Translations and trilingual reference lists
Translations

What materials are translated?

ITC governance documents are issued in the six languages of the United Nations. These are used for the ITC annual meeting of the Joint Advisory Group, known as JAG.

Books are generally issued in English, French and Spanish.

Technical papers are generally in English only. Some are translated, and a few appear in French or Spanish only, depending on their target markets.

Language versions can be developed in partnership with national organizations, on the basis of a legal agreement. The ITC book, Export Quality Management, for example, exists in languages such as Arabic and Swahili.

Corporate marketing materials such as the brochures for flagship events are issued in English, French and Spanish. The magazine is also issued in three languages.

Other ITC materials are translated as needed.

French and Spanish editorial guidelines

ITC materials are translated directly by staff in sections, or are given to firms under a systems contract with ITC. These materials always need to be reviewed. Staff should arrange to conduct these reviews directly.

Direct your translators to the ITC Style Guide. Use Part 1, to gain an overview of our audience and our business-like style. They can refer to Part 5 for official translations of country names and ITC programmes.

Request them to write simply. Translations for magazines, op-eds and marketing materials should have a journalistic or marketing style, in line with the original. For books and papers, the style should be businesslike, with a minimum of jargon. Avoid literal translations. Look for ways of saying things that sound natural.

Encourage them to be concise. Translators should keep titles and sub-titles short, since they are usually in larger fonts. Other languages tend to use more words than English. Avoid long sentences. It may be better to break an English sentence into two in translation. As in English, use active, rather than passive, verbs. (Active: ‘The Secretary-General informed delegates.’ Passive: ‘The delegates were informed by the Secretary-General.’)

Ensure accuracy. Translators must self-revise their work before submitting what they consider final text to ITC. Translators should translate all captions, text in boxes and figures, bibliographies, references, glossaries and other front matter or text. They should check country names and currencies.

Provide your translators with references. These improve the quality and speed of translation. If you have good translations with terminology on non-tariff measures, for example, supply them. If you have a recurrent publication, provide the previous edition.

In addition, translators can consult the United Nations Editorial Manual online in French at http://dd.dgacm.org/ores/french/


See also the trilingual WTO Terminology Database at http://wtoterm.wto.org/multiterm
Frequently asked translation questions

Currency

<table>
<thead>
<tr>
<th>English</th>
<th>French</th>
<th>Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ (not USD)</td>
<td>$ (not USD)</td>
<td>$ (not USD)</td>
</tr>
<tr>
<td>billion (956 billion)</td>
<td>milliards (956 milliards)</td>
<td>mil millones (956.000 millones)</td>
</tr>
</tbody>
</table>

Where a symbol such as $ or € is used to represent a unit of currency, there is no space between the symbol and the figure: $20, €2, etc.

Temperature
The format is the same for all languages: 15°C; between 10° and 20°C. Use Celsius.

Numerical punctuation
In the main text: English uses commas; French and Russian do not. Spanish uses decimal points.

English: 2,632,597
French/Russian: 2 632 597
Spanish: 2.632.597

In Tables - English/French/Spanish/Russian
No punctuation is used, in order to make multilingual publishing easier.

10 530 600
632 597
1 326

Using decimals in main text and tables

<table>
<thead>
<tr>
<th>English</th>
<th>French/Spanish/Russian</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.4</td>
<td>3,4</td>
</tr>
<tr>
<td>$10.65</td>
<td>$10,65</td>
</tr>
<tr>
<td>€178.47</td>
<td>€178,47</td>
</tr>
</tbody>
</table>

Time

<table>
<thead>
<tr>
<th>English</th>
<th>French</th>
<th>Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00, 13:30, 21:05</td>
<td>9 heures, 13 h 30, 21 h 5</td>
<td>9 horas, 13.30 horas, 21.05 horas</td>
</tr>
</tbody>
</table>

Months

## ITC Focus Areas and Programmes

<table>
<thead>
<tr>
<th>FOCUS AREAS</th>
<th>PROGRAMMES</th>
</tr>
</thead>
</table>
| 1. Providing trade and market intelligence  
Fournir une veille commerciale et économique  
Facilitación de inteligencia comercial y de mercado |  
Transparency in Trade  
Transparence des échanges commerciaux  
Transparencia comercial  
Non-Tariff Measures in Goods and Services  
Mesures non tarifaires appliquées aux biens et services  
Medidas no arancelarias en bienes y servicios  
Competitive Intelligence  
Veille concurrentielle  
Inteligencia Competitiva  |
| 2. Building a conducive business environment  
Créer un environnement propice aux affaires  
Creación de un entorno propicio a la actividad empresarial |  
Trade Development Strategies  
Stratégies de développement du commerce  
Estrategias para el desarrollo del comercio  
Trade Facilitation  
Facilitation des échanges  
Facilitación del comercio  
Supporting Trade Negotiations and Policy Reform  
Appui aux négociations commerciales et aux réformes politiques  
Apoyo a las Negociaciones Comerciales y a la Reforma Política  |
| 3. Strengthening trade and investment support institutions  
Renforcer les institutions d’appui au commerce et à l’investissement  
Fortalecimiento de las instituciones de apoyo al comercio y la inversión |  
Strengthening Trade and Investment Support Institutions  
Renforcer les institutions d’appui au commerce et à l’investissement  
Fortalecimiento de las instituciones de apoyo al comercio y la inversión  |
| 4. Connecting to international value chains  
Relier les PME aux chaînes de valeur internationales  
Conexión con las cadenas de valor internacionales |  
Value Added to Trade  
La valeur ajoutée aux échanges commerciaux  
Valor Agregado al Comercio  
E-Solutions: Enabling Trade Through Digital Channels  
E-Solutions : Faciliter le commerce grâce aux canaux numériques  
Soluciones electrónicas: la facilitación del comercio a través de canales digitales  |
| 5. Promoting and mainstreaming inclusive and green trade  
Promouvoir et intégrer un commerce inclusif et vert  
Promoción e integración de un comercio inclusivo y ecológico |  
Empowering Women to Trade  
Programme au renforcement du rôle des femmes dans le commerce  
Empoderamiento comercial de las mujeres  
Empowering Poor Communities to Trade  
Renforcement de la participation des communautés défavorisées au commerce  
Empoderamiento comercial de las comunidades desfavorecidas  
Youth and Trade  
Les jeunes et le commerce  
Juventud y comercio  
Trade and Environment  
Commerce et environnement  
Comercio y medio ambiente  |
| 6. Supporting regional economic integration and South-South links  
Faciliter l’intégration économique régionale et les liens Sud-Sud  
Apoyo a la integración económica regional y a las relaciones Sur-Sur |  
Boosting Regional Trade  
Stimuler le commerce regional  
Impulsar el comercio regional  
South-South Trade and Investment  
Le commerce et les investissements Sud-Sud  
Comercio e inversiones Sur-Sur  |
Editorial references in English, French and Spanish

English


English, French, Spanish