä on ohjata suunnitelman toimeenpanoa. EN: <i>The tasks of the steering group are to oversee the implementation of the plan.</i></p> <p>FI: Viranomaisia ohjataan huolehtimaan tietojen ja digitaalisten palvelujen luotettavuudesta, saatavuudesta ja eheydestä. EN: <i>Authorities are given guidance on how to ensure the reliability, availability and integrity of information and digital services.</i></p> <p>FI: Poikkihallinnollinen ja strateginen ohjaus. EN: <i>Cross-administrative strategic guidance and direction.</i></p>

Lähtökohta	<p>Avoid overuse of <i>'point of departure'</i> or <i>'starting point'</i>. Other alternatives, depending on the context, include:</p> <p><i>premise, goal, aim, approach, basis.</i></p>	<p>FI: Lähtökohtana on, että ... EN: <i>The basic principle is that ...</i></p> <p>FI: Strategian lähtökohta on ... EN: <i>Our strategy is based on ...</i></p>
Jatkossa Tulevaisuudessa	<p>in future (in the meaning of <i>from now on</i>) from now on moving forward in coming years will ... (future tense)</p> <p>in the future (in the meaning of <i>at some point in the future</i>)</p>	<p>FI: "Työn tulee jatkua aktiivisena jatkossakin", sanoi pääministeri Sipilä. EN: <i>"This work must remain active in the future too," said Prime Minister Sipilä.</i></p> <p>FI: Suomalaiset toivovat itsenäisyyspäivän olevan jatkossakin iloinen, valoisa ja yhteisöllinen. EN: <i>Moving forward, Finns would like Independence Day celebrations to be cheerful, bright and communal.</i></p>

<p>Osuus</p>	<p>The Finnish 'osuus' is not always 'share'.</p> <p>Osuus, in quantitative relations, is usually translated as 'proportion' (a part of the whole) or 'in relation to'.</p> <p>Be sure the meaning is proportion and not a ratio. A ratio is the relation between two parts of a whole.</p> <p>(Source and examples: <i>Lääketieteen ja luonnontieteen englantia: The Words Between</i>, Jean Margaret Perttunen, Duodecim 2000).</p> <p>Sometimes it is best not to translate 'osuus' directly, but to express it in another way.</p>	<p>FI: Kuiva-aineen osuus tuorepainosta kasvoi toukkakehityksen aikana 20 prosentista 32 prosenttiin.</p> <p>EN: <i>During larval development, dry weight increased in relation to fresh weight from 20% to 32%.</i></p> <p>FI: Hevostilojen osuus yli 1 ha tiloista</p> <p>EN: Proportion of farms of over 1 ha with horses</p> <p><i>The proportion (NOT share) of (NOT from) white rats in the F2 generation was nearly 50%.</i></p> <p><i>The ratio of A to B is 1:2.</i></p> <p>or</p> <p><i>The ratio of A and B is 1:2.</i></p> <p>NOT <i>The ratio between A and B is 1:2.</i></p> <p>FI: Erityisesti naisten osuus rahoituspalvelujen käyttäjistä on kasvanut.</p> <p>EN: ... <i>the number of women using ...</i></p> <p>FI: Suomen suunniteltu rahoitusosuus on 5 miljoonaa euroa vuosina 2019–22.</p> <p>EN: <i>Finland's planned contribution is ...</i></p> <p>FI: Suomen osuus on 7 miljoonaa euroa vuosina 2019–2022.</p> <p>EN: <i>Finland will contribute ...</i></p>
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Kokonaisuus	'Kokonaisuus' does not usually translate as 'entity'.	<p>FI: Tutkintoon johtava kokonaisuus EN: <i>Degree programme</i></p> <p>FI: Poliittikkokokonaisuus EN: <i>Mix of policies; set of core policies</i></p>
Kuin, verrattuna	<p>Use 'compare to' when you mean 'likened to'.</p> <p>Use 'compare with' when you want to draw attention to differences and similarities.</p>	<p>FI: Tutkinnon arvolla oli muunlaiseen työkokemukseen verrattuna oli suuri merkitys. EN: <i>The value of the qualification compared to other forms of work experience was also an important consideration.</i></p> <p><i>In her speech, the Minister compared the recent events to the protests in the 1970s.</i></p> <p>FI: Tammikuuhun verrattuna lokakuu on kiireinen kuukausi. EN: <i>October is a busy month compared with January.</i></p>
Muun muassa	<p>'Muun muassa' does not always translate as 'among other things'. Sometimes it can even be omitted.</p> <p>Avoid using <i>inter alia</i> as a translation for 'muun muassa'.</p>	<p>FI: Työryhmän tehtäviin kuuluu muun muassa a, b, c, d ja e. EN: <i>The duties of the working group include a, b, c, d and e.</i></p> <p>FI: Muun muassa toiminnallisilla magneettikuvauksilla ... EN: <i>Images produced by methods such as functional magnetic imaging ...</i></p> <p>FI: Pääministeri puhui mm. inflaatiosta. EN: <i>Inflation was among the issues addressed by the Prime Minister.</i></p>

Sekä	Often the Finnish ' sekä ' actually translates as 'and' instead of 'as well as'.	<p>FI: Työryhmä keskusteli tämän vuoden talousarviosta, määrärahoista ja menoista sekä verotuloista.</p> <p>EN: <i>The working group discussed this year's budget, appropriations, expenditure and tax revenue.</i></p> <p>NOT <i>The working group discussed this year's budget, appropriations and expenditure as well as tax revenue.</i></p>
Ali/yli	Bear in mind that these two words are translated in different ways depending on the context.	<i>under; less than; below / over; more than; above</i>
Vähän/suuri	Bear in mind that these two words are translated in different ways depending on the context.	<i>slight; little; small / large; big; great</i>
Rauhanvälitys	Often 'mediation' is more appropriate than 'peace mediation'.	<p>FI: Suomi, joka toimii Turkin kanssa YK:n rauhanvälityksen ystävyyshenkilönä, sitoutuu lisäämään rauhanvälityspyrkimysten näkyvyyttä ja tuomaan rauhanvälityksen YK:n rauhantyön keskiöön.</p> <p>EN: <i>Finland, as co-chair with Turkey of the UN Group of Friends on mediation, commits to enhance the visibility of mediation efforts and to bring mediation to the core of UN peace work.</i></p>
Kansalainen	Suomen kansalaiset can be translated as 'Finnish citizens', but other translations often work better: 'Finnish nationals', 'citizens', 'people', 'people in Finland', 'the general public'.	<p>FI: Vähintään viisi vuotta pysyvästi Britanniassa asunut Suomen kansalainen voi rekisteröidä pysyvän oleskeluoikeutensa ('permanent residence document').</p> <p>EN: <i>Finnish nationals who have been living permanently in the UK for at least five years can apply for a permanent residence document.</i></p> <p>FI: organisaatiot ja kansalaiset</p> <p>EN: <i>organisations and private individuals</i></p>

Puoliso	Remember that 'spouse' normally means a husband or wife (= aviopuoliso) and excludes unmarried partners (= avopuolisot). If the term covers both, then the word 'partner' is appropriate.	FI: Puoliso täyttää kohdan B. EN: <i>Section B should be filled in by your partner.</i>
-tunnus	Henkilötunnus Y-tunnus	<i>personal identity code</i> <i>business identity code or business ID</i>
Ammattikorkeakoulu		<i>university of applied sciences (NOT UAS)</i>
Romanit, saamelaiset	Terms such as 'gypsy' and 'traveller' are no longer used for the Roma.	FI: romanit EN: <i>the Roma</i> FI: romani (kieli) EN: <i>Romani language</i> FI: romaniasiat EN: <i>Roma affairs</i> http://www.romanit.fi/in-english/ FI: romanien oikeudet ja asema EN: <i>the situation and rights of the Roma</i> FI: saamelaiset EN: <i>the Saami, the Saami people</i> FI: saamen kieli (kielet) EN: <i>Saami, the Saami language(s)</i>

22 USEFUL LINKS

FINLAND

Government Termbank

<https://mot.kielikone.fi/mot/valter/netmot.exe?UI=fi80>

Sanastot ja ohjeet / Glossaries and Guidance

<http://vnk.fi/kaannos-ja-kielipalvelut/sanastot>

<https://vnk.fi/en/glossaries-and-guidance>

EU

European Commission's English Style Guide

https://ec.europa.eu/info/sites/info/files/styleguide_english_dgt_en.pdf

https://ec.europa.eu/info/sites/info/files/styleguide_english_dgt_country_compendium_en.pdf

EU – Interinstitutional style guide – links to useful pages on the right

<http://publications.europa.eu/code/en/en-000100.htm>

European Commission / Guidelines for contractors translating into English

http://ec.europa.eu/translation/english/guidelines/en_guidelines_en.htm

Euroopan unionin neuvoston EU-sanasto englanti–suomi / European Council's EU glossary, Finnish–English

<https://www.consilium.europa.eu/media/40037/eu-sanasto-englanti-suomi.pdf>

INTERNATIONAL

OECD Style Guide

<https://www.oecd.org/about/publishing/OECD-Style-Guide-Third-Edition.pdf>

United Nations Editorial Manual

<http://dd.dgacm.org/editorialmanual/>

United Nations Correspondence Manual

<http://archive.unu.edu/hq/library/resource/UN-correspondence-manual.pdf>

UK

University of Oxford Style Guide

<http://www.ox.ac.uk/public-affairs/style-guide>

Style guide – Cabinet Office

https://gcs.civilservice.gov.uk/wp-content/uploads/2016/11/6.2169_CO_CP_Style-Guide_v9web.pdf

Government digital services – style guide

<https://www.gov.uk/guidance/style-guide>

How to publish on gov.uk

<https://www.gov.uk/guidance/how-to-publish-on-gov-uk>

<https://www.gov.uk/guidance/style-guide/a-to-z-of-gov-uk-style>

Inside GOV.UK: What to check before you publish

<https://insidegovuk.blog.gov.uk/2014/05/29/what-to-check-before-you-publish-a-2i-checklist/>

<https://insidegovuk.blog.gov.uk/2014/02/14/content-quality-spot-checks-explained/>

US/CANADA

Harvard Style Referencing

https://www.library.usyd.edu.au/subjects/downloads/citation/Harvard_Complete.pdf

<http://libweb.anglia.ac.uk/referencing/harvard.htm>

Canadian Translation Bureau, Parliament of Canada

<http://www.btb.termiumplus.gc.ca/tpv2guides/guides/wrtps/index-eng.html?lang=eng>

MEDIA

Guardian and Observer style guide

<https://www.theguardian.com/guardian-observer-style-guide-a>

The Telegraph Style book

<http://www.telegraph.co.uk/topics/about-us/style-book/1435307/Telegraph-style-book-Aa.html>

BBC News style guide

<https://www.bbc.co.uk/academy/en/collections/news-style-guide#>

<https://www.bbc.co.uk/academy/en/articles/art20131010112740749>

Reuters Handbook of journalism

http://handbook.reuters.com/?title=The_Reuters_Style_Guide

LANGUAGE

Plain language

<http://www.plainenglish.co.uk/how-to-write-in-plain-english.html>

Linking words

<http://www.bbc.co.uk/worldservice/learningenglish/flatmates/episode64/languagepoint.shtml>

Plain Language in Government Writing, page 65 (transition words)

How to write clearly (PDF)

<http://bookshop.europa.eu/en/how-to-write-clearly-pbHC3010536/>

Gender-neutral language

<http://digitalcommons.law.ggu.edu/cgi/viewcontent.cgi?article=1010&context=pubs>

Academic Phrasebank

<http://www.phrasebank.manchester.ac.uk>

INSTITUTE FOR THE LANGUAGES OF FINLAND (KOTUS)

https://www.kotus.fi/julkaisut/nimijulkaisut/maat_paakaupungit_ja_kansalaisuudet

<http://kaino.kotus.fi/maidennimet/index.php?h=fi>

COUNTRY NAMES

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/654911/FCO_country-names.csv

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MY NOTES

**For the fact is
that words play an enormous part in our lives
and are therefore deserving of the closest study.**

Aldous Huxley



PRIME MINISTER'S OFFICE
FINLAND

SNELLMANNINKATU 1, HELSINKI
PO BOX 23, 00023 GOVERNMENT,
FINLAND
Tel. +358 295 16001
vnk.fi/en
info@vnk.fi

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