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# **OAS ENGLISH LANGUAGE STYLE GUIDE**

**Version 1.0**

DEPARTMENT OF CONFERENCES AND MEETINGS MANAGEMENT  
LANGUAGE SECTION  
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## **OAS STYLE GUIDE FOR ENGLISH REVIEWERS AND TRANSLATORS**

### Introductory note

The OAS Style Guide for English Reviewers and Translators was drawn up by the English reviewers of the Language Section of the OAS Department of Conferences and Meetings Management (DCMM). This style guide is intended not to be exhaustive but to serve as a quick reference source for translating OAS documents and as an aid to members of official delegations in style committees. It aims to provide information on OAS style and usage practices to ensure the consistency and quality of the Organization's publications and documents. It also offers information on accessing reference materials for drafters, translators, and reviewers. If more information is required on a particular point or area, the recently revised and updated "OAS Style Manual for Editors, Reviewers and Translators" (hereinafter OAS Style Manual) should be consulted as a more comprehensive source.

Comments or suggestions on this style guide are welcome and may be directed to Simon Walter ([swalter@oas.org](mailto:swalter@oas.org), tel. 202-370-0668) or Sheyla Carvalho ([scarvalho@oas.org](mailto:scarvalho@oas.org)).

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## 1. REFERENCES

There are two primary sources of reference for titles of meetings, programs, projects, etc. One is the [OAS Institutional Glossary](#), which is regularly updated and available at the DCMM Language Section website (<http://scm.oas.org/language-en.html>). The other is the annually adopted volume of General Assembly [declarations and resolutions](#), after their review by the Style Committee. Regulatory documents are also available on the Language Section website; included are links to the main OAS basic documents, the OAS Charter, the Inter-American Democratic Charter, and the Social Charter of the Americas, among others. On the Language Section website you will also find links to the Permanent Council's resolutions and declarations, a comprehensive list of [inter-American treaties and agreements](#), and the [Annual Reports of the Secretary General](#), which provide a wealth of information about specific OAS projects and programs and other activities.

It is important to read a range of different OAS documents to get a feel for different style of language used at the Organization. The formal tone of a resolution or declaration, for instance, would probably be out of place in a speech, say, or an admissibility report on an IACHR petition.

For a comprehensive collection of links to other statutory documents governing the workings of the Organization and its political bodies, please also visit the [Department of Legal Services](#). There, among other things, you will find the latest [Executive Orders](#) on the structure of the General Secretariat, a reliable source for the official names of the various secretariats, departments, sections, and offices that comprise the OAS.

On the OAS home page ([www.oas.org](http://www.oas.org)), under *About the OAS, Our Structure*, are the different areas of the Organization. Particularly useful, under [Permanent Council](#), is a list of the Council's committees and working groups. Each committee's page contains information about the topics considered by the committee concerned together with its work plan and documents as well as of its meetings.

Specific information about countries' official missions to the OAS, including the names and official titles of their representatives, can be accessed under the **Member States** tab on the OAS home page.

The Language Section encourages its freelancers to use CAT tools as they help to ensure consistency in the final product. Freelancers are encouraged to build up their own translation memories by performing alignments of OAS documents available in different languages at various online locations. In particular, we recommend OAS resolutions and declarations that have been reviewed by style committees. One might say they are a kind of bible for our purposes. They contain the names of past and current OAS entities and programs and are invaluable as a vocabulary source and style model. Other useful locations are the websites of the IACHR and Inter-American Court (human rights), MESICIC (anti-corruption), CIDI (development) and many others. Links to nearly all are available at Section III of the OAS Language Section web page (<http://scm.oas.org/section3-en.html>).

As a final note, we strongly encourage freelancers to contact us with any questions they may have about translating terms or finding where they can get useful information for a particular translation job. You will not be wasting anyone's time, least of all ours, by doing so. As professional translators we are not in the business of guessing.

## 2. STYLE AND USAGE

### Abbreviations and Acronyms

- Although abbreviations corresponding to English titles exist in some cases (IACD, IACHR, PAIGH), the OAS frequently uses the Spanish form (CAJP, CAAP, CSH, CISC, CIM, CICAD, CITEL, CJI, etc.) in both English and Spanish. Unless translators are able to find an established abbreviation corresponding to the English title, they should use the Spanish form. Do not invent acronyms from English translation. Most OAS-specific acronyms can be found in the Institutional Glossary.
- If an abbreviation or acronym exists in isolation in the source text, the effort should be made to identify the in-full form and deal with it appropriately (see first bullet in this section). It may be that the acronym is actually incorrect in the source text, in which case the correct form should be used.
- The use of the definite article before the acronym depends on usage. Of the abbreviations listed above, all are usually preceded by the definite article except for CICAD and CITEL. The Inter-American Commission of Women (CIM) has specifically requested that the definite article be used before *CIM*. As a rule of thumb, omit the definite article if the acronym sounds like a word (CIDI, CICTE, UNICEF); include it when the acronym is said letter by letter (the CIA, the UN, the IMF). Always write out World Bank (do not use WB).
- Avoid possessive forms with acronyms. Thus IACHR decision, *not* the IACHR's decision.  
  
Pluralize acronyms by adding an S without an apostrophe (NGOs, CEOs). However an apostrophe should be used if the abbreviation contains a period (M.D.'s, B.A.'s)
- In most cases, use only the acronym for common abbreviations, such as GDP
- Include the acronym in parentheses after the name of the body if it appears more than once. If it appears only once, no acronym should be used. Note that for this purpose, in OAS resolutions, the preamble and operative section should be treated as separate documents. Thus, if the name of a body appears once in the preamble and then once or more in the operative section, it should be written out in full at the first instance in the operative section, with the acronym used thereafter, as appropriate.

Capitalization

(For specific examples of capitalization in the four official languages of the OAS, see Appendix A of the [Proofreaders Manual](#).)

Capitalized	Not Capitalized
	<p>states and member states</p> <p>Exceptions: in direct quotes (e.g., from the Charter of the Organization of American States) and certain specific cases (documents of the Inter-American Commission on Human Rights and the Inter-American Court of Human Rights, treaties, and conventions)</p>
<p><i>Government</i> is capitalized only in references to specific governments.</p> <p>Example: the Government of Suriname and the Governments of Peru and Ecuador</p>	<p><i>government</i> is not capitalized in general references</p> <p>... the democratically elected governments of the Hemisphere</p> <p>... the democratic government of Costa Rica</p>
	<p>Branches of government are not capitalized <i>Poder Legislativo</i> = legislative branch or legislature,</p>
<p><i>Organization</i>, when it refers to Organization of American States (otherwise not).</p>	
<p><i>Permanent/Alternate Representative</i> and <i>Permanent Mission</i> are capitalized in specific references</p> <p>Examples: The Permanent Representative of Guyana took the floor. The Permanent Mission of the Argentine Republic presents its compliments to the Chair of the Permanent Council</p>	<p><i>permanent mission</i>, <i>permanent representative</i>, and <i>alternate representative</i> are not capitalized in general references</p> <p>All permanent representatives were invited to attend.</p>
	<p><i>delegation</i> and <i>delegate</i> are lowercased, even in specific references.</p> <p>Example: The delegation of Canada was the first to arrive.</p>

<b>Capitalized</b>	<b>Not Capitalized</b>
Titles of printed and other materials (except articles, conjunctions, and prepositions)	
The first word of a subtitle after a colon is capitalized, even if it would not normally be. Example: Threats and Challenges: The long road ahead.	
In titles, the first element in single words or permanent compounds written with a hyphen is capitalized, as are both elements in temporary compound words. Examples: “Re-emphasizing the Importance of Broad-based Economic Growth” The Thirty-fifth Regular Meeting of CIDI “The Curious Tale of the Large-Boned Donkey”	
<i>Hemisphere</i> when it refers to the region of the Americas	The adjective <i>hemispheric</i> is not capitalized
	The word <i>resolution</i> is not capitalized in either specific or general references to OAS resolutions.  Example: The General Assembly adopted resolution AG/RES. 1868 (XXXII-O/02).
Parts of a publication, treaty, convention, etc., that are followed by a number are capitalized, with the. Examples: Chapter 2 of the document, Articles 4 and 5 of the Convention, Table II,  Exceptions: paragraph or page numbers Example: pages 7 and 12 of Appendix IV	
<i>Heads of State and Government</i> is capitalized.	

Capitalized	Not Capitalized
<p>The word <i>Summits</i> is capitalized, whether used as a noun or an adjective. Examples: He attended the last three Summits. The OAS serves as technical secretariat of the Summits process.</p>	
<p>Full names of international organizations, agencies, government entities (ministries, departments, etc.), central banks, and private corporations</p>	<p>General and adjectival references to international organizations, agencies, government entities (ministries, departments, etc.), central banks, and private corporations</p> <p>Exceptions: Organization of American States — the Organization</p>
<p>Acronyms of technical terms</p> <p>ICT SMEs CPI GDP</p>	<p>Most technical terms</p> <p>information and communication technology small and medium-sized enterprises consumer price index gross domestic product</p>
<p>Terms referring to places, areas, nationalities, etc.</p> <p>Central America, East (North, West) Africa; Middle East(ern)</p>	<p>Terms denoting direction or compass points or when purely descriptive</p> <p>central (eastern) Europe; southern Africa, sub-Saharan Africa</p>

- The existence of an abbreviation does not mean that a term should be capitalized.  
Examples:  
least developed country (LDC)  
information and communication technologies (ICTs)
- *Sistema Interamericana de Derechos Humanos*. This is sometimes capitalized in Spanish and referred to by the acronym SIDH. However, it should not be capitalized in English as it is not a proper name referring to a concrete entity. The “system” is an abstract concept consisting of the institutions, bodies, instruments and case law of the Inter-American Commission on Human Rights and the Inter-American Court of Human Rights. It should be rendered as *inter-American human rights system*. The acronym IAHRs, though permissible, should be used sparingly.

Common mistakes

- Comprise

A common mistake when using this transitive verb is to say *comprised of* or *comprised by*. *To comprise* means *to consist of* or *to be made up of*. Thus, the Organization of American States



*comprises* 34 member states, or the U.S. Supreme Court *comprises* one chief justice and eight associate justices. As one blogger neatly put it, “the item that is the whole shebang comes first in the sentence; second come the items that are its parts.”

- Content v. contents. The two are sometimes confused.
  1. Contents: the things that are contained in something.  
Example:  
The contents of the bag flew across the room.
  2. Contents: the different sections that are contained in a book.  
Example:  
According to the contents, the chapter on faith healing starts on page 16.
  3. Content: the subject matter of a book, speech, program, etc.  
Example:  
The content of the course depends on what the students would like to study.
  4. Content (following a noun): the amount of a substance contained in something.  
Example:  
That sandwich has a high vitamin content.
  5. Content: happy or satisfied.  
Example:  
He had to be content with third place.
  
- Descendant v. descendent  
  
The former is the noun, the latter, the adjective. Thus, “the rights of *Afro-descendants*”\* *but* “*Afro-descendent* population.” However, it is correct to say “*Afro-descendant* rights.”  
\* *People/person of African descent* is a more elegant alternative.
  
- Historic v. historical  
  
Historic means historically significant or important, while historical means pertaining to history.  
Examples:  
The Battle of Waterloo was the scene of Napoleon’s historic defeat.  
Many minorities have to cope with the legacy of historical discrimination.

### Country names

The official names should be used, either in their short or their long form, as appropriate. A list of the names of OAS member states and permanent observers can be found in Appendix 1 of the OAS Style Manual. Country names may also be consulted at the UNTerm Portal:  
<http://unterm.un.org/UNTERM/portal/welcome>.

### Footnotes

- Footnote markers should be placed after the final sentence punctuation mark and always follow the closing quotation mark. If a sentence contains more than one footnote reference, try to

avoid bunching them; if appropriate in the context, it may be possible to place it after an earlier punctuation mark in the sentence.

Example:

In its report “Situation of Human Rights in Dominican Republic,”<sup>1/</sup> the Commission welcomed the steps to combat racial discrimination mentioned by the State in its note.<sup>2/</sup>

- The following should be abbreviated in bibliographic footnotes as follows:

Chapter	Ch.
page	p.
pages	pp.
paragraph	par.
paragraphs	pars.
Volume	Vol.
- The following Latin abbreviations used in bibliographic footnotes to avoid unnecessary repetition should always be italicized, and capitalized when placed at the beginning of a note: *Ibid.* (or *id.*), *et seq.*, *inf.*, *sup.*, *loc. cit.*, *op. cit.* Their meanings are explained in item VIII.5 of the OAS Style Manual.
- The title of a published book or article should appear in the original language in which it was published, unless an official translation exists, and should be written in italics. If no official translation exists, one may be included if it would be useful for clarification purposes. If this is done, the translation should be placed after the title in brackets in normal script. For more on this, see items III.21-111.24 and VI.15 of the OAS Style Manual.

Example:

*Access to Information, Violence against Women, and the Administration of Justice*  
*Filosofía, Derecho y Liberación en América Latina* [Philosophy, Law, and Liberation in Latin America]

### Formatting

- Freelancers are asked to mirror the formatting of the source document. In some cases, this may involve strike-through, underlined and bold text, which are important as they reflect what the drafters wish to convey in a text under negotiation in the Permanent Council, for instance.
- Charts and tables: Embedded charts and tables that cannot be edited should not simply be ignored. In such situations, freelancers should contact the Section for guidance. The requester may provide the original embedded file to be translated or simply be satisfied with a clearly set out key.

### General usage

As Spanish is the source language for most OAS translations, the terms listed below are in Spanish. Nonetheless, the explanations regarding usage apply equally to translations from French and Portuguese.

- *Acta(s)*: Minutes. *Actas textuales*: Verbatim minutes. *Actas resumidas*: Summary minutes.
- Amendment: In references to the amendment of texts, *modificar* should be translated as *amend*, not *modify*.
- *América*: May be translated as *the Americas*, *the Hemisphere*, or *the region*, but not as *America*.
- *Anexo*: In OAS documents *Anexo* is generally translated as *Appendix*. The term *annexes* is used to refer to the *anexos* to an appendix. Note that the plural of *appendix* is *appendixes*.
- *Aprobar*: The word *aprobar* may be rendered as *adopt* or *approve*.
  - A lower body *approves* a resolution for submission to a higher body. The higher body *adopts* the resolution.  
Example: “The resolution on gangs approved by the Permanent Council will be submitted to the General Assembly for consideration and adoption.”
  - However, the Permanent Council *adopts* its own resolutions.  
Example: The Permanent Council adopted resolution CP/RES. 937 (1651/08).
  - Minutes of meetings are approved, and agendas and orders of business are adopted. A budget is approved, never adopted.
  - Work plan of a PC committee: adopted
- Awards and competitions: How the name of an award or competition is best translated may be determined (assuming there is no official translation) by its periodicity. Thus, *Sexta edición de la competencia universitaria sobre derechos humanos Sergio García Ramírez*, would be Sixth Annual Sergio García Ramírez University Competition on Human Rights, NOT the awkward-sounding Sixth Edition (or Version) of the Sergio García Ramírez . . . .
- Capital cities: *Santafé de Bogotá, Colombia* is translated as *Bogotá, Colombia*. *Santiago de Chile* is translated as *Santiago, Chile*.
- *Continente*: Except in a direct quotation from the Charter, *continente* may be translated as *the Americas*, *the Hemisphere*, or *the region*.
- *Cooperación solidaria*: translate as *partnership for development*; a *partnership-for-development* initiative.
- *Cooperación solidaria para el desarrollo*: translate as *partnership for development cooperation*
- *Convocar*: *Convocar* is generally translated as *convene*. It may also be rendered as *call* (as in, to call a meeting) or *convoke*. A *convocatoria* is a *notice of convocation*.
- *Encargado de (1)*: In titles of subcommittees or working groups, *encargado de* is most often translated as *to*.  
Example: “*El Grupo de Trabajo Encargado de . . .*” is translated as the “the Working Group to . . . .” Note: Before translating the title of a committee, subcommittee, or working group, translators should look for its official title in the OAS Glossary, in resolutions, or on the OAS Website.
- *Encargado de (2)*: *Encargado de la Secretaría General* is translated as *in charge of the General Secretariat*.
- Foreign words are generally written in italics if they are unfamiliar in English or have not been assimilated into the English language.
  - Examples of words not italicized:  
café, précis, chargé d’affaires, vis-à-vis, vicuña, attaché, façade, quorum, ad referendum, curriculum vitae, ex officio, per diem, résumé, apropos, and status quo.
  - Examples of words that are italicized:  
*inter alia, raison d’être, de facto, ex post facto, de jure, savoir-faire, sic, et al., sua sponte, sine qua non.*

- *inter-American*: The adjective *inter-American* is only capitalized when it is part of a proper name; when not, the “i” in *inter* should be lowercased.
- Italics, not quotation marks, should be used to stress a particular expression or word: The word *xenophobia* comes from Greek. The General Assembly *adopts* resolutions; lower bodies approve them.
- *Mandato*: When *mandato* refers to a term or a term of office, it should not be translated as *mandate*.
- Preposition use: Always check titles carefully.  
Examples:  
Inter-American Commission *of* Women  
Inter-American Commission *on* Human Rights  
Inter-American Committee *against* Terrorism  
Inter-American Court *of* Human Rights  
Inter-American Institute *of* Human Rights
- Meetings v. Sessions: Some OAS bodies have meetings while other have sessions:<sup>1</sup>

Meetings	Sessions
Permanent Council	General Assembly
CIDI	CICTE
CJI (sessions within meetings)	Inter-American Commission on Human Rights
Consultative Committee of CIFTA	Inter-American Court of Human Rights
CITEL Assembly	CICAD
Committee of Experts of MESICIC	TRIBAD
Executive Committee of IICA	
Council of Delegates of the IADB	

- *Presidente*: Meetings of the Permanent Council, the Inter-American Council for Integral Development and the Councils’ committees and working groups are presided over by a Chair. Note that, notwithstanding how these terms are used in these bodies’ rules of procedure, *Chair* is capitalized and the shortened form is used rather than *chairman*. The same applies to the term *Vice Chair*, which is generally not hyphenated. Translators should check the rules of procedure of specific bodies to see whether a hyphen is required. Some meetings, e.g. sessions of the General Assembly, the Meeting of Consultation of Ministers of Foreign Affairs, and Inter-American Specialized Conferences on Private International Law) have presidents. Note that the Inter-American Court of Human Rights and the Inter-American Commission on Human Rights are presided over by presidents.
- *Propuesta de programa-presupuesto*: Proposed (not draft) program-budget.
- *Proyecto*: When referring to a document, a *proyecto* is a *draft* (*proyecto de resolución* – draft resolution) and an *anteproyecto* a *preliminary draft*.
- *Registro*: *Record* of a meeting. A more succinct document than a summary (see below). This shortened form is made available for meetings of the Permanent Council pending publication of the verbatim minutes.
- Resolutions: Always precede a resolution number with the word resolution.

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1. The examples shown in the table are not exhaustive. In doubt, the statutes or rules of procedure of the body concerned should be consulted. Contact Language Section if difficulties arise locating the necessary source.

Example: “As seen in resolution AG/RES. 2432 (XXXVIII-O/08)” and not “as seen in AG/RES. 2432 (XXXVIII-O/08).”

- As a rule, the use of acronyms should be avoided in titles of resolutions. Notwithstanding the use of the acronym SEDISCAP in the pertinent resolutions
- *Sesión*: Often *a meeting*, as opposed to *período de sesiones*, which is a session. However, *sesión* may be translated as *session* in expressions like *morning session*, *inaugural session*, or *closing session*.
- *Síntesis*: *Summary* of a meeting. Used for meetings of committees and working groups. A fairly detailed record of meetings.
- Titles: Unless directed otherwise, translate *Sra.* as *Mrs.* for representatives from Latin American countries and as *Ms.* for representatives of the U.S., Canada, and Caribbean countries. *Ing.* and *Lic.* before names should be omitted in English, as should *Don* or *Doña*. *Dr.* in Spanish should be rendered as *Dr.* in English.
- Themes of Conferences, meetings, etc. should be placed in quotation marks, not italics  
Example: The Fourth Summit of the Americas held in Mar del Plata, Argentina, in 2005, whose theme was “Creating Jobs to Fight Poverty and Strengthen Democratic Governance,” . . .
- Suffixes denoting addenda, revisions, corrections to published OAS materials (e.g., add. 1, rev. 1, corr. 1, etc.) should be written in lowercase with a space in front, as well as one between the period and the number.  
Example: resolution CP/RES. 1053/15 rev. 1 corr. 1
- Statute v. Statutes: When translating *estatuto*, the singular form (*statute*) is the correct one, but some OAS bodies use the plural. It must be checked in each case.):

<b>Singular (Statute)</b>	<b>Plural (Statutes)</b>
Inter-American Commission on Human Rights and Inter-American Court of Human Rights	Permanent Council
Justice Studies Center of the Americas ( <b>JSCA</b> )	Inter-American Council for Integral Development ( <b>CIDI</b> )
Inter-American Commission of Women ( <b>CIM</b> )	Inter-American Agency for Cooperation and Development ( <b>IACD</b> )
Mechanism to Follow Up on Implementation of the Inter-American Convention on the Prevention, Punishment, and Eradication of Violence against Women, “Convention of Belém do Pará” ( <b>MESECVI</b> )	Special Multilateral Fund of the Inter-American Council for Integral Development ( <b>FEMCIDI</b> ) [Now defunct. Name changed to DCF in 2014 – See below]
Administrative Tribunal of the Organization of American States ( <b>TRIBAD</b> )	Development Cooperation Fund ( <b>OAS/DCF</b> )
Inter-American Committee against Terrorism ( <b>CICTE</b> )	Inter-American Juridical Committee ( <b>CJI</b> )
Inter-American Telecommunication Commission ( <b>CITEL</b> )	Inter-American Defense Board ( <b>IADB</b> )
Inter-American Children's Institute ( <b>IIN</b> )	
Hemispheric Tourism Fund ( <b>HTF</b> )	
Inter-American Drug Abuse Control Commission ( <b>CICAD</b> )	

## Hyphenation

The best way to determine if certain compound words should be hyphenated is to look in a dictionary. We recommend the Merriam Webster. In addition, the rules on hyphenation advocated by the Chicago Manual of Style are available at the link below.

[http://www.chicagomanualofstyle.org/16/ch07/ch07\\_sec085.html](http://www.chicagomanualofstyle.org/16/ch07/ch07_sec085.html).

You will find below a list of words that are hyphenated and not hyphenated.

above-mentioned	mid-twentieth century
Afro-descendant (noun), Afro-descendent (adj.)	mid-2000s
aide-mémoire (plural: aides-mémoire)	mine-free
Anti-inflationary	non-English
awareness-raising (noun and adj.)	on-site
balance-of-payments (adj.)	Pan-African
built-in	policy-maker
capacity-building (adj.)	policy-making
case-by-case (adj.)	post-Iraq
cease-fire	pre-Columbian
co-opt	president-elect
cost-benefit (adj.)	program-budget
cross-reference	pro-life
decision-maker	re-cover (to cover again)
decision-making	self-defense
e-mail	semi-industrial
ex-minister	sub-Saharan
follow-up (noun)	sub-working group (when capitalized, Sub-Working Group)
institution-building (adj.)	up-to-date (adj.)
labor-intensive	well-being
long-standing	well-planned initiative
ad hoc (not italicized)	bookkeeping
aforementioned	capacity building (noun)
antenatal	cooperation
anticorruption	counterterrorism
attorney general (plural: attorneys general)	counterterrorist
audiovisual	crosscutting
balance of payments (noun)	cross section (noun)
biannual (twice a year)	cutback (noun), cut back (verb)
biennial (every two years)	cybercrime
biennium (plural: bienniums)	data bank
binational	database

ex post	online
extracurricular	Pan American Health Organization
follow up (verb)	postmodern
institution building (noun)	premodern
interagency	preempt
interinstitutional	reelection
interregional	reelect
interrelated	reentry
intersessional	reestablish
intraregional	socioeconomic
macroeconomic	subcommittee
marketplace	subparagraph
multidimensional	subregion
multilateral	subregional
multipurpose	supranational
neonatal	time frame
nondiscrimination	timetable
nongovernmental	Transatlantic
nonintervention	transnational
nonpermanent	under way (not underway)
nonviolence	up to date (pred.)
nonviolent	viceroys
nonevent	vice chair
nonnegotiable	vice president, vice president elect
nonconformist	website, web page
nondescript	worldwide
nonfeasance	

### Indirect speech

- In translating reports, summaries, or records of meetings in which indirect speech is used, a present tense in Spanish, “*El presidente dice que . . .*” (as well as in French and Portuguese) becomes a past in English, “The Chair said that . . .” Therefore, according to standard rules for indirect speech in English, a future tense will be translated as a conditional; a present perfect as a past perfect, and so on. In addition, adverbs and adjectives denoting time and place are modified as follows: *this* to *that* or *the*, *these* to *those* or *the*, *here* to *there*, *now* or *just* to *then*, *today* to *that day*, *yesterday* to *the day before* or *the previous day*, *tomorrow* to *the day after* or *the next day* etc.).

Example:

*El Presidente dice que el grupo de trabajo ha analizado este asunto y que presentará un informe en la reunión programada para mañana.*

The Chair said that the working group had considered the matter and would report on it at the meeting scheduled for the following day.

### Numerical data

- The OAS follows the one-through-nine rule, i.e., numbers from one through nine are spelled out and numbers above nine are written in numerals for cardinal numbers. Ordinal numbers should be spelled out. However, in names of conferences and meetings, the use of words or figures to express ordinal numbers should follow the official form of the organization concerned. A number that forms the first word of a sentence should be spelled out. If this is awkward, the sentence may have to be redrafted.

Examples:

The third quarter of the year

The twenty-first century

- Despite the one-through-nine rule, two numbers used together should be expressed in different styles.

Example:

three 5-year-old girls      BUT      a five-year-old girl

- Dates are written using the U.S. format: January 12, 2004. In running text, a comma is inserted not only between the day and the year but also after the year.

Example:

May 5, 2001, is their wedding date.

The month should be spelled out to avoid ambiguity whenever possible.

Do not use the ordinal form (i.e., not January 12th, 2004).

Never use a zero with single-digit dates (i.e., July 5, 2006, NOT July 05, 2006)

In references to specific decades, no apostrophe is used.

Example:

the 1940s

Mid-2000s

- Date ranges: See use of en dash below in the section on Punctuation.
- The only exceptions to the month/day/year order are:
  1. In the document classification located in the upper right-hand corner of OAS documents. The order followed in that case is day/month/year, without punctuation.

Example: OEA/Ser.G  
CP/doc.4418/09  
25 June 2009  
Original: Spanish
  2. In footnote and endnote references to United Nations documents the original date format (usually day/month/year, without punctuation) should be retained.

When the day is omitted, there is no comma between the month and the year: January 2004.



In documents such as treaties and conventions, as well as certain legal texts and in formal invitations, years and days of the month are spelled out as follows:

Example (taken from OAS Style Manual: IN WITNESS WHEREOF, the undersigned Plenipotentiaries ... sign the present Protocol ... in the city of Cartagena de Indias, Colombia, on the fifth day of December of the year one thousand nine hundred eighty-five. Note should be made of the style in which the year is written, e.g. 1993: one thousand nine hundred ninety-three, **NOT** nineteen hundred ninety-three

- The percentage symbol (%) is not used in running text. It may be used in tables.
- Currency amounts preceded by symbols are written without spaces.  
Examples:  
US\$1,432  
€273,455  
US\$67.2 million
- A numeral should always be used before the words *million* and *billion*.  
Example:  
“3 billion dollars” not “three billion dollars”
- When used as nouns, fractions are written without a hyphen.  
Examples:  
Two thirds of the members were present, but a two-thirds vote was required.
- Times of day are written as follows: 10:00 a.m. (not 10 a.m.), 3:45 p.m., etc. Noon is written as 12:00 p.m. and midnight as 12:00 a.m. Do not use the 24-hour clock format to express times.
- Numbering of meetings  
There is no hard and fast rule for numbering the meetings of OAS bodies, which has sometimes varied with use. The following table contains examples of the style of numbering used by some.<sup>2</sup> For the meetings of bodies of other organizations such as the United Nations, the style used by the organ in question should be followed. For more information, see item IV.4.1 of the OAS Style Manual.

XVIII Conferencia Interamericana de Ministros de Trabajo (CIMT)	XVIII Inter-American Conference of Ministers of Labor (IACML)
Séptima Reunión Interamericana de Ministros de Educación	Seventh Inter-American Meeting of Ministers of Education
VIII Reunión Ordinaria de la Comisión Interamericana de Puertos	Eighth Regular Meeting of the Inter-American Committee on Ports
XIV Reunión del Comité Ejecutivo de la CIP	Fourteenth Meeting of the Executive Board of the CIP
37 reunión ordinaria del CIDI	Thirty-seventh regular meeting of CIDI

2. The examples shown in the table are not exhaustive. In doubt, consult past volumes of resolutions and declarations adopted by the OAS General Assembly. Contact Language Section if difficulties arise locating the necessary source.

89ª Reunión Ordinaria del Consejo Directivo del IIN	89 <sup>th</sup> Regular Meeting of the Directing Council of the Inter-American Children's Institute (IIN)
XXXVII Asamblea de Delegadas de la CIM	Thirty-seventh Assembly of Delegates of the CIM

### Nonsexist language

Efforts should be made to avoid gender-biased language. Terms such as mankind, manpower, and man-hours can be rendered by humanity or humankind, workforce, and person-hours, respectively. However, the expression *man-made disasters*, in contrast to natural disasters, may be used.

- In references to a person whose gender is unknown, both the masculine and the feminine personal pronouns or adjectives must be used, i.e., *he or she*, *him or her*, or *his or her*. These forms should be used rather than *he/she*, *him/her*, or *his/her*.

Example:

A nurse is expected to monitor his or her patients' vital signs.

- Where possible, however, this type of sentence should be reworded to avoid this awkward construction.

Example:

Nurses are expected to monitor their patients' vital signs.

### Punctuation

- *Commas*. The serial comma is always used before *and* in a series of more than two (unless a semicolon is called for).

Example: The theme of the meeting was peace, security, and cooperation.

- *Ellipses*. Each of the three ellipsis dots should be preceded and followed by a space. Make certain that they are not spread out over two lines. Ellipses, used to show that material has been omitted from a quotation, need not be used at the beginning or the end of quotations unless it is essential to do so to indicate that the quotation was abridged. While a period or comma used after an ellipsis should be separated from it by a space, a closing quotation mark follows it with no space.

Example: The Inter-American Democratic Charter establishes that “[t]he strengthening of political parties . . . is a priority for democracy” and that “[s]pecial attention will be paid to the problems associated with the high cost of election campaigns . . . .”

- *Em dash* (ALT+0151). Do not insert a space either before or after an em dash.

Example: The objective of this meeting—indeed, the objective of all meetings—is to achieve consensus.

- *En dash* (ALT+0150). Do not use the en dash between dates, months, etc. in running text.

Example:

“The meeting was held from May 8 to 10, 2003,” and not “The meeting was held from May 8–10, 2003” or “The meeting was held May 8–10, 2003.”

However, in headings, tables, or parenthetical references to meetings, the en dash should be used. The en dash signifies *through* (i.e., including the beginning and ending dates).

Examples:

Eleventh Meeting of Negotiations in the Quest for Points of Consensus (Washington, D.C., April 14–18, 2008)

from 2007 to 2010 [not from 2007-10]

in the three years 1989–91 BUT in the four years 1999–2002 [not 1999-02]

October–December 1994

between 1982 and 1991

- Parentheses:

A set of parentheses is used around a number or letter introducing a series in running text.

Example: Ambassador Costa drew attention to the following: (1) . . . , (2) . . . , and (3) . . . .

If the numbers or letters are listed on separate lines, no parentheses should be used. A single parenthesis should never be used.

Example:

Ambassador Pinheiro drew attention to the following:

1. . . . ; NOT 1)

2. . . . ; and

3. . . . .

- Quotation marks are generally not used to set off names of prizes, conventions, declarations, institutions, etc. They are used for the titles of draft resolutions.

Example: resolution AG/RES. 1911 (XXXIII-O/03), “Follow-up on the Monterrey Conference on Financing for Development”

- Punctuation marks used with quotation marks:

Keep periods and commas within quotation marks.

Example:

According to the foreign minister, the country’s economy was “in dire straits,” and she said that she was counting on the international community to “respond to the appeal for additional resources.”<sup>1/</sup>

Place all other punctuation marks (colons, semicolons, exclamation marks, question marks) outside the quotation marks, unless they are part of the original quotation.

Examples:

What is the reason behind this “official inquiry”?

The delegate repeated the question: “Who is responsible for this disaster?”

For quotations within quotations, place single quotation marks inside double quotation marks.

Example:

The General McGrath replied, “In the words of Winston Churchill, ‘we shall never surrender.’”

- Spacing:

The current trend in modern typography is to use just one space after the closing period of a sentence and after a colon.

References to United Nations resolutions

- References to United Nations resolutions in running text should be expressed according to the following example: “United Nations General Assembly resolution 69/327, ‘Promoting inclusive and accountable public services for sustainable development,’ emphasizes the growing need . . . .” Although the full classification of the resolution is A/RES/69/327, the part before 69/327 should be omitted. The resolution could also be expressed as follows: “... according to resolution 69/327, ‘Promoting inclusive and accountable public services for sustainable development,’ adopted by the United Nations General Assembly on September 14, 2015.”

Spelling

The OAS follows American standards for spelling, punctuation, and capitalization, except as indicated herein. For style queries not resolved here or in the OAS Style Manual, see the *Chicago Manual of Style* (<http://www.chicagomanualofstyle.org/home.html>).

- When in doubt about proper spelling, consult the Merriam-Webster online dictionary (<http://www.merriam-webster.com/home.htm>). When variant spellings of a particular word or word form are listed in the online dictionary, the preferred spelling, that is, the first form given, should be used; by that token the plural of *forum* is *forums* (notwithstanding that *fora* is also mentioned as an alternative). Likewise, the past and participle forms of the verb *cancel*: *canceled* and *canceling*. The following table provides the correct spelling of selected words for OAS purposes. (See also the table under the section on hyphenation above.)

adviser	headquarters (not Headquarters)
a.i., but <i>ad interim</i>	honorarium (plural: honorariums)
appendix (plural: appendixes)	Internet
<i>bis</i> (10 <i>bis</i> )	judgment
canceled, canceling	kilometer
cannot	memorandum (plural: memoranda)
chapeau (plural: chapeaux)	<i>quater</i> (8 <i>quater</i> )
communiqué	<i>quinquies</i> (1 <i>quinquies</i> )
curriculum vitae (plural: curricula vitae)	résumé
forum (pl. forums)	<i>ter</i> (18 <i>ter</i> )
gray	the Web

### Translation of names of organizations and entities

- In the case of international organizations, the official name and acronym should be found. (See also the section Abbreviations and Acronyms)

Examples:

Organización Mundial de la Salud (OMS)	World Health Organization (WHO)
Comisión Económica para América Latina y el Caribe (CEPAL)	Economic Commission for Latin America and the Caribbean (ECLAC)

- In the case of government entities, translate the name (using the commonly used OAS rendering if there is one) and use the source language acronym, if any.

Examples:

Ministerio de Salud (MINSa)	Ministry of Health (MINSa)
Ministerio de Agricultura y Desarrollo Rural (MADR)	Ministry of Agriculture and Rural Development (MADR)

- With private entities such as banks and companies, neither the name nor acronym should not be translated.

Examples:

Banco de Crédito del Perú (BCP)  
Telefónica S.A.  
Negocios Mineros S.A.

- The names of the following types of organizations and entities should be translated while leaving distinctive proper names and the acronym (if any) in the original language (check to see if an official translation exists): political parties, universities, trade unions, museums, hospitals, nongovernmental organizations. This rule also applies to:

Examples:

Partido Colorado	Colorado Party
Pontificia Universidad Católica del Perú	Pontifical Catholic University of Peru
Confederación de Trabajadores de México	Confederation of Mexican Workers
Museo Pedro de Osma	Pedro de Osma Museum
Hospital Universitario La Paz	La Paz University Hospital
Centro de Derechos Humanos y Ambiente (CEDHA)	Center for Human Rights and the Environment (CEDHA)

Translation of published material and artistic works

- The title of a book or article should appear in the original language in which it was published, unless an official translation exists. It should be written in italics. If no official translation exists, one may be included if it would be useful for clarification purposes. If this is done, the translation should be placed after the title in brackets in normal script. For more on this, see items III.21-111.24 and VI.15 of the OAS Style Manual.

Example:

*Filosofía, Derecho y Liberación en América Latina* [Philosophy, Law, and Liberation in Latin America]

- Titles of unpublished works should not be italicized but placed in quotation marks. This applies, *inter alia*, to titles of OAS documents.

### 3. OAS RESOLUTIONS AND DECLARATIONS<sup>3/</sup>

A specific classification system is used for OAS General Assembly and Permanent Council resolutions. For example, in General Assembly resolutions AG/RES. 2508 (XXXIX-O/09) and AG/RES. 1 (XXXVIII-E/09): the first number indicates the number of the resolution; the Roman numeral indicates the number of the General Assembly session; the O (*ordinario*) or E (*extraordinario*), indicates whether the session was a regular or special one, respectively; and the numbers after the oblique line indicate the last two digits of the year in which the session was held. Be very careful to leave a space between *RES.* and the number of the resolution and, in the case of regular sessions, to write the letter O for *ordinario* and not the number 0. In Permanent Council resolution CP/RES. 968 (1742/10), the first number indicates the number of the resolution, the second number is the number of the Permanent Council session, and the third number, the year of the Permanent Council meeting at which the resolution was adopted.

Resolutions have two parts: a preambular part and an operative part. Declarations often have two parts as well: a preambular part and a declarative part.

Draft OAS resolutions follow one of two very precise, but logical, formats, depending on the structure of the preamble. If the resolution opens with *CONSIDERING* (which is placed at the left margin with a colon) or *HAVING SEEN* (which is indented and run into the text, with no punctuation), the name of the body goes at the very beginning. If it opens with *WHEREAS* (which is placed at the left margin and followed by a colon), the name of the body approving the resolution goes after the preamble. The other rules are the same for both:

1. The name of the approving body appears in all capitals, first-line indented.
2. If there is only one clause in the preamble, it should end with a comma; if more than one, all but the last should be followed by a semicolon and the last by a comma. The semicolon in the next-to-last clause, or in the last clause of the first part of a two-part preamble, should be followed by the word *and*. Clauses in the preamble of resolutions and declarations are not numbered, although they may be during the negotiation process for ease of reference. Operative and declarative paragraphs are numbered unless there is only one. If there are more, they should be consecutively numbered (regardless of any change in the introductory word, e.g., from RECOMMENDS to RESOLVES or DECLARES) with Arabic numerals. Subdivisions should follow the outline sequence shown in item IX.12 of the OAS Style Manual.
3. In the operative/declarative part, each paragraph should be connected grammatically and logically to the introductory word RESOLVES, RECOMMENDS, DECLARES, etc., and should end with a period.

Highlighted in the sample draft resolution below are examples of the indentation, punctuation, and capitalization rules followed for resolutions:

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3. An English-Spanish Resolutions Guide, containing formal language and other vocabulary commonly used in resolutions and declarations, is included in the Appendix.

SEVENTH INTER-AMERICAN SPECIALIZED CONFERENCE  
ON PRIVATE INTERNATIONAL LAW

(Adopted at the fourth plenary session, held on June 4, 2009)

**THE GENERAL ASSEMBLY**, [*Indented, in block caps, followed by a comma*]

**HAVING SEEN** the Annual Report of the Permanent Council to the General Assembly as it pertains to the Seventh Inter-American Specialized Conference on Private International Law (CIDIP-VII) (AG/doc.4992/09 add. 1); [*The chapeaux of preambular paragraphs are written in block caps; stand-alone preambular paragraphs, i.e. preambular paragraphs where the chapeau is not followed by subparagraphs, are indented; all preambular paragraphs except for the last one in a resolution end with a semicolon, which, as indicated below, may be followed by and.*]

RECALLING resolutions AG/RES. 1923 (XXXIII-O/03), AG/RES. 2033 (XXXIV-O/04), AG/RES. 2065 (XXXV-O/05), and AG/RES. 2217 (XXXVI-O/06), which, respectively, convened CIDIP-VII, analyzed member state proposals for CIDIP-VII, selected Consumer Protection and Secured Transaction Registries as the two topics for its agenda, and established its methodology and preparatory work, as well as resolutions AG/RES. 2285 (XXXVII-O/07) and AG/RES. 2401 (XXXVIII-O/08);

RECALLING **ALSO** that the CIDIP process is the principal component of the Organization of American States (OAS) for the development and harmonization of private international law in the Hemisphere, through which 26 inter-American instruments have been adopted; **and** [*ALSO is inserted after RECALLING as this is the second consecutive use of the same chapeau. If it were mentioned a third time, the word FURTHER would be inserted. The word and is inserted at the end between the penultimate and the last stand-alone preambular paragraph. If there were only two stand-alone preambular paragraphs, the word and would be inserted between them.*]

**CONSIDERING**: [*This is not a stand-alone preambular paragraph but a chapeau followed by subparagraphs. It is not indented and is followed by a colon.*]

That in the area of consumer protection, the Government of Brazil has proposed a draft Convention on Applicable Law; the Government of Canada, a Draft Model Law on Jurisdiction and Applicable Law; and the Government of the United States, a Legislative Guide and Model Laws on Monetary Redress; [*Each of the subparagraphs under the chapeau is indented.*]

The important work undertaken by the Inter-American Juridical Committee on the issue of consumer protection, particularly documents CJI/doc.288/08 rev. 1, "Status of the Consumer Protection Negotiations at the Seventh Inter-American Specialized Conference on Private International Law (CIDIP-VII)" and CJI/doc.309/08, "Towards the Seventh Inter-American Specialized Conference on Private International Law – CIDIP-VII," and resolution CJI/RES. 144 (LXXII-O/08), "Seventh Inter-American Specialized Conference on Private International Law (CIDIP-VII)";



That in the area of secured transaction registries, the Permanent Council approved the model registry regulations drafted by the member states and convened a three-day meeting of CIDIP-VII, to be held at OAS headquarters in Washington, D.C., from October 7 to 9, 2009;

That the Government of Brazil offered to host CIDIP-VII to consider the draft final document or documents on consumer protection; **and** *[The word and is added at the end between the penultimate and the last preambular subparagraph under a chapeau. If there were only two preambular subparagraphs under a chapeau, the word and would be inserted between them.]*

That the member states are determined to work toward completion of the proposed documents on consumer protection with a view to setting dates for CIDIP-VII on said topic as soon as possible, preferably in the first half of 2010, *[The last preambular paragraph or subparagraph ends with a comma.]*

**RESOLVES:** *[Indented, in block caps, followed by a colon]*

1. To thank the working groups on consumer protection and secured transaction registries of the Inter-American Specialized Conference on Private International Law (CIDIP) for their efforts. In the future they will be composed of government officials or representatives appointed by the states. *[Operative paragraphs are indented and numbered as shown; they end with a period.]*

2. To instruct the Permanent Council to set up a working group made up of government officials and representatives of interested member states with a view to completing the draft final document or documents on consumer protection. To that end, the General Secretariat will provide support for the Working Group to:

- a. Organize and hold teleconferences, beginning as soon as possible and not later than July 2009, to allow the Working Group to complete the work on the final draft document or documents; **and** *[Subparagraphs followed by a semicolon; the word and inserted here between the two subparagraphs. If there were several subparagraphs, the word and would be inserted between the penultimate one and the last one.]*
- b. Organize and hold a meeting of the Working Group, no later than November 2009, at a venue and on a date to be determined by the Permanent Council.

3. To instruct the Permanent Council, after consideration of the Working Group's report referred to in the preceding paragraph, to set the dates for CIDIP-VII on consumer protection once the experts complete their preparatory work on the final draft document or documents. If the Permanent Council does not set the dates for CIDIP-VII, the Working Group will continue its work and present another progress report, by May 15, 2010.

4. To instruct the Permanent Council to allocate funds from the Regular Fund program-budget to cover the costs of the CIDIP-VII meeting to be held this October at the headquarters of the Organization of American States, as well as to cover the expenses for the preparatory work on the topic of consumer protection called for in this resolution.

5. To request the Permanent Council to report to the General Assembly at its fortieth regular session on the implementation of this resolution, the execution of which shall be subject to the availability of financial resources in the program-budget of the Organization and other resources. [*This is the standard budget language used in the 2009 General Assembly resolutions.*]

Example of an alternative closing paragraph from later volumes of General Assembly resolutions:

6. To instruct the Permanent Council to report to the General Assembly at its forty-second regular session on the implementation of this resolution. Execution of the activities envisaged in this resolution will be subject to the availability of financial resources in the program-budget of the Organization and other resources.

Example of a closing paragraph for a CIDI resolution:

7. To request [body] to report to the Inter-American Council for Integral Development [*or CIDI if it already appears in full in the operative section*] at its eighteenth regular meeting on the implementation of this resolution. Execution of the activities envisaged in this resolution will be subject to the availability of financial resources in the program-budget of the Organization and other resources.

When the title of a resolution is cited in full, the correct format is the classification followed by the title in quotation marks, separated by a comma

Example:, thus: AG/RES. 2760 (XLII-O/12), “The Human Right to Safe Drinking Water and Sanitation”

In resolutions that cite previous CIDI and General Assembly resolutions as their mandate, the OAS style is to mention the CIDI resolution followed by the General Assembly one.

Example:

HAVING SEEN resolutions CIDI/RES. 192 (XII-O/07) and AG/RES. 2303 (XXXV-O/05), “Strengthening Mechanisms for Policy Dialogue for Integral Development”; CIDI/RES. 193 (XII-O/07) and AG/RES. 2304 (XXXVII-O/07), “Strengthening Technical Cooperation for Integral Development”; CIDI/RES. 194 (XII-O/07) and AG/RES. 2305 (XXXVII-O/07), “Strengthening Substantive Policy Dialogue in the Framework of the Inter-American Council for Integral Development”; CIDI/RES. 213 (XIII-O/08), CIDI/RES. 228 (XIV-O/09), AG/RES. 2390 (XXXVII-O/08), and AG/RES. 2469 (XXXIX-O/09), “Strengthening Partnership for Development: Policy Dialogue, Technical Cooperation, Structure, and Mechanisms”; CIDI/RES. 244 (XV-O/10) and AG/RES. 2609 (XL-O/10); CIDI/RES. 258 (XVI-O/11) and AG/RES. 2646 (XLI-O/11); and CIDI/RES. 262 (XVII-O/12), “Extension of the Mandate of the CEPCIDI Working Group to Strengthen CIDI and Its Organs”;

[*note placement of semicolons*]

#### 4. CORRESPONDENCE

##### Formal notes

Formal notes begin with the salutation *Excellency*, followed by a colon. The first sentence usually starts with the words *I have the honor to address Your Excellency to . . .*. The complimentary closing is *Accept, Excellency, the [renewed] assurances of my highest consideration*. Except for these references to *Excellency*, the normal second-person pronouns and possessives (you, your, yours) are used throughout.

If the term *Excellency* is used in the inside address, which is placed at the bottom of the first page of the correspondence on the left, then the formal salutation and closing should be used.

Use *Excellency* also when the note is addressed to the acting/interim dignitary (e.g., the acting Permanent Representative)

##### Informal letters

Informal letters begin with *Dear, Mr. (or Madam)* (Secretary General, Minister, Ambassador, etc.) and end with *Sincerely yours*.

##### Notes verbales

Notes verbales begin with *The Permanent Mission of . . . (The Secretary General, etc.) presents its (his or her) compliments to . . .*. The closing, if any, is *The Permanent Mission of . . . (The Secretary General, etc.) avails itself (himself or herself) of this opportunity to convey (renew) to the . . . the assurances of its (his or her) highest consideration*.

## APPENDIX

### English-Spanish Resolutions Guide 2009<sup>4/</sup>

El principal objetivo de este glosario es proponer una norma que permita evitar incoherencias en la traducción de las expresiones usadas con gran frecuencia en las resoluciones de la Asamblea General, el Consejo de Seguridad y cualquier otro órgano. Por ejemplo, si en una resolución salen los términos “*stresses*” y “*emphasizes*”, habrá que usar dos términos distintos en español, como “destaca” y “pone de relieve”. Sin embargo, esto resulta imposible cuando el inglés maneja términos de origen latino y germánico cuyos significados son prácticamente idénticos (*acknowledge* y *recognize*, *aware* y *conscious*).

Por otro lado, habrá que procurar traducir cada término de la misma manera, tanto en el marco de una resolución determinada como en el corpus de las resoluciones. Esto es conveniente en aras de la coherencia pero también a petición de las delegaciones, que han indicado que no hacerlo produce confusión en las negociaciones.

Puesto que es imposible preverlo todo, habrá casos en que el texto que viene a continuación desaconseje usar la traducción aquí sugerida, ya sea por motivos de forma o de significado; naturalmente, el traductor habrá de valerse entonces de su buen criterio. Por ejemplo, si dice “*Confident that the International Literacy Year... resulted in increased awareness...*”, no habrá que poner \*“Confiado en que...” sino “Convencida de que...” u otra expresión adecuada; si dice “*Welcomes with deep satisfaction the entry into force ...*”, no diremos \*“Acoge con beneplácito con profunda satisfacción ...” sino “Acoge con profunda satisfacción...”; y si dice “*Affirms the firm commitment*”, no diremos \*“Afirma el firme compromiso” sino que buscaremos algo menos cacofónico, tal vez “Afirma el resuelto compromiso”.

Como siempre que traduzcamos resoluciones, debemos ceñirnos al máximo al original. Un caso en que no parece haber motivo para apartarse de él es en el uso de los posesivos. Si el original dice “*Expresses its concern*”, diremos “Expresa su preocupación”, pero si dice “*Expresses concern*”, diremos “Expresa preocupación”.

Asimismo, es conveniente utilizar los términos y expresiones cognadas, cuando las haya y sea adecuado en español: si en inglés dice “*deplores*”, habrá que poner “deplora”; de la misma manera, si dice “*Renews its invitation*”, no hay motivo para poner “Invita una vez más”, si se puede decir “Renueva su invitación”.

<i>Accepts / Accepting</i>	Acepta / Aceptando
<i>Acknowledges / Acknowledging</i>	Reconoce / Reconociendo
<i>Acting</i>	Actuando
<i>Adopts</i>	Aprueba
<i>Affirms / Affirming</i>	Afirma / Afirmando

4. Source: Division of Conference Services, Spanish Language Unit, United Nations.  
<https://dcs.unon.org/node/63>.

<i>Agrees that / Agreeing that</i>	Conviene en que / Conviniendo en que
<i>Agrees to (+sustantivo)</i>	Da su conformidad a
<i>Agrees to (+verbo)</i>	Conviene en
<i>Agrees with / Agreeing with</i>	Está conforme con / Estando conforme con
<i>Alarmed</i>	Alarmado, -a
<i>Amends</i>	Enmienda
<i>Anxious to</i>	Deseoso, -a de
<i>Appeals / Appealing</i>	Hace un llamamiento / Haciendo un llamamiento
<i>Applauds / Applauding</i>	Aplaude / Aplaudiendo
<i>Appoints</i>	Nombra
<i>Appreciates / Appreciating</i>	Aprecia / Apreciando
<i>Approves</i>	Aprueba
<i>Attaching importance</i>	Asignando importancia
<i>Authorizes</i>	Autoriza
<i>Awaits (with interest)</i>	Espera (con interés)
<i>Aware</i>	Consciente
<i>Bearing in mind</i>	Teniendo presente
<i>Believes / Believing</i>	Cree / Creyendo
<i>Calls attention to / Calling attention to</i>	Señala / Señalando
<i>Calls the attention of</i>	Señala a la atención de
<i>Calls for / Calling for</i>	Pide / Pidiendo
<i>Calls upon / Calling upon</i>	Exhorta / Exhortando
<i>Cognizant</i>	Conocedor, -a
<i>Commends / Commending</i>	Encomia / Encomiando
<i>Concerned</i>	Preocupado, -a (porque + subjuntivo, lo que produce la preocupación todavía no ha ocurrido; porque + indicativo, lo que produce la preocupación ya ha ocurrido)
<i>Concludes / Concluding</i>	Concluye / Concluyendo
<i>Concurs / Concurring</i>	Coincide / Coincidiendo
<i>Condemns / Condemning</i>	Condena / Condenando
<i>Confident</i>	Confianza en, en que
<i>Confirms / Confirming</i>	Confirma / Confirmando
<i>Congratulates / Congratulating</i>	Felicita / Felicitando
<i>Conscious</i>	Consciente
<i>Considers / Considering(to regard as)</i>	Considera / Considerando
<i>(to take into account)</i>	Tomando en consideración

<i>Convinced</i>	Convencido, -a
<i>Decides</i>	Decide
<i>Declares / Declaring</i>	Declara / Declarando
<i>Demands</i>	Exige
<i>Deplores / Deploring</i>	Deplora / Deplorando
<i>Designates</i>	Designa
<i>Desiring</i>	Deseando
<i>Determined</i>	Decidido, -a
<i>Determines / Determining</i>	Determina / Habiendo determinado
<i>Distressed</i>	Afligido, -a
<i>Disturbed</i>	Consternado, -a
<i>Draws the attention of ... to / Drawing the attention of ... to</i>	Llama la atención de... hacia / Llamando la atención de ... hacia
<i>Draws the attention to / Drawing the attention to</i>	Señala / Señalando
<i>Emphasizes / Emphasizing</i>	Pone de relieve / Poniendo de relieve
<i>Encouraged / Encourages / Encouraging</i>	Alentado, -a / Alienta / Alentando
<i>Endorses / Endorsing</i>	Hace suyo / Haciendo suyo
<i>Establishes</i>	Establece
<i>Expects / Expecting</i>	Espera / Esperando
<i>Expresses / Expressing appreciation</i>	Expresa / Expresando aprecio
<i>Expresses / Expressing appreciation and thanks</i>	Expresa / Expresando aprecio y agradecimiento
<i>Expresses / Expressing concern</i>	Expresa / Expresando preocupación
<i>Expresses / Expressing the conviction that</i>	Expresa / Expresando la convicción de que
<i>Expresses / Expressing its determination</i>	Expresa / Expresando su determinación
<i>Expresses / Expressing the desire that</i>	Expresa / Expresando el deseo de que
<i>Expresses / Expressing disappointment</i>	Expresa / Expresando decepción
<i>Expresses / Expressing gratitude</i>	Expresa / Expresando gratitud
<i>Expresses / Expressing the hope</i>	Expresa / Expresando la esperanza de que
<i>Expresses / Expressing the need</i>	Expresa / Expresando la necesidad
<i>Expresses / Expressing the opinion that</i>	Expresa / Expresando la opinión de que
<i>Expresses / Expressing regret</i>	Lamenta / Lamentando
<i>Expresses / Expressing satisfaction</i>	Expresa / Expresando satisfacción
<i>Expresses / Expressing support</i>	Expresa / Expresando apoyo
<i>Expresses / Expressing its deep sympathy (for the victims)</i>	Expresa / Expresando su profundo pesar

<i>Expresses / Expressing its deep sympathy (to the victims)</i>	Expresa / Expresando su profunda solidaridad
<i>Expresses / Expressing its deep sympathy and condolences</i>	Expresa / Expresando su sentido pésame y condolencias
<i>Expresses / Expressing the view that</i>	Expresa / Expresando su parecer de que
<i>Extends</i>	Prorroga
<i>Gratified</i>	Complacido, -a
<i>Guided</i>	Guiado, -a
<i>Having examined</i>	Habiendo examinado
<i>Having reviewed</i>	Habiendo pasado revista
<i>Having studied</i>	Habiendo estudiado
<i>Having in mind</i>	Teniendo presente
<i>Having regard</i>	Teniendo en consideración
<i>Highlights / Highlighting</i>	Resalta / Resaltando
<i>Insists / Insisting</i>	Insiste / Insistiendo
<i>Instructs</i>	Encarga
<i>Invites / Inviting</i>	Invita / Invitando
<i>Keeping in mind</i>	Teniendo presente
<i>Looks forward to</i>	Aguarda con interés
<i>Makes an appeal</i>	Hace un llamamiento
<i>Mandates</i>	Encomienda
<i>Mindful</i>	Teniendo presente
<i>Notes / Noting</i>	Observa / Observando
<i>Notes / Noting (report, conclusions, invitation, letter, etc.)</i>	Hace notar / Haciendo notar
<i>Observing</i>	Advirtiendo
<i>Pays tribute / Paying tribute</i>	Rinde homenaje / Rindiendo homenaje
<i>Persuaded</i>	Persuadido, -a
<i>Pledges / Pledging</i>	Se compromete / Comprometiéndose
<i>Proclaims</i>	Proclama
<i>Reaffirms / Reaffirming</i>	Reafirma / Reafirmando
<i>Realizes / Realizing</i>	Comprende / Comprendiendo
<i>Recalls / Recalling</i>	Recuerda / Recordando
<i>Recognizes / Recognizing</i>	Reconoce / Reconociendo
<i>Recommends</i>	Recomienda
<i>Refers / Referring</i>	Hace referencia / Haciendo referencia
<i>Regards</i>	Estima

<i>Registers its satisfaction</i>	Hace constar su satisfacción
<i>Regrets / Regretting</i>	Lamenta / Lamentando
<i>Reiterates / Reiterating</i>	Reitera / Reiterando
<i>Rejects / Rejecting</i>	Rechaza / Rechazando
<i>Reminds / Reminding</i>	Recuerda / Recordando
<i>Renews / Renewing</i>	Renueva / Renovando
<i>Requests / Requesting</i>	Solicita / Solicitando
<i>Resolves</i>	Resuelve
<i>Seeking</i>	Proponiéndose
<i>Shares / Sharing</i>	Comparte / Compartiendo
<i>States</i>	Manifiesta
<i>Stresses / Stressing</i>	Destaca / estacando
<i>Shocked</i>	Conmocionado, -a
<i>Suggests / Suggesting</i>	Sugiere / Sugiriendo
<i>Supports / Supporting</i>	Apoya / Apoyando
<i>Takes note / Taking note</i>	Toma nota / Tomando nota
<i>Taking (into) account</i>	Teniendo en cuenta
<i>Taking into consideration</i>	Tomando en consideración
<i>Trusts / Trusting</i>	Confía en que / Confiando en que
<i>Underlines / Underlining</i>	Subraya / Subrayando
<i>Underscores / Underscoring</i>	Recalca / Recalcando
<i>Urges / Urging</i>	Insta / Instando
<i>Warns</i>	Advierte
<i>Welcomes / Welcoming</i>	Acoge con beneplácito / Acogiendo con beneplácito
<i>Wishing</i>	Deseando



RESUMEN DE LOS TÉRMINOS DE SIGNIFICADO SEMEJANTE

<i>Belief</i>	Convencimiento
<i>Conviction</i>	Convicción
<i>Aware</i>	Consciente
<i>Cognizant</i>	Conocedor
<i>Conscious</i>	Consciente
<i>Bearing/Having/Keeping in mind/Mindful</i>	Teniendo presente
<i>Having regard</i>	Teniendo en consideración
<i>Taking into account</i>	Teniendo en cuenta
<i>Taking into consideration</i>	Tomando en consideración
<i>Distressed</i>	Afligido, -a
<i>Disturbed</i>	Consternado, -a
<i>Shocked</i>	Conmocionado, -a
<i>Stress</i>	Destacar
<i>Emphasize</i>	Poner de relieve
<i>Highlight</i>	Resaltar
<i>Underline</i>	Subrayar
<i>Underscore</i>	Recalcar
<i>Urge</i>	Instar
<i>Call upon</i>	Exhortar
<i>Call for</i>	Pedir
<i>Request</i>	Solicitar
<i>Note</i>	Observar; hacer notar
<i>Take note</i>	Tomar nota
<i>Agree that</i>	Convenir en que
<i>Agree to (+sust.)</i>	Dar su conformidad
<i>(+verbo)</i>	Convenir en
<i>Agree with</i>	Estar conforme con
<i>Concur</i>	Coincidir (con alguien en algo)
<i>Acknowledge</i>	Reconocer
<i>Recognize</i>	Reconocer
<i>Call attention to</i>	Señalar
<i>Call the attention of</i>	Señalar a la atención de
<i>Draw the attention of ... to</i>	Llamar la atención de ... hacia
<i>Draw attention to</i>	Señalar

<i>Also</i>	También
<i>Further</i>	Además
“También” y “además” se colocarán al final de la expresión; por ejemplo: <i>Also welcomes</i> será “Acoge con beneplácito también”.	
<i>Again</i>	Nuevamente
<i>Anew</i>	De nuevo
<i>Once again</i>	Una vez más
<i>Deep</i>	Profundo, -a
<i>Profound</i>	Hondo, -a
<i>Grave / Gravely</i>	Gran / Muy
<i>Serious</i>	Sumo, -a
<i>Categorically</i>	Catagóricamente
<i>Firmly</i>	Firmemente
<i>Resolutely</i>	Resueltamente
<i>Strongly</i>	Enérgicamente
Pero: <i>Strongly convinced</i>	Firmemente convencido, -a
<i>Strongly deplores / deploring</i>	Deplora / Deplorando profundamente
<i>Strongly urges / urging</i>	Insta / Instando encarecidamente
<i>... with appreciation</i>	... con aprecio
<i>... with gratification</i>	... con agrado
<i>... with gratitude</i>	... con agradecimiento
<i>... with regret</i>	... con pesar

## PÁRRAFOS FRECUENTES

*Recalling all its **previous relevant resolutions concerning the conflicts in the former Yugoslavia and relevant statements of its President, including resolutions 1031 (1995) of 15 December 1995, 1088 (1996) of 12 December 1996, [...] and 1785 (2007) of 21 November 2007,***

*Recordando todas sus **resoluciones anteriores relativas a los conflictos de la ex Yugoslavia y las declaraciones de su Presidencia sobre el particular, incluidas las resoluciones 1031 (1995), de 15 de diciembre de 1995, 1088 (1996), de 12 de diciembre de 1996, [...] y 1785 (2007), de 21 de noviembre de 2007, y 1785 (2007), de 21 de noviembre de 2007,***

*Recalling its **previous resolutions and statements of its President concerning the Democratic Republic of the Congo, in particular resolutions 1794 (2007) and 1756 (2007) and the statement of its President dated 29 October 2008 (S/PRST/2008/40),***

*Recordando sus **anteriores resoluciones y declaraciones de su Presidencia relativas a la República Democrática del Congo, en particular las resoluciones 1794 (2007) y 1756 (2007) y la declaración de su Presidencia de fecha 29 de octubre de 2008 (S/PRST/2008/40),***

Obsérvese que:

- se ha omitido la traducción del primer “relevant” por ser redundante, ya que está explícito el tema de las resoluciones;
- el segundo “relevant” se ha traducido como “sobre el particular”;
- “concerning” pasa a ser “relativas a” para evitar la repetición de “sobre”;
- “anteriores” se coloca detrás de “resoluciones”, salvo cuando se refiere a resoluciones y declaraciones, como en el segundo párrafo de ejemplo;
- “statements of its President” son “declaraciones de su Presidencia”;
- “including resolutions” es “incluidas las resoluciones” y no \*"en particular las resoluciones";
- hay que tener cuidado porque los párrafos de este tipo pueden presentar pequeñas variaciones que se deben reflejar en la traducción.

\* \* \* \* \*

25. *Requests* the Secretary-General **to submit a report** to the General Assembly at its sixty-fourth session on the implementation of the present resolution.

25. *Solicita* al Secretario General que en su sexagésimo cuarto período de sesiones le presente un informe sobre la aplicación de la presente resolución.

\* \* \* \* \*

11. *Also requests* the Secretary-General **to submit** to the General Assembly at its sixty-third session **a report** on the implementation of the present resolution.

11. *Solicita también* al Secretario General que en su sexagésimo tercer período de sesiones le presente un informe sobre la aplicación de la presente resolución.

\* \* \* \* \*

4. *Requests* the Secretary-General **to report** to the General Assembly at its sixty-third session on the implementation of the present resolution.

4. *Solicita* al Secretario General que en su sexagésimo tercer período de sesiones la informe sobre la aplicación de la presente resolución.

\* \* \* \* \*

14. *Decides* to remain actively seized of the matter.

14. *Decide* seguir ocupándose activamente de la cuestión.

\* \* \* \* \*

26. *Requests* the Secretary-General to continue to take the necessary measures to ensure full compliance in UNOCI with the United Nations zero-tolerance policy on sexual exploitation and abuses and to keep the Council informed, and urges troop-contributing countries to take appropriate preventive action including predeployment awareness training, and other action to ensure full accountability in cases of such conduct involving their personnel;

26. *Solicita* al Secretario General que siga adoptando las medidas necesarias para asegurar que en la ONUCI se cumpla plenamente la política de tolerancia cero establecida por las Naciones Unidas respecto de la explotación y los abusos sexuales, y que lo mantenga informado, e insta a los países que aportan contingentes a que adopten las medidas preventivas apropiadas, incluidas las de sensibilización con anterioridad al despliegue, y otras medidas para asegurar la plena rendición de cuentas en los casos de ese tipo de conducta en que esté involucrado su personal;

\* \* \* \* \*

*Reaffirming its resolutions 1325 (2000) on women, peace and security, 1502 (2003) on the protection of United Nations personnel, associated personnel and humanitarian personnel in conflict zones, 1612 (2005) on children in armed conflict, and 1674 (2006) on the protection of civilians in armed conflict,*

*Reafirmando* sus resoluciones 1325 (2000), relativa a la mujer, la paz y la seguridad, 1502 (2003), relativa a la protección del personal de las Naciones Unidas, el personal asociado y el personal de asistencia humanitaria en zonas de conflicto, 1612 (2005) relativa a los niños y los conflictos armados, y 1674 (2006), relativa a la protección de los civiles en los conflictos armados,