

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 the Translators Manual in Spanish at

<http://itcnet.intracen.org/dbms/Docman2/Documents/PUBG20381.pdf>

See also the trilingual WTO Terminology Database at

<http://wtoterm.wto.org/multiterm>

Frequently asked translation questions

Currency

English	French	Spanish
\$ (not USD)	\$ (not USD)	\$ (not USD)
billion (956 billion)	milliards (956 milliards)	mil millones (956.000 millones)
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

English

3.4

\$10.65

€178.47

French/Spanish/Russian

3,4

\$10,65

€178,47

Time

English	French	Spanish
9:00, 13:30, 21:05	9 heures, 13 h 30, 21 h 5	9 horas, 13.30 horas, 21.05 horas

Months

English: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.

French: jan., févr., mars, avril, mai, juin, juill., août, sept., oct., nov., déc.

Spanish: ene., feb., mar., abr., mayo, jun., jul., ago., sep., oct., nov., dic.

ITC Focus Areas and Programmes

FOCUS AREAS	PROGRAMMES
<p>1. Providing trade and market intelligence Fournir une veille commerciale et économique Facilitación de inteligencia comercial y de mercado</p>	<p>Transparency in Trade Transparence des échanges commerciaux Transparencia comercial</p>
	<p>Non-Tariff Measures in Goods and Services Mesures non tarifaires appliquées aux biens et services Medidas no arancelarias en bienes y servicios</p>
	<p>Competitive Intelligence Veille concurrentielle Inteligencia Competitiva</p>
<p>2. Building a conducive business environment Créer un environnement propice aux affaires Creación de un entorno propicio a la actividad empresarial</p>	<p>Trade Development Strategies Stratégies de développement du commerce Estrategias para el desarrollo del comercio</p>
	<p>Trade Facilitation Facilitation des échanges Facilitación del comercio</p>
	<p>Supporting Trade Negotiations and Policy Reform Appui aux négociations commerciales et aux réformes politiques Apoyo a las Negociaciones Comerciales y a la Reforma Política</p>
<p>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</p>	<p>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</p>
<p>4. Connecting to international value chains Relier les PME aux chaînes de valeur internationales Conexión con las cadenas de valor internacionales</p>	<p>Value Added to Trade La valeur ajoutée aux échanges commerciaux Valor Agregado al Comercio</p>
	<p>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</p>
<p>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</p>	<p>Empowering Women to Trade Programme au renforcement du rôle des femmes dans le commerce Empoderamiento comercial de las mujeres</p>
	<p>Empowering Poor Communities to Trade Renforcement de la participation des communautés défavorisées au commerce Empoderamiento comercial de las comunidades desfavorecidas</p>
	<p>Youth and Trade Les jeunes et le commerce Juventud y comercio</p>
	<p>Trade and Environment Commerce et environnement Comercio y medio ambiente</p>
<p>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</p>	<p>Boosting Regional Trade Stimuler le commerce regional Impulsar el comercio regional</p>
	<p>South-South Trade and Investment Le commerce et les investissements Sud-Sud Comercio e inversiones Sur-Sur</p>

Editorial references in English, French and Spanish

English

- The *Oxford Dictionary* (2016) is the authority for ITC spelling. If in doubt, use the first preferred spelling of the *Oxford* (<http://oxforddictionaries.com/>)
- The ITC Style Guide
<http://www.intracen.org/itc/publications/the-itc-style-guide/>
- ITC Terminology and Acronyms (E, F, S)
http://itcnet.intracen.org/dbms/docman2/DM_Download.asp?ID=755
- United Nations Editorial Manual – English
<http://dd.dgacm.org/editorialmanual/>
- UNTERM – the United Nations terminology database, including country names in six languages
<http://unterm.un.org>
- UN official correspondence manual:
<http://archive.unu.edu/hq/library/resource/UN-correspondence-manual.pdf>

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- WTO Terminology Database – Trilingual
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