

ENGLISH STYLE GUIDE

for translators and revisers of texts for the Slovenian
Presidency of the Council of the European Union 2021

English Style Guide

for translators and revisers of texts for the website of the Slovenian Presidency of the Council of the European Union (from 1 July to 31 December 2021)

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The English Style Guide has been compiled by the Translation and Interpretation Division of the Secretariat-General of the Government of the Republic of Slovenia and draws on the Division's Official Guide to House Style (2019), the English Style Guide for the website of Germany's Presidency, Finland's Presidency Style Guide, the European Commission's English Style Guide, and the DG COMM 1 Style guide of the Council of the EU and European Council.

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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 Presidency of the Council of the European Union. It will be updated as necessary in the course of the presidency.

The style guide provides recommendations on the use of English in texts for the website of the Slovenian Presidency. Its main goal 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 Slovenian Presidency website texts (press releases, speeches, articles, the calendar of events). For more information on the use of English in other presidency texts, please consult:

[EU Commission English Style Guide](#)

[How to write clearly – EU Commission booklet](#)

[Guidelines for contractors translating into English](#)

2 General points

2.1 British English

Use British English:

- British spelling: *realise, defence, centre, behaviour, adviser*
- Use the -is- spelling and -ise, -yse (*paralyse, analyse*)
- For international organisations, follow their own practice of spelling (World Health Organization, Organization for Security and Co-operation in Europe, etc.)
- double consonants: *travelling, travelled, labelling, labelled*
- *programme* (*program* – used in computing contexts)
- *judgment* is used 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

- Presidency website texts should be easy to read, understandable, to the point, informative, clear, concise and neutral in tone.
- Use everyday language.
- Ensure that the content is understandable to non-English speakers too.
- Use a style and tone that is authoritative, concise, transparent, clear and inclusive.

- Write clearly:
 - focus on the reader,
 - keep it short and simple (KISS),
 - structure your sentences,
 - cut out excess nouns and use verb forms,
 - prefer active verbs to passive verbs,
 - avoid abstract language,
 - beware of false friends,
 - avoid buzzwords and jargon, metaphors, jokes and puns.
- For tips on clear writing, see the European Commission's guides: [How to write clearly](#), [Claire's Clear Writing Tips](#), [Jargon and clear writing alternatives](#).

Write clear and concise translations:

- Keep sentences brief (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).
- Be consistent – stick to one term for a given concept rather than using synonyms.
- Use simple vocabulary.

Examples of clear writing:

☹	☺
<i>A recommendation has been made by the European Parliament that consideration be given by the Member States to a simplification of the award procedure.</i>	<i>The European Parliament has recommended that the Member States consider simplifying the award procedure.</i>
<i>It decision on allocation on EU assistance will be taken subsequent to receipt of all project applications at the Award Committee's meeting.</i>	<i>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.</i>
<i>Tourism expenditure by Europeans aged 65 or over grew by 33% in the past five years.</i>	<i>Europeans aged 65+ spent 33% more on tourism over the past five years.</i>

2.3 Inclusive language

2.3.1 Gender-neutral language

- Use gender-neutral nouns:

Instead of:	Write:
<i>chairman</i>	<i>chair, chairperson</i>
<i>fireman</i>	<i>firefighter</i>
<i>headmaster, headmistress</i>	<i>head teacher</i>
<i>policeman, policewoman</i>	<i>police officer</i>

<i>layman</i>	<i>lay person</i>
<i>man (generic use)</i>	<i>human, human being, people</i>
<i>man's impact on the environment</i>	<i>humans' impact on the environment</i>

- Use the singular they/their:

Instead of:	Write:
<i>Each user should have his or her own user account.</i>	<i>Each user should have their own user account.</i>

- 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).
- Avoid using the generic term *man*:

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

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:
<i>the disabled</i>	<i>people with disabilities</i>
<i>the deaf</i>	<i>persons who are deaf</i>

- For more examples, see the brochure [Inclusive Communication in the GSC](#).

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).
- Do not use a full stop at the end of headings.
- The abbreviation of number is *No.* (full stop) and numbers is *Nos* (no full stop). Note: when citing EU legislation, use *No* (e.g. *Regulation (EC) No 561/2006*).

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):

The EU recalled the guidance that/which it has issued on territorial competence and non-recognition of passports. (defining clause)

We hope that the guidance, which contains good practice case studies, will help to address some of the implementation issues. (non-defining clause)

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.
- 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'."* Use single quotation marks to introduce an alternative expression (e.g. *The EU's standard decision-making procedure is known as the 'ordinary legislative procedure'*).

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*).

3.1.9 Italics

- Avoid italics, as they are difficult to read on screen. This includes: *ad hoc*, *vis-à-vis*, *inter alia*, *ex officio*.

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*), but lower case for law proposals, e.g. *the proposed law on climate policy*.
- 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*.
The same rule applies to Slovenian implementing regulations (e.g. *the Decree on working time in state administration bodies*).
- 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 lower case for programmes, policies, agendas, strategies, action plans, frameworks, etc. (e.g. *Europe 2020 strategy, common agricultural policy, EU action plan on urban mobility*).
- 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 bodies, institutions, committees, office holders, etc.

- 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:
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<i>Foreign Minister Logar</i>	<i>all foreign ministers</i>
<i>the Slovenian Government</i>	<i>the governments of member states</i>
<i>the Slovenian Presidency of the EU Council</i>	<i>The presidency rotates every six months.</i>

- For names of organisations, use the form on the organisation's website and the [Council'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), e.g. *The European Commission has adopted a proposal on network security. The Commission will now revise its proposal and present a new draft.* Slovenian ministries: Use full names of ministries at first mention (e.g. *the Ministry of Labour, Family, Social Affairs and Equal Opportunities* (not the Slovenian abbreviated form MDDSZ), but use lower case when referring back to *the ministry/social affairs ministry/labour ministry*.
- 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 [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, 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 Headings and subheadings

- Capitalise only the first word in a heading (and any proper names and adjectives that form part of a proper name).

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 but use lower case (e.g. *EU member states, NATO member countries, UN member states, UN non-member states, OSCE participating states, OECD member countries, EFTA member states or EFTA states, EEA EFTA states*¹).

3.3 Verb tenses

- Avoid the use of the passive voice wherever possible:

Instead of:	Write:
<i>The regulation was approved by the Council.</i>	<i>The Council approved the regulation.</i>

- The sequence of tenses:

Direct speech:	Reported speech:
<i>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."</i>	<i>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.</i>
<i>He said: "We will strive to ensure that there are no hazards that will pose a serious threat to human health and safety."</i>	<i>He said they would strive to ensure that there were no hazards that would pose a serious threat to human health and safety.</i>

¹ EEA countries (EU member states and EEA EFTA states)

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:	<i>EU leaders discuss the socio-economic consequences of the coronavirus pandemic</i>
	<i>Council reaches a political agreement on the European Peace Facility</i>
Infinitive (future events):	<i>Prime Minister Janez Janša and EU leaders to discuss the socio-economic consequences of the coronavirus pandemic</i>
	<i>President Charles Michel to visit Republic of Moldova, Georgia and Ukraine</i>

3.4 Titles

- Omit Mr/Ms if possible.
- Academic titles: The title Dr should be given when it appears in the original. For Prof. Dr use Prof. Do not translate Slovenian academic titles. Omit *mag.* if possible.
- 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.*
- When several titles are given for a person, use only one title, normally the most relevant one. Compare (different contexts):

<i>German Chancellor Angela Merkel is to visit Turkey next week to discuss bilateral relations and international issues. (bilateral relations, international issues)</i>	<i>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. (academic context)</i>
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- Avoid excessive repetition of a name and title by varying the references to the person in question:

*Prime Minister Janez Janša attended ...
The Slovenian Prime Minister stressed that ...
Janša also said that ...
He concluded by ...*

- Recommended forms:

Prime minister	<i>Prime Minister of the Republic of Slovenia Janez Janša Prime Minister Janez Janša Prime Minister Janša the (Slovenian) Prime Minister Janša</i>
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Ministers	<i>Minister of Foreign Affairs Anže Logar</i> <i>Foreign Minister Anže Logar</i> <i>Foreign Minister Logar</i> <i>Logar</i> <i>Minister of Labour, Family, Social Affairs and Equal Opportunities Janez Cigler Kralj</i> <i>Social Affairs/Labour Minister Janez Cigler Kralj</i>
President of the Republic of Slovenia	<i>President of the Republic of Slovenia Borut Pahor</i> <i>President Borut Pahor</i> <i>President Pahor</i> <i>the Slovenian President</i> <i>Pahor</i>
President of the European Council	<i>President of the European Council Charles Michel</i> <i>European Council President Charles Michel</i> <i>President Charles Michel</i> <i>President Michel</i> <i>Michel</i>
President of the European Commission	<i>President of the European Commission Ursula von der Leyen</i> <i>European Commission President Ursula von der Leyen</i> <i>the European Commission President</i> <i>Commission President von der Leyen</i> <i>von der Leyen</i>
President of the European Parliament	<i>President of the European Parliament David Maria Sassoli</i> <i>European Parliament President David Sassoli</i> <i>the European Parliament President</i> <i>European Parliament President Sassoli</i> <i>Sassoli</i>
High Representative of the Union for Foreign Affairs and Security Policy	<i>High Representative of the Union for Foreign Affairs and Security Policy Josep Borrell Fontelles</i> <i>High Representative Josep Borrell</i> <i>High Representative/Vice-President Borrell</i>

3.5 Dates and times

- Use the following format: *31 July 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: CO₂, m³, 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 and other national authorities, avoid Slovenian abbreviations, such as *MDDSZ*, *MIZŠ*, if possible, and do not use English abbreviations of translated names (see also 3.2.2).

3.8 Geographical names

Countries, regions, cities

- For the names of EU member states, candidate countries and capital cities, see Annex 4 to this Guide.
- For the names of Slovenian regions, see Annex 4 to this Guide.
- 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 (<https://publications.europa.eu/code/en/en-5000500.htm>).
- 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 and Serbia and Montenegro.
- *Former Yugoslav Republic of Macedonia*: always refer to it by its full name *North Macedonia* or *Republic of North Macedonia* (and not *Northern Macedonia*).
- *Kosovo*: references to Kosovo should be accompanied by a box at the bottom of the page with the following indication: **This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence* (in Slovenian: **To poimenovanje ne posega v stališča o statusu ter je v skladu z RVSZN 1244/1999 in mnenjem Meddržavnega sodišča o razglasitvi neodvisnosti Kosova*). If there is no such indication in the original, do not include it in the translation.
- *Bosnia and Herzegovina, BiH* (not *Bosnia-Herzegovina* or *BiH*); composed of two entities: *the Federation of Bosnia and Herzegovina* and *the Republika Srpska*; *Prime Minister of the Federation of BiH*, *Chairman or Member of the Presidency of BiH*; *Brčko District*; *Bosniaks*; *Bosnian Croats*; *Bosnian Serbs*.

Geographical places (lakes, rivers, mountains etc.)

- For Slovenian geographical places, use the English translation if it is available and widely acknowledged: Lake Bled, Lake Bohinj. If this is not the case, leave the Slovenian name and write the translation in brackets: Črno jezero (Black Lake), Divje jezero (Wild Lake).
- Use a proper noun and a descriptor: the Sava River, the Drava River, Mount Triglav.

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

- In headings (the calendar of events, press releases), translate the name of the event 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 (e.g. The opening cultural event of the Slovenian Presidency of the Council will be the modern ballet titled The Water Man (Povodni mož). The Water Man will be presented in two performances.).
- If the name is not translatable, leave it as written in the original (e.g. Europa Cantat).

3.10 Institutions

- For EU institutions, see: [EU Whoiswho](#).
- For names of Slovenian state authorities and their units (in four languages), see [the website of the Translation and Interpretation Division](#).

3.11 References to legislation

References to EU legislation:

- For EU legislation, see EUR-Lex website (<https://eur-lex.europa.eu/homepage.html>).
- See the capitalisation rules above.
- 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 legislation, use a pair of brackets closed up to the article number (e.g. *Article 3(1)*, *Article 3(1)(a)*).

References to Slovenian legislation:

- For the names of Slovenian laws, use the English translation at www.pisrs.si (*Zakonodaja v angleščini*).
- For capitalisation, see the section on capitalisation above.

3.12 Hyperlinks

Replace links to Slovenian websites with links to corresponding English websites. If the English website does not exist, add the following note after the Slovenian link: website in Slovenian. For example, *Certain pharmacies are [on duty outside opening hours](#) (website in Slovenian).*

3.13 Agreed spelling and capitalisation

The following spelling and capitalisation rules apply to the Slovenian Presidency website texts:

Slovenian	English	Note
države članice EU	EU member states	Lower 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 p residency	General reference Specific reference
	BUT	
slovensko predsedovanje Svetu EU	Slovenian P residency of the Council of the EU	
slovensko predsedovanje	Slovenian P residency	
	presidency	General reference
predsedujoča država	presidency member state member state holding the presidency	
predsedstvo	presidency	General reference
trio predsedujočih držav	Trio Presidency	Use capitals when referring to a specific trio presidency.
trio	Trio	
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	ministerial meeting/ meeting of ministers	Avoid 'session'
srečanje/seja ministrov	e.g. informal meeting of home affairs ministers	
neformalno srečanje ministrov	informal meeting of ministers	Avoid 'unofficial'

(inconsistent use: neformalno/neuradno zasedanje ministrov, seja ...)	informal ministerial meeting (shorter form)	
seja Sveta (inconsistent use: formalno zasedanje/uradna seja Sveta EU)	Council meeting official Council meeting	
videoseja/videokonferenca	video conference, videoconferencing	Inconsistent use in Slovenian. Both translated as 'video conference'.
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 Annexes

4.1 ANNEX 1 – Presidency titles

SL	
slovensko predsedovanje Svetu Evropske unije 2021	preferred, official
slovensko predsedovanje Svetu Evropske unije	preferred, official
slovensko predsedovanje Svetu EU 2021	preferred
slovensko predsedovanje Svetu EU	preferred
slovensko predsedovanje	admitted, short form
EN	
the Slovenian Presidency of the Council of the European Union 2021	preferred, official
the Slovenian Presidency of the Council of the European Union	preferred, official
the Slovenian Presidency of the Council of the EU 2021	preferred
the Slovenian Presidency of the Council of the EU	preferred
the Slovenian Presidency	admitted, short form
the Council Presidency	admitted, short form
the Presidency of the Council	admitted, short form
the Presidency	admitted, short form

AVOID the wording *Slovenia's Presidency*.

SOCIAL MEDIA

e.g. #EU2021SI

DO NOT USE the abbreviation PSEU (*predsedovanje Svetu EU – Presidency of the Council of the EU*).

DO NOT USE *EU Presidency* because it is not the Presidency of the European Union but of the Council of the European Union.

DO NOT CONFUSE the *Council of the European Union* with the *European Council* or the *Council of Europe*.

4.2 ANNEX 2 – Council configurations and preparatory bodies

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/>

4.3 ANNEX 3 – Names of presidency events

- For presidency events, see the calendar of events on the Slovenian Presidency website and the Council's meeting calendar at <https://www.consilium.europa.eu/en/meetings/calendar/?Category=meeting>.
- 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	Svet za kmetijstvo in ribištvo (<i>v koledarju</i>)	Agriculture and Fisheries Council (<i>calendar</i>)
	zasedanje Sveta za kmetijstvo in ribištvo (<i>v besedilu</i>)	Agriculture and Fisheries Council meeting or Council meeting (<i>in text</i>)
	Svet za zunanje zadeve	Foreign Affairs Council
	zasedanje Sveta za zunanje zadeve	Foreign Affairs Council meeting or Council meeting
Official meetings by video conference	neformalna videokonferenca ministrov in ministrice za trgovino	informal video conference of trade ministers
	neformalna videokonferenca ministrov in ministrice za zunanje in notranje zadeve	informal video conference of foreign affairs and home affairs ministers
	neformalna videoseja* ministrov in ministrice za gospodarstvo in finance	informal video conference of economic and finance ministers
	* <i>inconsistent use:</i> videokonferenca/videoseja	
Informal meetings organised by the presidency	neformalno srečanje ministrov in ministrice za zaposlovanje in socialno politiko	informal meeting of employment and social policy ministers
	neformalno srečanje ministrov in ministrice za okolje	informal meeting of environment ministers
	neformalno srečanje ministrov in ministrice za kmetijstvo in ribištvo	informal meeting of agriculture and fisheries ministers
	dogodek v organizaciji predsedstva: neformalna videokonferenca ministrov in ministrice za kmetijstvo in ribištvo	presidency event: informal video conference of agriculture and fisheries ministers

Informal meetings by video conference organised by the presidency	dogodek v organizaciji predsedstva: neformalna videoseja* ministrov in ministric za zdravje * <i>inconsistent use</i> : 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 ministrska konferenca "Naslov"	ministerial conference on 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] <i>Example:</i> meeting of directors-general for higher education
neformalno srečanje generalnih direktorjev za gozdarstvo	(informal) meeting of [area of competence] directors-general <i>Example:</i> informal meeting of EU forest directors-general
Srečanje generalnih direktorjev EUPAN	[area of competence] directors-general meeting <i>Example:</i> EUPAN Directors-General Meeting (official name)
* <i>inconsistent use</i> : srečanje/sestaneč; direktorji/generalni direktorji	

4.4 ANNEX 4 – Geographical names

List of EU member states and candidate countries

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

Candidate countries	
Albanija	Albania
Črna gora	Montenegro
Severna Makedonija	North Macedonia
Srbija	Serbia
Turčija	Turkey

List of European cities

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
Valetta	Valetta
Varšava	Warsaw
Vilna	Vilnius
Zagreb	Zagreb

List of Slovenian regions

Statistical regions	
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	
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

4.5 ANNEX 5 – Miscellaneous

Slogan and priorities

Skupaj. Odporna. Evropa.	Together. Resilient. Europe.
odpornost in okrevanje Evropske unije, strateško avtonomna Unija	the resilience, recovery and strategic autonomy of the European Union
Konferenca o prihodnosti Evrope	Conference on the Future of Europe
unija evropskega načina življenja, vladavine prava in enakih meril za vse	a union of the European way of life, the rule of law and equal criteria for all
verodostojna in varna Evropska unija, sposobna zagotavljati varnost in stabilnost v svoji sosesčini	a credible and secure European Union, capable of ensuring security and stability in its neighbourhood

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.

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
Gospa in gospodje	Ladies and Gentlemen
Spoštovani gostje	Distinguished guests
pozdravni nagovor, uvodni nagovor	opening address

