English Style Guide[1]

for translators and revisers of texts for the website of the Slovenian Government

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[1] Updated version, March 2025.

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1 Introduction

The English Style Guide is primarily intended for translators and revisers of the content for the website of the Slovenian Government. It will be updated as necessary.

The main goal of this guide is to ensure consistency and clarity of the language, style and terminology. It only covers a small part of the issues encountered when translating texts into English and focuses mainly on the texts published on the GOV.SI Portal.

2 General points

2.1 British English

Use British English:
- British spelling: realise, defence, centre, behaviour, adviser
- the -is- spelling and -ise, -yse (*paralyse, analyse*)
- for international organisations, follow their own practice of spelling (World Health Organi*z*ation, Organi*z*ation for Security and Co-operation in Europe, etc.)
- double consonants: travelling, travelled, labelling, labelled
- *programme* (*program* – only in computing contexts)
- *judgment* in legal texts, *judgement* in all other contexts
- no full stop after personal titles (Dr, Mr, Ms, etc.)
- *tonne* not *ton* (*ton* refers to the non-metric measure)

2.2 Clear and concise language

- Website texts should be easy to read, understandable, to the point, informative, clear, concise and neutral in tone.
- Focus on the reader. Ensure that the content is understandable to non-English speakers too.
- Write clear and concise translations:
  – Keep it short and simple – KISS (if the original sentence is long, you can split it in two for more clarity).
  – Use standard English word order (subject + verb + object).
  – Avoid too many prepositional phrases (use possessives or adverbs).
  – Cut out excess nouns and use verb forms.
  – Prefer active verbs to passive verbs.
  – Be consistent – stick to one term for a given concept rather than using synonyms.
  – Use simple vocabulary, avoid abstract language.
  – Beware of false friends.
  – Avoid buzzwords and jargon, metaphors, jokes and puns.

  For other tips on clear writing, see the European Commission's guides: How to write clearly, Claire's Clear Writing Tips, Jargon and clear writing alternatives.

Examples of clear writing:

☹	☺
A recommendation has been made by the European Parliament that consideration be given by the Member States to a simplification of the award procedure.	*The European Parliament has recommended that the Member States consider simplifying the award procedure.*
Its decision on allocation on EU assistance will be taken subsequent to receipt of all project applications at the Award Committee's meeting.	*When all applicants have submitted their project applications, the Award Committee will meet to decide how much EU aid it will grant to each one.*
Tourism expenditure by Europeans aged 65 or over grew by 33% in the past five years.	*Europeans aged 65+ spent 33% more on tourism over the past five years.*

2.3   Inclusive language

2.3.1   Gender-neutral language

- Use gender-neutral nouns:

Instead of:	Write:
chairman	*chair, chairperson*
fireman	*firefighter*
headmaster, headmistress	*head teacher*
policeman, policewoman	*police officer*
layman	*lay person*
man (generic use)	*human, human being, people*
man's impact on the environment	*humans' impact on the environment*

- Avoid using the generic term *man*:

Instead of:	Write:
man-made	*synthetic/artificial*
mankind	*humankind, humanity*
manpower	*staff, staffing*

- Use the singular they/their:

Instead of:	Write:
*Each user should have **his or her** own user account.*	*Each user should have **their** own user account.*

- Use plural where possible:
  *All **participants** must make **their** own transportation arrangements.*
- Avoid using Mr or Ms, if possible, and use people's names: at first mention use first name and last name, thereafter shorten as appropriate (e.g. last name only or alternative; see Section 3.4).

2.3.2 Persons with disabilities

- Use person-first language: a person with a disability, a person with autism
- Avoid collective nouns:

Instead of:	Write:
the disabled	*people with disabilities*
the deaf	*persons who are deaf*

- For more examples, see the brochure [Inclusive Communication in the GSC (https://www.consilium.europa.eu/media/35446/en_brochure-inclusive-communication-in-the-gsc.pdf)](https://www.consilium.europa.eu/media/35446/en_brochure-inclusive-communication-in-the-gsc.pdf).

3 Grammar and conventions

3.1 Punctuation

3.1.1 Full stop

- All footnotes end with a full stop, except those consisting solely of an internet or email address.
- No further full stop is required if the sentence ends in an ellipsis (…) or *etc.* The same holds if a sentence ends with a quotation complete in itself that ends in a full stop, question mark or exclamation mark before the closing quote: *The European Commissioner for Crisis Management said: "I thank Romania, Norway and Austria for coming to Italy's support in a time that is so difficult for the whole continent."*
- No full stop after contracted titles (*Dr, Mr, Ms*).
- No full stop at the end of headings.
- No full stop after the abbreviation of number (*No*) and numbers (*Nos*).

3.1.2 Colon

- A colon is followed by a lower-case letter (use capital letters when introducing a whole sentence in quotation marks, two or more full sentences, a list that starts on a new line, a sub-heading, a quote or a word that is usually capitalised in its own right).
- Do not use a colon at the end of headings.

3.1.3 Semicolon

- Use a semicolon rather than a comma to combine two sentences into one without a linking conjunction (e.g. *The policy was not very clear; it should be more specific.*)
- When items in a series are long and complex or involve internal punctuation, they should be separated by semicolons for the sake of clarity (e.g. *There were participants from Berlin, Germany; Vienna, Austria; Paris, France; and Rome, Italy.*).
- Use semicolons only in complex lists (where each item completes the introductory sentence; where all items are complete sentences).

3.1.4 Comma

- Oxford comma: Do not use the Oxford comma in simple lists (e.g. *sugar, meat and milk*). The Oxford comma can be used before the final item to help clarify the sense (e.g. *... sugar, beef and other meats, and milk products*).
- A comma also comes before "etc." in a series.
- A comma in relative clauses (defining, non-defining):

Defining clause:	Non-defining clause:
*The EU recalled the guidance **that/which** it has issued on territorial competence and non-recognition of passports.*	*We hope that the guidance**, which** contains good practice case studies, will help to address some of the implementation issues.*

3.1.5 Hyphens and dashes

- Use hyphens for Secretary-General, Secretariat-General, Director-General, Directorate-General, Vice-President, etc.
- No hyphens for video conference, videoconferencing, interinstitutional, interservice, interministerial, online, cooperation, coordination, reassessment, ex ante, ex post, healthcare, database, factsheet, worldwide, roadmap, peacebuilding, peacekeeping, jobseeker, cooperation, coordination, eGovernment, email, website, online, policymaker.
  But: e-business, e-commerce.
- Names of organisations hyphenated as by the organisation (e.g. *the Organization for Security and Co-operation in Europe*).
- Use hyphens with compound words and with compound modifiers: *loan-based or investment-based crowdfunding*; *... changes are presented in two-column tables*.
- Dashes (Ctrl + -) may be used to punctuate a sentence instead of commas or brackets to increase the contrast or emphasis of the text thus set of.
- Use dashes for ranges: *pp. 25–45, Monday–Friday, the summit will take place on 10–13 June*. Use "to" instead of a dash: *The project will take five to eight years to complete.*

3.1.6 Quotation marks

- Use straight quotation marks.
- Double quotation marks should be used for direct quotations in the body of the text (e.g. *"This is an area which has not been at the forefront of discussions in Slovenia lately, but which nonetheless testifies to the high quality of Slovenia's health system," stressed the Prime Minister.*
- Single quotation marks should be used for quotations within a quotation (e.g. *The Prime Minister said: "I am pleased that the Slovenian language is now placed on an equal footing with other official languages in the European Union. It bears out the truth of Trubar's famous saying 'to stand and withstand'."*

3.1.7   Bullet points

- Where bullet points are used for short items, do not include any punctuation (no commas, semicolons to separate the items, and no full stop at the end of the list). Where bullet points contain whole sentences, punctuate as required.

3.1.8   Spaces

- Non-breaking spaces/hard spaces (Ctrl + Shift + Space) should be used in dates (*23 October*), in numbers (*2 billion*), in names after the title and after an initial (*Dr Smith, E. Smith*).

3.2   Capitalisation

3.2.1   References to legislation and other documents

- Use initial capitals on all nouns and adjectives when referring to Slovenian laws (e.g. *Environmental Protection Act, Act Ratifying the Convention on Biological Diversity*). For more information see the guide for translating Slovenian legislation into English (Priročnik za prevajanje slovenske zakonodaje).
- Use an initial capital for the head word when referring to Slovenian implementing regulations (e.g. *the Decree on working time in state administration bodies*).
- Write Regulation, Decision, Directive, Annex and Article (followed by a number) with capitals if they refer to specific acts, e.g. *On 14 March 2018, the European Parliament and the Council adopted Directive (EU) 2018/10.* For long names, use an initial capital for the head word, e.g. *Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.*
- Use lower case for references to regulations, directives, etc. in a generalised sense, e.g. *The European Commission monitors the implementation of EU directives.*
- Use initial capitals for full names of international agreements, conferences, conventions, etc. (e.g. *Conference on Security and Cooperation in Europe, International Coffee Agreement, General Agreement on Tariffs and Trade*).

3.2.2   Organisations, state authorities, institutions, office holders

- Use initial capitals on all nouns and adjectives when referring to the name in full.
- Capitalise titles when referring to a specific person or institution, but use lower case when referring to them generically:

Specific:	Generic:
Defence Minister Šarec	*all defence ministers*
the Slovenian Government	*the governments of Member States*
the Slovenian Presidency of the EU Council	*The presidency rotates every six months.*

- For names of organisations, use the form on the organisation's website.

- Use the full name of an institution at first mention and the short version of the name thereafter (if it is clear which institution is being referred to):

The European Commission has adopted a proposal on network security. The Commission will now revise its proposal and present a new draft.
The Ministry of Labour, Family, Social Affairs and Equal Opportunities drew up a new Transnational Provision of Services Act. The Ministry drew up the Act in order to comprehensively address the position of posted workers (do not use the Slovenian abbreviated form MDDSZ).

- For long names that read more like a description, use an initial capital for the head word and lower case for the rest, e.g. *Committee for the adaptation to technical progress of the Directive on the introduction of recording equipment in road transport*.

3.2.3 Holidays, events, festivals, seasons

- Use initial capitals: *International Holocaust Remembrance Day, World Bee Day, International Year of the Child, Green Week*, etc.
- For Slovenian holidays and other special days, see [Section 4.4](#) and [Evroterm (https://evroterm.vlada.si/evroterm)](https://evroterm.vlada.si/evroterm).

3.2.4 Political parties, political groups

- Use initial capitals for their names.
- For Slovenian deputy groups, see the website of [the National Assembly](#).
- For political groups of the European Parliament, see the website of [the European Parliament](#).

3.2.5 Publications

- Titles of books, journals, newspapers and periodicals take a capital on each word except articles, prepositions and conjunctions: *New York Times, Cambridge Journal of Economics, Commission Style Guide*, etc.
- For long titles and subtitles use a capital only on the first word: *Economic and budgetary outlook for the European Union 2020*.

3.2.6 Geographical names and political divisions

- Use initial capitals for proper names, e.g. an administrative or political unit or a distinct regional entity (*North Pole, Third World, Northern Ireland, East Midlands, Western Europe, Eastern Europe*), but lower case when describing a geographical area (*western, central, southern, eastern Europe, eastern Slovenia, northern France*). Adjectival forms of points of the compass are not capitalised unless they form part of a proper name, e.g. *southern Africa, eastern Europe*, but *South Africa, East Indies*. Compound compass points follow the same rule and are hyphenated, e.g. *south-eastern Europe*; but *South-East Asia*.

- Noun forms are capitalised when they refer to geopolitical concepts (*the West, the East*) or geographical concepts (*the North of England, the South of France*).

3.2.7 Headlines, headings and subheadings

- Capitalise only the first word in a heading or headline (and any proper names and adjectives that form part of a proper name), e.g. *Government adopts new guidelines; Minister Fajon welcomes her counterpart from Croatia*.

3.2.8 Other

- *state* vs. *State* (state-owned, state aid; the separation of Church and State)
- the internet, the web, website
- for *država članica* (of international organisations), use the name stated on the official website of the international organisation (e.g. *EU Member States, NATO member countries*).

3.3 Verb tenses

- Avoid the use of the passive voice wherever possible:

Instead of:	Write:
The regulation was approved by the Council.	*The Council approved the regulation.*

- The sequence of tenses:

Direct speech:	Reported speech:
*European Commission President Ursula von der Leyen said: "The start of the German Presidency **comes** at a crucial point in time as the next six months **will**, to a large extent, determine the future of the EU."*	*European Commission President Ursula von der Leyen **said** that the start of the German Presidency **came** at a crucial point in time as the next six months **would**, to a large extent, determine the future of the EU.*
*He said: "We **will** strive to ensure that there **are** no hazards that **will** pose a serious threat to human health and safety."*	*He **said** they **would** strive to ensure that there **were** no hazards that **would** pose a serious threat to human health and safety.*

Compare:
The Government has announced that taxes will be raised.
*The Government **announced** that taxes **would be raised**.*

- In press release headlines, use the present tense when referring to past events and the infinitive for future events:

Present tense:	EU leaders **discuss** the socio-economic consequences of the coronavirus pandemic
	Council **reaches** a political agreement on the European Peace Facility
Infinitive (future events):	Prime Minister Robert Golob and EU leaders **to discuss** the socio-economic consequences of the coronavirus pandemic
	President Charles Michel **to visit** Republic of Moldova, Georgia and Ukraine

3.4   Titles

- Omit Mr/Ms if possible.
- Academic titles: Use academic titles when relevant to the context, primarily for academic purposes. For *prof. dr.* use only *Prof*. Do not translate other Slovenian academic titles. Omit *mag.* if possible.
- Recommended use: Write titles of office holders before a name (do not use a definite article before the title and name; do not separate the title and the name by a comma), e.g. *European Council President Charles Michel takes part in a video conference with the German Chancellor*.
- You may separate the title and the name by a comma if the title is very long (also add a comma after the name and a definite article before the title), e.g. *The Prime Minister of the Republic of Slovenia, Robert Golob, met …*
- When several titles are given for a person, use only the title most relevant to the context.

Compare (different contexts):

Non-academic context:	Academic context:
German Chancellor Angela Merkel *is to visit Turkey next week to discuss bilateral relations and international issues.*	**Dr Angela Merkel**, *Chancellor of the Federal Republic of Germany, delivered a speech on the occasion of the 68th Harvard University Commencement on 30 May 2019 in Cambridge.*
Prime Minister Robert Golob *and Italian Minister of Foreign Affairs and International Cooperation Robert Tajani have pledged ever closer cooperation between the two governments on migration, energy and joint efforts in the Western Balkans.*	*The meeting was attended by the following invited experts:* **Dr Robert Golob**, *the expert in electric power generation, and Dr Marko Maver, the expert in environmental law.*

- Avoid excessive repetition of a name and title by varying the references to the person in question:

> *Prime Minister Robert Golob attended ...*
> *The Slovenian Prime Minister stressed that …*
> *Golob also said that …*
> *He concluded by …*

- Recommended forms:

President of the Republic of Slovenia	– President of the Republic of Slovenia Nataša Pirc Musar – President Nataša Pirc Musar – President Pirc Musar – the Slovenian President – the President of the Republic – Pirc Musar

President of the National Assembly of the Republic of Slovenia	– President of the National Assembly of the Republic of Slovenia Urška Klakočar Zupančič – National Assembly President Urška Klakočar Zupančič – the President of the National Assembly – Klakočar Zupančič

Prime Minister	– Prime Minister of the Republic of Slovenia Robert Golob – Prime Minister Robert Golob – Prime Minister Golob – the Slovenian Prime Minister – the Prime Minister – Golob

Ministers	– Minister of Finance Klemen Boštjančič – Finance Minister Klemen Boštjančič – Finance Minister Boštjančič – Boštjančič

President of the European Council	– President of the European Council Charles Michel – European Council President Charles Michel – President Charles Michel – President Michel – Michel

President of the European Commission	– President of the European Commission Ursula von der Leyen – European Commission President Ursula von der Leyen – the European Commission President – Commission President von der Leyen – von der Leyen

President of the European Parliament	– *President of the European Parliament Roberta Metsola* – *European Parliament President Roberta Metsola* – *European Parliament President Metsola* – *the European Parliament President* – *Metsola*

High Representative of the Union for Foreign Affairs and Security Policy	– *High Representative of the Union for Foreign Affairs and Security Policy Josep Borrell Fontelles* – *High Representative Josep Borrell* – *High Representative/Vice-President Borrell* – *Borrell*

3.5 Dates and times

- Use the following format: *31 July 2021*.
- If necessary due to space restrictions (e.g. in tables), use the following short form: *31/7/2021*.
- Use the 24-hour system (e.g. *9:30, 13:00*). Omit zeros at the start of a number. Use a colon between the hour and the minutes.
- Put a comma between a day and a date: *Monday, 20 September 2021*.
- *the 2020s* (without an apostrophe)
- Ranges: *from 1 July 2021 to 31 December 2021, a new Multiannual Financial Framework for the period 2021–2027, between 2021 and 2023.*

3.6 Numbers, currencies, symbols

- Spell out the numbers zero through nine and use numerals thereafter.
- Do not start a sentence with a figure; spell out the number instead or rephrase the sentence (e.g. *Forty-eight per cent of the plants …; A total of 30 participants attended the meeting.*).
- No superscript for ordinal numbers (e.g. *the 10th anniversary*). Use superscript and subscript for: *CO_2, m^3*, etc.
- Use a comma to separate thousands (e.g. *300,000*; *1,780*).
- Use a full stop to indicate a decimal point (e.g. *6.5*).
- Use the percent sign (%): *25% of the population*.
- If required, the abbreviations for "million" and "billion" are "m" and "bn" (e.g. *€3 m, €2 bn*).
- When translating website texts into English, the euro sign with no space should be used (e.g. *€500*). In speeches and texts that do not contain many mentions of amounts, it is possible to use the word "euro" (e.g. *The proposal is worth 750 billion euro.*). Note that the plural form is euro.
- Use the singular form of the verb with amounts of money (e.g. *Last year, €20 m was spent on sustainable tourism.*).

3.7   Abbreviations and acronyms

- Acronyms (pronounced as a word) do not usually take a definite article (*UNESCO, NATO, REACH*), but initialisms (each separate letter is pronounced) do (the UK, the BBC, the EU).
- Except for well-known acronyms and initialisms (e.g. *the EU, NATO, WTO, IMF, SMEs, the UN, G8, G20, GDP*), write out the full term followed by the abbreviation in brackets at its first mention. Council configurations: *the General Affairs Council (GAC), the Justice and Home Affairs Council (JHA)*, etc.
- Avoid too many acronyms and abbreviations in a text, if possible.
- Capitalise acronyms/initialisms of up to five letters (e.g. *NATO, ECB*).
- Only capitalise the first letter of acronyms/initialisms of six or more letters (e.g. *Coreper*), except for Council configurations which are capitalised: *ECOFIN, AGRIFISH*. Exceptions: organisations that themselves use upper case (e.g. *UNESCO* and *UNCTAD*) and other acronyms conventionally written in upper case.
- When referring to Slovenian ministries, avoid Slovenian abbreviations, such as *MDDSZ, MIZŠ*, if possible, and do not use English abbreviations of translated names (also see Section 3.2.2).
- Use Slovenian abbreviations for Slovenian legislation: *Plant Protection Act (ZZVR-1).*

3.8   Geographical names

Countries, regions, cities

- For the names of EU Member States, candidate countries and capital cities, see Section 4.7.
- For the names of Slovenian regions, see Section 4.7.
- For recommended spellings of countries (full names and short forms), country adjectives, capital cities, currencies and abbreviations, see Annex A5 to the Interinstitutional Style Guide.
- Names of countries: use the short name rather than the long form (official title), e.g. *Belgium* vs. *the Kingdom of Belgium*.
- *South-East Europe/Western Balkans*. In the context of EU external relations the two terms are used interchangeably to refer collectively to Albania, Bosnia and Herzegovina, Croatia, North Macedonia, Montenegro and Serbia. In translation follow the original.
- *Bosnia and Herzegovina*, *BiH* (not Bosnia-Herzegovina or BIH); composed of two entities: *the Federation of Bosnia and Herzegovina* and *the Republika Srpska*; *Brčko District*; *Bosniaks*; *Bosnian Croats*; *Bosnian Serbs*.
- Places in bilingual regions: for geographical places, cities and towns use the language of the country: *Koper* (a city in Slovenia), not *Capodistria*; *Trieste* (a city in Italy), not *Trst*; *Klagenfurt* (a city in Austria), not *Celovec*

Geographical names (lakes, rivers, mountains, valleys, plains, etc.)

- For Slovenian geographical names, use a proper noun and a descriptor[2]:
  - Lakes*: Blejsko jezero, Bohinjsko jezero, Velenjsko jezero → Lake Bled*, *Lake Bohinj, Lake Velenje.*
  - Rivers: *Sava, Drava → the Sava River, the Drava River.* When clear from the context, the noun 'river' can be omitted, e.g. the Sava, the Drava.

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[2] Common nouns in English are capitalised when they are part of a proper noun.

- o Mountains and hills: Triglav, Jalovec → *Mount Triglav, Mount Jalovec; Jošt →Jošt hill, Pugled →Pugled hill.* Use a common noun at first mention; it can be omitted later in the text.
- o Caves: Postojnska jama, Škocijanske jame, → *the Postojna Cave, the Škocijan Caves.*
- o Valleys, gorges: *Soška dolina, Gornjesavska dolina, dolina Save Bohinjke, Šaleška dolina, Dolžanova soteska →the Soča Valley, the Upper Sava Valley, the Sava Bohinjka Valley, the Šalek Valley, the Dolžan Gorge.*
- o Plains, plateaus, marshes: *Sorško polje, Krška ravan, Bloška planota, Ljubljansko barje →the Sora Plain, the Krka Plain, the Bloke Plateau, the Ljubljana Marshes.*
- If the Slovenian geographical name is descriptive, retain the Slovenian name and provide a literal translation or explanation in brackets at first mention. The English translation may be omitted in subsequent references if the context remains clear: *Črno jezero (Black Lake), Divje jezero (Wild Lake), Železna jama (Iron Cave), Križna jama (Cross Cave).*
- If there is no established English equivalent or the name is not easily translatable, retain the Slovenian form and, if needed, explain the feature briefly in the text (not in brackets)*: Šmarna gora →Šmarna gora, a popular hiking destination near Ljubljana / a prominent hill north of Ljubljana; Velika planina →Velika planina, a high alpine plateau / ...the high alpine pastures of Velika planina / Velika planina, a scenic alpine plateau.*
- Do not change the capitalisation of Slovenian geographical names: *Novo mesto, Kranjska gora, Šmarna gora, not Novo Mesto, Kranjska Gora, Šmarna Gora.*

Place names (streets, roads, bridges, buildings, monuments, facilities, etc.)
- For Slovenian streets, roads and squares, etc. use the Slovenian name, e.g. *Slovenska cesta, Čopova ulica. Kongresni trg, Trg republike, Prešernov trg*.
- For bridges and other places of interest, leave the Slovenian name and write the translation in brackets, e.g. *Tromostovje (Triple Bridge), Mesarski most (Butchers' Bridge)* at first mention and use the Slovenian name thereafter.
- *Ljubljana Bus Station*, *Ljubljana Airport*
- *Brdo pri Kranju* (not Brdo near Kranj), but *Brdo Congress Centre*, *Brdo Estate*.

3.9   Cultural events, works of art, literary works

- In headings and headlines (press releases), translate the name of the event or work into English.
- In the body of the text, use the English name, put the Slovenian name in brackets at first mention and only use the English name thereafter:

The opening event was the modern ballet titled The Water Man (Povodni mož). The Water Man was presented in two performances.
A Toast (Zdravljica) consists of eight stanzas and the seventh forms the lyrics of the Slovenian national anthem. The author of A Toast is Romantic poet France Prešeren.
Ivana Kobilca's best-known painting is Woman Drinking Coffee (Kofetarica). Woman Drinking Coffee is part of the permanent collection of the National Gallery.

- If the name is not translatable, leave it as written in the original (e.g. *Europa Cantat*).

3.10 Organisations, state authorities, institutions, office holders

- For names of Slovenian state authorities and their units, and office holder titles, see the website of the Translation and Interpretation Division.
- For EU institutions see: EU Whoiswho.
- Do not confuse the Council of the European Union with the European Council or the Council of Europe.
- For names of other organisations, see the organisation's website and other official and reliable sources.

3.11 References to legislation

EU legislation:

- For EU legislation, see EUR-Lex website (https://eur-lex.europa.eu/homepage.html).
- See the capitalisation rules above (Section 3.2.1).
- After the Lisbon Treaty entered into force on 1 December 2009, the abbreviation "EU" was introduced. "EC" continues to be used where acts published before that date are referred to (e.g. *Regulation (EU) 2018/858, Council Regulation (EC) No 1186/2009*).
- When citing numbered paragraphs from EU legislation, use a pair of brackets closed up to the article number (e.g. *Article 3(1), Article 3(1)(a)*).

Slovenian legislation:

- See the guide for translating Slovenian legislation into English (Priročnik za prevajanje slovenske zakonodaje).
- For the names of Slovenian laws, use the English translation at www.pisrs.si (Zakonodaja RS v angleščini).
- For capitalisation, see the section on capitalisation above (Section 3.2.1).
- When citing numbered paragraphs from Slovenian legislation, follow the Slovenian form (*e.g. paragraph two of Article 15*).

3.12 Press release headlines

- Capitalise only the first word (and any proper names and adjectives that form part of a proper name).
- Use the present tense when referring to past events and the infinitive for future events (see Section 3.3).
- Leave out articles.
- Keep it short and clear (no need to adhere strictly to the original if too long and confusing).

Examples: *New policy decided by National Assembly*
              President to visit Italy for further talks
              Temperatures rising as climate changes

4 Annex

4.1 Agreed spelling and capitalisation

Slovenian	English	Note
države članice EU	*EU Member States*	Upper case
voditelji držav in vlad	*heads of state and government*	Lower case
Svet EU	*Council*	"Council of the EU" at first mention and if there is ambiguity as to which council is being referred to.
predsedovanje Svetu EU	*Council presidency* *BUT*	General reference
slovensko predsedovanje Svetu EU slovensko predsedovanje	*Slovenian Presidency of the Council of the EU* *Slovenian Presidency*	Specific reference
predsedujoča država	*presidency* *presidency Member State* *Member State holding the presidency*	General reference
predsedstvo	*presidency*	General reference
trio predsedujočih držav trio	*Trio Presidency* *Trio*	Use capitals when referring to a specific trio presidency.
evrsko območje, evroobmočje	*eurozone*	The official name is the "euro area", however, "Eurozone" is more commonly used.
EU27	*EU27*	No hyphen
ministrsko zasedanje/ zasedanje ministrov in ministric srečanje/seja ministrov	*ministerial meeting/ meeting of ministers* *e.g. informal meeting of home affairs ministers*	Avoid "session"
neformalno srečanje ministrov (inconsistent use: neformalno/neuradno zasedanje ministrov, seja …)	*informal meeting of ministers* *informal ministerial meeting (shorter form)*	Avoid "unofficial"
seja Sveta (inconsistent use: formalno zasedanje/uradna seja Sveta EU)	*Council meeting* *official Council meeting*	
videoseja/videokonferenca	*video conference, videoconferencing*	
sestava Sveta EU	*Council configuration*	

poslanec/poslanci Evropskega parlamenta	*MEP/MEPs*	If necessary: Member of the European Parliament
Evropska unija/Unija/EU	*the European Union/the EU*	Avoid "the Union"
trialog	*trilogue*	
Naslednja generacija EU	*Next Generation EU*	Not "NextGenerationEU"
kibernetski napad	*cyberattack*	Not "cyber attack" or "cyber-attack"
novi pakt o migracijah in azilu	*New Pact on Migration and Asylum*	
zeleni in digitalni prehod	*the green and digital transition*	the green transition and digital transformation

4.2   Office of the Prime Minister of the Republic of Slovenia

Slovenian	English
kabinet predsednika vlade	Office of the Prime Minister
vodja kabineta	Head of Office
državni sekretar za nacionalno in mednarodno varnost	State Secretary for National and International Security
državni sekretar za obrambne zadeve ter zadeve varstva pred naravnimi in drugimi nesrečami	State Secretary for Defence and Protection against Natural and Other Disasters
državna sekretarka za odnose z Državnim zborom	State Secretary for Relations with the National Assembly
državni sekretar za evropske zadeve	State Secretary for European Affairs
državna sekretarka za vzpostavitev dialoga s civilno družbo in koordinacijo državljanskih pobud	State Secretary for the Establishment of Dialogue with Civil Society and Coordination of Citizens' Initiatives
državna sekretarka za medgeneracijski dialog in stanovanjsko politiko	State Secretary for Intergenerational Dialogue and Housing Policy
državna sekretarka za kulturo	State Secretary for Culture
državni sekretar za mednarodne zadeve	State Secretary for International Affairs
državna sekretarka za strateško komuniciranje	State Secretary for Strategic Communication
svetovalka za odnose z javnostmi	Public Relations Adviser

4.3 Slovenian political parties in the National Assembly (2022)

Slovenian	English
Gibanje Svoboda	Gibanje Svoboda Political Party Svoboda Political Party
Socialni demokrati (SD)	Social Democrats (SD)
Levica	The Left
Slovenska demokratska stranka (SDS)	Slovenian Democratic Party (SDS)
Nova Slovenija (NSi)	New Slovenia (NSi)

4.4 Slovenian holidays

Date	Slovenian	English
1 and 2 January	novo leto	New Year
8 February	Prešernov dan, slovenski kulturni praznik	Prešeren Day, the Slovenian Cultural Holiday
	velika noč, velikonočna nedelja	Easter Sunday
	velikonočni ponedeljek	Easter Monday
27 April	dan upora proti okupatorju	Day of Uprising Against the Occupation
1 and 2 May	praznik dela	Labour Day
	binkošti, binkoštna nedelja	Whit, Whit Sunday
8 June	dan Primoža Trubarja	Primož Trubar Day
25 June	dan državnosti	Statehood Day
15 August	Marijino vnebovzetje	Feast of the Assumption
17 August	združitev prekmurskih Slovencev z matičnim narodom	Unification of the Prekmurje Slovenes with the Mother Nation
15 September	vrnitev Primorske k matični domovini	Return of Primorska to the Motherland
23 September	dan slovenskega športa	Day of Slovenian Sport
25 October	dan suverenosti	Sovereignty Day
31 October	dan reformacije	Reformation Day
1 November	dan spomina na mrtve	Day of Remembrance for the Dead
23 November	dan Rudolfa Maistra	Rudolf Maister Day
25 December	božič	Christmas Day
26 December	dan samostojnosti in enotnosti	Independence and Unity Day

4.5 Configurations and preparatory bodies of the Council of the EU

Council configurations

Slovenian name	Abbreviation	English name	Abbreviation
Svet za kmetijstvo in ribištvo	AGRIFISH	Agriculture and Fisheries Council	AGRIFISH
Svet za konkurenčnost	COMPET	Competitiveness Council	COMPET
Svet za ekonomske in finančne zadeve	ECOFIN	Economic and Financial Affairs Council	ECOFIN
Svet za izobraževanje, mladino, kulturo in šport	EYCS	Education, Youth, Culture and Sport Council	EYCS
Svet za zaposlovanje, socialno politiko, zdravje in varstvo potrošnikov	EPSCO	Employment, Social Policy, Health and Consumer Affairs Council	EPSCO
Svet za okolje	ENVI	Environment Council	ENVI
Svet za zunanje zadeve	/	Foreign Affairs Council	FAC
Svet za splošne zadeve	GAC	General Affairs Council	GAC
Svet za pravosodje in notranje zadeve	PNZ	Justice and Home Affairs Council	JHA
Svet za promet, telekomunikacije in energijo	PTE	Transport, Telecommunications and Energy Council	TTE

Preparatory bodies of the Council of the EU

SL: https://www.consilium.europa.eu/sl/council-eu/preparatory-bodies/
EN: https://www.consilium.europa.eu/en/council-eu/preparatory-bodies/

Note:
When a ministerial meeting covers only one of the areas under the competence of a Council configuration, the translation follows the original and uses the short name of the Council's configuration.

Slovenian	English	Note
zasedanje **Sveta EU za šport**	the meeting of the **EU Sport Council**	The full name of the configuration: the Education, Youth, Culture and Sport Council (EYCS)
predsedujoči **Svetu EU za pravosodje**	chair of the **EU Justice Council**	The full name of the configuration: **the Justice and Home Affairs Council**

4.6 Meetings, sessions and conferences (EU level)

Words such as *meeting, conference, video conference, directors-general, (home affairs) ministers* should only be capitalised if they are part of the official name of the event.

Meetings of ministers

Type of a meeting	Slovenian name	English name
Official meetings	zasedanje Sveta za kmetijstvo in ribištvo	Agriculture and Fisheries Council meeting, or Council meeting
	zasedanje Sveta za zunanje zadeve	Foreign Affairs Council meeting or Council meeting
Official meetings by video conference	neformalna videokonferenca ministrov in ministric za trgovino	informal video conference of trade ministers
	neformalna videokonferenca ministrov in ministric za zunanje in notranje zadeve	informal video conference of foreign affairs and home affairs ministers
	neformalna videoseja* ministrov in ministric za gospodarstvo in finance * *inconsistent use:* videokonferenca/videoseja	informal video conference of economic and finance ministers
Informal meetings organised by the presidency	neformalno srečanje ministrov in ministric za zaposlovanje in socialno politiko	informal meeting of employment and social policy ministers
	neformalno srečanje ministrov in ministric za okolje	informal meeting of environment ministers
	neformalno srečanje ministrov in ministric za kmetijstvo in ribištvo	informal meeting of agriculture and fisheries ministers
Informal meetings by video conference organised by the presidency	dogodek v organizaciji predsedstva: neformalna videokonferenca ministrov in ministric za kmetijstvo in ribištvo	presidency event: informal video conference of agriculture and fisheries ministers
	dogodek v organizaciji predsedstva: neformalna videoseja* ministrov in ministric za zdravje * *inconsistent use:* videokonferenca/videoseja	presidency event: informal video conference of health ministers
	dogodek v organizaciji predsedstva: neformalna videokonferenca ministrov in ministric za trgovino	presidency event: informal video conference of trade ministers

*General rule: informal meeting of [area of competence] ministers. Rarely (if there are many areas of competence, or if the name is long): informal meeting of ministers for [area of competence].

Ministerial conferences*

Slovenian name	English name
ministrska konferenca o	ministerial conference on
ministrska konferenca "Naslov"	ministerial conference "Title"
konferenca na visoki ravni	high-level conference

*Do not refer to ministerial conferences as "informal meetings" in order to avoid confusion with informal meetings of ministers.

Other events

Slovenian name	English name
srečanje generalnih direktorjev za visoko šolstvo	(informal) meeting of directors-general for [area of competence] Example: meeting of directors-general for higher education
neformalno srečanje generalnih direktorjev za gozdarstvo	(informal) meeting of [area of competence] directors-general Example: informal meeting of EU forest directors-general
Srečanje generalnih direktorjev EUPAN	[area of competence] directors-general meeting Example: EUPAN Directors-General Meeting (official name)
inconsistent use: srečanje/sestanek; direktorji/generalni direktorji	

4.7 Geographical names

List of EU Member States and candidate countries

EU Member States	
Slovenian	**English**
Avstrija	Austria
Belgija	Belgium
Bolgarija	Bulgaria
Češka	Czechia
Ciper	Cyprus
Danska	Denmark
Estonija	Estonia
Finska	Finland
Francija	France
Grčija	Greece
Hrvaška	Croatia
Irska	Ireland
Italija	Italy
Latvija	Latvia
Litva	Lithuania
Luksemburg	Luxembourg
Madžarska	Hungary
Malta	Malta
Nemčija	Germany
Nizozemska	Netherlands
Poljska	Poland
Portugalska	Portugal
Romunija	Romania
Slovaška	Slovakia
Slovenija	Slovenia
Španija	Spain
Švedska	Sweden

Candidate countries	
Slovenian	**English**
Albanija	Albania
Bosna in Hercegovina	Bosnia and Herzegovina
Črna gora	Montenegro
Moldavija	Moldova
Severna Makedonija	North Macedonia
Srbija	Serbia
Turčija	Turkey
Ukrajina	Ukraine

List of European cities

Slovenian	English
Amsterdam	Amsterdam
Atene	Athens
Berlin	Berlin
Bratislava	Bratislava
Bruselj	Brussels
Budimpešta	Budapest
Bukarešta	Bucharest
Haag	The Hague
Dublin	Dublin
Dunaj	Vienna
Helsinki	Helsinki
København	Copenhagen
Lizbona	Lisbon
Ljubljana	Ljubljana
Luxembourg	Luxembourg
Madrid	Madrid
Nikozija	Nicosia
Pariz	Paris
Praga	Prague
Riga	Riga
Rim	Rome
Sofija	Sofia
Stockholm	Stockholm
Strasbourg	Strasbourg
Talin	Tallinn
Valletta	Valletta
Varšava	Warsaw
Vilna	Vilnius
Zagreb	Zagreb

List of Slovenian regions

Statistical regions	
Slovenian	**English**
osrednjeslovenska regija	the Osrednjeslovenska region
gorenjska regija	the Gorenjska region
goriška regija	the Goriška region
obalno-kraška regija	the Obalno-kraška region
primorsko-notranjska regija	the Primorsko-notranjska region
regija jugovzhodna Slovenija	the Jugovzhodna Slovenija region
posavska regija	the Posavska region
zasavska regija	the Zasavska region
savinjska regija	the Savinjska region
koroška regija	the Koroška region
podravska regija	the Podravska region
pomurska regija	the Pomurska region

Other regions	
Slovenian	**English**
Dolenjska	(the) Dolenjska (region)
Gorenjska	(the) Gorenjska (region)
Koroška	(the) Koroška (region)
Notranjska	(the) Notranjska (region)
Prekmurje	(the) Prekmurje (region)
Primorska	(the) Primorska (region)
Štajerska	(the) Štajerska (region)
Kras	the Kras

For historical regions Kranjska, Koroška, Štajerska until 1918, use Carniola, Carinthia, Styria (see Stanko Klinar, Slovenska zemljepisna imena v angleških besedilih, 1.1.3)

4.8 Terms and expressions

Speeches

Forms of address*

	Verbal address
Head of State	President or Excellency
Head of Government	Prime Minister/Chancellor or Excellency
Minister	Minister or Sir/Madam Foreign Affairs: Excellency
President of a European institution	President
Vice-President/Member of the European Commission	Vice-President/Commissioner
Vice-President/Member of the European Parliament	Vice-President or Sir/Madam

*For more information on forms of address, see Debrett's Correct Form.

Slovenian	English
velja govorjena beseda	check against delivery
slavnostni govornik	keynote speaker
nagovor predsednika Vlade Republike Slovenije	address by the Prime Minister of the Republic of Slovenia
Gospe in gospodje	Ladies and Gentlemen
Spoštovani gostje	Distinguished guests
pozdravni nagovor, uvodni nagovor	opening address
poslanica	message

Press releases

Slovenian	English
se je sestal	held a meeting with/had a meeting with
ob tej priložnosti je …	he took the opportunity to …
uvodoma je dejal …	he opened by saying …/by way of introduction, he …
na novinarsko vprašanje o … je predsednik dejal …	asked by journalists about/whether … the President replied …
predsednik je ob koncu nagovora …	in closing, the President …/said the Prime Minister at the close of his address …
predsednik vlade je na novinarski konferenci predstavil …	speaking at a press conference, the Prime Minister …
po mnenju obeh sogovornikov	they shared the view that …
v izjavi za medije …	in a statement to the media
uradni govorec	spokesperson (for somebody/something)

v skupni izjavi	in a joint statement
ob robu srečanja/konference	on the margins of the meeting/conference
izjava predsednika vlade	statement by the Prime Minister
obisk predsednika vlade	visit by the Prime Minister
sklep Vlade Republike Slovenije	resolution of the Government of the Republic of Slovenia, Government resolution
seja Vlade Republike Slovenije	session of the Government of the Republic of Slovenia
seja – vlade – vladnega odbora	session meeting, government committee meeting
redna seja Vlade Republike Slovenije	regular session of the Government of the Republic of Slovenia
dopisna seja Vlade Republike Slovenije	correspondence session of the Government of the Republic of Slovenia
Odločitve vlade s sej vladnih odborov *(pogost naslov sporočil za javnost)*	Decisions taken by government committees
Vlada Republike Slovenije je potrdila predlog Zakona …	The Government approved the proposed Act …
vlada	the Government (when referring to a specific government)

Miscellaneous

Slovenian	English
skupinsko fotografiranje	family photo/family photography
lokacija	venue
kolona vozil	motorcade
doorstep izjava	doorstep statement
fototermin	photo opportunity
postrojen kordon vojakov Slovenske vojske	Slovenian Armed Forces ceremonial guard in attendance
večerja v letalu	dinner served in flight
Brdo pri Kranju	Brdo pri Kranju
posestvo Brdo pri Kranju	Brdo Estate
Kongresni center Brdo pri Kranju	Brdo Congress Centre
kibernetska varnost	cybersecurity
mehanizem za pravični prehod	Just Transition Mechanism (JTM)
digitalni, zeleni in pravični prehod	digital, green and fair transition
AVK avdio-video konferenca	audio-video conference (do not use an abbreviation)
fizično (način sestanka/srečanja)	in person
poslanec (Državnega zbora)	deputy