



Country Compendium

A companion to the *English Style Guide*

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Introduction

This compendium is a companion to the [English Style Guide](#). For each EU Member State, plus certain other countries for which the relevant information is available, it provides English terms and translations. Most of the individual country sections contain a general introduction covering the country's name, official language(s) and parliament, followed by notes on geography, judicial bodies and legal instruments. For a number of countries there are additional notes on, for example, government bodies; administrative divisions; law gazettes, official gazettes and official journals. The tables provided show terms in the original language on the left and suggested English translations on the right. General guidance on the translation of geographical names, illustrated by specific examples, can also be found in the [English Style Guide](#).

The notes on geography include a few common foreign-language names for major cities. For a more complete list see Wikipedia's [List of names of European cities in different languages](#), which also has links to lists of exonyms by language.

The region tables are based on [NUTS](#) – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the tables, region levels 1, 2 and 3 are shown in bold, italic and plain font, respectively. Note that some countries have only level 2 or 3. Moreover, Cyprus and Luxembourg are not divided into regions for NUTS, so have no region sections.

The Country Compendium's current editorial committee is:

Austria: Astrid Stephen

Belgium: Kara Lundsatter, Astrid Stephen and Lisa Willatts

Brazil: Daniel Marcus

Bulgaria: Zlatina Stoyanova

China: Sing Sing Ngai

Croatia: Miha Žličar

Cyprus: Cecily Arthur and Graham Cansdale

Czechia: Graham Cansdale

Denmark: Clare Christensen

Estonia: David Cousins

Finland: Lisa Ackerman and Hannah Mellors

France: Lisa Willatts

Germany: Astrid Stephen

Greece: Cecily Arthur

Hungary: Gerry Noonan

Iceland: Charles Gittins

Ireland: Éamon Ó hAogáin

Italy: John McGartoll

Latvia: Arnolds Zubeckis

Lithuania: Chris Wood

Luxembourg: Astrid Stephen and Lisa Willatts

Malta: Zeta Field

Netherlands: Kara Lundsatter

Poland: Szymon Pozimski

Portugal: Daniel Marcus

Romania: Marius Patrosie

Russia: Tony Nichols

Slovakia: Graham Cansdale

Slovenia: Paul Townend

Spain: Mary Shovelin

Sweden: Hannah Mellors

Switzerland: Astrid Stephen, John McGartoll and Lisa Willatts

Türkiye: Graham Cansdale

Ukraine: Daniel Alexander

United Kingdom: Rebecca Watts

All work for the European Commission's Directorate-General for Translation. The *English Style Guide's* Editorial Committee is responsible for overall coordination.

While we have done our best to ensure that the information set out here is relevant and correct, errors and omissions are inevitable. If you have any suggestions or corrections, please send them by email to DGT-EN-STYLE@ec.europa.eu.

Austria

Full name: *Republic of Austria (Republik Österreich).*

Note that the Austrian *Bundesländer* are called ‘provinces’ in English.

Official language: German.

Parliament: Austria has a bicameral parliament comprising the *Nationalrat* (lower house) and the *Bundesrat* (upper house). Where possible, use the German terms, with an explanation when first introduced, as indicated in Section 23.10 of the [English Style Guide](#). Alternatively, the official English translations may be used, provided that they are explained when first introduced, e.g. *National Council (Nationalrat, i.e. the lower house of the Austrian Parliament)* and *Federal Council (Bundesrat, i.e. the upper house of the Austrian Parliament)*.

Geography

Cities

Write *Vienna* for *Wien*. Otherwise, retain the original spelling, including any accents (e.g. *Sankt Pölten*).

Be aware that, in texts written in languages other than German, names other than the German names may be used for places/provinces in Austria (e.g. *Graz* = *Štýrský Hradec* in Czech, *Štajerský Hradec* in Slovak, *Gradec* in Slovenian; *Klagenfurt* = *Celovec* in Slovenian; *Linz* = *Linec* in Czech/Slovak; *Villach* = *Bělák* in Czech, *Beljak* in Slovenian; *Burgenland* = *Gradišće* in Croatian, *Hradsko* in Czech [not to be confused with settlements of the same name in Czechia], *Gradišćanska* in Slovenian). Where an English equivalent (e.g. *Vienna*, *Styria*) does not exist, always use the German names when writing in English.

Lakes

Write *Lake Constance* for *Bodensee*.

Mountains

Anglicise *Alps*.

Regions for statistical purposes (NUTS)

| AT | ÖSTERREICH | AUSTRIA |
|-------------|-------------------------|----------------------|
| AT1 | Ostösterreich | East Austria |
| <i>AT11</i> | <i>Burgenland</i> | <i>Burgenland</i> |
| <i>AT12</i> | <i>Niederösterreich</i> | <i>Lower Austria</i> |
| <i>AT13</i> | <i>Wien</i> | <i>Vienna</i> |

| | | |
|-------------|-----------------------|----------------------|
| AT2 | Südösterreich | South Austria |
| <i>AT21</i> | <i>Kärnten</i> | <i>Carinthia</i> |
| <i>AT22</i> | <i>Steiermark</i> | <i>Styria</i> |
| AT3 | Westösterreich | West Austria |
| <i>AT31</i> | <i>Oberösterreich</i> | <i>Upper Austria</i> |
| <i>AT32</i> | <i>Salzburg</i> | <i>Salzburg</i> |
| <i>AT33</i> | <i>Tirol</i> | <i>Tyrol</i> |
| <i>AT34</i> | <i>Vorarlberg</i> | <i>Vorarlberg</i> |

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|------------------------------|---|
| Arbeits- und Sozialgericht | Labour and Social Court |
| Asylgerichtshof | Asylum Court |
| Bezirksanwalt | District Prosecutor |
| Bezirksgericht | District Court |
| Bundesfinanzgericht | Federal Fiscal Court (as of 1.1.2014) |
| Bundesvergabeamt | Federal Public Procurement Office (obsolete as of 1.1.2014) |
| Bundesverwaltungsgericht | Federal Administrative Court (as of 1.1.2014) |
| Erster Generalanwalt | First Solicitor General |
| Generalanwalt | Solicitor General |
| Generalprokurator | Procurator General |
| Generalprokuratur | Procurator General’s Office |
| Handelsgericht | Commercial Court |
| Landesgericht | Regional Court |
| Landesverwaltungsgericht | Regional Administrative Court (as of 1.1.2014) |
| Oberlandesgericht | Higher Regional Court |
| Oberstaatsanwalt | Senior Public Prosecutor |
| Oberster Gerichtshof | Supreme Court of Justice / Supreme Court |
| Rechnungshof | Court of Audit |
| Sprengelrichter | Substitute Judge |
| Staatsanwalt | Public Prosecutor |
| Unabhängiger Bundesasylsenat | Independent Federal Asylum Tribunal (obsolete since 2008) |
| Unabhängiger Finanzsenat | Independent Finance Tribunal (obsolete as of |

| | |
|-------------------------------|--|
| | 1.1.2014) |
| Unabhängiger Verwaltungssenat | Independent Administrative Tribunal (obsolete as of 1.1.2014) |
| Verfassungsgerichtshof | Constitutional Court |
| Vergabekontrollsenat | Public Procurement Review Chamber (only in Vienna and Salzburg, obsolete as of 1.1.2014) |
| Verwaltungsgericht | Administrative Court |
| Verwaltungsgerichtshof | Supreme Administrative Court |
| Volksanwaltschaft | Ombudsman Board |

Legal instruments

| | |
|------------------------------|--|
| Bescheid | decision |
| Bundesgesetz | federal act/law |
| Bundesverfassung | Constitution |
| Durchführungsverordnung | implementing regulation(s) |
| Erlass (= generelle Weisung) | general (administrative) circular |
| Gesetz | act/law |
| (Rechts)bestimmungen | provisions (of law) / legislation / laws |
| (Rechts)verordnung | regulation* |
| (Rechts)vorschrift | (legal) provision / provision (of law) |
| (Rechts)vorschriften | provisions (of law) / legislation / laws |
| Rundschreiben | circular |
| Weisung | administrative circular |

* However, when referring to a ‘Verordnung’ which has been translated into English by the Austrian authorities, use their translation instead (usually ‘Ordinance’) if to do otherwise would cause confusion.

For English translations of Austrian acts see: [Bundeskanzleramt Legal Information System – Austrian Laws in English](#).

Subdivisions of legislative acts

In Austrian legislation the following terminology may be used:

| | |
|---------------|----------------|
| Kapitel | Chapter |
| Teil | Part |
| Abschnitt | Section |
| § | § (or Section) |
| Artikel | Article |
| Absatz / Abs. | paragraph |
| Ziffer / Z | subparagraph |

See also points 11.7 and 18.29 of the *English Style Guide*. It is often simpler to reduce the naming of the parts as far as possible. So ‘§ 1 Abs. 2 Z 3’ may be translated as ‘§ 1(2), subparagraph 3’ (or as ‘Section 1(2), subparagraph 3’). If ‘Absatz 2’ and ‘Z 3’ are referred to in isolation, they may be translated as ‘paragraph (2)’ and ‘subparagraph 3’.

Government bodies and administrative divisions

| | |
|--------------------------|--|
| Bezirk | Translate as ‘district’ or ‘district authority’ [an Austrian <i>Bezirk</i> corresponds to a German <i>Kreis</i> in the NUTS breakdown]. |
| Bezirkshauptmann | Translate as ‘head of the district authority, District of ...’. |
| Bundesland, Bundesländer | <i>Bundesland/länder</i> are the usual terms in Austria and, for Austria, are translated as ‘province(s)’. |
| Bundesrat | Write ‘Bundesrat’. Where a gloss is considered necessary, add ‘the upper house of the Austrian Parliament’ in brackets after the first occurrence. Alternatively, the official English translation may be used, provided that it is explained when first introduced, e.g. ‘Federal Council (Bundesrat, i.e. the upper house of the Austrian Parliament)’. |
| Bundesversammlung | Translate as ‘Bundesversammlung’, adding ‘Federal Assembly’ in brackets after the first occurrence, if a gloss is considered necessary. |
| Gemeinde | Translate as ‘municipality’. |
| Land, Länder | See <i>Bundesland, Bundesländer</i> above. |
| Landeshauptmann | Translate as ‘Governor’. |
| Nationalrat | Write ‘Nationalrat’. Where a gloss is considered necessary, add ‘the lower house of the Austrian Parliament’ in brackets after the first occurrence. Alternatively, the official English translation may be used, provided that it is explained when first introduced, e.g. ‘National Council (Nationalrat, i.e. the lower house of the Austrian Parliament)’. |

Law gazettes, official gazettes and official journals

| | |
|---|---|
| Amtsblatt zur Wiener Zeitung | <i>Wiener Zeitung</i> Official Gazette or Official Gazette published in the <i>Wiener Zeitung</i> |
| Bundesgesetzblatt für die Republik Österreich | Federal Law Gazette of the Republic of Austria |
| Bundesgesetzblatt | Federal Law Gazette |
| Landesgesetzblatt | Provincial Law Gazette |
| Landesgesetzblatt für das Burgenland | Provincial Law Gazette of Burgenland |

| | |
|--|---|
| Landesgesetzblatt für Kärnten | Provincial Law Gazette of Carinthia |
| Landesgesetzblatt für Niederösterreich | Provincial Law Gazette of Lower Austria |
| Landesgesetzblatt für Oberösterreich | Provincial Law Gazette of Upper Austria |
| Landesgesetzblatt für Salzburg | Provincial Law Gazette of Salzburg |
| Landesgesetzblatt für die Steiermark | Provincial Law Gazette of Styria |
| Vorarlberger Landesgesetzblatt | Provincial Law Gazette of Vorarlberg |
| Landesgesetzblatt für Wien | Provincial Law Gazette of Vienna |

‘Provincial Law Gazette’ may also be preceded by the name of the province, e.g. ‘Salzburg Provincial Law Gazette’, ‘Styria Provincial Law Gazette’.

Abbreviations may be dealt with as follows: when they appear for the first time, translate in full, thereafter use the German abbreviation, e.g. render *BGBI. I Nr. 22/2019* on the first occasion as ‘Federal Law Gazette (*BGBI.*) I No 22/2019 and thereafter as ‘*BGBI. I No 22/2019*’, e.g. render *LGBl. Nr. 125/2019* on the first occasion as ‘Provincial Law Gazette (*LGBl.*) No 125/2019 and thereafter as ‘*LGBl. No 125/2019*’.

Belgium

Full name: *Kingdom of Belgium* (*Koninkrijk België* in Dutch, *Royaume de Belgique* in French, *Königreich Belgien* in German).

Official languages: Dutch, French and German.

Parliament: Belgium has a bicameral parliament. In English the *Chambre des Représentants* / *Kamer van volksvertegenwoordigers* should be referred to as *the lower house* or *the Chamber of Representatives*, and the *Sénat/Senaat* should be referred to as *the upper house* or *the Senate*.

On special occasions the two houses sit jointly as the *Verenigde Kamers* / *Chambres Réunies* (*joint session of the Belgian Parliament*).

Geography

Cities, towns and municipalities

Use the forms *Antwerp*, *Bruges*, *Brussels*, *Ghent*, *Ostend*.

Flemish vs French forms. Use Flemish names of places in Dutch-speaking areas (e.g. *Leuven* not *Louvain*, *Kortrijk* not *Courtrai*, *Ieper* not *Ypres*) and French for French-speaking areas (e.g. *Mons* not *Bergen*, *Liège* not *Luik*).

Bilingual *Bruxelles/Brussel* is always *Brussels* in English. Many of the 19 municipalities (FR *communes*, NL *gemeenten*) (and all streets) in the Brussels region have a French and a Dutch name, either of which may be used.

Some municipalities, known as *Communes à facilités* / *Faciliteitengemeenten* / *Gemeinden mit Spracherleichterungen*, have special linguistic provisions to protect the rights of their historic linguistic minorities.

In the Flemish Community this concerns six municipalities on the periphery of Brussels (*Drogenbos*, *Kraainem/Crainhem*, *Linkebeek*, *Sint-Genesius-Rode/Rhode-Saint-Genèse*, *Wemmel* and *Wezembeek-Oppem*) and six municipalities on the language border (*Bever/Biévène*, *Herstappe*, *Mesen/Messines*, *Ronse/Renaix*, *Spiere-Helkijn/Espierres-Helchin* and *Voeren/Fourons*).

In the French Community this also concerns six municipalities, four with special provisions for Dutch speakers (*Enghien/Edingen*, *Mouscron/Moeskroen*, *Comines-Warneton/Komen-Waasten* and *Flobecq/Vloesberg*) and two with special provisions for German speakers (*Malmedy* and *Waimès/Weismes*).

The nine municipalities that make up the German-speaking Community all have special language provisions for French speakers.

It should be noted that these municipalities do not have bilingual status. When writing in English, the French names should be used for those in the French Community, the Flemish names for those in the Flemish Community and the German names for those in the German-speaking Community.

See also Wikipedia's list of '[Names of Belgian places in other languages](#)'.

Rivers

Use *Meuse* (*Maas* only if the context is solely Flanders or the Netherlands).

Regions for statistical purposes (NUTS)

| BE | BELGIË-BELGIQUE* | BELGIUM |
|-----------------------------|--|--------------------------------|
| BE1 , <i>BE10</i> | Région de Bruxelles-Capitale / Brussels Hoofdstedelijk Gewest** | Brussels Capital Region |
| BE2 | Vlaams Gewest** | Flemish Region |
| | <i>Provincies</i> | <i>Provincies</i> |
| <i>BE21</i> | <i>Antwerpen</i> | <i>Antwerp</i> |
| <i>BE22</i> | <i>Limburg</i> | <i>Limburg</i> |
| <i>BE23</i> | <i>Oost-Vlaanderen</i> | <i>East Flanders</i> |
| <i>BE24</i> | <i>Vlaams-Brabant</i> | <i>Flemish Brabant</i> |
| <i>BE25</i> | <i>West-Vlaanderen</i> | <i>West Flanders</i> |
| BE3 | Région wallonne** | Walloon Region |
| | <i>Provincies</i> | <i>Provincies</i> |
| <i>BE31</i> | <i>Brabant wallon</i> | <i>Walloon Brabant</i> |
| <i>BE32</i> | <i>Hainaut</i> | <i>Hainaut</i> |
| <i>BE33</i> | <i>Liège</i> | <i>Liège</i> |
| <i>BE34</i> | <i>Luxembourg</i> | <i>Luxembourg</i> |
| <i>BE35</i> | <i>Namur</i> | <i>Namur</i> |

* Regions of Belgium do not coincide with language communities.

** Note that the Flemish Region and the Walloon Region both have five provinces. The Brussels Capital Region is not part of a province and is not itself subdivided into provinces.

The above table is based on [NUTS](#) – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

Only Dutch and French are covered in this section, as the use of German in the Belgian court system is limited.

DUTCH

| Dutch | French | English |
|--------------|---------------|----------------|
|--------------|---------------|----------------|

| | | |
|-----------------------------|---|----------------------------|
| arbeidshof | <i>cour du travail</i> | labour court of appeal |
| arbeidsrechtbank | <i>tribunal du travail</i> | labour court |
| arrondissementsrechtbank | <i>tribunal d'arrondissement</i> | district court |
| burgerlijke rechtbank | <i>tribunal civil</i> | civil court |
| correctionele rechtbank | <i>tribunal correctionnel</i> | criminal court |
| Grondwettelijk Hof | <i>Cour constitutionnelle</i> | Constitutional Court |
| hof van assisen | <i>cour d'assises</i> | court of assizes |
| hof van beroep | <i>cour d'appel</i> | court of appeal |
| Hof van Cassatie | <i>Cour de cassation</i> | Court of Cassation |
| Hoge Raad voor de Justitie | <i>Conseil supérieur de la justice</i> | High Council of Justice |
| jeugdrechtbank | <i>tribunal de la jeunesse</i> | juvenile court |
| ondernemingsrechtbank | <i>tribunal de l'entreprise</i> | commercial court |
| politierightbank | <i>tribunal de police</i> | police court |
| Raad van State | <i>Conseil d'état</i> | Council of State |
| rechtbank van eerste aanleg | <i>tribunal de première instance</i> | court of first instance |
| strafuitvoeringsrechtbank | <i>tribunal de l'application des peines</i> | sentence enforcement court |
| vredegerecht | <i>justice de paix</i> | justice of the peace court |
| vrederechter | <i>juge de paix</i> | justice of the peace |

FRENCH

| French | Dutch | English |
|--------------------------------------|-----------------------------------|----------------------------|
| Conseil d'état | <i>Raad van State</i> | Council of State |
| Conseil supérieur de la justice | <i>Hoge Raad voor de Justitie</i> | High Council of Justice |
| Cour constitutionnelle | <i>Grondwettelijk Hof</i> | Constitutional Court |
| cour d'appel | <i>hof van beroep</i> | court of appeal |
| cour d'assises | <i>hof van assisen</i> | court of assizes |
| Cour de cassation | <i>Hof van Cassatie</i> | Court of Cassation |
| cour du travail | <i>arbeidshof</i> | labour court of appeal |
| juge de paix | <i>vrederechter</i> | justice of the peace |
| justice de paix | <i>vredegerecht</i> | justice of the peace court |
| tribunal civil | <i>burgerlijke rechtbank</i> | civil court |
| tribunal correctionnel | <i>correctionele rechtbank</i> | criminal court |
| tribunal d'arrondissement | <i>arrondissementsrechtbank</i> | district court |
| tribunal de l'application des peines | <i>strafuitvoeringsrechtbank</i> | sentence enforcement court |
| tribunal de l'entreprise | <i>ondernemingsrechtbank</i> | commercial court |
| tribunal de la jeunesse | <i>jeugdrechtbank</i> | juvenile court |
| tribunal de police | <i>politierightbank</i> | police court |

| | | |
|-------------------------------|------------------------------------|-------------------------|
| tribunal de première instance | <i>rechtbank van eerste aanleg</i> | court of first instance |
| tribunal du travail | <i>arbeidsrechtbank</i> | labour court |

Legal instruments

Only Dutch and French are covered in this section, as only a few Belgian laws are translated into German.

DUTCH

| Dutch | French | English |
|----------------------------|--------------------------------------|--|
| besluit | <i>arrêté</i> | decree |
| Burgerlijk Wetboek | <i>Code civil</i> | Civil Code |
| decreet | <i>décret</i> | decree* [statutory instrument issued by the language communities / the Flemish and Walloon Regions] |
| Gerechtelijk Wetboek | <i>Code judiciaire</i> | Judicial Code |
| koninklijk besluit (KB) | <i>arrêté royal (AR)</i> | royal decree |
| ministerieel besluit | <i>arrêté ministériel</i> | ministerial decree |
| ordonnantie | <i>ordonnance</i> | order* [statutory instrument issued by Brussels Capital Region] |
| wet | <i>loi</i> | act/law |
| Wetboek van Strafrecht | <i>Code pénal</i> | Criminal Code |
| Wetboek van Strafvordering | <i>Code d'instruction criminelle</i> | Code of Criminal Procedure |

FRENCH

| French | Dutch | English |
|-------------------------------|-----------------------------------|--|
| arrêté | <i>besluit</i> | decree |
| arrêté ministériel | <i>ministerieel besluit</i> | ministerial decree |
| arrêté royal (AR) | <i>koninklijk besluit (KB)</i> | royal decree |
| Code civil | <i>Burgerlijk Wetboek</i> | Civil Code |
| Code d'instruction criminelle | <i>Wetboek van Strafvordering</i> | Code of Criminal Procedure |
| Code judiciaire | <i>Gerechtelijk Wetboek</i> | Judicial Code |
| Code pénal | <i>Wetboek van Strafrecht</i> | Criminal Code |
| décret | <i>decreet</i> | decree* [statutory instrument issued by the language communities/the Flemish and Walloon Regions] |
| loi | <i>wet</i> | act/law |

| | | |
|------------|--------------------|--|
| ordonnance | <i>ordonnantie</i> | order* [statutory instrument issued by Brussels Capital Region] |
|------------|--------------------|--|

* These have equal status with federal laws and should not be confused with implementing decrees / orders.

Federal structure

Belgium is a federal kingdom made up of three *regions*:

- ◆ the *Flemish Region*
(*het Vlaamse Gewest – la Région flamande – die Flämische Region*),
- ◆ the *Walloon Region*
(*het Waalse Gewest – la Région wallonne – die Wallonische Region*), and
- ◆ *Brussels Capital Region*
(*het Brussels Hoofdstedelijk Gewest – la Région de Bruxelles-Capitale – die Region Brüssel-Hauptstadt*)

and three *language communities*:

- ◆ the *Flemish Community*
(*de Vlaamse Gemeenschap – la Communauté flamande – die Flämische Gemeinschaft*),
- ◆ the *French Community* (not French-speaking)
(*de Franse Gemeenschap – la Communauté française* (since May 2011 also commonly known as *la Fédération Wallonie-Bruxelles*) – *die Französische Gemeinschaft*), and
- ◆ the *German-speaking Community* (not German)
(*de Duitstalige Gemeenschap – la Communauté germanophone – die Deutschsprachige Gemeinschaft*).

The *Flemish Region* covers the north of the country down to a line running across the country just south of Brussels, but not including the *Brussels Capital Region* (which forms an enclave), while the *Walloon Region* covers the whole of the south of the country (including the German-speaking area). The regions may also be referred to informally as *Flanders*, *Wallonia* and *the Brussels Region* (to distinguish it from *Ville de Bruxelles/Stad Brussel*, which is only one of 19 municipalities in the region).

The *Flemish Community* covers Flanders, plus Brussels (for Dutch-speaking cultural matters); the *French Community* covers Wallonia minus the German-speaking area, plus Brussels (for French-speaking cultural matters); and the *German-speaking Community* covers the small German-speaking part of the country. In May 2011, the parliament of the *French Community* voted to use the name *Fédération Wallonie-Bruxelles*. However, the new name does not appear in the Belgian Constitution and is not universally accepted.

The regions exercise powers in a wide range of areas, while the *communities* are primarily responsible for education and cultural matters. Under the Constitution each region and community has an executive accountable to a parliament. However, all the

responsibilities of the Flemish Region have been transferred to the Community, so there is only one *Flemish Government* and one *Flemish Parliament*, both based in Brussels.

The executives of the other two regions are the *Walloon Government*, based in Namur, and the *Government of the Brussels Capital Region*. The leaders of all three executives wish to be described in English as *Minister-President*. Meanwhile, the French Community – based in Brussels and entirely separate from the Walloon Government in Namur – has handed over some of its responsibilities to the Region. The German-speaking Community, with its seat in Eupen, has fewer powers than the other two.

At federal level, the Belgian Government retains such pan-Belgian functions as foreign affairs, defence, justice, macroeconomic policy and the railways. In a Belgian context it may be referred to as the *Federal Government*.

Brazil

Full name: *Federative Republic of Brazil (República Federativa do Brasil)*

Official language: Portuguese (many Amerindian languages and a few European languages are also spoken, but the only official language is Portuguese)

Government type: Federal presidential republic

Parliament: Brazil has a bicameral parliament (the *Congresso Nacional* [National Congress]) comprising the *Câmara dos Deputados* (Chamber of Deputies) and the *Senado* (Senate).

The *Câmara* has 513 *deputados* (Members of Parliament) representing the country's 27 states. The number of *deputados* per state is weighted according to its population: larger states are allowed up to 70, with smaller states represented by no fewer than 8.

The *Senado* comprises 81 *senadores* (senators) – 3 per state.

Executive: The President is both Head of State and Head of Government and is responsible for appointing the Cabinet.

Judiciary: Highest court – Supreme Federal Court (*Supremo Tribunal Federal*)

Other national courts include the Federal Court of Auditors (*Tribunal de Contas da União*), Superior Court of Justice (*Superior Tribunal de Justiça*), Superior Labour Court (*Tribunal Superior do Trabalho*) and Superior Electoral Court (*Tribunal Superior Eleitoral*). These are overseen by the National Justice Council (*Conselho Nacional de Justiça*).

Courts of first and second instance are at regional level.

Geographical and administrative structure

Brazil is divided into federative units (*unidades federativas*): 26 states (*estados*) plus one federal district (*Distrito Federal*), the capital Brasília. Each state has its own executive, legislative and judiciary branches. There are 5 570 municipalities, each with its own local government comprising a mayor (*prefeito*) and a legislative body called the municipal chamber (*câmara municipal*). Another territorial subdivision is the *comarca* (no translation in English), which is a judicial district covering one or more municipalities.

The vast majority of the population live on, or in the vicinity of, the Atlantic coast: in cities from Porto Alegre (in the state of Rio Grande do Sul) in the far south to Fortaleza (in the state of Ceará) in the far north, via the huge population centres of São Paulo and Rio de Janeiro in the south-east. When writing Brazilian geographical names (cities, rivers, etc.) native spellings should always be used.

Bulgaria

Full name: *Republic of Bulgaria (Република България)*.

Official language: Bulgarian. For transliterating Bulgarian, see the table (Annex 2) in the *English Style Guide*.

Parliament: Bulgaria has a unicameral parliament. Its full title, used in formal contexts, is *Narodno sabranie na Republika Balgaria* (National Assembly of the Republic of Bulgaria). It is generally referred to as *Narodno sabranie*. This should be rendered in English as *the National Assembly (of Bulgaria)* or *(the Bulgarian) Parliament*.

Geography

Cities

Note the transliteration *Sofia* for the capital city. Avoid using forms such as *Rousse* and *Bourgas*, which, although French, are still sometimes found in English-language texts.

Regions for statistical purposes (NUTS)

| BG | БЪЛГАРИЯ | BULGARIA | BULGARIA |
|-------------|--------------------------------------|--|--------------------------------------|
| BG3 | Северна и Югоизточна България | Severna i Yugoiztochna Bulgaria | North and South-East Bulgaria |
| <i>BG31</i> | <i>Северозападен</i> | <i>Severozapaden</i> | <i>North-West</i> |
| BG311 | Видин | Vidin | Vidin |
| BG312 | Монтана | Montana | Montana |
| BG313 | Враца | Vratsa | Vratsa |
| BG314 | Плевен | Pleven | Pleven |
| BG315 | Ловеч | Lovech | Lovech |
| <i>BG32</i> | <i>Северен централен</i> | <i>Severen tsentralen</i> | <i>North-Central</i> |
| BG321 | Велико Търново | Veliko Tarnovo | Veliko Tarnovo |
| BG322 | Габрово | Gabrovo | Gabrovo |
| BG323 | Русе | Ruse | Ruse |
| BG324 | Разград | Razgrad | Razgrad |
| BG325 | Силистра | Silistra | Silistra |
| <i>BG33</i> | <i>Североизточен</i> | <i>Severoiztochen</i> | <i>North-East</i> |
| BG331 | Варна | Varna | Varna |
| BG332 | Добрич | Dobrich | Dobrich |
| BG333 | Шумен | Shumen | Shumen |
| BG334 | Търговище | Targovishte | Targovishte |
| <i>BG34</i> | <i>Югоизточен</i> | <i>Yugoiztochen</i> | <i>South-East</i> |
| BG341 | Бургас | Burgas | Burgas |
| BG342 | Сливен | Sliven | Sliven |

| | | | |
|-------------|---|---|--|
| BG343 | Ямбол | Yambol | Yambol |
| BG344 | Стара Загора | Stara Zagora | Stara Zagora |
| BG4 | Югозападна и Южна Централна България | Yugozapadna i Yuzhna Tsentralna Bulgaria | South-West and South-Central Bulgaria |
| <i>BG41</i> | <i>Югозападен</i> | <i>Yugozapaden</i> | <i>South-West</i> |
| BG411 | София (столица) | Sofia (stolitsa) | Sofia (capital) |
| BG412 | София | Sofia | Sofia |
| BG413 | Благоевград | Blagoevgrad | Blagoevgrad |
| BG414 | Перник | Pernik | Pernik |
| BG415 | Кюстендил | Kyustendil | Kyustendil |
| <i>BG42</i> | <i>Южен централен</i> | <i>Yuzhen tsentralen</i> | <i>South-Central</i> |
| BG421 | Пловдив | Plovdiv | Plovdiv |
| BG422 | Хасково | Haskovo | Haskovo |
| BG423 | Пазарджик | Pazardzhik | Pazardzhik |
| BG424 | Смолян | Smolyan | Smolyan |
| BG425 | Кърджали | Kardzhali | Kardzhali |

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1, 2 and 3 are shown in bold, italic and plain font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|--|--------------------------------------|
| Административен съд | Administrative Court |
| Административен съд – Пловдив | Plovdiv Administrative Court |
| Административен съд – София Град (АССГ) | Sofia City Administrative Court |
| Административен съд – София Област (АССО) | Sofia Province Administrative Court* |
| Апелативен съд | Court of Appeal |
| Военен съд | Military Court |
| Военно-апелативен съд | Military Court of Appeal |
| Върховен административен съд | Supreme Administrative Court |
| Върховен касационен съд | Supreme Court of Cassation |
| Конституционен съд | Constitutional Court |
| Окръжен съд | Provincial Court** |
| Русенски окръжен съд | Ruse Provincial Court |
| Районен съд | District Court |
| Софийски градски съд*** (СГС) | Sofia City Court |
| Софийски окръжен съд | Sofia Provincial Court |

| | |
|--|-----------------------|
| Шуменски районен съд, Районен съд (гр.) Шумен | Shumen District Court |
|--|-----------------------|

Useful terminology and abbreviations

| | |
|---|--|
| адм. дело № 869/2009 г., по описа на АССО | Sofia Province Administrative Court case No 869/2009 |
| административно отделение | administrative division |
| гражданско отделение | civil division |
| наказателно отделение | criminal division |
| нохд: наказателно общ характер дело | criminal case |
| петчленен състав | panel of five judges |
| съдебен акт | court decision/ruling/order/warrant etc., depending on the context |
| търговско отделение | commercial division |
| фд: фирмено дело | commercial company case |

- * This is the administrative court responsible for Sofia Province (област), as opposed to Sofia City. There are no provincial (окръжни) administrative courts in the judicial hierarchy.
- ** Окръг is a judicial province, област an administrative province. They do not coincide geographically.
- *** The Sofia City Court is responsible for the city of Sofia (as opposed to the province with the same name) but has the status of a provincial court.

Legal instruments

| | |
|---|---|
| закон | act/law |
| Закон за данък върху добавената стойност (ЗДДС) | Value Added Tax Act (ZDDS)* |
| Закон за счетоводството (ЗСч) | Accountancy Act (ZSch) |
| инструкция | instruction |
| наредба | regulation (issued by the Government) |
| наредба | ordinance (issued by a municipal council) |
| постановление | decree (issued by the Council of Ministers) |
| правилник | implementing rules |
| правилник за прилагане на Закон XYZ | Rules for the implementation of the XYZ Act |
| указ | decree (issued by the President or State Council) |

- * As consistency in translating the titles of statutory acts is impossible to attain in practice, it is advisable to add a transliteration of the official abbreviation to prevent confusion.

Subdivisions of legislative acts

In Bulgarian legal references the following terminology is preferred:

| | |
|-------|---------|
| глава | chapter |
|-------|---------|

| | |
|-----------------------------|--------------------------|
| раздел | heading |
| чл. (член) | article |
| ал. (алинея) | paragraph |
| т. (точка) | subparagraph |
| пр. or предл. (предложение) | option (see below) |
| § (параграф) | § or section (see below) |

Examples:

‘Чл. 12, ал. 2, т. 3 пр. 1’ should be translated as ‘Article 12(2)(3), first option’.

‘§ 22. В чл. 63, ал. 1, т. 3 се отменя’ becomes ‘§ 22. Article 63(1)(3) is repealed’.

§ or section

The ‘§’-sign is used in final and transitional provisions instead of ‘член’. It stands for ‘параграф’. Translate it using the ‘§’-sign wherever possible to facilitate references to the original legislation. If this is not possible, use ‘section’.

Option

To clarify what is meant by ‘option’, here is an example:

The investigation concerns several public officials suspected of having committed, between early 2009 and June 2011, offences under Article 282(2), first option, in conjunction with Article 282(1) and Article 20(2) of the Criminal Code (NK).

Article 282(2) NK reads as follows. Options 1 and 2 have been placed in square brackets:

Ако [от деянието са настъпили значителни вредни последици] или [е извършено от лице, което заема отговорно служебно положение], наказанието е лишаване от свобода от една до осем години, като съдът може да постанови и лишаване от правото по чл. 37, ал. 1, точка 6.

Law gazettes, official gazettes and official journals

| | |
|------------------|--------------------|
| Държавен вестник | State Gazette (SG) |
|------------------|--------------------|

China

Full name: *The People's Republic of China* (中华人民共和国).

Short form: *China* (中国)

Abbreviation: *PRC*

Official language: Mandarin (普通话) (*Putonghua*).

For the romanisation of names written in Chinese, see point 9.8 of the [English Style Guide](#).

The following languages are recognised by the Chinese government as official regional languages:

| In Chinese: | English translation: | Official regional languages of: |
|-------------|----------------------|--|
| 粤语 | Yue/ Cantonese | Hong Kong Special Administrative Region, Macao Special Administrative Region |
| 壮语 | Zhuang | Guangxi Zhuang Autonomous Region |
| 维吾尔语 | Uyghur | Xinjiang Uyghur Autonomous Region |
| 藏语 | Tibetan | Tibet (Xizang) Autonomous Region |
| 蒙古语 | (Chakhar) Mongolian | Inner Mongolia Autonomous Region |

Parliament: The unicameral National People's Congress (NPC) (全国人民代表大会) has the power to legislate, to oversee the operations of the government, and to elect the major officers of state.

The NPC and the National Committee of the Chinese People's Political Consultative Conference (CPPCC) (中国人民政治协商会议全国委员会) – a political advisory body consisting of delegates from a range of political parties and organisations as well as independent members – are the main deliberative bodies of China, which make important national-level political decisions. The annual plenary sessions they convene are often referred to collectively as the Two Sessions (两会).

Government: The State Council (国务院), also called the Central People's Government (中央人民政府), is appointed by the National People's Congress and is the chief administrative authority of the People's Republic of China. It is chaired by the Premier and includes the heads of each government department and agency. The State Council

directly oversees the various subordinate administrative divisions (local people's governments (地方人民政府), see table below).

| | |
|----------|---|
| 中央人民政府 | Central People's Government |
| 省级人民政府 | local people's government at province level* |
| 地级人民政府 | local people's government at prefecture level |
| 县级人民政府 | local people's government at county level |
| 乡级人民政府 | local people's government at township level |
| 地方各级人民政府 | local people's government at all levels |

* These province-level administrations include those of provinces, autonomous regions, municipalities under central government administration and special administrative regions.

Geography

Mountains:

| | |
|--------|-----------|
| 喜马拉雅山脉 | Himalayas |
| 喀喇昆仑山脉 | Karakoram |
| 帕米尔高原 | Pamirs |
| 天山 | Tian Shan |

Deserts:

| | |
|----------|----------------------|
| 塔克拉玛干沙漠 | Taklamakan Desert |
| 古尔班通古特沙漠 | Gurbantünggüt Desert |

Basins

| | |
|-------|--------------|
| 柴达木盆地 | Qaidam Basin |
| 塔里木盆地 | Tarim Basin |

Rivers:

| | |
|----|---------------|
| 黄河 | Huang He* |
| 长江 | Yangtze River |

*'Yellow River' can also be used if the context is clear (there are other rivers in the world that are called Yellow River).

Seas:

There are four major expanses of water adjacent to the Chinese coast.

| | |
|----|------------------------------|
| 渤海 | Bohai Sea |
| 黄海 | Yellow Sea (Huanghai Sea) |
| 东海 | East China Sea (Donghai Sea) |
| 南海 | South China Sea (Nanhai Sea) |

Administrative divisions:

These include provinces (省), autonomous regions (自治区), municipalities under central government administration (直辖市) and special administrative regions (特别行政区).

Use upper case for administrative divisions that are part of a name, for instance:

宁夏回族自治区: Ningxia Hui Autonomous Region

澳门特别行政区: Macao Special Administrative Region

Otherwise use lower case, for instance:

安徽省: Anhui province

天津（直辖）市: Tianjin municipality

Abbreviations for administrative divisions such as 京 and 沪 require a full spelling in English – in this case, Beijing and Shanghai, respectively.

Judicial bodies:

| | |
|---------|--------------------------------------|
| 最高人民法院 | Supreme People's Court (SPC) |
| 高级人民法院 | higher people's courts |
| 中级人民法院 | intermediate people's courts |
| 基层人民法院 | basic people's courts |
| 专门人民法院 | special people's courts |
| 最高人民检察院 | Supreme People's Procuratorate (SPP) |
| 地方人民检察院 | local people's procuratorates |
| 专门人民检察院 | special people's procuratorates |

Legal instruments:

| | |
|---------|------------------------------------|
| 宪法 | Constitution |
| 人民法院组织法 | Organic Law of the People's Courts |
| 法规 | law |
| 规则 | rule |
| 规章 | regulation |
| 决定 | decision |
| 法令 | decree |
| 通告 | announcement |

Subdivisions of a legal document:

| | |
|----|--------------|
| 编 | part |
| 章 | chapter |
| 节 | section |
| 条 | article |
| 款 | paragraph |
| 项 | subparagraph |
| 目 | item |
| 条款 | clause |

Croatia

Full name: *Republic of Croatia (Republika Hrvatska)*.

Official language: Croatian.

Parliament: Croatia has a unicameral parliament known as the *Hrvatski sabor* or *Sabor*. It should be referred to in English as *the Croatian Parliament*.

Geography

Cities, towns, islands

Note that many Croatian place names exist in Italian, German, Hungarian and Slovenian. Unless an English name exists (e.g. *Dalmatia*, not *Dalmacija*), always use the Croatian name. Both 'bay' and 'gulf' are acceptable translations of *zaljev* in *Kvarnerski zaljev* and *Piranski zaljev / Savudrijska vala*.

Regions for statistical purposes (NUTS)

| HR, HR0 | HRVATSKA | CROATIA |
|-------------|---------------------------------|------------------------------|
| <i>HR03</i> | <i>Jadranska Hrvatska</i> | <i>Adriatic Croatia</i> |
| HR031 | Primorsko-goranska županija | Primorje-Gorski Kotar County |
| HR032 | Ličko-senjska županija | Lika-Senj County |
| HR033 | Zadarska županija | Zadar County |
| HR034 | Šibensko-kninska županija | Šibenik-Knin County |
| HR035 | Splitsko-dalmatinska županija | Split-Dalmatia County |
| HR036 | Istarska županija | Istria County |
| HR037 | Dubrovačko-neretvanska županija | Dubrovnik-Neretva County |
| <i>HR04</i> | <i>Kontinentalna Hrvatska</i> | <i>Continental Croatia</i> |
| HR041 | Grad Zagreb | City of Zagreb |
| HR042 | Zagrebačka županija | Zagreb County |
| HR043 | Krapinsko-zagorska županija | Krapina-Zagorje County |
| HR044 | Varaždinska županija | Varaždin County |
| HR045 | Koprivničko-križevačka županija | Koprivnica-Križevci County |
| HR046 | Međimurska županija | Međimurje County |

| | | |
|-------|---------------------------------|--------------------------------|
| HR047 | Bjelovarsko-bilogorska županija | Bjelovar-Bilogora County |
| HR048 | Virovitičko-podravska županija | Virovitica-Podravina County |
| HR049 | Požeško-slavonska županija | Požega-Slavonia County |
| HR04A | Brodsko-posavska županija | Slavonski Brod-Posavina County |
| HR04B | Osječko-baranjska županija | Osijek-Baranja County |
| HR04C | Vukovarsko-srijemska županija | Vukovar-Syrmia County |
| HR04D | Karlovačka županija | Karlovac County |
| HR04E | Sisačko-moslavačka županija | Sisak-Moslavina County |

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 2 and 3 are shown in italic and plain font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|-----------------------|-------------------------|
| općinski sud | municipal court |
| prekršajni sud | misdemeanour court |
| trgovački sud | commercial court |
| upravni sud | administrative court |
| Ustavni sud | Constitutional Court |
| Visoki prekršajni sud | High Misdemeanour Court |
| Visoki trgovački sud | High Commercial Court |
| Vrhovni sud | Supreme Court |
| županijski sud | county court |

For a diagram of the court structure in [Croatian](#) and [English](#) see the website of the Supreme Court of the Republic of Croatia.

Political and administrative structure

| | | DRŽAVA (DRŽAVNA UPRAVA) | STATE (STATE ADMINISTRATION) |
|----------------|---------------------|----------------------------|---------------------------------|
| STATE LEVEL | Representative body | Sabor | Parliament |
| | Executive body | Vlada | Government |

| | | | |
|---|------------------------|---|---|
| | Administrative bodies | <ul style="list-style-type: none"> • ministarstva • središnji državni uredi • državne upravne organizacije | <ul style="list-style-type: none"> • ministries • central state offices • state administrative organisations |
| | | ŽUPANIJA (PODRUČNA (REGIONALNA) SAMOUPRAVA) | COUNTY (REGIONAL SELF-GOVERNMENT) |
| REGIONAL LEVEL | Representative body | Skupština | Assembly |
| | Executive bodies | Župan i poglavarstvo | Prefect and County Government |
| | Administrative bodies* | <ul style="list-style-type: none"> • odjeli • službe | <ul style="list-style-type: none"> • departments • services |
| | | GRAD/OPĆINA (LOKALNA SAMOUPRAVA) | CITY/MUNICIPALITY (LOCAL SELF-GOVERNMENT) |
| LOCAL LEVEL | Representative body | Vijeće | Council |
| | Executive bodies** | Gradonačelnik i poglavarstvo Općinski načelnik i poglavarstvo | Mayor and City Government Mayor and Municipal Government |
| | Administrative bodies* | <ul style="list-style-type: none"> • odjeli • službe • jedinstveni upravni odjel | <ul style="list-style-type: none"> • departments • services • single administrative department |
| * Headed by <i>pročelnik</i> (pl. <i>pročelnici</i>). | | | |
| ** Towns/municipalities with fewer than 3 000 inhabitants do not have separate executive bodies. In this case the president of the town/municipal council acts as the mayor and the council acts as the city/municipality government. | | | |
| išpostava ureda = local office tijelo izvan središta = local body | | | |

Source: [Vodič kroz hrvatski sustav lokalne i regionalne samouprave](#) (accessed on 7 February 2014).

Legal instruments

| | |
|--------------------|---|
| međunarodni ugovor | international treaty |
| mjera | measure/action |
| nalog | order |
| naputak | instruction |
| naredba | order /decree |
| odluka | decision */order |
| odredba | provision /order |
| podzakonski akt | implementing regulation |
| pravilnik | rules |
| pravilo | rule |
| pravna stečevina | <i>acquis</i> |
| presuda | sentence/ruling/judgment/verdict/decision |
| propis | regulation /rule/ordinance |
| rješenje | resolution */decision |
| ugovor | contract/agreement |
| upravni akt | administrative act |
| uputa | instruction |
| uredba | decree */order |
| zaključak | declaration */decision/conclusion |
| zakon | act/law |
| zakonodavstvo | legislation |

| | |
|-----------|-------|
| zapovijed | order |
|-----------|-------|

* Particularly when issued by the Government. See Article 31 of the [Govt Act](#).

The list is not exhaustive and certainly not prescriptive. Bold type indicates preferred variants.

Law gazettes, official gazettes and official journals

When *Narodne novine* occurs for the first time in a text, refer to it as *Narodne Novine* (NN; Official Gazette of the Republic of Croatia) No ...

If it occurs again in the same text, refer to it as NN No ...

Miscellaneous

Klasa – Class

Urbroj – Ref. No

daje se / traži se – do not translate

OIB (osobni identifikacijski broj) – ID No

k.č. = *katastarska čestica* – cadastral parcel

dna = *dostavna naredba [in court documents]* – to be delivered to

Cyprus

Full name: *Republic of Cyprus (Κυπριακή Δημοκρατία).*

The long form may be used when contrasted with northern Cyprus, the ‘Turkish Republic of Northern Cyprus’. However, since the EU and its Member States do not recognise the latter and the Republic of Cyprus joined the EU on behalf of the whole island, ‘Cyprus’ is adequate for most purposes.

Official languages: Greek and Turkish (although the latter is not an EU official language). For transliterating Greek, see the table (Annex 1) in the [English Style Guide](#).

Parliament: Cyprus has a unicameral parliament known in Greek as the *Βουλή των Αντιπροσώπων* and in Turkish as the *Temsilciler Meclisi*. It should be referred to in English as *the House of Representatives*.

Geography

Cities

Use the traditional English names for the six district capitals:

| | |
|------------|-----------|
| Αμμόχωστος | Famagusta |
| Κερύνεια | Kyrenia |
| Λεμεσός | Limassol |
| Λάρνακα | Larnaca |
| Λευκωσία | Nicosia |
| Πάφος | Paphos |

Regions

Cyprus constitutes a single level 2 [NUTS](#) region.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|--------------------------------|-----------------------------|
| Ανώτατο Δικαστήριο | Supreme Court |
| Επαρχιακό Δικαστήριο | district court |
| Κακουργιοδικείο | assize court |
| Οικογενειακό Δικαστήριο | family court |
| Δικαστήριο Ελέγχου Ενοικιάσεων | rent control tribunal |
| Δικαστήριο Εργατικών Διαφορών | industrial dispute tribunal |

| | |
|---------------------------------------|----------------|
| Στρατιωτικό Δικαστήριο (Στρατοδικείο) | Military Court |
|---------------------------------------|----------------|

For a diagram of the court structure in [Greek](#) and [English](#) see the website of the Supreme Court of Cyprus.

Legal instruments

| | |
|--------------------|---------------------|
| νόμος | act/law |
| προεδρικό διάταγμα | presidential decree |
| αναγκαστικός νόμος | emergency act/law |
| εγκύκλιος | circular order |

Law gazettes, official gazettes and official journals

| | |
|-----------------------------------|---|
| Επίσημη Εφημερίδα | Cyprus Government Gazette |
| Κύριο Μέρος | Main Gazette |
| Παραρτήματα | Appendices |

Czechia

Full name: *Czech Republic (Česká republika).*

Official language: Czech.

Parliament: Czechia has a bicameral parliament. In Czech the full title of the lower house is *Poslanecká sněmovna Parlamentu České republiky*, often shortened to *Poslanecká sněmovna* and abbreviated as *PSP ČR* or *PS PČR*. In English it should be referred to as *the Chamber of Deputies of the Parliament of the Czech Republic* in formal contexts or, in less formal texts, as *the (Czech) Chamber of Deputies* or *the lower house of the Czech Parliament*. The full Czech title of the upper house is *Senát Parlamentu České republiky*, often shortened to just *Senát* or *Senát PČR*. In English it should be referred to as *the Senate of the Parliament of the Czech Republic* in formal contexts or, in less formal texts, as *the (Czech) Senate* or *the upper house of the Czech Parliament*.

Geography

Cities

Write *Prague* for *Praha*. Leave *Plzeň* in the Czech form (*Pilsen* is a style of beer). Be aware that German texts may use the German names for places in Czechia, referring to *Brno* as *Brünn* or *Karlovy Vary* as *Karlsbad*. Always use the Czech names when writing in English.

Rivers

The river called *the Labe* in Czech is known as *the Elbe* in English. Write *Oder* for *Odra*.

Regions for statistical purposes (NUTS)

| CZ, CZ0 | (ČESKÁ REPUBLIKA) ČESKO | CZECHIA |
|--------------------|--------------------------------|-------------------------|
| <i>CZ01</i> | <i>Praha</i> | <i>Prague</i> |
| CZ010 | Hlavní město Praha | Prague Capital City |
| <i>CZ02</i> | <i>Střední Čechy</i> | <i>Central Bohemia</i> |
| CZ020 | Středočeský kraj | Central Bohemian Region |
| <i>CZ03</i> | <i>Jihozápad</i> | <i>South-West</i> |
| CZ031 | Jihočeský kraj | South Bohemian Region |
| CZ032 | Plzeňský kraj | Plzeň Region |
| <i>CZ04</i> | <i>Severozápad</i> | <i>North-West</i> |
| CZ041 | Karlovarský kraj | Karlovy Vary Region |
| CZ042 | Ústecký kraj | Ústí nad Labem Region |
| <i>CZ05</i> | <i>Severovýchod</i> | <i>North-East</i> |
| CZ051 | Liberecký kraj | Liberec Region |
| CZ052 | Královéhradecký kraj | Hradec Králové Region |

| | | |
|-------------|------------------------|--------------------------|
| CZ053 | Pardubický kraj | Pardubice Region |
| <i>CZ06</i> | <i>Jihovýchod</i> | <i>South-East</i> |
| CZ063 | Kraj Vysočina | Vysočina Region |
| CZ064 | Jihomoravský kraj | South Moravian Region |
| <i>CZ07</i> | <i>Střední Morava</i> | <i>Central Moravia</i> |
| CZ071 | Olomoucký kraj | Olomouc Region |
| CZ072 | Zlínský kraj | Zlín Region |
| <i>CZ08</i> | <i>Moravskoslezsko</i> | <i>Moravian Silesia</i> |
| CZ080 | Moravskoslezský kraj | Moravian-Silesian Region |

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are **not** translated. The translations should be used only in other contexts.

For statistical and Structural Fund purposes Czechia is divided into eight areas (oblasti – [NUTS](#) 2), each consisting of either a single region (kraj – NUTS 3) or a group of regions (seskupení krajů). In the table, region levels 2 and 3 are shown in italic and plain font, respectively.

Administratively the country is divided into 14 regions (kraje = NUTS 3; higher territorial self-governing units – vyšší územní samosprávné celky). At the lowest level are obce (sing. obec) and města (sing. město) - municipalities and cities. (There used to be 73 okresy (‘districts’) but these were abolished in 2003.)

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|--------------------------------|------------------------------|
| Krajské státní zastupitelství | Regional Prosecutor’s Office |
| Krajský soud | Regional Court |
| Městský soud | Municipal Court |
| Nejvyšší soud | Supreme Court |
| Nejvyšší správní soud | Supreme Administrative Court |
| Nejvyšší státní zastupitelství | Supreme Prosecutor’s Office |
| Okresní soud | District Court |
| Okresní státní zastupitelství | District Prosecutor’s Office |
| Ústavní soud | Constitutional Court |
| Vrchní soud | High Court |
| Vrchní státní zastupitelství | High Prosecutor’s Office |

Legal instruments

| | |
|------------|---|
| nařízení | regulation (prefix with ‘Czech’ or ‘national’, if necessary for clarity’s sake) |
| opatření | measure |
| oznámení | notice |
| rozhodnutí | decision |

| | |
|--|---|
| rozkaz | order |
| smilouva | treaty |
| usnesení | resolution |
| vyhláška | implementing decree |
| výnos | implementing decision |
| zákon | in general: act / legislative act / act of law / piece of legislation in title of piece of legislation: 'the ... Act' or 'the Act on...' |
| Občanský soudní řád | Code of Civil Procedure |
| Správní řád | Code of Administrative Procedure |
| Trestní řád | Code of Criminal Procedure |
| Trestní zákoník Trestní zákoník = zákon č. 40/2009, which entered into force on 1 January 2010; Trestní zákon = zákon č. 140/1961 Sb. (now repealed) | Criminal Code |

Divisions of Czech legislative acts

| Czech | Abbreviation | English | Rendering in running text |
|---|--------------|--------------|---------------------------|
| Článek [1, 2, 3 in constitutional acts] | Čl. | article | Article 1 |
| Článek [I, II, III... in amending acts] | | | Article I |
| ČÁST [PRVNÍ, DRUHÁ, TŘETÍ...] | | division | Division One |
| Hlava [I, II, III ...] | | title | Title I |
| Díl [1, 2, 3...] | | part | Part 1 |
| Oddíl [1, 2, 3...] | | subpart | Subpart 1 |
| Pododdíl [1, 2, 3...] | | sub-subpart | Sub-subpart 1 |
| paragraf [1, 2, 3...] | § | section | Section 1 |
| odstavec [(1), (2), (3)...] | odst. | paragraph | paragraph 1 |
| pododstavec [a), b), c)...] | písm. | subparagraph | subparagraph (a) |
| bod [1., 2., 3. ...] | | point | point 1 |

References such as § 6 odst. 3 písm. f) bod 4. should be rendered in the following concise form rather than spelt out: *Section 6(3)(f)(4)*.

Terms and expressions in and relating to legislative acts

| | |
|--|--|
| § 6 zní: | Section 6 is replaced by the following: |
| Za § 45a se vkládá nový § 45b, který včetně nadpisu zní: | A new Section 45b, with heading, is inserted after Section 45a as follows: |

| | |
|--|--|
| V § 4 odst. 7 se doplňuje písmeno f), které zní: | In Section 4(7) the following subparagraph (f) is added: |
| V § 3 se zrušuje poslední věta. | In Section 3 the last sentence is deleted. |
| Dosavadní odstavce 3 a 4 se označují jako odstavce 4 a 5. | Paragraphs 3 and 4 are renumbered 4 and 5. |
| Odstavce 2 – 6 se nahrazují tímto: | Paragraphs 2–6 are replaced by the following: |
| ... slova „příslušné úřady zemí ESVO“ se nahrazují slovy „příslušné úřady zemí společného tranzitního režimu“... | ...‘the competent offices of the EFTA countries’ is replaced by ‘the competent offices of the common transit countries’... |
| Částka (<i>of the Sbírka zákonů</i>) | Volume (of the Collection of Legislative Acts) |
| nadpis | heading |
| novela novela zákona č.... | a/the amending act act amending Act No ... |
| novelizace | amendment(s) to; the amending of |
| podle zvláštního zákona | as specified in the relevant act; in accordance with the act governing it; as covered by special legislation |
| se použijí obdobně | shall apply <i>mutatis mutandis</i> |
| se použijí přiměřeně | shall apply <i>mutatis mutandis</i> |
| platnost | force |
| právní předpis | (piece of) legislation |
| právo | law |
| účinnost ...nabývá účinnosti | effect ...shall take effect |
| všeobecně závazný právní předpis | act of general application in a less formal context ‘legislation’ may be sufficient |

Law gazettes, official gazettes and official journals

| | |
|---|--------------------------------------|
| Obchodní věstník | Commercial Journal |
| Sbírka mezinárodních smluv | Collection of International Treaties |
| Sbírka zákonů | Collection of Legislative Acts |
| Sb. (as abbreviation of Sbírka zákonů in titles of legislation) | Omit in English (do not use ‘Coll.’) |

Denmark

Full name: *Kingdom of Denmark (Kongeriget Danmark).*

Neither Greenland (adjective: Greenland) nor the Faroe Islands (short form: Faroes; adjective: Faroese) are part of the European Union.

Official language: Danish.

Parliament: Denmark has a unicameral parliament known as *Folketinget*. It should be referred to in English as *Folketinget (the Danish Parliament)*.

Geography

Cities

Note the names *Copenhagen, Aarhus, Aalborg*.

Bodies of water

Write *Wadden Sea* for *Vadehavet*. Use *Great Belt* for *Storebælt* and *Little Belt* for *Lillebælt*.

Islands

Use *Fyn* rather than *Funen*.

Regions for statistical purposes (NUTS)

| DK, DK0 | DANMARK | DENMARK |
|--------------------|----------------------|-------------------------|
| <i>DK01</i> | <i>Hovedstaden</i> | <i>Capital (region)</i> |
| DK011 | Byen København | City of Copenhagen |
| DK012 | Københavns omegn | Outer Copenhagen |
| DK013 | Nordsjælland | North Zealand |
| DK014 | Bornholm | Bornholm |
| <i>DK02</i> | <i>Sjælland</i> | <i>Zealand</i> |
| DK021 | Østsjælland | East Zealand |
| DK022 | Vest- og Sydsjælland | West and South Zealand |
| <i>DK03</i> | <i>Syddanmark</i> | <i>South Denmark</i> |
| DK031 | Fyn | Fyn |
| DK032 | Sydjylland | South Jutland |
| <i>DK04</i> | <i>Midtjylland</i> | <i>Central Jutland</i> |
| DK041 | Vestjylland | West Jutland |
| DK042 | Østjylland | East Jutland |
| <i>DK05, DK050</i> | <i>Nordjylland</i> | <i>North Jutland</i> |

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are **not** translated. The translations should be used only in other contexts. In the table, region levels 2 and 3 are shown in italic and plain font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|------------------------|---|
| anklagemyndigheden | Public prosecutor |
| Arbejdsretten* | Labour Court |
| Bibeskæftigelsesnævnet | External Activity Review Board |
| byret** | district court |
| Dommerudnævnelsesrådet | Judicial Appointments Council |
| Domstolsstyrelsen | Danish Court Administration |
| fogedret | Enforcement and small claims (division of the district) court |
| Højesteret | Supreme Court |
| Procesbevillingsnævnet | Appeals Permission Board |
| ret | court |
| Rigsretten | Court of Impeachment |
| skifteret | Probate and bankruptcy (division of the district) court |
| Den Særlige Klageret | Special Court of Indictment and Revision |
| Sø- og Handelsretten | Maritime and Commercial Court |
| Tinglysningsretten | Land Registration Court |
| Østre/Vestre Landsret | Eastern/Western High Court |

* Its jurisdiction covers collective labour agreements, in disputes between trade unions and employers’ organisations.

** There are now 24 district courts, only one of which has Byret in its name, namely Københavns Byret. The others are called Retten i XXX.

See [Danmarks Domstole](#) for further information.

Legal instruments

| | |
|--------------------------------------|----------------------------|
| administrativ afgørelse | administrative ruling |
| (kongelige/ministeriel) anordning | (royal/ministerial) decree |
| bekendtgørelse | order |
| cirkulære | circular |
| Danmarks Riges Grundlov (grundloven) | Constitutional Act |
| dombog | court judgments and orders |

| | |
|-------------------|--|
| lov | act/law |
| lovbekendtgørelse | Consolidation Act |
| lovforslag | bill / draft law |
| retsbog | court record (summary record of court cases) |
| Retsplejeloven | Administration of Justice Act |
| Straffeloven | Penal Code |
| vejledning | guidelines |

Paragraph numbers in sections of legislative acts

Note that it is common for the number of the first paragraph (*stykke*, usually abbreviated to *stk.*) of each section to be omitted in Danish legislative acts. This convention should not be mirrored when translating into English. The numeral 1 should be inserted in brackets after the section number at the beginning of the first paragraph of all sections except those consisting of only one paragraph.

For example:

DA:

§ 1. I denne lov forstås ved:

EN:

Section 1. (1) In this Act the following definitions shall apply:

Estonia

Full name: *Republic of Estonia (Eesti Vabariik).*

Official language: Estonian.

Parliament: Estonia has a unicameral parliament known as the *Riigikogu*. In English it should be referred to as *the Estonian Parliament* or *Parliament*, unless there is a particular reason to use the Estonian name.

The English-language names of the Committees, etc. can be found on the [Parliament](#) website.

Geography

Cities

Leave the names of urban centres, irrespective of size, in their original Estonian form, including diacritics (e.g. *Pärnu*, *Kohtla-Järve*, *Võru*, *Põlva*, etc.).

Be aware that historical names exist for some towns and are still used occasionally, but the Estonian names should always be used in English texts (e.g. write *Tallinn* (not the German *Reval*) and *Tartu* (not the German *Dorpat* or the Finnish *Tartto*)).

Note that *Valga* is in Estonia, while *Valka* is in Latvia.

Counties

There are two ways of referring to counties in Estonian. The names may appear in the form *Harjumaa* / *Järvamaa* / *Lääne-Virumaa*, etc. or in the form *Harju maakond* / *Järva maakond* / *Lääne-Viru maakond*, etc. Use the former in English (e.g. *Harjumaa*), adding ‘the county of’ or ‘county’ where necessary for clarity (e.g. *the county of Harjumaa*, *Harjumaa county*).

Islands

The islands of *Saaremaa* and *Hiiumaa* are both also counties in their own right, and so in some cases it may be necessary to write e.g. *the island of Saaremaa* to avoid confusion with the county of the same name.

Be aware that many of the islands also have historical names in Swedish, but the Estonian names should always be used in English texts (e.g. write *Saaremaa* (Swedish: *Ösel*), *Hiiumaa* (Swedish: *Dagö*), *Muhu* (Swedish: *Moon*), *Vormsi* (Swedish: *Ormsö*), *Kihnu* (Swedish: *Kynö*) and *Ruhnu* (Swedish: *Runö*)).

Lakes and rivers

Write *Lake Peipus* for *Peipsi järv*, *Lake Võrtsjärv* for *Võrtsjärv* and *Lake Lämmijärv* for *Lämmijärv*. Write *the River Emajõgi*, *the Emajõgi River* or even just *the Emajõgi* (if the context is clear) for *Emajõgi*. For river names made up of two words (e.g. *Võhandu jõgi*), use either of the forms *the River Võhandu* or *the Võhandu River*.

Regions for statistical purposes (NUTS)

| EE, EE0, EE00 | EESTI | ESTONIA |
|---------------------|-------------|----------------------|
| EE001 | Põhja-Eesti | Northern Estonia |
| EE004 | Lääne-Eesti | Western Estonia |
| EE006 | Kesk-Eesti | Central Estonia |
| EE007 | Kirde-Eesti | Northeastern Estonia |
| EE008 | Lõuna-Eesti | Southern Estonia |

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. Estonia is divided into five level 3 NUTS regions (shown in plain font).

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|----------------|----------------------|
| halduskohus | administrative court |
| maakohus | county court |
| Riigikohus | Supreme Court |
| ringkonnakohus | district court |

Government agencies and bodies

Government agencies and bodies are reorganised and renamed from time to time. The vast majority have English-language websites, and so these should always be checked for their official names. In most cases, it is sufficient to use just the English name without the Estonian, but if there is any chance of confusion it may be better to use the English name on the first occasion with the Estonian in brackets, and then the English name on subsequent occasions. One exception to this is *Eesti Pank*, which should not be translated. On first mention in a text, write *Eesti Pank (Bank of Estonia)*, but afterwards write just *Eesti Pank*.

Names may be abbreviated if they are commonly abbreviated in Estonian and if a suitable English abbreviation exists, for example on the body’s website. *Põllumajanduse Registrate ja Informatsiooni Amet* is often abbreviated in Estonian to

PRIA, and its website uses both the full name *the Estonian Agricultural Registers and Information Board* and the abbreviation *ARIB*. The same applies to *Keskkonnainvesteeringute Keskus (KIK) / the Environmental Investment Centre (EIC)*. The *Police and Border Guard Board* is less frequently abbreviated to *PBGB*. However, only abbreviate where this helps the reader. If there is no risk of confusion, it might be better to write *the Board* (rather than *ARIB* or *PBGB*) or *the Centre* (rather than *EIC*) etc., having written the name out in full on first mention.

Legal instruments

| | |
|--------------|---------------------------|
| eeskiri | Rules |
| ettekirjutus | order (or instruction) |
| haldusakt | administrative instrument |
| korraldus | (administrative) Order |
| käskkiri | Order |
| määrus | Regulation |
| otsus | Decision |
| põhimäärus | Statutes |
| põhiseadus | Constitution |
| seadlus | Decree |
| seadus | Act |
| seadustik | Code |

Unofficial English translations of most Acts of Parliament are available on the [Riigi Teataja](#) website. As far as possible, the translations are kept up to date as the acts are amended. Translations are also available of a small number of regulations etc., but these are often not updated.

There are abbreviated forms for the names of many Acts of Parliament. A [list](#) is available on the *Riigi Teataja* website. In general, the English names should not be abbreviated unless this is essential for formatting reasons, e.g. to save space in a small table.

Suggestions for titles of Regulations

| | |
|---|--|
| Vabariigi Valitsuse [kuupäev] määrus nr xxx ... | Government of the Republic Regulation No xxx of [date] on / establishing / laying down rules ... |
| ...ministri [kuupäev] määrus nr xxx ... | Regulation No xxx of the Minister for ... of [date] on / establishing / laying down rules ... |

Law gazettes, official gazettes and official journals

| | |
|---------------|---------------|
| Riigi Teataja | State Gazette |
|---------------|---------------|

| | |
|----------------------|------------------------|
| Ametlikud Teadaanded | Official Announcements |
|----------------------|------------------------|

Riigi Teataja is the sole official publication for the types of legal act referred to in Section 2 of the *Riigi Teataja* Act (available in [Estonian](#) and [English](#)), including Acts of Parliament, decrees issued by the President of the Republic, regulations issued by the Government of the Republic, international agreements and many others. Since 2010 it has been published in electronic form only.

Ametlikud Teadaanded is an electronic journal containing all notices, invitations and announcements that have to be published by law. They are not available in English.

In English texts the names *Riigi Teataja* and *Ametlikud Teadaanded* should be left in Estonian, although the English translation should usually be added in brackets after the first mention of each name in a text. In references, *Riigi Teataja* is abbreviated to *RT*.

Finland

Full name: *Republic of Finland* (*Suomen tasavalta* in Finnish, *Republiken Finland* in Swedish).

Call the country's main administrative/regional units (*lääni*) 'provinces' in English.

Official languages: Finnish and Swedish

Parliament: Finland has a unicameral parliament known as the *Eduskunta* in Finnish and *Riksdagen* in Swedish. It should be referred to in English as *the Parliament of Finland* or *the Finnish Parliament*.

Geography

Cities

Finland is a bilingual country, and many cities and localities have official names in both Finnish and Swedish. When translating from either language, remember that the form to be used depends on the local language situation, not on the text you are translating. Note in particular that for all major cities the Finnish name must be used: write *Helsinki*, *Oulu*, *Tampere*, *Turku*, not *Helsingfors*, *Uleåborg*, *Tammerfors*, *Åbo*. For other place names, see the [list of Swedish place names and their Finnish equivalents](#) (shown in orange) kept by the Research Institute for the Languages of Finland. If no Finnish name is given, the Swedish name should be kept. If you need to translate Finnish place names into Swedish, use the bolded form in blue in the [list of Finnish place names and their Swedish equivalents](#).

Regions for statistical purposes (NUTS)

| FI | SUOMI | FINLAND | FINLAND |
|--------------------|-------------------------|---------------------------|-------------------------|
| FI1 | Manner-Suomi | Fastlandsfinland | Mainland Finland |
| <i>FI19</i> | <i>Länsi-Suomi</i> | <i>Västra Finland</i> | <i>Western Finland</i> |
| FI193 | Keski-Suomi | Mellersta Finland | Central Finland |
| FI194 | Etelä-Pohjanmaa | Södra Österbotten | South Ostrobothnia |
| FI195 | Pohjanmaa | Österbotten | Ostrobothnia |
| FI196 | Satakunta | Satakunta | Satakunta |
| FI197 | Pirkanmaa | Birkaland | Pirkanmaa |
| <i>FI1B, FI1B1</i> | <i>Helsinki-Uusimaa</i> | <i>Helsingfors-Nyland</i> | <i>Helsinki-Uusimaa</i> |
| <i>FI1C</i> | <i>Etelä-Suomi</i> | <i>Södra Finland</i> | <i>Southern Finland</i> |
| FI1C1 | Varsinais-Suomi | Egentliga Finland | Southwest Finland |
| FI1C2 | Kanta-Häme | Egentliga Tavastland | Kanta-Häme |
| FI1C3 | Päijät-Häme | Päijänne – | Päijät-Häme |

| | | | |
|--------------------------------------|------------------------------|--------------------------------|-------------------------------------|
| | | Tavastland | |
| FI1C4 | Kymenlaakso | Kymmenedalen | Kymenlaakso |
| FI1C5 | Etelä-Karjala | Södra Karelen | South Karelia |
| <i>FI1D</i> | <i>Pohjois- ja Itä-Suomi</i> | <i>Norra och Östra Finland</i> | <i>Northern and Eastern Finland</i> |
| FI1D1 | Etelä-Savo | Södra Savolax | South Savo |
| FI1D2 | Pohjois-Savo | Norra Savolax | North Savo |
| FI1D3 | Pohjois-Karjala | Norra Karelen | North Karelia |
| FI1D5 | Keski-Pohjanmaa | Mellersta Österbotten | Central Ostrobothnia |
| FI1D7 | Lappi | Lappland | Lapland |
| FI1D8 | Kainuu | Kajanaland | Kainuu |
| FI1D9 | Pohjois-Pohjanmaa | Norra Österbotten | North Ostrobothnia |
| FI2, <i>FI20,</i> FI200 | Ahvenanmaa | Åland | Åland |

The above table is based on [NUTS](#) — the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1, 2 and 3 are shown in bold, italic and plain font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

FINNISH

| Finnish | <i>Swedish</i> | English |
|---------------------------|-------------------------------------|------------------------------|
| alioikeus | <i>underrätt</i> | court of first instance |
| asunto-oikeus | <i>bostadsdomstol</i> | housing court |
| erityistuomioistuim | <i>specialdomstol</i> | special court (of law) |
| hallinto-oikeus | <i>förvaltningsdomstol</i> | administrative court |
| hallintotuomioistuim* | <i>förvaltningsdomstol</i> | administrative court |
| hovioikeus | <i>hovrätt</i> | Court of Appeal |
| korkein hallinto-oikeus | <i>högsta förvaltningsdomstolen</i> | Supreme Administrative Court |
| korkein oikeus | <i>högsta domstolen</i> | Supreme Court |
| käräjäoikeus | <i>tingsrätt</i> | district court |
| markkinaoikeus | <i>marknadsdomstolen</i> | Market Court |
| merioikeus | <i>sjörättsdomstol</i> | maritime court |
| muutoksenhakutuomioistuim | <i>fullföljdsdomstol</i> | court of appeal |
| oikeusasiamiehen kanslia | <i>justitieombudsmannens kansli</i> | Office of the Ombudsman |

| | | |
|-----------------------------|--------------------------------|-------------------------------------|
| oikeuskanslerinvirasto | <i>justitiekanslersämbetet</i> | Office of the Chancellor of Justice |
| sotaoikeus | <i>krigsrätt</i> | military court |
| työtuomioistuin | <i>arbetsdomstolen</i> | Labour Court |
| vakuutusoiikeus | <i>försäkringsdomstolen</i> | Insurance Court |
| valtakunnanoikeus | <i>riksrätten</i> | High Court of Impeachment |
| valtakunnansyyttäjänvirasto | <i>riksåklagarämbetet</i> | Office of the Prosecutor General |
| vankilaoikeus | <i>fängelsedomstolen</i> | Prison Court |
| yleinen tuomioistuin | <i>allmän domstol</i> | general court (of law) |
| ylin oikeus | <i>högsta rättsinstans</i> | court of final appeal |
| ylioikeus | <i>överrätt</i> | court of second instance |

* general administrative courts (hallintotuomioistuin) include the Supreme Administrative Court (korkein hallinto-oikeus) and regional administrative courts (hallinto-oikeus)

See also [Glossary of court terms](#).

Former judicial bodies

| Finnish | Swedish | English |
|---|--|---|
| kihlakunnanoikeus (duties transferred to käräjäoikeus) | <i>häradsrätt (duties transferred to tingsrätt)</i> | circuit court |
| lääninoikeus (duties transferred to hallinto-oikeus) | <i>länsrätt (duties transferred to förvaltningsdomstol)</i> | provincial administrative court |
| maaoikeus (duties transferred to käräjäoikeus) | <i>jorddomstol (duties transferred to tingsrätt)</i> | land court |
| maistraatti (merged with the Population Register Centre to form Digi- ja väestötietovirasto) | <i>magistrat (merged with the Population Register Centre to form Myndigheten för digitalisering och befolkningsdata)</i> | local register office (merged with the Population Register Centre to form the Digital and Population Data Services Agency) |
| markkinatuomioistuin (replaced by markkinaoikeus) | <i>marknadsdomstolen</i> | Market Court |
| raastuvanoikeus (duties transferred to käräjäoikeus) | <i>rådstuvurätt (duties transferred to tingsrätt)</i> | city court |
| vesioikeus (abolished) | <i>vattendomstol (abolished)</i> | water court |
| vesiylioikeus (abolished) | <i>vattenöverdomstolen (abolished)</i> | Water Court of Appeal |

SWEDISH

| Swedish | Finnish | English |
|------------------------------|---|-------------------------------------|
| allmän domstol | <i>yleinen tuomioistuin</i> | general court (of law) |
| arbetsdomstolen | <i>työtuomioistuin</i> | Labour Court |
| bostadsdomstol | <i>asunto-oikeus</i> | housing court |
| fängelsedomstolen | <i>vankilaoikeus</i> | Prison Court |
| försäkringsdomstolen | <i>vakuutus-oikeus</i> | Insurance Court |
| förvaltningsdomstol | <i>hallinto-oikeus</i> | administrative court |
| förvaltningsdomstol* | <i>hallintotuomioistuin</i> | administrative court |
| fullföljdsdomstol | <i>muutoksenhakutuomioistuin</i> | court of appeal |
| högsta domstolen | <i>korkein oikeus</i> | Supreme Court |
| högsta förvaltningsdomstolen | <i>korkein hallinto-oikeus</i> | Supreme Administrative Court |
| högsta rättsinstans | <i>ylin oikeus</i> | court of final appeal |
| hovrätt | <i>hovioikeus</i> | Court of Appeal |
| justitiekanslersämbetet | <i>oikeuskanslerinvirasto</i> | Office of the Chancellor of Justice |
| justitieombudsmannens kansli | <i>oikeusasiamehen kanslia</i> | Office of the Ombudsman |
| krigsrätt | <i>sotaoikeus</i> | military court |
| | | |
| marknadsdomstolen | <i>markkinaoikeus</i> (replaces <i>markkinatuomioistuin</i>) | Market Court |
| överrätt | <i>ylioikeus</i> | court of second instance |
| riksåklagarämbetet | <i>valtakunnansyyttäjänvirasto</i> | Office of the Prosecutor General |
| riksrätten | <i>valtakunnanoikeus</i> | High Court of Impeachment |
| sjörättsdomstol | <i>merioikeus</i> | maritime court |
| specialdomstol | <i>erityistuomioistuin</i> | special court (of law) |
| tingsrätt | <i>käräjäoikeus</i> | district court |
| underrätt | <i>alioikeus</i> | court of first instance |

* general administrative courts (förvaltningsdomstol) include the Supreme Administrative Court (högsta förvaltningsdomstolen) and regional administrative courts (förvaltningsdomstol)

See also [Glossary of court terms](#).

Former judicial bodies

| Swedish | Finnish | English |
|---|---|----------------|
| häradsrätt (duties transferred to tingsrätt) | <i>kihlakunnanoikeus</i> (duties transferred to <i>käräjäoikeus</i>) | circuit court |
| jorddomstol | <i>maaoikeus</i> | land court |

| | | |
|--|---|---|
| (duties transferred to tingsrätt) | <i>(duties transferred to kärjääoikeus)</i> | |
| länsrätt (duties transferred to förvaltningsdomstol) | <i>läninoikeus (duties transferred to hallinto-oikeus)</i> | provincial administrative court |
| magistrat (merged with the Population Register Centre to form Myndigheten för digitalisering och befolkningsdata) | <i>maistraatti (merged with the Population Register Centre to form Digi- ja väestötietovirasto)</i> | local register office (merged with the Population Register Centre to form the Digital and Population Data Services Agency) |
| rådstuvurätt (duties transferred to tingsrätt) | <i>raastuvanoikeus (duties transferred to kärjääoikeus)</i> | city court |
| vattendomstol (abolished) | <i>vesioikeus (abolished)</i> | water court |
| vattenöverdomstolen (abolished) | <i>vesiylioikeus (abolished)</i> | Water Court of Appeal |

Legal instruments

FINNISH

| Finnish | Swedish | English |
|--------------------|-----------------------------|--------------------------------------|
| alakohta | <i>underpunkt</i> | subparagraph |
| artikla | <i>artikel</i> | article |
| asetus | <i>förordning</i> | decree |
| eduskuntalaki | <i>lag</i> | act of Parliament |
| ennakkopäätös | <i>prejudikat</i> | precedent |
| hallituksen esitys | <i>regeringsproposition</i> | government bill, government proposal |
| johtosääntö | <i>instruktion</i> | rules of procedure |
| julistus | <i>kungörelse</i> | declaration |
| kaari | <i>balk</i> | code |
| kirjoitettu laki | <i>skrivnen lag</i> | written law |
| kohta | <i>punkt</i> | paragraph |
| lainkohta | <i>bestämmelse</i> | legal provision |
| lainsäädäntö | <i>lagstiftning</i> | legislation |
| lainsäännös | <i>bestämmelse</i> | legal provision |
| laki* | <i>lag</i> | act |
| lakiehdotus | <i>proposition</i> | bill |
| lakiluonnos | <i>utkast till lag</i> | draft law |
| luku | <i>kapitel</i> | chapter |

| | | |
|--------------------------------|---|---|
| maakunta-asetus | <i>landskapsförordning</i> | decree of Åland |
| maakuntalaki | <i>landskapslag</i> | act of Åland |
| maan tapa | <i>sedvanerätt, sedvänja</i> | custom (established practices in circumstances where there is no written law) |
| momentti | <i>moment</i> | subsection |
| oikeuskäytäntö | <i>rättspraxis</i> | case-law |
| oikeussääntö | <i>rättsregel</i> | legal rule |
| perustuslaki | <i>grundlag</i> | the Constitution |
| pykälä | <i>paragraf</i> | section |
| päätös | <i>beslut</i> | decision |
| Suomen säädöskokoelma | <i>Finlands författningssamling</i> | Statutes of Finland |
| tavallinen laki | <i>vanlig lag</i> | ordinary act |
| tuomio | <i>dom</i> | judgment |
| tuomioistuinratkaisu | <i>domslut, domstolsavgörande</i> | court decision |
| valtioneuvoston asetus | <i>förordning av statsrådet</i> | government decree |
| valtioneuvoston periaatepäätös | <i>principbeslut av statsrådet, statsrådets principbeslut</i> | government resolution |
| valtiosopimus | <i>fördrag, traktat</i> | treaty |
| yleinen oikeusperiaate | <i>allmän rättsprincip</i> | general legal principle |

* In Finland, the legal instrument *laki* is translated as *act*, not as *law*, as can be seen in the Finlex database and various official glossaries. The form *XYZ Act* is used whenever possible. The form *Act on xyz* may be used if the title is long or for the sake of clarity. These are the recommendations of the terminologists and translators at the Finnish Prime Minister's Office. For detailed instructions from the Finnish Ministry of Justice on how to translate Finnish legislation and a useful glossary, see [Säädösten kääntäminen englanniksi ja valtiosopimusten suomentaminen](#).

For English translations of Finnish acts see [FINLEX](#). Finnish legislation is binding only in Finnish and Swedish.

See also [Glossary of Legislative Terms](#).

SWEDISH

| Swedish | Finnish | English |
|------------------------------|-------------------------------|-------------------------|
| allmän rättsprincip | <i>yleinen oikeusperiaate</i> | general legal principle |
| artikel | <i>artikla</i> | article |
| balk | <i>kaari</i> | code |
| beslut | <i>päätös</i> | decision |
| bestämmelse | <i>lainkohta, lainsäännös</i> | legal provision |
| dom | <i>tuomio</i> | judgment |
| domslut | <i>tuomioistuinratkaisu</i> | court decision |
| domstolsavgörande | <i>tuomioistuinratkaisu</i> | court decision |
| Finlands författningssamling | <i>Suomen säädöskokoelma</i> | Statutes of Finland |

| | | |
|-----------------------------|---------------------------------------|---|
| fördrag | <i>valtiosopimus</i> | treaty |
| förordning | <i>asetus</i> | decree |
| förordning av statsrådet | <i>valtioneuvoston asetus</i> | government decree |
| grundlag | <i>perustuslaki</i> | the Constitution |
| instruktion | <i>johtosääntö</i> | rules of procedure |
| kapitel | <i>luku</i> | chapter |
| kungörelse | <i>julistus</i> | declaration |
| lag* | <i>laki, eduskuntalaki</i> | act, act of Parliament |
| lagstiftning | <i>lainsäädäntö</i> | legislation |
| landskapsförordning | <i>maakunta-asetus</i> | decree of Åland |
| landskapslag | <i>maakuntalaki</i> | act of Åland |
| moment | <i>momentti</i> | subsection |
| paragraf | <i>pykälä</i> | section |
| prejudikat | <i>ennakkopäätös</i> | precedent |
| principbeslut av statsrådet | <i>valtioneuvoston periaatepäätös</i> | government resolution |
| proposition | <i>lakiehdotus</i> | bill |
| punkt | <i>kohta</i> | paragraph |
| rättspraxis | <i>oikeuskäytäntö</i> | case-law |
| rättsregel | <i>oikeussääntö</i> | legal rule |
| regeringsproposition | <i>hallituksen esitys</i> | government bill, government proposal |
| sedvanerätt | <i>maan tapa</i> | custom (established practices in circumstances where there is no written law) |
| sedvänja | <i>maan tapa</i> | custom (established practices in circumstances where there is no written law) |
| skriven lag | <i>kirjoitettu laki</i> | written law |
| statsrådets principbeslut | <i>valtioneuvoston periaatepäätös</i> | government resolution |
| traktat | <i>valtiosopimus</i> | treaty |
| underpunkt | <i>alakohta</i> | subparagraph |
| utkast till lag | <i>lakiluonnos</i> | draft law |
| vanlig lag | <i>tavallinen laki</i> | ordinary act |

* In Finland, the legal instrument *lag* is translated as *act*, not as *law*, as can be seen in the Finlex database and various official glossaries. The form *Xyz Act* is used whenever possible. The form *Act on xyz* may be used if the title is long or for the sake of clarity. These are the recommendations of the terminologists and translators at the Finnish Prime Minister's Office. For detailed instructions from the Finnish Ministry of Justice on how to translate Finnish legislation and a useful glossary, see [Säädösten kääntäminen vieraille kielille](#).

For English translations of Finnish acts see [FINLEX](#). Finnish legislation is binding only in Finnish and Swedish.

See also [Glossary of Legislative Terms](#).

The Finnish Prime Minister's Office has published an [English Style Guide](#) for translators of government texts. While it is useful to be aware of their recommendations and expectations, EU translators should follow the guidelines in our own [English Style Guide](#).

Law gazettes, official gazettes and official journals

| Finnish | Swedish | English |
|------------------|----------------------|------------------|
| Virallinen lehti | Officiella tidningen | Official Gazette |

France

Full name: *French Republic (République française).*

La France métropolitaine (which comprises mainland France and nearby French islands – the 96 European departments) is *metropolitan France* in English. *Les départements d'outre-mer* (DOM) are the (*French*) *overseas departments*. Do not abbreviate. *Les pays et territoires d'outre-mer* (PTOM) are the *overseas countries and territories* (OCTs).

Official language: French.

Parliament: France has a bicameral parliament. In English the *Assemblée nationale* should be referred to as *the lower house* or *the National Assembly*, and the *Sénat* should be referred to as *the upper house* or *the Senate*.

Geography

Cities

Write *Lyon*, *Marseille*, *Strasbourg*.

Rivers and lakes

Use the forms *Meuse* (*Maas* only if the context is solely Flanders or the Netherlands) and *Moselle* (*Mosel* only if the context is solely Germany). Write *Rhine* for *Rhin*. Use *Lake Geneva* for *Lac Léman*.

Islands

Write *Corsica*.

Mountains

Anglicise *Alps*, and *Pyrenees* (no accents). Do not anglicise *Massif Central* (except for capital *C*) and *Alpes Maritimes* (capital *M*).

Regions

The French regions were reorganised with effect from 1 January 2016. The number of regions was reduced from 21 to 12.

The 12 metropolitan regions are now:

| | |
|-----------------------------------|-----------------------------------|
| <i>Bretagne</i> | <i>Brittany</i> |
| <i>Centre-Val de Loire</i> | <i>Centre-Loire Valley</i> |
| <i>Île-de-France</i> | <i>Île-de-France</i> |
| <i>Provence-Alpes-Côte d'Azur</i> | <i>Provence-Alpes-Côte d'Azur</i> |

| | |
|--------------------------------|-------------------------------|
| <i>Pays de la Loire</i> | <i>Pays de la Loire</i> |
| <i>Normandie</i> | <i>Normandy</i> |
| <i>Hauts-de-France</i> | <i>Hauts-de-France</i> |
| <i>Grand Est</i> | <i>Grand Est</i> |
| <i>Nouvelle-Aquitaine</i> | <i>New Aquitaine</i> |
| <i>Occitanie</i> | <i>Occitania</i> |
| <i>Bourgogne-Franche-Comté</i> | <i>Burgundy-Franche-Comté</i> |
| <i>Auvergne-Rhône-Alpes</i> | <i>Auvergne-Rhône-Alpes</i> |

Corsica (Corse) is a special-status territorial community.

For further information, see [Les noms des nouvelles régions sont actés](#) on the French Government's website.

Regions for statistical purposes (NUTS)

| | | |
|----------------------------|--------------------------------|-------------------------------|
| FR | FRANCE | FRANCE |
| FR1, <i>FR10</i> | Île-de-France | Île-de-France |
| FRB, <i>FRB0</i> | Centre-Val de Loire | Centre-Val de Loire |
| FRC | Bourgogne-Franche-Comté | Burgundy-Franche-Comté |
| <i>FRC1</i> | <i>Bourgogne</i> | <i>Burgundy</i> |
| <i>FRC2</i> | <i>Franche-Comté</i> | <i>Franche-Comté</i> |
| FRD | Normandie | Normandy |
| <i>FRD1</i> | <i>Basse-Normandie</i> | <i>Lower Normandy</i> |
| <i>FRD2</i> | <i>Haute-Normandie</i> | <i>Upper Normandy</i> |
| FRE | Hauts-de-France | Hauts-de-France |
| <i>FRE1</i> | <i>Nord-Pas-de-Calais</i> | <i>Nord-Pas-de-Calais</i> |
| <i>FRE2</i> | <i>Picardie</i> | <i>Picardie</i> |
| FRF | Grand Est | Grand Est |
| <i>FRF1</i> | <i>Alsace</i> | <i>Alsace</i> |
| <i>FRF2</i> | <i>Champagne-Ardenne</i> | <i>Champagne-Ardenne</i> |
| <i>FRF3</i> | <i>Lorraine</i> | <i>Lorraine</i> |
| FRG, <i>FRG0</i> | Pays de la Loire | Loire Region |
| FRH, <i>FRH0</i> | Bretagne | Brittany |
| FRI | Nouvelle-Aquitaine | New Aquitaine |
| <i>FRI1</i> | <i>Aquitaine</i> | <i>Aquitaine</i> |
| <i>FRI2</i> | <i>Limousin</i> | <i>Limousin</i> |
| <i>FRI3</i> | <i>Poitou-Charentes</i> | <i>Poitou-Charentes</i> |
| FRJ | Occitanie | Occitania |
| <i>FRJ1</i> | <i>Languedoc-Roussillon</i> | <i>Languedoc-Roussillon</i> |
| <i>FRJ2</i> | <i>Midi-Pyrénées</i> | <i>Midi-Pyrénées</i> |

| | | |
|----------------------|---|-----------------------------------|
| FRK | Auvergne-Rhône-Alpes | Auvergne-Rhône-Alpes |
| <i>FRK1</i> | <i>Auvergne</i> | <i>Auvergne</i> |
| <i>FRK2</i> | <i>Rhône-Alpes</i> | <i>Rhône-Alpes</i> |
| FRL, FRL0 | Provence-Alpes-Côte d’Azur | Provence-Alpes-Côte d’Azur |
| FRM, FRM0 | Corse | Corsica |
| FRY | RUP FR – régions ultrapériphériques françaises | French outermost regions |
| <i>FRY1</i> | <i>Guadeloupe</i> | <i>Guadeloupe</i> |
| <i>FRY2</i> | <i>Martinique</i> | <i>Martinique</i> |
| <i>FRY3</i> | <i>Guyane</i> | <i>French Guiana</i> |
| <i>FRY4</i> | <i>La Réunion</i> | <i>La Réunion</i> |
| <i>FRY5</i> | <i>Mayotte</i> | <i>Mayotte</i> |

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|---|--------------------------------|
| Commission de recours amiable | Amicable Settlement Board |
| Conseil d’état | Council of State |
| Conseil de prud’hommes | Employment Tribunal |
| Cour administrative d’appel | Administrative Court of Appeal |
| Cour d’appel | Court of Appeal |
| Cour d’assises | Court of Assizes |
| Cour de cassation | Court of Cassation |
| juge d’instruction | investigating judge |
| juge de proximité | local judge |
| Juridiction de proximité (abolished) | Local Court |
| Tribunal administratif | Administrative Court |
| Tribunal correctionnel | Criminal Court |
| Tribunal d’instance (abolished) | District Court |
| Tribunal de commerce | Commercial Court |
| Tribunal de grande instance (abolished) | Regional Court |
| Tribunal de police | Police Court |
| Tribunal de proximité | Local Court |
| Tribunal des affaires de sécurité sociale | Social Security Tribunal |
| Tribunal judiciaire | Ordinary Court |

Legal instruments

| | |
|-----------------|--|
| arrêté | order [regulation issued by a Minister or Prefect] |
| Code judiciaire | Judicial Code |
| décret | decree [regulation issued by the Prime Minister or the President of the Republic] |
| loi | act/law |
| ordonnance | order |
| règlement | regulation |

Germany

Full name: *Federal Republic of Germany (Bundesrepublik Deutschland).*

The full name is no longer obligatory in all contexts, as it was before reunification.

Official language: German.

Parliament: Germany has a bicameral parliament comprising the *Bundestag* (lower house) and the *Bundesrat* (upper house). Where possible, use the German terms, with an explanation when first introduced, as indicated in Section 23.10 of the [English Style Guide](#).

Geography

Cities

Use the forms *Cologne*, *Munich* and *Nuremberg*. Otherwise, retain the original spelling, including any accents (e.g. *Düsseldorf*).

Be aware that, in texts written in languages other than German, names other than the German names may be used for places in Germany (e.g. *Aachen* = *Cáchy* in Czech/Slovak, *Aix-la-Chapelle* in French, *Aquisgrana* in Italian, *Akwizgran* in Polish; *Konstanz* = *Kostnice* in Czech, *Konstancja* in Polish, *Kostnica* in Slovak; *Leipzig* = *Lipsko* in Czech/Slovak, *Lipcse* in Hungarian, *Lipsk* in Polish [not to be confused with the towns of *Lipsko* and *Lipsk* in Poland]; *Mainz* = *Mohuč* in Czech/Slovak, *Moguncja* in Polish; *Potsdam* = *Postupim* in Czech/Slovak; *Rügen* = *Rugia* in Polish; *Usedom* = *Uznam* in Polish). Where an English equivalent (e.g. *Cologne*, *Munich*) does not exist, always use the German names when writing in English.

Rivers, lakes and other bodies of water

Use *Mosel* only if the context is solely Germany, otherwise use *Moselle*. Write *Rhine* for *Rhein*. Use *Lake Constance* for *Bodensee* and write *Wattenmeer*.

Mountains

Anglicise *Alps*. Do not anglicise *Schwäbische Alb*.

Regions for statistical purposes (NUTS)

| DE | DEUTSCHLAND | GERMANY |
|------|-------------------|-------------------|
| DE1 | Baden-Württemberg | Baden-Württemberg |
| DE11 | Stuttgart | Stuttgart |
| DE12 | Karlsruhe | Karlsruhe |
| DE13 | Freiburg | Freiburg |
| DE14 | Tübingen | Tübingen |

| | | |
|----------------------|-------------------------------|--------------------------------------|
| DE2 | Bayern | Bavaria* |
| <i>DE21</i> | <i>Oberbayern</i> | <i>Upper Bavaria</i> |
| <i>DE22</i> | <i>Niederbayern</i> | <i>Lower Bavaria</i> |
| <i>DE23</i> | <i>Oberpfalz</i> | <i>Oberpfalz</i> |
| <i>DE24</i> | <i>Oberfranken</i> | <i>Oberfranken</i> |
| <i>DE25</i> | <i>Mittelfranken</i> | <i>Mittelfranken</i> |
| <i>DE26</i> | <i>Unterfranken</i> | <i>Unterfranken</i> |
| <i>DE27</i> | <i>Schwaben</i> | <i>Swabia</i> |
| DE3, DE30 | Berlin | Berlin |
| DE4, DE40 | Brandenburg | Brandenburg |
| DE5, DE50 | Bremen | Bremen* |
| DE6, DE60 | Hamburg | Hamburg* |
| DE7 | Hessen | Hessen |
| <i>DE71</i> | <i>Darmstadt</i> | <i>Darmstadt</i> |
| <i>DE72</i> | <i>Gießen</i> | <i>Giessen</i> |
| <i>DE73</i> | <i>Kassel</i> | <i>Kassel</i> |
| DE8, DE80 | Mecklenburg-Vorpommern | Mecklenburg-Western Pomerania |
| DE9 | Niedersachsen | Lower Saxony |
| <i>DE91</i> | <i>Braunschweig</i> | <i>Braunschweig</i> |
| <i>DE92</i> | <i>Hannover</i> | <i>Hannover</i> |
| <i>DE93</i> | <i>Lüneburg</i> | <i>Lüneburg</i> |
| <i>DE94</i> | <i>Weser-Ems</i> | <i>Weser-Ems</i> |
| DEA | Nordrhein-Westfalen | North Rhine-Westphalia |
| <i>DEA1</i> | <i>Düsseldorf</i> | <i>Düsseldorf</i> |
| <i>DEA2</i> | <i>Köln</i> | <i>Cologne</i> |
| <i>DEA3</i> | <i>Münster</i> | <i>Münster</i> |
| <i>DEA4</i> | <i>Detmold</i> | <i>Detmold</i> |
| <i>DEA5</i> | <i>Arnsberg</i> | <i>Arnsberg</i> |
| DEB | Rheinland-Pfalz | Rhineland-Palatinate |
| <i>DEB1</i> | <i>Koblenz</i> | <i>Koblenz</i> |
| <i>DEB2</i> | <i>Trier</i> | <i>Trier</i> |
| <i>DEB3</i> | <i>Rheinhessen-Pfalz</i> | <i>Rheinhessen-Pfalz</i> |
| DEC, DEC0 | Saarland | Saarland |
| DED | Sachsen | Saxony* |
| <i>DED2</i> | <i>Dresden</i> | <i>Dresden</i> |
| <i>DED4</i> | <i>Chemnitz</i> | <i>Chemnitz</i> |
| <i>DED5</i> | <i>Leipzig</i> | <i>Leipzig</i> |

| | | |
|----------------------------|---------------------------|---------------------------|
| DEE, <i>DEE0</i> | Sachsen-Anhalt | Saxony-Anhalt |
| DEF, <i>DEF0</i> | Schleswig-Holstein | Schleswig-Holstein |
| DEG, <i>DEG0</i> | Thüringen | Thuringia |

Anglicise traditional geographical names if the English has wide currency, e.g. *the Black Forest*, *the Ruhr*. Otherwise retain original spelling and accents.

*There is generally no need to use any longer form of the name of this state in a translation.

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|---|--|
| Amtsgericht | Local Court |
| Arbeitsgericht | Labour Court |
| Bundesarbeitsgericht | Federal Labour Court |
| Bundesfinanzhof | Federal Fiscal Court |
| Bundesgerichtshof | Federal Court of Justice |
| Bundespatentgericht | Federal Patent Court (rather than Federal Patents Court) |
| Bundessozialgericht | Federal Social Court |
| Bundesverfassungsgericht | Federal Constitutional Court |
| Bundesverwaltungsgericht | Federal Administrative Court |
| Finanzgericht | Fiscal Court |
| Landesarbeitsgericht | Higher Labour Court |
| Landessozialgericht | Higher Social Court |
| Landgericht | Regional Court |
| Oberlandesgericht | Higher Regional Court |
| Oberverwaltungsgericht (= Verwaltungsgerichtshof)* | Higher Administrative Court |
| Sozialgericht | Social Court |
| Verwaltungsgericht | Administrative Court |
| Verwaltungsgerichtshof (= Oberverwaltungsgericht)* | Higher Administrative Court |

* Each *Land* has an *Oberverwaltungsgericht*, except Baden-Württemberg, Bavaria und Hessen, each of which has a *Verwaltungsgerichtshof*.

Legal instruments

| | |
|---------------------------|--|
| Beschluss des Bundesrates | decision of the Bundesrat |
| Bundesgesetz | federal act / federal law |
| Durchführungsverordnung | implementing regulation(s) |
| Gesetz | act/law |
| Grundgesetz | Basic Law |
| (Rechts)bestimmungen | provisions (of law) / legislation / laws |
| (Rechts)verordnung | regulation* |
| (Rechts)vorschrift | (legal) provision/provision (of law) |
| (Rechts)vorschriften | provisions (of law) / legislation / laws |
| Rundschreiben | circular |

* However, when referring to a ‘Verordnung’ which has been translated into English by the German authorities, use their translation instead (usually ‘Ordinance’) if to do otherwise would cause confusion.

For English translations of German acts see [German Law Archive](#) and the BMJ website [Gesetze im Internet](#). For English translations of Decisions of the Bundesrat see [Translations of Bundesrat resolutions](#).

Subdivisions of legislative acts

In German legislation the following terminology may be used:

| | |
|---------------|----------------|
| Kapitel | Chapter |
| Teil | Part |
| Abschnitt | Section |
| § | § (or Section) |
| Artikel | Article |
| Absatz / Abs. | paragraph |
| Nummer / Nr. | subparagraph |

See also points 11.7 and 18.29 of the [English Style Guide](#). It is often simpler to reduce the naming of the parts as far as possible. So ‘§ 1 Abs. 2 Nr. 3’ may be translated as ‘§ 1(2), subparagraph 3’ (or as ‘Section 1(2), subparagraph 3’). If ‘Absatz 2’ and ‘Nr. 3’ are referred to in isolation, they may be translated as ‘paragraph (2)’ and ‘subparagraph 3’.

Government bodies and administrative divisions

| | |
|------------|---|
| Amt, Ämter | Translate as ‘authority’ (‘authorities’). This is a grouping of <i>Gemeinden</i> at a lower level than a <i>Kreis</i> . |
| Bezirk | As part of a town or city, translate as ‘borough’; as an abbreviation of <i>Regierungsbezirk</i> , see below. In references to former East Germany, do not translate, as the term does not equate to any unit in West Germany, let alone other European |

| | |
|---------------------------------------|--|
| | countries. |
| Bund | Translate as ‘Federal Government’. Translate ‘Bund und Länder’ as ‘the Federal Government and the Länder’. |
| Bundesland, Bundesländer | See <i>Land, Länder</i> below. |
| Bundesrat | Write ‘Bundesrat’. Where a gloss is considered necessary, add ‘the upper house of the German Parliament’ in brackets after the first occurrence. |
| Bundestag | Write ‘Bundestag’. Where a gloss is considered necessary, add ‘the lower house of the German Parliament’ in brackets after the first occurrence. |
| Gemeinde | Translate as ‘municipality’. |
| Gemeindeverband | Translate as ‘municipal association’. |
| Kreis | Translate as ‘district’. |
| Kreisfreie Stadt | As this is exactly the same level as a <i>Stadtkreis</i> , the translation ‘urban district’ will generally be satisfactory. Should it be necessary to distinguish between this term and a <i>Stadtkreis</i> , use ‘town constituting a district in its own right’. |
| Land, Länder | Translate as ‘federal state(s)’, adding ‘German’ if necessary for clarity, or leave the terms in German. |
| Landkreis | Translate as ‘rural district’. |
| Regierungsbezirk/ Bezirksregierung | If you translate these terms, use ‘government region / regional government’ not ‘government district / district government’, so as not to cause confusion with <i>Kreis</i> . |
| Stadtkreis | Translate as ‘urban district’. |

Law gazettes, official gazettes and official journals

| | |
|-------------------|---------------------|
| Bundesanzeiger | Federal Gazette |
| Bundesgesetzblatt | Federal Law Gazette |

Abbreviations may be dealt with as follows: when they appear for the first time, translate in full, thereafter use the German abbreviation, e.g. render *BGBI. II S. 11* on the first occasion as ‘Federal Law Gazette (*BGBI.*) II, p. 11’ and thereafter as ‘*BGBI.* II, p. 11’, render *BGBI. 1977 II S. 1452, 145* on the first occasion as ‘Federal Law Gazette (*BGBI.*) 1977 II, pp. 1452, 145’ and thereafter as ‘*BGBI.* 1977 II, pp. 1452, 145’.

Greece

Full name: *Hellenic Republic (Ελληνική Δημοκρατία)*.

Official language: Greek. For transliterating Greek, see the table (Annex 1) in the [English Style Guide](#).

Parliament: Greece has a unicameral parliament known as the *Βουλή των Ελλήνων*. It should be referred to in English as *the Hellenic Parliament*.

Geography

Cities

Use traditional English spellings for well-known cities, regions, islands, etc. – the officially recommended transcription system has not found acceptance even within the European Union and is unknown elsewhere. However, use transliteration for unfamiliar localities, and note that preference should always be given to the demotic forms of place names (where known).

Mountains

Anglicise *Pindus Mountains*.

Regions for statistical purposes (NUTS)

| EL | ΕΛΛΑΔΑ | ELLADA | GREECE |
|----------------------------|---------------------------------------|--|-----------------------------------|
| EL3, <i>EL30</i> | Αττική | Attiki | Attica |
| EL4 | Νησιά Αιγαίου, Κρήτη | Nisia Aigaiou, Kriti | Aegean Islands, Crete |
| <i>EL41</i> | <i>Βόρειο Αιγαίο</i> | <i>Voreio Aigaiou</i> | <i>North Aegean</i> |
| <i>EL42</i> | <i>Νότιο Αιγαίο</i> | <i>Notio Aigaiou</i> | <i>South Aegean</i> |
| <i>EL43</i> | <i>Κρήτη</i> | <i>Kriti</i> | <i>Crete</i> |
| EL5 | Βόρεια Ελλάδα | Voreia Ellada | North Greece |
| <i>EL51</i> | <i>Ανατολική Μακεδονία, Θράκη</i> | <i>Anatoliki Makedonia, Thraki</i> | <i>East Macedonia, Thrace</i> |
| <i>EL52</i> | <i>Κεντρική Μακεδονία</i> | <i>Kentriki Makedonia</i> | <i>Central Macedonia</i> |
| <i>EL53</i> | <i>Δυτική Μακεδονία</i> | <i>Dytiki Makedonia</i> | <i>West Macedonia</i> |
| <i>EL54</i> | <i>Ήπειρος</i> | <i>Ipeiros</i> | <i>Epirus</i> |
| EL6 | Κεντρική Ελλάδα | Kentriki Ellada | Central Greece* |
| <i>EL61</i> | <i>Θεσσαλία</i> | <i>Thessalia</i> | <i>Thessaly</i> |
| <i>EL62</i> | <i>Ιόνια Νησιά</i> | <i>Ionia Nisia</i> | <i>Ionian Islands</i> |
| <i>EL63</i> | <i>Δυτική Ελλάδα</i> | <i>Dytiki Ellada</i> | <i>Western Greece</i> |
| <i>EL64</i> | <i>Στερεά Ελλάδα</i> | <i>Stereia Ellada</i> | <i>Central Greece*</i> |
| <i>EL65</i> | <i>Πελοπόννησος</i> | <i>Peloponnisos</i> | <i>Peloponnese</i> |

* Make it clear whether you are referring to the statistical region (EL6) or wider geographical area of *Κεντρική Ελλάδα (Kentriki Ellada)* (NB NUTS regions, when referred to as such, are not

translated – see below), or to *Στερεά Ελλάδα (Sterea Ellada)*, which is more likely to be referred to as an administrative region (περιφέρεια). One solution would be to use the English translation, followed by a transliteration of the Greek name in brackets: *Central Greece (Kentriki Ellada) / Central Greece (Sterea Ellada)*.

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|-------------------------------|--|
| Άρειος Πάγος | Supreme Court |
| Διοικητικό Εφετείο | administrative court of appeal |
| Διοικητικό Πρωτοδικείο | administrative court of first instance |
| Ειρηνοδικείο | district civil court |
| Εισαγγελία | public prosecutor’s office |
| Εισαγγελία Αρείου Πάγου | office of the public prosecutor at the Supreme Court |
| Εισαγγελία Εφετών | office of the public prosecutor at a court of appeal |
| Εισαγγελία Πρωτοδικών | office of a public prosecutor at a court of first instance |
| Ελεγκτικό Συνέδριο | Court of Auditors |
| Εφετείο | court of appeal |
| Ποινικό Εφετείο | criminal appeal court |
| Ποινικό Πρωτοδικείο | criminal court of first instance |
| Πολιτικό Εφετείο | civil appeal court |
| Πολιτικό Πρωτοδικείο | civil court of first instance |
| Πρωτοδικείο | court of first instance |
| Πταισματοδικείο | district criminal court |
| Συμβούλιο της Επικρατείας | Council of State |
| Τακτικό Διοικητικό Δικαστήριο | ordinary administrative court |

Legal instruments

| | |
|--------------------|---------------------|
| νόμος | act/law |
| προεδρικό διάταγμα | presidential decree |
| αναγκαστικός νόμος | emergency act/law |
| εγκύκλιος | circular order |

Administrative divisions

| | |
|------------------------|---------------------------------|
| κοινότητα | community |
| δημοτική ενότητα | municipal unit |
| δήμος | municipality |
| νομός | prefecture (<i>obsolete*</i>) |
| περιφερειακή ενότητα | regional unit |
| περιφέρεια | region |
| αποκεντρωμένη διοίκηση | decentralised administration |

The old prefectures were abolished and/or transformed into regional units in [2011](#).

Law gazettes, official gazettes and official journals

| | |
|---|--|
| Εφημερίδα της Κυβερνήσεως | Government Gazette |
| Τεύχος Πρώτο e.g. ΦΕΚ Α 164/14-07-2000 | Series I e.g. Government Gazette, Series I, No 164, 14.7.2000, or GG I/164 of 14.7.2000 |
| Τεύχος Δεύτερο e.g. ΦΕΚ 379B'/25-02-2004 | Series II e.g. Government Gazette, Series II, No 379, 25.2.2004, or GG II/379 of 25.2.2004 |

Hungary

Full name: *Hungary (Magyarország)*.

Official language: Hungarian.

Parliament: Hungary has a unicameral parliament known as the *Országgyűlés*. It should be referred to in English as *the National Assembly (of Hungary)* or *the (Hungarian) Parliament*.

Geography

Cities

Always use the Hungarian names of cities (retaining any accents) when writing in English.

Lakes

Write *Lake Balaton* for *Balaton*.

Regions for statistical purposes (NUTS)

| HU | MAGYARORSZÁG | HUNGARY |
|-------------|---------------------------|------------------------------|
| HU1 | Közép-Magyarország | Central Hungary |
| <i>HU11</i> | <i>Budapest</i> | <i>Budapest</i> |
| <i>HU12</i> | <i>Pest</i> | <i>Pest</i> |
| HU2 | Dunántúl | Transdanubia |
| <i>HU21</i> | <i>Közép-Dunántúl</i> | <i>Central Transdanubia</i> |
| <i>HU22</i> | <i>Nyugat-Dunántúl</i> | <i>West Transdanubia</i> |
| <i>HU23</i> | <i>Dél-Dunántúl</i> | <i>South Transdanubia</i> |
| HU3 | Alföld és Észak | Great Plain and North |
| <i>HU31</i> | <i>Észak-Magyarország</i> | <i>North Hungary</i> |
| <i>HU32</i> | <i>Észak-Alföld</i> | <i>North Great Plain</i> |
| <i>HU33</i> | <i>Dél-Alföld</i> | <i>South Great Plain</i> |

The above table is based on [NUTS](#) – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|---|---|
| Alkotmánybíróság | Constitutional Court |
| Budapest Környéki Törvényszék | Budapest Environs Regional Court |
| Budapest Környéki Törvényszék Cégbírósága | Company Court of Budapest Environs Regional Court |
| Fővárosi Ítéltábla | Budapest-Capital Regional Court of Appeal |
| Fővárosi Törvényszék | Budapest-Capital Regional Court* |
| Fővárosi Törvényszék Cégbírósága | Company Court of Budapest-Capital Regional Court |
| [Székhely]-i Ítéltábla | [Seat] Regional Court of Appeal |
| járásbíróság | district court* |
| katonai tanács | military tribunal |
| közigazgatási és munkaügyi bíróság | administrative and labour court |
| Kúria** | Curia of Hungary |
| Országos Bírói Tanács (OBT) | National Judicial Council (NJC) |
| Országos Bírósági Hivatal (OBH) | National Office for the Judiciary (NOJ) |
| [Székhely]-i Törvényszék | [Seat] Regional Court |
| [Székhely]-i Törvényszék Cégbírósága | Company Court of the [Seat] Regional Court |

* the Council of Europe uses 'Tribunal'

** replaced *Legfelsőbb Bíróság* (Supreme Court) on 1 January 2012

Legal instruments

| | |
|----------------------------------|-------------------------|
| Helyi önkormányzati rendelet | Local Government Decree |
| Kormányrendelet (Korm. rendelet) | Government Decree |
| Miniszteri rendelet | Ministerial Decree |
| Rendelet | Decree |
| Törvény | Act |
| Törvényerejű rendelet | Decree-Law |
| Végrehajtási rendelet | Implementing Decree |

Subdivisions of legislative acts¹

| Hungarian | In running text – HU | English | In running text – EN |
|-----------------------|---|--------------|---|
| albekezdés | <i>Numbered:</i> (1) albekezdés <i>Not numbered:</i> első albekezdés | subparagraph | <i>Numbered:</i> subparagraph 1* <i>Not numbered:</i> first subparagraph |
| alcím | 1. alcím | subheading | subheading 1** |
| alpont | ab) alpont | subpoint | subpoint (ab)* |
| bekezdés | <i>Numbered:</i> (1) bekezdés <i>Not numbered:</i> első bekezdés | paragraph | <i>Numbered:</i> paragraph 1* <i>Not numbered:</i> first paragraph |
| cikk | 1. cikk | Article | Article 1 |
| Fejezet | I. Fejezet | Chapter | Chapter I |
| franciabekezdés | első franciabekezdés | indent | first indent |
| Függelék | 1. Függelék | Appendix | Appendix 1 |
| Könyv | Első Könyv | Book | Book One |
| Melléklet | 1. Melléklet | Annex | Annex 1 |
| paragrafus => szakasz | | | |
| pont | a) pont | point | point (a)* / *** |
| Rész | I. Rész | Part | Part I |
| szakasz / § | 1. § | Section | Section 1 |

* When mentioned together with one or more higher subdivisions, mention only the higher/highest subdivision in English:

61. § (2) bekezdés = Section 61(2)
 11. § (c) bekezdés (1) albekezdés = Section 11(c)(1)
 d) pont (iii) alpontja = point (d)(iii)
 1. § (1) bekezdés j) és r) pontja = Section 1(1)(j) and (r)

** ‘Alcím’ can also be translated as ‘heading’, ‘title’ [as there is no subdivision ‘cím’ in Hungarian national legislation] or ‘subtitle’. Just be consistent. Do not translate as ‘chapter’, as that is already covered by ‘fejezet’.

*** When ‘point’ forms part of an annex, keep the word in English, as follows:
 X. melléklet a) pontja = point (a) of Annex X / Annex X, point (a)

Law gazettes, official gazettes and official journals

References to the *Magyar Közlöny* should be as follows: on first mention, ‘the Hungarian Official Gazette [*Magyar Közlöny*]’; for all further references in the same text, ‘the Hungarian Official Gazette’.

¹ For the hierarchy of subdivisions of Hungarian legislation, see the following decree, in particular Section 36: [MK182 \(kozlonyok.hu\)](https://www.kozlonyok.hu).

Other points to note when translating from Hungarian to English

Legislation

As mentioned under ‘Legal Instruments’ above, *Törvény* is translated as ‘Act’, *Rendelet* as ‘Decree’. Use the following model to translate the title of an act or decree (or any other legal instrument, though those two are by far the most common):

Acts

Az atomenergiáról szóló 1996. évi CXVI. törvény

Act CXVI of 1996 on atomic energy

In further references to the act within the same text, the Hungarian author may use an abbreviation, e.g. ‘Atv.’ for the above act. Do not use that abbreviation, or coin a new one, in English. Rather, say ‘Act CXVI of 1996’ [leaving out ‘on atomic energy’] or, if the title of the act is short enough, as is the case here, use the more English-sounding ‘Atomic Energy Act’. In the latter case, define it on first mention, i.e.

Act CXVI of 1996 on atomic energy (‘the Atomic Energy Act’)

Decrees

Az innovációért és technológiáért felelős miniszter 44/2020. (XI. 19.) ITM rendelete a vasúti járművek karbantartási rendszeréről és a karbantartásáért felelős szervezetekről

Decree No 44/2020 of 19 November 2020 of the Minister for Innovation and Technology on the maintenance system for railway vehicles and the entities in charge of maintenance

In further references to decrees within the same text, again the Hungarian author may use an abbreviation. As with acts above, do not use that abbreviation or coin one in English. Rather, use ‘Decree No 44/2020’ (no need to define it on first mention); there may well be more than one decree with the same number and year from different ministers, but it should be clear from the context which minister is involved, so there is no need to repeat the minister’s title. If there is only one decree referred to in the text, use ‘the Decree’. In practice, the titles of decrees are quite long, so it will be difficult to refer to it with a more English-sounding title along the lines of ‘the Atomic Energy Act’ above.

You may find that the background document(s) (e.g. a letter of formal notice or other correspondence from the Commission) use(s) the Hungarian abbreviation of an act or decree. It is still preferable to use the above model in your translation.

Translating amending legislation

When translating Hungarian amending legislation, follow the model for EU legislation in Section 18 of the [Joint Practical Guide](#). In particular, do not use ‘shall’ in declarative provisions (see also point 10.28 of the [English Style Guide](#)):

A Vet. 146/A. § (3) bekezdése helyébe a következő rendelkezés lép:

☹ *Section 146/A(3) of the Electricity Act **shall be** replaced by the following:*

☺ *Section 146/A(3) of the Electricity Act **is** replaced by the following:*

Translating *a továbbiakban* in non-legal texts

It is common practice for Hungarian authors to define things using the expression *a továbbiakban*. The English equivalent, ‘hereinafter’, ‘hereunder’, etc., should be avoided in non-legal texts, i.e. texts other than laws, contracts, etc. Where it occurs in administrative correspondence, it is better to omit it altogether from your translation, as it sounds overly formal in English. If you really think something needs to be defined on first mention, then do so without using this formal expression, for example:

Az Európai Adatvédelmi Testület hangsúlyozza, hogy az általános adatvédelmi rendelet és a 2002/58/EK irányelv (a továbbiakban: az irányelv)...

☹ *The EDPB emphasises that the GDPR and Directive 2002/58/EC (**hereinafter ‘the Directive’**)...*

☺ *The EDPB emphasises that the GDPR and Directive 2002/58/EC (**‘the Directive’**)...*

That said, there is no need to abbreviate on first mention words that are frequently defined in Hungarian correspondence such as ministries, authorities or even the European Commission:

*Hivatkozással az **Európai Bizottság** (a továbbiakban: **Bizottság**) által az energiahatékonyságról szóló 2012/27/EU irányelv módosításáról szóló, 2018. december 11-i (EU) 2018/2002 európai parlamenti és tanácsi irányelv (a továbbiakban: **irányelv**) átültetése bejelentésének hiánya miatt 2020/0530. számon indított kötelezettségszegési eljárásban 2020. november 23-án érkezett hivatalos felszólításban foglaltakra, Magyarország Kormánya részéről a következőkről tájékoztatom.*

*On behalf of the Hungarian Government, I wish to report the following in reply to the letter of formal notice received on 23 November 2020 in infringement procedure 2020/0530 launched by the **European Commission** for failure to notify the transposition of Directive (EU) 2018/2002 of the European Parliament and of the Council of 11 December 2018 amending Directive 2012/27/EU on energy efficiency (**‘the Directive’**).*

EU Pilot programme

In correspondence in an EU Pilot or an infringement case, there is no need to explain what the EU Pilot programme is, as the Hungarian authorities do:

A kötelezettségszegési eljárások számát mérsékelni hivatott EU Pilot programon keresztül az Európai Bizottság (a továbbiakban: Bizottság) 2019. január 18-án megkeresést intézett a magyar Kormányhoz a magyar jogszabályok 165/2014/EU rendelet 41. cikkével való összeegyeztethetőségével kapcsolatban.

☹️ *On 18 January 2019, the European Commission sent the Hungarian Government an enquiry under the **EU Pilot programme aimed at reducing the number of infringement procedures** regarding the incompatibility of Hungarian legislation with Article 41 of Regulation (EU) No 165/2014.*

😊 *On 18 January 2019, the European Commission sent the Hungarian Government an enquiry under the **EU Pilot programme** regarding the incompatibility of Hungarian legislation with Article 41 of Regulation (EU) No 165/2014.*

Not repeating the opening salutation

It is common in Hungarian correspondence to repeat the opening salutation, e.g. *Tisztelt Biztos Úr!/Tisztelt Biztos Asszony!* one or more times in the course of the correspondence. The opening salutation should not be repeated in your English translation.

Iceland

Full name: Iceland (*Ísland*).

Although Iceland is a republic and is sometimes referred to as the *Republic of Iceland*, the official name of the country is simply *Iceland*.

Official language: Icelandic.

Parliament: Iceland has a unicameral parliament called *Alþingi* in Icelandic. The English-language website of Alþingi is not consistent on how this should be anglicised (using both *Althingi* and *Althing*). Use *Althingi*, as this reflects pronunciation in modern Icelandic. Alternatively, write *the Icelandic Parliament* (also used on the Althingi website).

Althingi is headed by a *Speaker* and *Deputy Speakers*. Its website has an [English section](#) containing a good deal of reliable information on many aspects of its operations.

Geography

Cities and towns

Write *Reykjavik* (without diacritic) for *Reykjavík*, Iceland's only city. All other inhabited areas are towns or villages, and should be written with all diacritics and special characters, e.g. *Egilsstaðir*, *Hafnarfjörður*.

Reykjavik and six neighbouring municipalities (Garðabær, Hafnarfjörður, Kjósarhreppur, Kópavogur, Mosfellsbær and Seltjarnarnes) form an area known in Icelandic as *Höfuðborgarsvæðið*. Write *Greater Reykjavik* in general contexts or *the Capital Region* (literal translation) when referring specifically to the NUTS-3 region (see 'Regions for statistical purposes' below).

Note that postal addresses are often given in the dative case in Icelandic, even when standing alone, i.e. not only in running text where the syntax requires a dative case. These should be put in the nominative case in English texts, where possible.

Rivers, lakes, mountains, volcanoes, glaciers, national parks

All Icelandic rivers, lakes, mountains, volcanoes and glaciers should be written with all diacritics and special characters, e.g. *Markarfljót*, *Bárðarbunga*, *Eyjaflallajökull*.

Iceland's three national parks should be written in English as follows:

| | |
|-------------------------------------|-------------------------------------|
| Vatnajökulsþjóðgarður | Vatnajökull National Park |
| Þjóðgarðurinn Snæfellsjökull | Snæfellsjökull National Park |
| Þjóðgarðurinn Þingvöllum | Þingvellir National Park |

Regions

There are two administrative levels in Iceland: the State (*ríki*) and the ‘municipalities’ (*sveitarfélög*), of which there are currently 69. Write all municipality names with all diacritics and special characters. Municipality names very often appear in the genitive case in Icelandic collocations. To find the nominative forms, see ‘[Íslensk sveitarfélög fyrr og síðar](#)’ on Icelandic Wikipedia (current municipalities in bold).

In general, rural municipalities are run by a *sveitarstjórn* (municipal council), while municipalities based around larger towns are run by a *bæjarstjórn* (town council). Translate *Borgarstjórn Reykjavíkur* as *Reykjavik City Council*. The heads of such councils are known as *sveitarstjóri*, *bæjarstjóri* or *borgarstjóri*, respectively, all of which may be translated as *mayor* in English.

For electoral purposes, Iceland is divided into six ‘constituencies’ (*kjördæmi*).

| ÍSLAND | ICELAND |
|---------------------------------------|-------------------------------------|
| Kjördæmi | Constituencies |
| <i>Norðausturkjördæmi</i> | <i>North-East Constituency</i> |
| <i>Norðvesturkjördæmi</i> | <i>North-West Constituency</i> |
| <i>Reykjavíkurborgkjördæmi norður</i> | <i>Reykjavik North Constituency</i> |
| <i>Reykjavíkurborgkjördæmi suður</i> | <i>Reykjavik South Constituency</i> |
| <i>Suðurborgkjördæmi</i> | <i>South Constituency</i> |
| <i>Suðvesturkjördæmi</i> | <i>South-West Constituency</i> |

Regions for statistical purposes (corresponding to NUTS)

| IS, ISO, IS00 | ÍSLAND | ICELAND |
|---------------------|------------------|-----------------|
| IS001 | Höfuðborgarsvæði | Capital Region |
| IS002 | Landsbyggð | Rest of Iceland |

The above table is based on Eurostat’s [coding of statistical regions for EFTA countries](#), corresponding to [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, and corresponding regions in EFTA countries, when referred to as such, are *not* translated. The translations should be used only in other contexts. Iceland is divided into two level 3 regions, shown in plain font in the above table.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|--------------------------------|--|
| Hæstiréttur | Supreme Court |
| Héraðsdómur | District Court |
| <i>Héraðsdómur Reykjavíkur</i> | <i>Reykjavik District Court</i> |
| Félagsdómur | Labour Court |
| Landsdómur | National Court* |
| Landsréttur | Court of Appeal |
| Rannsóknarnefnd (Alþingis) | Special Investigation Commission (of Althingi/of the Icelandic Parliament) |
| Ríkissaksóknari | State Prosecutor |

* Iceland's *National Court* is a special high court for trying cases of alleged ministerial misconduct. As the accepted English name is not very transparent, an explanation of the role of the court may be helpful in English texts.

Legal instruments

| | |
|--------------|--------------------------|
| stjórnarskrá | constitution |
| lög* | act |
| reglugerð | regulation |
| lagafrumvarp | bill |
| þingsályktun | parliamentary resolution |

* The Icelandic word 'lög' is grammatically plural even when referring to one legal instrument. Care must be taken when translating into English as regards whether one legal instrument or several are meant.

Subdivisions of legislative acts

| | |
|-------------------|-----------|
| kafli | chapter |
| grein (gr.) | article |
| málgrein (mgr.) | paragraph |
| málslíður (máls.) | sentence |

NB: Iceland cites legal subdivisions in ascending order of 'size', e.g. '1. máls. 2. mgr. 72. gr. Stjórnarskrárinnar' = 'the first sentence of Article 72(2) of the Constitution'.

Government ministries

| Ríkisstjórn | Government |
|--|--|
| <i>Forsætisráðuneytið</i> | <i>Prime Minister's Office</i> |
| <i>Dómsmálaráðuneytið</i> | <i>Ministry of Justice</i> |
| <i>Félags- og vinnumarkaðsráðuneytið</i> | <i>Ministry of Social Affairs and Labour</i> |
| <i>Fjármála- og efnahagsráðuneytið</i> | <i>Ministry of Finance and Economic Affairs</i> |
| <i>Háskóla-, iðnaðar- og</i> | <i>Ministry of Higher Education, Science and</i> |

| | |
|---|--|
| <i>nýsköpunarráðuneytið</i> | <i>Innovation</i> |
| <i>Heilbrigðisráðuneytið</i> | <i>Ministry of Health</i> |
| <i>Innviðaráðuneytið</i> | <i>Ministry of Infrastructure</i> |
| <i>Matvælaráðuneytið</i> | <i>Ministry of Food, Agriculture and Fisheries</i> |
| <i>Menningar- og viðskiptaráðuneytið</i> | <i>Ministry of Culture and Business Affairs</i> |
| <i>Mennta- og barnamálaráðuneytið</i> | <i>Ministry of Education and Children</i> |
| <i>Umhverfis-, orku- og loftslagsráðuneytið</i> | <i>Ministry of the Environment, Energy and Climate</i> |
| <i>Utanríkisráðuneytið</i> | <i>Ministry of Foreign Affairs</i> |

Law gazettes, official gazettes and official journals

Translate *Stjórnartíðindi* as *the (Icelandic) Government Gazette*. It is made up of three sections. Section A contains legal acts enacted by Althingi, Section B contains secondary legislation issued by ministers, announcements from public agencies and municipalities, etc., and Section C contains international treaties, including bilateral agreements.

There is also the *Lögbirtingablað*, which contains official notices and other legal announcements (e.g. vacancy notices for senior offices, notices of issuance of licences, opening of bankruptcy procedures). Translate as *the (Icelandic) Law Gazette*.

Ireland

Full name: *Ireland (Éire).*

Ireland is the full name laid down in the Irish Constitution; *Éire* (the name in Irish) and *Republic of Ireland / Irish Republic* are incorrect in English.

Official languages: English and Irish.

Irish should not be referred to as ‘Gaelic’; the terms are not synonymous because Gaelic can also mean Scots Gaelic.

Parliament and government: Ireland has a bicameral parliament. The Irish Parliament or *Oireachtas* is made up of *the President*, *Dáil Éireann* (lower house) and *Seanad Éireann* (upper house). *Dáil Éireann* and *Seanad Éireann* are the official names in English as well as Irish. In most documents *Dáil Éireann* and *Seanad Éireann* should be written out in full on first occurrence and subsequently abbreviated to *the Dáil* and *the Seanad*. The head of government (prime minister) is the *Taoiseach* and the deputy head of government is the *Tánaiste*. These are the official titles in English as well as Irish.

Geography

The term *Britain and Ireland*, rather than *the British Isles*, is used in the geographical sense of Britain, Ireland and the surrounding islands. *The island of Ireland* is very widely used to refer to the whole of Ireland as opposed to the state of Ireland.

Place names

Use the English names of cities, towns, other settlements and geographical features except if they are located in Irish-speaking ([Gaeltacht](#)) areas, in which case the official Irish-language versions of place names should be used, followed by the English names in brackets where necessary to aid comprehension. However, use both names (separated by a forward slash) for *Dingle / Daingean Uí Chúis*.

The official Irish-language versions of place names are set out in Placenames Orders that implement the Official Languages Act 2003 (for the Irish-speaking areas, these are the [Placenames \(Ceantair Ghaeltachta\) Order 2004](#) and the [Placenames \(Ceantair Ghaeltachta\) Order 2011](#)).

A full list of English and Irish names can be found in the [Placenames Database of Ireland](#). Entries for places which are located in the Gaeltacht include the note ‘This is in the Gaeltacht’ under the ‘Properties’ heading. If possible, consult an Irish speaker in order to determine correct usage in case of doubt.

Regions for statistical purposes (NUTS)

| IE, IE0 | IRELAND |
|--------------------|-----------------------------|
| <i>IE04</i> | <i>Northern and Western</i> |
| IE041 | Border |
| IE042 | West |
| <i>IE05</i> | <i>Southern</i> |
| IE051 | Mid-West |
| IE052 | South-East |
| IE053 | South-West |
| <i>IE06</i> | <i>Eastern and Midland</i> |
| IE061 | Dublin |
| IE062 | Mid-East |
| IE063 | Midland |

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. In the table, region levels 2 and 3 are shown in italic and plain font, respectively.

Italy

Full name: *Italian Republic (Repubblica Italiana).*

Official language: Italian.

Parliament: Italy has a bicameral parliament, consisting of *the Chamber of Deputies (Camera dei Deputati)*, which is directly elected, and *the Senate (Senato della Repubblica)*, whose members are directly elected on a regional basis, plus a few life members. Particularly in the Italian press, the two parliamentary houses are often referred to by the names of their respective buildings: the Chamber of Deputies as (*Palazzo*) *Montecitorio* and the Senate as *Palazzo Madama*. Similarly, *Il Quirinale* is used for the President of the Republic, *Palazzo Chigi* for the Prime Minister's Office, *La Farnesina* for the Ministry of Foreign Affairs, *Il Viminale* for the Ministry of the Interior and *Il Campidoglio* for the administration/mayor of Rome. In English, the names of the buildings are not used and are replaced by the institutions they stand for.

Geography

Cities

Use the English spellings *Florence, Genoa, Milan, Naples, Rome, Turin, Venice.*

Rivers and lakes

Write *Tiber* for *Tevere* and *Lake Maggiore* for *Lago Maggiore*.

Islands

Use *Sicily* and *Sardinia*.

Seas

Write *Tyrrhenian* and *Adriatic*.

Mountains

Write *Alps, Apennines* (one *p*) and *Dolomites*.

Regions for statistical purposes (NUTS)

| IT | ITALIA | ITALY |
|-------------|-------------------------------------|----------------------|
| ITC | Nord-Ovest | North-West |
| <i>ITC1</i> | <i>Piemonte</i> | <i>Piedmont</i> |
| <i>ITC2</i> | <i>Valle d'Aosta/Vallée d'Aoste</i> | <i>Valle d'Aosta</i> |
| <i>ITC3</i> | <i>Liguria</i> | <i>Liguria</i> |
| <i>ITC4</i> | <i>Lombardia</i> | <i>Lombardy</i> |

| ITF | Sud | South |
|-------------|---|---------------------------------------|
| <i>ITF1</i> | <i>Abruzzo</i> | <i>Abruzzo</i> |
| <i>ITF2</i> | <i>Molise</i> | <i>Molise</i> |
| <i>ITF3</i> | <i>Campania</i> | <i>Campania</i> |
| <i>ITF4</i> | <i>Puglia</i> | <i>Puglia</i> |
| <i>ITF5</i> | <i>Basilicata</i> | <i>Basilicata</i> |
| <i>ITF6</i> | <i>Calabria</i> | <i>Calabria</i> |
| ITG | Isole | Islands |
| <i>ITG1</i> | <i>Sicilia</i> | <i>Sicily</i> |
| <i>ITG2</i> | <i>Sardegna</i> | <i>Sardinia</i> |
| ITH | Nord-Est | North-East |
| <i>ITH1</i> | <i>Provincia Autonoma di Bolzano/Bozen*</i> | <i>Autonomous Province of Bolzano</i> |
| <i>ITH2</i> | <i>Provincia Autonoma di Trento*</i> | <i>Autonomous Province of Trento</i> |
| <i>ITH3</i> | <i>Veneto</i> | <i>Veneto</i> |
| <i>ITH4</i> | <i>Friuli-Venezia Giulia</i> | <i>Friuli-Venezia Giulia</i> |
| <i>ITH5</i> | <i>Emilia-Romagna</i> | <i>Emilia-Romagna</i> |
| ITI | Centro | Centre |
| <i>ITI1</i> | <i>Toscana</i> | <i>Tuscany</i> |
| <i>ITI2</i> | <i>Umbria</i> | <i>Umbria</i> |
| <i>ITI3</i> | <i>Marche</i> | <i>Marche</i> |
| <i>ITI4</i> | <i>Lazio</i> | <i>Lazio</i> |

* These two autonomous provinces form the region of *Trentino-Alto Adige*. The name of that region stays in Italian. *Provincia Autonoma di Bolzano/Bozen* or *Alto Adige* should not be rendered as *Südtirol* or *South Tyrol*. Those terms should be used in English only if the Italian original uses *Sud Tirolo*, *Sudtirolo* or *Tirolo del Sud*.

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

National government

| | |
|---|--|
| Presidente del Consiglio dei Ministri / Presidente del Consiglio / Premier | Prime Minister |
| Presidenza del Consiglio dei Ministri | Prime Minister’s Office |
| Consiglio dei Ministri | Cabinet |
| Cabinet ministers¹ | |
| For cabinet ministers, please use the Council of the European Union’s official translations given on EUWhoiswho . | |
| Ministri senza portafoglio | Ministers without portfolio² |
| For ministers without portfolio, please use the Council of the European Union’s official translations given on EUWhoiswho . | |
| Other national government bodies and officers | |
| Dipartimento della funzione pubblica | Department of Public Administration |
| Dipartimento per le politiche europee | Department of European Policy |

| | |
|--|--|
| Sottosegretario di Stato alla Presidenza del Consiglio dei Ministri con funzioni di Segretario del Consiglio medesimo | State Secretary, Prime Minister's Office (Cabinet Secretary) |
| Struttura di missione per le procedure d'infrazione alla normativa UE (usually referred to simply as Struttura di missione per le procedure di infrazione) | Office for Infringement Proceedings |
| Sottosegretario di Stato | State Secretary |

¹ Use the preposition 'for' for ministers and 'of' for ministries, i.e. *Minister for Foreign Affairs and International Cooperation* but *Ministry of Foreign Affairs and International Cooperation*. Otherwise translate the names of ministries in the same way as the ministers' titles given in the table.

² Ministers without portfolio come under the Prime Minister's Office and are not members of the Cabinet.

Regional and local government

Italy is subdivided into 20 regions, including five regions with special status (Sicily, Sardinia, Valle d'Aosta, Friuli-Venezia Giulia and Trentino-Alto Adige). Regions are level 2 in the NUTS classification (see *Regions for statistical purposes (NUTS)* above). The regions are subdivided into provinces and metropolitan cities, which are equivalent NUTS level 3 entities. The region of Trentino-Alto Adige is subdivided into two autonomous provinces with significant powers (Trento and Bolzano). Provinces are further subdivided into municipalities.

| Subdivisions | |
|--|---|
| Regione | Region |
| Regione a statuto speciale | Region with special status |
| Regione a stuto ordinario | Region with ordinary status |
| Provincia | Province |
| Provincia autonoma | Autonomous province |
| Città metropolitana | Metropolitan city |
| Libero consorzio comunale (the equivalent of the Provincia in Sicily) | Free association of municipalities |
| Ente di decentramento regionale (the equivalent of the Provincia in Friuli-Venezia Giulia) | Regional decentralised authority |
| Comune | Municipality |
| Municipio (referring to an urban subdivision of a large city) ¹ | District |
| Frazione | Translation depends on context ² |
| Organs and officers of regions | |
| Giunta regionale | Regional executive |
| Consiglio regionale | Regional council |

| | |
|--|---|
| Assemblea legislativa (the equivalent of the Consiglio regionale in Emilia-Romagna and Umbria) | Legislative assembly |
| Assemblea regionale siciliana (the equivalent of the Consiglio regionale in Sicily) | Sicilian Regional Assembly |
| Assessorato regionale [al/alla ...] | Regional department [for ...] (do not translate as ministry) |
| Presidente della Giunta regionale (often referred to as the Presidente della Regione) | President of the Regional Executive (often referred to as the President of the Region) |
| Assessore regionale [al/alla ...] | Regional Minister [for ...] (depending on context, this may also be translated as Member of the Regional Executive [responsible for ...]) |
| Presidente del Consiglio regionale | President of the Regional Council |
| Consigliere regionale | Regional councillor |
| Organs and officers of provinces | |
| Giunta provinciale | Provincial executive ³ |
| Consiglio provinciale | Provincial council |
| Assemblea dei sindaci | Assembly of mayors |
| Presidente della Provincia | President of the Province |
| Assessore provinciale [al/alla ...] | Member of the Provincial Executive [responsible for ...] (do not translate as minister) |
| Consigliere provinciale | Provincial councillor |
| Segretario provinciale | Provincial secretary |
| Organs and officers of metropolitan cities | |
| Consiglio metropolitano | Metropolitan council |
| Conferenza metropolitana ⁴ | Metropolitan conference |
| Sindaco metropolitano | Metropolitan mayor |
| Conferenza dei consiglieri delegati | Conference of delegated councillors |
| Organs and officers of municipalities | |
| Giunta comunale | Municipal executive |
| Consiglio comunale | Municipal council |
| Sindaco | Mayor |
| Assessore comunale [al/alla ...] | Member of the Municipal Executive [responsible for ...] (do not translate as minister) |
| Consigliere comunale | Municipal councillor |
| Segretario comunale | Municipal secretary |
| Rome | |
| Roma Capitale ⁵ | Rome or Municipality of Rome (if the context requires that the specific term be used, leave |

| | |
|--|---|
| | Roma Capitale untranslated) |
| Giunta Capitolina / Giunta Capitolina di Roma Capitale | City of Rome Executive |
| Assemblea Capitolina / Assemblea Capitolina di Roma Capitale | City of Rome Assembly |
| Other bodies | |
| Associazione nazionale comuni italiani (ANCI) | National Association of Italian Municipalities |
| Comunità montana | Mountain community |
| Comunità isolana | Island community |
| Conferenza Permanente per i rapporti tra lo Stato, le Regioni e le Province autonome di Trento e Bolzano (sometimes abbreviated to Conferenza Stato-Regioni) | Standing Conference for Relations between the State, the Regions and the Autonomous Provinces of Trento and Bolzano (sometimes abbreviated to State-Regions Conference) |
| Conferenza Stato-città ed autonomie locali | Conference for Relations between the State and Cities and Local Authorities |
| Conferenza unificata (this brings together the Conferenze in the preceding two entries) | Joint Conference |
| Prefetto ⁶ | Prefect |
| Prefettura - Ufficio territoriale del Governo | Prefecture – Government Local Office |
| Unione di comuni | Union of municipalities |
| Unione delle Province d'Italia (UPI) | Union of Italian Provinces |
| UO / U.O. / Unità operativa ⁷ | Unit |

¹ The word *municipio* can also be used to refer to a municipality's town hall, also known as the *casa comunale*.

² A *frazione* is a subdivision of a municipality. It generally refers to a village within a municipality that is separate from the main town after which the municipality is named. However, it can be as small as a cluster of houses or, in exceptional cases, as large as a town in its own right. Not all municipalities have *frazioni*. Possible translations include *hamlet*, *village*, *district*, *subdivision*, etc. depending on the context.

³ *Giunte provinciali* no longer exist in provinces in regions with ordinary status.

⁴ Composed of the metropolitan mayor and the mayors of all of the municipalities in the metropolitan city.

⁵ Note that *Roma Capitale* refers to the municipality of Rome, whereas *Città metropolitana di Roma Capitale* refers to the Metropolitan City of Rome, i.e. the municipality of Rome and all of the other municipalities in the metropolitan city. *Roma Capitale* should not be translated as Metropolitan City of Rome unless it is clear from the context that the author has made a mistake and meant to refer to the metropolitan city rather than the municipality.

⁶ The *prefetto* is the representative of national government in the provinces and metropolitan cities and is therefore not strictly speaking a local government official.

⁷ Local government bodies are often broken down into *unità operative*, often abbreviated to *UO*. This designation also sometimes appears in national government bodies and other public bodies.

Judicial bodies

See also the general advice on translating **names of bodies** in points 5.8-5.13 of the [English Style Guide](#).

| | |
|---|--|
| Avvocatura dello Stato | State Legal Office |
| Avvocatura Generale dello Stato ¹ | |
| Commissione Tributaria Provinciale / Distrettuale / Regionale | Provincial / District / Regional Tax Court |
| Consiglio di giustizia amministrativa per la Regione Siciliana | Council of Administrative Justice for the Region of Sicily |
| Consiglio di Stato (Sezione Giurisdizionale) / (Adunanza Plenaria / Ad. Plen.) | Council of State (Judicial Division) / (Plenary Session) |
| Consiglio Superiore della Magistratura | Superior Council of the Judiciary |
| Consulente tecnico d'ufficio (CTU) | Court-appointed expert |
| Corte Costituzionale (sometimes referred to as La Consulta after the building housing it; this should not be used in English) | Constitutional Court |
| Corte d'Appello | Court of Appeal |
| Corte d'Assise | Assize Court |
| Corte d'Assise d'Appello | Assize Court of Appeal |
| Corte dei conti | Court of Auditors ² |
| Corte Militare d'Appello | Military Court of Appeal |
| Corte Suprema di Cassazione (può esprimersi a 'sezioni unite') [often referred to simply as Corte di Cassazione] | Supreme Court of Cassation (it may sit in 'Joined Chambers') [may be translated as Court of Cassation] |
| GIP (giudice per le indagini preliminari) | Judge for preliminary investigations (GIP) [do not translate as investigating magistrate/judge] ³ |
| Giudice amministrativo | Administrative Court |
| Giudice conciliatore (abolished in 1991) | Judge-Conciliator |
| Giudice di Pace | Justice of the Peace (legally qualified) ⁴ |
| Giudice militare | Military Court |
| Giudice relatore | Judge-Rapporteur |
| GUP (giudice dell'udienza preliminare) | Judge for the preliminary hearing (GUP) ³ |
| Magistratura | Judiciary / Bench / Magistracy (when it does not refer to the whole system) ⁵ |
| Ministero della Giustizia | Ministry of Justice |
| Pretore (abolished in 1998) | Magistrate |
| Pretura (abolished in 1998) | Magistrate's Court |
| Sezione specializzata agraria | Specialised Agricultural Chamber |
| Tribunale (ordinario) | (Ordinary/General Jurisdiction) Court |

| | |
|---|---|
| Tribunale Amministrativo Regionale (TAR) | Regional Administrative Court (TAR) |
| Tribunale amministrativo | Administrative Court |
| Tribunale del riesame | (Criminal) Review Court |
| Tribunale di Sorveglianza | Tribunale di Sorveglianza (Court supervising the enforcement of sentences) ⁶ |
| Tribunale Militare | Military Court |
| Tribunale Militare di Sorveglianza | Tribunale Militare di Sorveglianza (Military Court supervising the enforcement of sentences) ⁶ |
| Tribunale per i minorenni | Juvenile Court |
| Tribunale Regionale delle Acque Pubbliche | Regional Court for Public Waters |
| Tribunale superiore delle Acque pubbliche | Superior Court for Public Waters |

¹ *Avvocatura Generale dello Stato* refers to the central office in Rome as opposed to the district offices throughout the country. This distinction is not necessary for most translation purposes. Should it be necessary to distinguish between the central and district offices, translate this as *State Legal Office Headquarters*.

² Use *Italian Court of Auditors* if there is any possibility of confusion with the European Court of Auditors.

³ The Italian abbreviations need not be used but they can be used for the sake of brevity if the terms come up repeatedly in a text.

⁴ Either leave it in Italian or translate as Justice of the Peace and explain in brackets that he/she is legally qualified in Italy.

⁵ Unlike the common-law concept of *judiciary*, the Italian concept of *magistratura* includes the public prosecution service. Depending on the context of the document, a translation such as *judiciary and public prosecution service* might therefore be appropriate.

⁶ Leave it in Italian and explain in brackets.

Public prosecution service

| | |
|---|--|
| Direzione distrettuale antimafia | District Anti-mafia Directorate |
| Direzione nazionale antimafia e antiterrorismo | National Anti-mafia and Counter-terrorism Directorate |
| Procura della Repubblica | Public Prosecutor's Office ¹ |
| Procura generale della Repubblica | |
| Ufficio del Pubblico Ministero | |
| Procura generale / Procura generale della Cassazione | Office of the Prosecutor General / Office of the Prosecutor General at the Court of Cassation ² |
| Procuratore | Public prosecutor ³ |
| Procuratore della Repubblica | |
| Procuratore generale della Repubblica | |
| Procuratore generale / Procuratore generale della Corte di Cassazione | Prosecutor General / Prosecutor General at the Court of Cassation ² |

| | |
|--|---|
| Pubblico ministero (PM) | Public prosecutor / Public Prosecution Service ⁴ |
| Sostituto procuratore / Sostituto procuratore generale | Deputy public prosecutor |

¹ *Procure della Repubblica* are attached to Ordinary Courts, Juvenile Courts and Military Courts, *Procure generali della Repubblica* are attached to the Courts of Appeal and *Ufficio del Pubblico Ministero* is a catch-all term. For translation purposes, *Public Prosecutor's Office* may be used for all of them.

² Use *Prosecutor General* only for the *Procuratore generale* at the Supreme Court of Cassation.

³ See note ⁽¹⁾ above. In this case *Procuratore* is the catch-all term. For translation purposes, *public prosecutor* may be used in all cases.

⁴ While the term *pubblico ministero* is most often used to refer to individual prosecutors, it is also used to refer to the entire public prosecution service.

Police and law enforcement

| | |
|---|---|
| Arma dei Carabinieri / Carabinieri | Carabinieri (do not translate) |
| Corpo Forestale dello Stato (abolished in 2016) | State Forestry Corps |
| Guardia di Finanza | Guardia di Finanza (do not translate) |
| Polizia di Stato | National Police (simply Police may be used when appropriate in context) |
| Polizia giudiziaria | Do not translate as judicial police. See note below ¹ . |
| Polizia locale/municipale/provinciale/metropolitana/regionale | Local/municipal/provincial/metropolitan/regional police |
| Polizia Penitenziaria | Prison Officer Corps |
| Vigili urbani ² | Municipal police |

¹ This is a difficult term to translate. It does not refer to a specific police force but rather to the criminal investigation function that can be exercised by the various police forces in Italy and, in certain circumstances, by other bodies and officials (e.g. the fire service, the coast guard, labour inspectors). The police or other bodies are assigned this function by the public prosecution service. The best translation depends on the context, but some suggestions are: *polizia giudiziaria* = *criminal investigation police*; *ufficiale di polizia giudiziaria* = *criminal investigation officer*; *attività di polizia giudiziaria* = *criminal investigation activities*. Note that the abbreviation *P.G.* is frequently used in Italian.

² This Italian term is unofficial but commonly used.

Legal instruments

| | |
|------------------------------------|----------------------------|
| Codice Civile (CC) | Civil Code |
| Codice della navigazione (CN) | Navigation Code |
| Codice della Strada (Cs / CS / cs) | Highway Code |
| Codice di Procedura Civile (CPC) | Code of Civil Procedure |
| Codice di Procedura Penale (CPP) | Code of Criminal Procedure |

| | |
|--|--|
| Codice Penale (CP) | Criminal Code |
| Consultazione referendaria | Referendum |
| Costituzione | Constitution |
| Costituzione della Repubblica Italiana | Constitution of the Italian Republic (in legal texts) / Italian Constitution (in less formal texts, e.g. correspondence) |
| Decreto del Ministro (D.M.)* | Decree of the Minister for ... |
| Decreto del Ministero (D.M.)* | Decree of the Ministry of ... |
| Decreto del Presidente del Consiglio dei Ministri (D.P.C.M.) | Prime Ministerial Decree |
| Decreto del Presidente della Repubblica (D.P.R.) | Presidential Decree |
| Decreto Legislativo (D. Lgs. / D. lgsl./ D.Leg. / D. Leg.vo) | Legislative Decree |
| Decreto ministeriale (D.M.) | Ministerial Decree |
| Decreto reale (D.R.) | Royal Decree |
| Decreto-legge (D.L.) | Decree-Law |
| Delibera | Decision |
| Deliberazione | Decision |
| Disegno di legge | Draft law (proposed by the Government) |
| e ss.mm.ii. (e successive modifiche ed integrazioni) | as amended |
| Legge (L.) | Law |
| Legge della Giunta Regionale (LGR) | Law of the Regional Executive |
| Legge Regionale (L.R.) | Regional Law |
| Ordinanza ministeriale | Ministerial Order |
| Progetto di legge (blanket term for disegno di legge or proposta di legge) | Draft law |
| Proposta di legge | Draft law (proposed by the Parliament) |
| Referendum | Referendum |
| Regio Decreto (R.D. / r.d.) | Royal Decree |
| Regio Decreto-legge (R.D.L.) | Royal Decree-Law |
| Testo unico | Consolidated Text |

NB: In Italian texts, the acronyms and initialisms may appear in any of the possible formats (capital or small letters or a mixture of both, with or without full stops).

* With the name of the Minister/Ministry, e.g. Decreto del Ministro/Ministero delle Politiche Agricole.

Law gazettes, official gazettes and official journals

When *Gazzetta Ufficiale della Repubblica Italiana*, *Gazzetta Ufficiale* or the abbreviation *GURI* appears for the first time in a text, translate it as *Official Gazette of the Italian Republic*. If it appears again, refer to it as *Italian Official Gazette*. The [Gazzetta Ufficiale](#) is available online.

The *Italian Official Gazette* comprises a number of editions and supplements:

| | |
|--|---|
| Serie generale | General Series |
| 1 ^a Serie Speciale - Corte Costituzionale | 1st Special Series – Constitutional Court |
| 2 ^a Serie Speciale - Unione Europea | 2nd Special Series – European Union |
| 3 ^a Serie Speciale - Regioni | 3rd Special Series – Regions |
| 4 ^a Serie Speciale - Concorsi ed Esami | 4th Special Series – Competitions and Exams |
| 5 ^a Serie Speciale - Avvisi Pubblici e Ministeriali, Contratti Pubblici | 5th Special Series – Public and Ministerial Notices, Public Contracts |
| Supplemento ordinario | Ordinary Supplement |
| Supplemento straordinario | Extraordinary Supplement |

The regions each have a *Bollettino Ufficiale Regionale (BUR)*, e.g. the *Bollettino Ufficiale della Regione Lombardia*. Translate these as e.g. *Official Bulletin of the Lombardy Region* the first time they appear. If they appear again, refer to them as the *Regional Bulletin*. Sometimes individual regional *bollettini* have their own abbreviations rather than *BUR*.

Sicily has the *Gazzetta Ufficiale della Regione Siciliana*. Translate this as *Official Gazette of the Region of Sicily* the first time it appears and then as *Regional Official Gazette*.

Other bodies

Where a body is referred to in the original language by an abbreviation, do not translate it with an improvised English abbreviation. Instead, give the English name followed by the original abbreviation in brackets (or vice versa) upon first mention. The Italian name may be included in the brackets too if this will aid comprehension or help avoid confusion. See also the general advice on translating **names of bodies** in points 5.8-5.13 of the [English Style Guide](#).

| Agriculture, livestock and veterinary | |
|---|--|
| Agenzia per le Erogazioni in Agricoltura (AGEA) | Agricultural Payments Agency |
| Centro di Assistenza Agricola (sometimes Centro autorizzato di Assistenza Agricola) (CAA) | Agricultural Assistance Centre (sometimes Authorised Agricultural Assistance Centre) |
| Comando Unità per la tutela forestale | Carabinieri Forestry, Environment and |

| | |
|---|--|
| ambientale e agroalimentare dell'Arma dei Carabinieri (CUTFAA dell'Arma dei Carabinieri) | Agri-food Unit |
| Consiglio per la ricerca in agricoltura e l'analisi dell'economia agraria (CREA) | Council for Agricultural Research and Analysis of the Agricultural Economy |
| Consorzio di tutela | Protection association (for PDO or PGI food products) |
| Istituto di Servizi per il Mercato Agricolo Alimentare (ISMEA) | Institute for Agri-food Market Services |
| Istituto Zooprofilattico Sperimentale (IZS) | Animal Disease Prevention Institute |
| Osservatorio Epidemiologico Veterinario (OEV) | Veterinary Epidemiological Observatory |
| Servizi veterinari (SS.VV) | Veterinary services |
| Coast guard | |
| Comando Generale del Corpo delle Capitanerie di Porto - Guardia Costiera ¹ | General Headquarters of the Harbourmasters' Corps / Coast Guard |
| Direzione marittima | Maritime directorate |
| Zona marittima | Maritime area [the area within the remit of a maritime directorate] |
| Capitaneria di porto | Harbourmaster's office |
| Compartimento marittimo | Maritime district [the area within the remit of a harbourmaster's office] |
| Ufficio circondariale marittimo | Maritime sub-district office |
| Circondario marittimo | Maritime sub-district |
| Ufficio locale marittimo | Local maritime office |
| Delegazione di spiaggia | Coast Guard branch office |
| Environment and land use | |
| Agenzia Provinciale per la Protezione dell'Ambiente (APPA) | Provincial Environmental Protection Agency |
| Agenzia Regionale per la Protezione dell'Ambiente (ARPA) [some regions have their own abbreviations] | Regional Environmental Protection Agency |
| Autorità di bacino distrettuale or Autorità di bacino | River basin district authority |
| Consorzio di bonifica ed irrigazione or Consorzio di bonifica | Drainage and land improvement board (also put the Italian in brackets the first time the term appears) |
| Istituto Geografico Militare (IGM) | Italian Military Geographic Institute |
| Istituto Superiore per la Protezione e la Ricerca Ambientale (ISPRA) | Italian Institute for Environmental Protection and Research |
| Sistema Nazionale per la Protezione dell'Ambiente [sometimes Sistema nazionale a rete per la protezione dell'ambiente] (SNPA) | National Environmental Protection System |

| | |
|---|---|
| Finance, economy and tax | |
| Agenzia del Demanio | Public Property Agency |
| Agenzia delle Accise, Dogane e Monopoli | Excise, Customs and Monopolies Agency |
| Agenzia delle Entrate | Revenue Agency |
| Agenzia delle Entrate - Riscossione (AdE-R, ADER) | Revenue Agency Collection Body |
| Autorità Garante della Concorrenza e del Mercato (AGCM) | Italian Competition Authority |
| Banca d'Italia | Bank of Italy |
| Consiglio Nazionale dell'Economia e del Lavoro (CNEL) | National Council for Economics and Labour |
| Ispettorato Generale per i Rapporti finanziari con l'Unione Europea (IGRUE) | Inspectorate-General for Financial Relations with the European Union |
| Ragioneria Generale dello Stato (RGS) | State General Accounting Department |
| Fire brigade and civil protection | |
| Corpo Nazionale dei Vigili del Fuoco (C.N.VV.F or VV.F) | National Fire Brigade |
| Dipartimento dei vigili del fuoco, del soccorso pubblico e della difesa civile [del Ministero dell'Interno] | Fire Brigade, Rescue and Civil Defence Department |
| Dipartimento della Protezione Civile | Civil Protection Department |
| Health | |
| Agenzia Italiana del Farmaco (AIFA) | Italian Medicines Agency |
| Azienda sanitaria locale (ASL) ² | Local health authority |
| Azienda unità sanitaria locale (AUSL) ² | |
| Comando Carabinieri per la Tutela della Salute (NAS) | Carabinieri Health Protection Unit |
| Istituto Superiore di Sanità (ISS) | National Institute of Health |
| Servizio sanitario nazionale (SSN) | Italian National Health Service (do not abbreviate as NHS) |
| Labour and Social Policy | |
| Ispettorato Nazionale del Lavoro (INL) | National Labour Inspectorate |
| Istituto Nazionale Assicurazione contro gli Infortuni sul Lavoro (INAIL) | National Institute for Insurance against Accidents at Work |
| Istituto Nazionale Previdenza Sociale (INPS) | National Social Security Institute |
| Research, industry and energy | |
| Agenzia nazionale per le nuove tecnologie, l'energia e lo sviluppo economico sostenibile (ENEA) | Italian National Agency for New Technologies, Energy and Sustainable Economic Development |
| Consiglio Nazionale delle Ricerche (CNR) | National Research Council |
| Autorità di Regolazione per Energia Reti e Ambiente (ARERA) | Italian Regulatory Authority for Energy, Networks and Environment |

| | |
|---|---|
| Ispettorato Nazionale per la Sicurezza Nucleare e la Radioprotezione (ISIN) | National Inspectorate for Nuclear Safety and Radiation Protection |
| Transport and communication | |
| Autorità di Regolazione dei Trasporti (ART) | Transport Regulation Authority |
| Autorità di sistema portuale | Port system authority |
| Autorità per le Garanzie nelle Comunicazioni (AGCOM) | Regulatory Authority for Communications |
| Ente Nazionale per l'Aviazione Civile (ENAC) | Italian Civil Aviation Authority |
| Ufficio della Motorizzazione Civile | Motor Vehicles Office |
| Other | |
| Agenzia per l'Italia Digitale (AgID) | Agency for Digital Italy |
| Autorità Nazionale Anticorruzione (ANAC) | National Anti-Corruption Authority |
| Camera di commercio, industria, artigianato e agricoltura | Chamber of Commerce, Industry, Craft Trades and Agriculture |
| Commissione della Camera dei Deputati | Committee of the Chamber of Deputies (do not translate as Commission) |
| Commissione del Senato | Senate Committee (do not translate as Commission) |
| Consip SpA / CONSIP SpA / Consip / CONSIP | The first time Consip is mentioned in a text, it is useful to add a gloss in square brackets, e.g. '[the national public procurement body which acts as contracting authority on behalf of the public authorities]' |
| Garante per la protezione dei dati personali (short form: Garante Privacy) (GPDP) | Italian Data Protection Authority |
| Istituto Nazionale di Statistica (ISTAT) | Italian National Institute of Statistics |
| Istituto Poligrafico e Zecca dello Stato (IZPS) | State Printing Office and Mint |
| Istituto superiore | Render all such bodies as National Institute rather than Higher Institute |

¹ This is the body's full name. Sometimes one of the elements of the name (e.g. *Guardia Costiera*) appears separately and should be translated accordingly. The full name need only be used in English if it is used in the Italian.

² These are equivalent authorities that have different names in different regions. The two terms in the table should both be translated the same way. Where regions/provinces use names other than these two, translate them accordingly but always render the phrases *azienda sanitaria* or *azienda unità sanitaria* as *health authority*.

Latvia

Full name: *Republic of Latvia (Latvijas Republika)*.

Official language: Latvian.

Parliament: Latvia has a unicameral parliament known as the *Saeima*. In English, this should be rendered as *the Saeima* (followed by the words *Latvian Parliament* in brackets after the first occurrence, if necessary to aid comprehension) or as *the Latvian Parliament* (followed by the word *Saeima* in brackets after the first occurrence).

Geography

Urban centres

Write *Riga* for *Rīga*, except when referring to the NUTS region (see below). Leave diacritics on the names of all other urban centres irrespective of size (*Liepāja*, *Rēzekne*, *Kuldīga*, *Žīguri*, *Ļaudona*, *Ķekava*, *Alūksne*, *Zirņi*, etc.). Note *Daugavpils* (not *Dvinsk*).

Rivers

Write *Daugava* (not *Dvina* or *Zapadnaya Dvina*).

Regions for statistical purposes (NUTS)

| LV, LV0, LV00 | LATVIJA | LATVIA |
|---------------------|---------|---------|
| LV003 | Kurzeme | Kurzeme |
| LV005 | Latgale | Latgale |
| LV006 | Rīga | Rīga |
| LV007 | Pierīga | Pierīga |
| LV008 | Vidzeme | Vidzeme |
| LV009 | Zemgale | Zemgale |

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are **not** translated. The translations should be used only in other contexts. Latvia is divided into six level 3 NUTS regions (plain font).

Administrative Divisions

| | |
|------------------|--------------|
| apgabals | region |
| rajons | district |
| novads | municipality |
| pagasts | civil parish |
| valstspilsēta* | city |
| novadu pilsēta** | town |

- * According to the 2020 Latvian Law on administrative territories and populated areas (*Administratīvo teritoriju and apdzīvoto vietu likums*), these are: **Daugavpils, Jelgava, Jēkabpils, Jūrmala, Liepāja, Ogre, Rēzekne, Rīga, Valmiera** and **Ventspils**. Hence, where reference is made to the *pilsētas dome* of one of these urban centres, it should be translated as *city council*.
- ** Term used in the context of the 2020 Latvian Law on administrative territories and populated areas.

Government agencies and bodies

Please note that the preferred in-house [i.e. European Commission] rendering of *Satiksmes ministrija* is *Ministry of Transport and Communications*.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|---|--|
| administratīvā apgabaltiesa | administrative regional court |
| administratīvā rajona tiesa | administrative district court |
| apgabaltiesa | regional court |
| Augstākā tiesa | Supreme Court |
| Augstākās tiesas Krimināllietu tiesu palāta | Chamber of Criminal Cases of the Supreme Court (in existence between 1995 and 2014) |
| Augstākās tiesas Civillietu tiesu palāta | Chamber of Civil Cases of the Supreme Court (in existence between 1995 and 2016) |
| Augstākās tiesas Senāts | Senate of the Supreme Court |
| Augstākās tiesas Senāta Civillietu departaments | Civil Cases Department of the Senate of the Supreme Court |
| Augstākās tiesas Senāta Krimināllietu departaments | Criminal Cases Department of the Senate of the Supreme Court |
| Augstākās tiesas Senāta Administratīvo lietu departaments | Administrative Cases Department of the Senate of the Supreme Court |
| Augstākās tiesas Senāta nodaļa | Division of the Senate of the Supreme Court |
| bāriņtiesa | family tribunal |
| pagasttiesa | local family tribunal |
| priekšpilsētas tiesa | city district court |
| rajona tiesa | district court |
| Rīgas pilsētas tiesa | Riga City Court |
| Satversmes tiesa | Constitutional Court |

Legal instruments

| | |
|-----------------------------|---|
| administratīvs akts | administrative instrument |
| administratīvs līgums | administrative agreement |
| ārējie normatīvie akti | legislation |
| atzinums | opinion statement, statement of opinion |
| deleģēšanas līgums | delegation agreement |
| iekšējie normatīvie akti | internal rules and regulations |
| iekšējs noteikums | internal regulation |
| ieteikums | recommendation |
| instrukcija | instruction |
| kārtība | procedure (or procedures or arrangements) |
| kodekss | code |
| lēmums | decision |
| līdzdarbības līgums | participation agreement |
| līgums | agreement (for tenders: contract; for significant international agreements: treaty) |
| likums | law/act |
| Ministru kabineta lēmums | Cabinet Decision |
| Ministru kabineta noteikumi | Cabinet Regulation |
| nolikums | statute |
| normatīvi akti | legislation |
| noteikumi | rules (components of a regulation) |
| pārvaldes lēmums | administrative decision |
| primārie tiesību akti | primary legislation |
| projekts | draft |
| publisko tiesību līgums | public law agreement |
| reglaments | rules of procedure |
| rīkojums | order |
| sadarbības līgums | cooperation agreement |
| Satversme | Constitution |
| sekundārie tiesību akti | secondary legislation |
| tiesību akts | legal instrument |

Suggestions for titles of Cabinet Regulations

| | |
|--|---|
| Ministru kabineta noteikumi par ... | Cabinet Regulation No xxx of yyy on zzz (no quotation marks) |
| Ministru kabineta noteikumi „Noteikumi...” | Cabinet Regulation No xxx of yyy on / establishing / laying down rules ... |
| Ministru kabineta noteikumi ... „Kārtība...” | Cabinet Regulation No xxx of yyy on / |

| | |
|--|---|
| | establishing / laying down a procedure / procedures / arrangements ... |
|--|---|

Lithuania

Full name: *Republic of Lithuania (Lietuvos Respublika)*.

Official language: Lithuanian.

Parliament: Lithuania has a unicameral parliament, the full title of which is *Lietuvos Respublikos Seimas* (Seimas of the Republic of Lithuania). In most contexts, however, it is referred to as the *Seimas*. In English, this should be rendered as *the Seimas* (followed by the words *Lithuanian Parliament* in brackets after the first occurrence, if necessary to aid comprehension) or as *the Lithuanian Parliament* (followed by the word *Seimas* in brackets after the first occurrence).

Geography

Cities

Note that *Memel* (German) is *Klaipėda* in Lithuanian. See also Wikipedia's list of '[Names of Lithuanian places in other languages](#)'.

Bodies of water and coastal features

Use the forms *Curonian Lagoon* for *Kuršių marios* and *Curonian Spit* for *Kuršių nerija*.

Regions for statistical purposes (NUTS)

| LT, LT0 | LIETUVA | LITHUANIA |
|-------------|--|-----------------------------------|
| <i>LT01</i> | <i>Sostinės regionas</i> | <i>Capital Region</i> |
| LT011 | Vilniaus apskritis | Vilnius county |
| <i>LT02</i> | <i>Vidurio ir vakarų Lietuvos regionas</i> | <i>Central and Western Region</i> |
| LT021 | Alytaus apskritis | Alytus county |
| LT022 | Kauno apskritis | Kaunas county |
| LT023 | Klaipėdos apskritis | Klaipėda county |
| LT024 | Marijampolės apskritis | Marijampolė county |
| LT025 | Panevėžio apskritis | Panevėžys county |
| LT026 | Šiaulių apskritis | Šiauliai county |
| LT027 | Tauragės apskritis | Tauragė county |
| LT028 | Telšių apskritis | Telšiai county |
| LT029 | Utenos apskritis | Utena county |

The above table is based on [NUTS](#) – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 2 and 3 are shown in italic and plain font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|--|---|
| administracinis teismas | administrative court |
| Apeliacinis teismas | Court of Appeal |
| apskritis administracinių ginčų komisija | county administrative disputes commission |
| apygardos administraciniai teismas | regional administrative court |
| apygardos teismas | regional court |
| apylinkės teismas | district court |
| bendrosios kompetencijos teismas | court of general jurisdiction |
| Lietuvos Aukščiausiasis Teismas | Supreme Court of Lithuania |
| Lietuvos Respublikas Konstitucinis Teismas | Constitutional Court of the Republic of Lithuania |
| savivaldybės visuomeninės administracinių ginčų komisija | municipal administrative disputes commission |
| specializuotas teismas | court of special jurisdiction |
| Vyriausiasis administracinis teismas | Supreme Administrative Court |
| Vyriausioji administracinių ginčų komisija | Chief Administrative Disputes Commission |

Legal instruments

| | |
|---|-----------------------------------|
| Administracinių teisės pažeidimų kodeksas | Administrative Infringements Code |
| Baudžiamasis kodeksas | Criminal Code |
| Baudžiamojo proceso kodeksas | Code of Criminal Procedure |
| Bausmių vykdymo kodeksas | Penal Enforcement Code |
| Civilinio proceso kodeksas | Code of Civil Procedure |
| Civilinis kodeksas | Civil Code |
| Darbo kodeksas | Labour Code |
| dekretas | decree (of President) |
| Geležinkelių transporto kodeksas | Railway Transport Code |
| įsakymas | Order |
| įstatymas | Law |
| Kelių transporto kodeksas | Road Transport Code |
| kodeksas | Code |
| Konstitucija | the Constitution |
| nutarimas | Resolution |
| Seimo rezoliucija | Parliament resolution |
| sprendimas | Decision |

| | |
|------------------------------------|--------------------------------|
| taisyklės | Rules |
| Vidaus vandenų transporto kodeksas | Inland Waterway Transport Code |

Law gazettes, official gazettes and official journals

Teisės aktų registras (Register of Legal Acts) is the repository of primary and secondary legislation. It contains, inter alia, laws, international agreements, other legal acts passed by the Lithuanian Parliament, presidential decrees, government resolutions, decisions, resolutions and conclusions of the Constitutional Court, and orders and other normative legal acts of ministers, heads of government bodies and heads of other state authorities. It can be found online in English at [Register of Legal Acts \(e-tar.lt\)](http://e-tar.lt). It supersedes and replaces the *Valstybės žinios* (Official Gazette), references to which will be found in legislation up to and including 2016. In-house (Commission) usage prefers the abbreviation ‘TAR’ to the English abbreviation RLA (Register of Legal Acts) used in the online version.

References to *Informaciniai pranešimai* (Information Notices) will sometimes crop up. These notices were published as a supplement to the former *Valstybės žinios* and contained, inter alia, public procurement notices (calls for tender), information on public auctions, information notices issued by ministries, government institutions and other state governing institutions, and information notices issued by the Lithuanian Parliament. When such references appear for the first time in a text, refer to ‘*Valstybės žinios* (Official Gazette)’ and ‘*Informaciniai pranešimai* (Information Notices)’; subsequently refer to ‘*Valstybės žinios*’ and ‘*Informaciniai pranešimai*’.

When *Teisės aktų registras* (or the abbreviated form TAR, cf. above note) appears for the first time in a text, refer to it as ‘*Teisės aktų registras* (Register of Legal Acts)’ (or ‘TAR (Register of Legal Acts)’). If it appears again, refer to it as ‘*Teisės aktų registras*’ (or ‘TAR’). References to *Teisės aktų registras* should be presented as follows: ‘*Teisės aktų registras* [TAR, Register of Legal Acts], 17.11.2021, No 23763’.

Local government and administrative divisions

| | | |
|---|-------------------------------|--|
| apskritis | county | <i>abolished as an administrative unit in 2010</i> |
| apskritis viršininkas | county governor | |
| regiono plėtros taryba | regional development council | <i>in existence since 2010</i> |
| vietos savivalda | local government | |
| savivaldybė | municipality | |
| rajono savivaldybė | district municipality | |
| miesto savivaldybė | city municipality | |
| savivaldybės atstovaujamoji institucija | municipal representative body | <i>i.e. the municipal council</i> |
| savivaldybės vykdomoji institucija | municipal executive body | <i>i.e. the director and deputy director of administration</i> |

| | | |
|---|-----------------------------------|--|
| savivaldybės taryba | municipal council | |
| miesto savivaldybės taryba | city council | |
| meras | Mayor | |
| mero pavaduotoja(s) | Deputy Mayor | |
| savivaldybės administracija | municipal administration | |
| administracijos direktorius | Director of Administration | |
| administracijos direktoriaus pavaduotoja(s) | Deputy Director of Administration | |
| seniūnija | civil parish | <i>established by the municipality; manages proximity services</i> |
| seniūnas/seniūnė | civil parish administrator | <i>civil servant appointed by the municipal administration</i> |
| seniūnaitija | neighbourhood | |
| seniūnaitis | neighbourhood leader | <i>elected by local residents</i> |
| seniūnaičių sueiga | neighbourhood leaders assembly | |

Luxembourg

Full name: *Grand Duchy of Luxembourg* (*Grand-Duché de Luxembourg* in French, *Großherzogtum Luxemburg* in German, *Groussherzogtum Lëtzebuerg* in Luxembourgish).

Note the spelling, and use it for the capital city as well. Note *Luxembourg Government*, *Luxembourg cuisine*, *the Luxembourg climate*, but when referring to the language use the *-ish* form: *Luxembourgish expressions*, *Luxembourgish poetry*. Where French texts refer simply to *le Grand-Duché*, render in English as *Luxembourg*.

Official languages: French, German and Luxembourgish (although the latter is not an EU official language).

The [Act of 24 February 1984 on the language regime](#) states that the national language is Luxembourgish, the legislative language is French and the administrative languages are French, German and Luxembourgish.

Parliament: Luxembourg has a unicameral parliament known as the *Chambre des Députés*. It should be referred to in English as *the Parliament*.

Geography

Rivers

Use *Moselle* (*Mosel* only if the context is solely Germany).

Regions

Luxembourg constitutes a single [NUTS](#) region.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|---|---|
| Conseil arbitral des assurances sociales | Social Insurance Arbitration Board |
| Conseil d'état | Council of State |
| Conseil supérieur des assurances sociales | Social Insurance Appeals Board |
| Cour administrative | Administrative Court |
| Cour constitutionnelle | Constitutional Court |
| cour d'appel | court of appeal |
| Cour de cassation | Court of Cassation |
| Cour supérieure de justice | Supreme Court of Justice |
| justice de paix | justice of the peace court (syn.: magistrates') |

| | |
|---|--|
| | court) |
| Tribunal administratif | Administrative Court of First Instance |
| tribunal d'arrondissement | district court |
| tribunal de la jeunesse et des tutelles | juvenile and guardianship court |
| tribunal de paix (synonym: tribunal siéant en matière civile et commerciale) | civil and commercial court |
| tribunal de police | police court (syn.: local criminal court) |
| tribunal du travail | labour court |

Legal instruments

| | |
|-------------------------------|----------------------------|
| arrêté ministériel | ministerial decree |
| code civil | Civil Code |
| code d'instruction criminelle | Code of Criminal Procedure |
| code de procédure civile | Code of Civil Procedure |
| code pénal | Criminal Code |
| loi | act/law |
| loi d'habilitation | enabling statute |
| règlement | regulation |
| règlement grand-ducal | grand-ducal regulation |

Law gazettes, official gazettes and official journals

| | |
|----------------------|------------------|
| Amtsblatt (Mémorial) | Official Journal |
|----------------------|------------------|

Malta

Full name: *Republic of Malta (Repubblika ta' Malta).*

National language: Maltese.

Official languages: Maltese and English.

Pursuant to Article 5 of the Constitution, the National Language of Malta is the Maltese language. Article 5 goes on to state that both Maltese and English are official languages. In the legislative sphere, the Constitution prescribes that laws should be promulgated in both Maltese and English, where the Maltese text is binding in case of conflict between the two versions. Officially, the language of the law courts is Maltese.

Parliament: Malta has a unicameral parliament known as the *Parlament ta' Malta* or *Parliament of Malta*: the chamber is the *Kamra tad-Deputati* or *the House of Representatives*.

Geography

Regions for statistical purposes (NUTS)

| MT, MT0, MT00 | MALTA | MALTA |
|---------------------|-------------------|-----------------|
| MT001 | Malta | Malta |
| MT002 | Għawdex u Kemmuna | Gozo and Comino |

The above table is based on [NUTS](#) – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. Malta is divided into two level 3 NUTS regions.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|-----------------------------|--------------------------|
| Qorti Ċivili | Civil Court |
| Qorti Ekklesjastika | Ecclesiastical Court |
| Qorti Kostituzzjonali | Constitutional Court |
| Qorti tal-Appell | Court of Appeal |
| Qorti tal-Appell Kriminali | Court of Criminal Appeal |
| Qorti tal-Maġistrati | Magistrates' Court |
| Qorti tal-Minorenni | Juvenile Court |
| Tribunal għal Talbiet Żgħar | Small Claims Tribunal |

| | |
|------------------|-----------------|
| Tribunali Lokali | Local Tribunals |
|------------------|-----------------|

Legal instruments

| | |
|---|--|
| Att | Act |
| Il-Gazzetta tal-Gvern ta' Malta | Malta Government Gazette |
| Kodiċi Ċivili | Civil Code |
| Kodiċi Kriminali | Penal Code |
| Kodiċi ta' Organizzazzjoni u Proċedura Ċivili | Code of organisation and civil procedure |
| Kostituzzjoni ta' Malta | Constitution of Malta |
| Ligi | Law |
| Ordinanza | Ordinance |
| Ordni | Order |
| Regolamenti | Regulations |

Netherlands

Full name: *Kingdom of the Netherlands (Koninkrijk der Nederlanden).*

Holland is only part of the Netherlands (the provinces North and South Holland). The adjective is *Dutch*: the Dutch Government, the Dutch delegation, Dutch industry, etc., notwithstanding certain proper names such as the former Netherlands Antilles, which was dissolved on 10 October 2010; Curaçao and Sint Maarten (now *aparte landen* [constituent countries] within the Kingdom of the Netherlands, like Aruba) have retained the Netherlands Antillean guilder (ANG) pending the possible creation of a common currency (the Caribbean guilder). The other Antillean islands of Bonaire, St Eustatius and Saba are now *bijzondere gemeenten* [special municipalities] of the Netherlands (or *Caribisch Nederland*) and use the US dollar as their currency.

Official language: Dutch.

Parliament: The Netherlands has a bicameral parliament.

The *Staten-Generaal* comprises the *Eerste Kamer* and the *Tweede Kamer*; the official Dutch Government translations are *Dutch Parliament*, *Senate* and *House of Representatives* respectively. However, *Eerste Kamer* and *Tweede Kamer* can also simply be translated as *upper house* and *lower house*. Alternatively, use the Dutch terms with a gloss in brackets: *the Staten-Generaal (Dutch Parliament)*, *the Eerste Kamer (upper house of the Dutch Parliament)*, *the Tweede Kamer (lower house of the Dutch Parliament)*.

On special occasions the two houses sit jointly as the *Verenigde Vergadering (joint session of the Dutch Parliament)*.

If any of these terms occur repeatedly in a text, the Dutch name may be used, with the English translation between brackets the first time the term is introduced.

Geography

Cities

Always write *The Hague* with a capital T except when used attributively (e.g. *the Hague Convention*).

Rivers and other bodies of water

Use *Maas* only if the context is solely the Netherlands or Flanders, otherwise use *Meuse*. Write *Rhine* for *Rijn*. Write *IJsselmeer* (not *Ij-* or *Y-*).

Islands

Use *West Frisian Islands* for *Waddeneilanden*.

Regions for statistical purposes (NUTS)

| NL | NEDERLAND | NETHERLANDS |
|-------------|------------------------|--------------------------|
| NL1 | Noord-Nederland | North Netherlands |
| <i>NL11</i> | <i>Groningen</i> | <i>Groningen</i> |
| <i>NL12</i> | <i>Friesland</i> | <i>Friesland</i> |
| <i>NL13</i> | <i>Drenthe</i> | <i>Drenthe</i> |
| NL2 | Oost-Nederland | East Netherlands |
| <i>NL21</i> | <i>Overijssel</i> | <i>Overijssel</i> |
| <i>NL22</i> | <i>Gelderland</i> | <i>Gelderland</i> |
| <i>NL23</i> | <i>Flevoland</i> | <i>Flevoland</i> |
| NL3 | West-Nederland | West Netherlands |
| <i>NL31</i> | <i>Utrecht</i> | <i>Utrecht</i> |
| <i>NL32</i> | <i>Noord-Holland</i> | <i>North Holland</i> |
| <i>NL33</i> | <i>Zuid-Holland</i> | <i>South Holland</i> |
| <i>NL34</i> | <i>Zeeland</i> | <i>Zeeland</i> |
| NL4 | Zuid-Nederland | South Netherlands |
| <i>NL41</i> | <i>Noord-Brabant</i> | <i>North Brabant</i> |
| <i>NL42</i> | <i>Limburg</i> | <i>Limburg</i> |

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|--|---|
| arrondissement | judicial district |
| arrondissementsparket | office of the public prosecutor at a district court |
| [arrondissements]rechtbank | district court*/** |
| Centrale Raad van Beroep | Central Appeals Tribunal (court of last instance in social security and civil service matters) |
| College van Beroep voor het bedrijfsleven | Trade and Industry Appeals Tribunal (administrative court of last instance in matters of trade and industry) |
| economische politierechter | single judge trying minor economic offences |
| Gedeputeerde Staten | Provincial Executive |
| Gerechtshof | Court of Appeal |
| Hoge Raad der Nederlanden | Supreme Court of the Netherlands |
| kamer van koophandel | chamber of commerce |
| kantonrechter / kantongerecht / kamer voor kantonzaken | There are no longer any <i>kantongerechten</i> (local courts); they were subsumed into the <i>arrondissementsrechtbanken</i> in 2002, each of |

| | |
|--|---|
| | which now includes a <i>kamer voor kantonzaken</i> . ** |
| officier van justitie | public prosecutor (representative of Openbaar Ministerie in district and local matters) |
| Openbaar Ministerie (OM) | Public Prosecution Service |
| politierechter | single judge trying minor criminal offences |
| Procureur-generaal | Prosecutor General (representative of Openbaar Ministerie at Hoge Raad and Gerechtshof) |
| Raad van State, Afdeling Advisering | Council of State, Advisory Division |
| Raad van State, Afdeling Bestuursrechtspraak | Council of State, Administrative Jurisdiction Division |
| Raad voor de Rechtspraak | Council for the Judiciary |
| rechtbank | district court |
| Sociale Verzekeringsbank | Social Insurance Board |
| Tariefcommissie | Administrative court of last instance in revenue matters |

* 'arrondissement' has been dropped after organisational changes and 'rechtbank' is currently used by itself to refer to a district court.

** See also the [de Rechtspraak](#) website.

Legal instruments

| | |
|--------------------------------------|--|
| algemene maatregel van bestuur | order in council (preferred) / general administrative order |
| beschikking | decision (where given by a court: order; where given by the Supreme Court: ruling) |
| besluit (met algemene strekking) | order (by administrative authority; if given by a minister it will be published in the <i>Staatscourant</i>) |
| Burgerlijk Wetboek | Civil Code |
| Grondwet | Constitution* |
| koninklijk besluit | royal decree (signed by sovereign + one or more ministers / state secretaries, published in the <i>Staatsblad</i>) |
| memorie van toelichting | explanatory memorandum (to a bill) |
| ministeriële regeling | ministerial order |
| overheidsbeschikking | administrative decision (given in an individual case in response to e.g. planning application, application for residence permit) |
| overheidsbeslissing, overheidsbeluit | See <i>overheidsbeschikking</i> (they all mean the same thing) |
| Staatsblad | Bulletin of Acts and Decrees (<i>Staatsblad</i>) |
| Staatscourant | Government Gazette (<i>Staatscourant</i>) |

| | |
|----------------------------|----------------------------|
| Tractatenblad | (Dutch) Treaty Series |
| wet | act/law |
| Wetboek van Koophandel | Commercial Code |
| Wetboek van Strafrecht | Criminal Code |
| Wetboek van Strafvordering | Code of Criminal Procedure |

* Please note that there is an [official English version](#) of the Dutch constitution available on the website of the Dutch government.

Consult the website of the Dutch government to see [up-to-date English names for ministries](#).

Consult the [Overheid.nl](#) website for legislation.

Subdivisions of legislative acts

| | |
|-----------|--|
| afdeling | 1. part (of an act) 2. section (of e.g. Burgerlijk Wetboek) |
| artikel | section (when part of an act); in all other types of legislation: article |
| lid | subsection (when part of an act); in all other types of legislation: paragraph |
| paragraaf | division (of an act) |

Poland

Full name: *Republic of Poland (Rzeczpospolita Polska).*

Official language: Polish.

Parliament: Poland has a bicameral parliament.

The lower house is in most contexts referred to as the *Sejm*. In English, this should be rendered as *the Sejm* (followed by *lower house of the Polish Parliament* in brackets after the first occurrence, if necessary to aid comprehension). The full Polish title, as used in certain formal contexts, is *Sejm Rzeczypospolitej Polskiej* (Sejm of the Republic of Poland).

The upper house is in most contexts referred to as the *Senat*. In English, this should be rendered as *the Senate* (followed by *upper house of the Polish Parliament* in brackets after the first occurrence, if necessary to aid comprehension) or *the Polish Senate*. The full Polish title, as used in certain formal contexts, is *Senat Rzeczypospolitej Polskiej* (Senate of the Republic of Poland).

The Sejm and Senate combine for certain purposes to sit as *the National Assembly* (*Zgromadzenie Narodowe*).

Geography

Geographical regions

Write *Silesia* for *Śląsk*, *Pomerania* for *Pomorze*, *Mazovia* for *Mazowsze*, *Masuria* for *Mazury*, *Subcarpathia* for *Podkarpacie*, etc.); use the native form if there is no commonly used English name.

Provinces

Use the neuter form of the adjective (adding an English equivalent in brackets only if necessary to aid comprehension): *Dolnośląskie (Lower Silesia)*, *Kujawsko-Pomorskie*, *Lubelskie (Lublin)*, *Lubuskie*, *Łódzkie (Łódź)*, *Małopolskie*, *Mazowieckie (Mazovia)*, *Opolskie (Opole)*, *Podkarpackie (Subcarpathia)*, *Podlaskie*, *Pomorskie (Pomerania)*, *Śląskie (Silesia)*, *Świętokrzyskie*, *Warmińsko-Mazurskie (Warmia-Masuria)*, *Wielkopolskie*, *Zachodniopomorskie (Western Pomerania)*.

Districts

Use the name of the town or geographical feature from which the district takes its name: for *powiat kutnowski* write *Kutno District*; for *powiat grodziski* write either *Grodzisk Mazowiecki District* or *Grodzisk Wielkopolski District*, depending on the context; for *powiat tatrzański* write *Tatra District*.

Municipalities

For *gmina Skierniewice* write *Skierniewice Municipality*.

Cities

Except for *Warsaw*, use the Polish spellings.

Be aware that German names exist for many towns and cities in Poland and are commonly found in German texts: always use the Polish names when writing in English (e.g. use *Gdańsk* (German: *Danzig*), *Kraków* (German: *Krakau*), *Wrocław* (German: *Breslau*), *Szczecin* (German: *Stettin*), *Świnoujście* (German: *Swinemünde*), and *Poznań* (German: *Posen*)).

Street names

In addresses and in running text, these should be left in the native form, e.g. *ulica Henryka Sienkiewicza* (rather than *Henryk Sienkiewicz Street*); *plac Żelaznej Bramy* (rather than *Iron Gate Square*).

Rivers and other bodies of water

Write *Vistula* for *Wisła* and *Oder* for *Odra*. Note also the term *Oder-Neisse line*.

Write *Bay of Gdańsk* for *Zatoka Gdańska*, *Vistula Lagoon* for *Zalew Wiślany*, *Vistula Spit* for *Mierzeja Wiślana*, *Bay of Pomerania* for *Zatoka Pomorska* and *Szczecin Lagoon* for *Zalew Szczeciński*.

See also [Wikipedia's list of possible ways of rendering the names of geographical features such as rivers, plains, mountain ranges, etc.](#)

Regions for statistical purposes (NUTS)

| PL | POLSKA | POLAND |
|-------------|--|----------------------------|
| PL2 | Makroregion Południowy | Southern |
| <i>PL21</i> | <i>Małopolskie</i> | <i>Małopolskie</i> |
| <i>PL22</i> | <i>Śląskie</i> | <i>Śląskie</i> |
| PL4 | Makroregion Północno-Zachodni | North-Western |
| <i>PL41</i> | <i>Wielkopolskie</i> | <i>Wielkopolskie</i> |
| <i>PL42</i> | <i>Zachodniopomorskie</i> | <i>Zachodniopomorskie</i> |
| <i>PL43</i> | <i>Lubuskie</i> | <i>Lubuskie</i> |
| PL5 | Makroregion Południowo-Zachodni | South-Western |
| <i>PL51</i> | <i>Dolnośląskie</i> | <i>Dolnośląskie</i> |
| <i>PL52</i> | <i>Opolskie</i> | <i>Opolskie</i> |
| PL6 | Makroregion Północny | Northern |
| <i>PL61</i> | <i>Kujawsko-Pomorskie</i> | <i>Kujawsko-Pomorskie</i> |
| <i>PL62</i> | <i>Warmińsko-Mazurskie</i> | <i>Warmińsko-Mazurskie</i> |
| <i>PL63</i> | <i>Pomorskie</i> | <i>Pomorskie</i> |

| | | |
|-------------|--|-----------------------------|
| PL7 | Makroregion Centralny | Central |
| <i>PL71</i> | <i>Łódzkie</i> | <i>Łódzkie</i> |
| <i>PL72</i> | <i>Świętokrzyskie</i> | <i>Świętokrzyskie</i> |
| PL8 | Makroregion Wschodni | Eastern |
| <i>PL81</i> | <i>Lubelskie</i> | <i>Lubelskie</i> |
| <i>PL82</i> | <i>Podkarpackie</i> | <i>Podkarpackie</i> |
| <i>PL84</i> | <i>Podlaskie</i> | <i>Podlaskie</i> |
| PL9 | Makroregion Województwo Mazowieckie | Mazowieckie |
| <i>PL91</i> | <i>Warszawski stołeczny</i> | <i>Warsaw-Capital</i> |
| <i>PL92</i> | <i>Mazowiecki regionalny</i> | <i>Mazowieckie-Regional</i> |

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are **not** translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 (provinces – województwa, sing. województwo) are shown in bold and italic font, respectively. Lower levels of administrative division are powiat (district) and gmina (municipality).

National authorities

| | |
|---|---|
| Krajowa Administracja Skarbowa | National Revenue Administration (KAS) |
| izba administracji skarbowej (ex izba skarbowa) e.g. Izba Administracji Skarbowej w Warszawie | regional revenue administration office (ex regional revenue office) e.g. Warsaw Regional Revenue Administration Office |
| urząd skarbowy e.g. Urząd Skarbowy Warszawa-Mokotów | revenue office e.g. Warsaw-Mokotów Revenue Office |
| urząd celno-skarbowy (ex izba celna) e.g. Mazowiecki Urząd Celno-Skarbowy w Warszawie | customs and revenue office (ex regional customs office) e.g. Mazowieckie Customs and Revenue Office |
| delegatura (ex urząd celny) e.g. Delegatura Mazowieckiego Urzędu Celno-Skarbowego II w Warszawie | branch (ex customs office) e.g. Mazowieckie Customs and Revenue Office, Warsaw II Branch |
| oddział celny (no change) e.g. Oddział Celny IV w Warszawie | customs post e.g. Warsaw IV Customs Post |
| urząd kontroli skarbowej e.g. Urząd Kontroli Skarbowej w Warszawie | revenue inspection office e.g. Warsaw Revenue Inspection Office |
| Służba Celno-Skarbowa (ex Służba Celna) | Customs and Revenue Service (ex Customs Service) |
| Ustawa o Krajowej Administracji Skarbowej | National Revenue Administration Act |
| Krajowa Informacja Podatkowa | National Tax Information Service |
| Krajowa Informacja Skarbowa | National Revenue Information Service |
| Krajowa Szkoła Skarbowości | (National) Tax and Customs Academy |

Local government and administration

| | |
|--|--|
| jednostka samorządu terytorialnego | local government unit |
| samorząd terytorialny | local government |
| gmina | municipality |
| burmistrz | mayor (<i>of an urban or urban-rural municipality</i>) |
| dzielnica | borough (<i>of Warsaw and some other big cities</i>) |
| gmina miejska | urban municipality |
| gmina miejsko-wiejska, sometimes styled 'miasto i gmina' | urban-rural municipality |
| gmina wiejska | rural municipality |
| miasto na prawach powiatu | city with district status (<i>see 'urban district' below</i>) |
| osiedle | neighbourhood <i>Subdivision of a town or borough; can also mean 'housing estate' or 'residential zone' (abbreviation: 'Os.')</i> |
| prezydent miasta | mayor (<i>of cities with over 100 000 inhabitants</i>) |
| przewodniczący rady gminy | chair of the municipal council |
| rada dzielnic | borough council |
| rada gminy | municipal council |
| rada osiedla | neighbourhood council |
| rada sołecka | civil parish council |
| radny rady gminy/miejskiej | municipal/town/city councillor |
| samorząd gminny | municipal-level local government <i>Could also be translated as 'municipality' or 'municipalities', depending on the context.</i> |
| sekretarz gminy/miasta | chief administrative officer (<i>of a municipality/city</i>) |
| sołectwo | civil parish |
| sołtys | civil parish executive officer |
| urząd gminy/miejski/ wiejski/miasta | municipal administration <i>Could also be translated in non-official texts as 'the town/city hall'.</i> |
| Ustawa o samorządzie gminnym | Municipal-level Local Government Act / Act on municipal-level local government (<i>see Dz. U. z 1990 r. Nr 16, poz. 95 for link to original and most recent consolidated versions</i>) |
| wójt | mayor (<i>of a rural municipality</i>) |

| | |
|-------------------|--|
| zarząd gminy | municipal executive board (<i>existed until late 2002, when they were replaced by directly elected mayors</i>) |
| zebranie wiejskie | civil parish assembly |

| powiat | district |
|---------------------------------|--|
| miasto powiatowe | seat of the district administration |
| powiat grodzki | urban district (<i>see 'city with district status' above</i>) |
| powiat ziemski | rural district |
| przewodniczący rady powiatu | chair of the district council |
| rada powiatu | district council |
| radny rady powiatu | district councillor |
| samorząd powiatowy | district-level local government <i>Could also be translated as 'district' or 'districts', depending on the context.</i> |
| sekretarz powiatu | chief administrative officer (<i>of district</i>) |
| skarbnik powiatu | district treasurer |
| starosta | chair of the district executive board (e.g. chair of Wrocław District Executive Board) |
| starostwo powiatowe | district administration <i>(can also refer to the district administrative offices/building)</i> |
| urząd miasta | city administration <i>(in cities with district status)</i> |
| Ustawa o samorządzie powiatowym | District-level Local Government Act (<i>see Dz. U. z 1998 r. Nr 91, poz. 578 for link to original and most recent consolidated versions</i>) |
| zarząd powiatu | district executive board |

| województwo | province |
|------------------------------------|--|
| kancelaria marszałka | Marshal's Office |
| marszałek | Marshal (<i>i.e. the chair of the provincial executive board</i>) |
| Miasto wojewódzkie | provincial capital |
| przewodniczący sejmiku województwa | chair of the provincial assembly |
| radny sejmiku | member of the provincial assembly |
| samorząd wojewódzki | provincial-level local government <i>Could also be translated as 'province' or 'provinces', depending on the context.</i> |
| sejmik województwa | provincial assembly |

| | |
|--|--|
| sekretarz województwa | chief administrative officer (of province) |
| skarbnik województwa | provincial treasurer |
| statut województwa | statutes of province |
| urząd marszałkowski | provincial marshal's administration |
| urząd wojewódzki | provincial governor's administration |
| urząd wojewódzki | provincial administration |
| Ustawa o samorządzie województwa | Provincial-level Local Government Act (see Dz. U. z 1998 r. Nr 91, poz. 576 for link to original and most recent consolidated versions) |
| wiceprzewodniczący sejmiku województwa | deputy chair of the provincial assembly |
| wicewojewoda | deputy provincial governor |
| wojewoda | provincial governor |
| zarząd województwa | provincial executive board |

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|--------------------------------|---------------------------------|
| Naczelny Sąd Administracyjny | Supreme Administrative Court |
| sąd administracyjny | administrative court |
| sąd apelacyjny | court of appeal |
| sąd grodzki | municipal tribunal |
| Sąd Najwyższy | Supreme Court |
| sąd okręgowy | regional court |
| sąd powszechny | ordinary court |
| sąd rejonowy | district court |
| sąd wojskowy | military court |
| Trybunał Konstytucyjny | Constitutional Tribunal |
| wojewódzki sąd administracyjny | provincial administrative court |
| wojskowy sąd okręgowy | regional military court |
| wydział grodzki | municipal division |

Public prosecution service

| | |
|------------------------------------|---|
| prokuratura | public prosecution service |
| Prokurator Generalny | Prosecutor General |
| Urząd Prokuratora Generalnego | Office of the Prosecutor General |
| powszechna jednostka organizacyjna | ordinary unit of the public prosecution service |

| | |
|---|--|
| prokuratury | |
| Prokuratura Krajowa | National Public Prosecution Service |
| Prokurator Krajowy | National Public Prosecutor |
| Biuro Prezydialne | Bureau |
| Biuro Prokuratora Krajowego | Office of the National Public Prosecutor |
| Biuro Administracyjno – Finansowe | Administration and Finance Office |
| Biuro Bezpieczeństwa Wewnętrznego | Internal Security Office |
| Biuro Budżetu i Majątku Prokuratury | Public Prosecution Service Budget and Property Office |
| Biuro Informatyzacji i Analiz | Information Technology and Analysis Office |
| Biuro Kadr | Personnel Office |
| Biuro Spraw Konstytucyjnych | Constitutional Affairs Office |
| Biuro Współpracy Międzynarodowej | International Cooperation Office |
| Departament Postępowania Przygotowawczego | Preparatory Proceedings Department |
| Departament Postępowania Sądowego | Judicial Proceedings Department |
| Departament do Spraw Przystępczości Gospodarczej | Economic Crime Department |
| Departament do Spraw Przystępczości Zorganizowanej i Korupcji | Organised Crime and Corruption Department |
| wydział zamiejscowy Departamentu do Spraw Przystępczości Zorganizowanej i Korupcji (e.g. Małopolski Wydział Zamiejscowy Departamentu do Spraw Przystępczości Zorganizowanej i Korupcji w Krakowie) | divisional branch of the Organised Crime and Corruption Department (e.g. Malopolskie Branch of the Organised Crime and Corruption Department, Kraków) |
| Departament do Spraw Wojskowych | Military Affairs Department |
| Wydział Spraw Wewnętrznych | Internal Affairs Unit |
| | |
| prokuratura regionalna (e.g. Prokuratura Regionalna w Szczecinie) | divisional [not ‘regional’] public prosecution service (e.g. Szczecin Divisional Public Prosecution Service) |
| prokurator regionalny | divisional public prosecutor |
| Wydział Budżetowo-Administracyjny | Budget and Administration Unit |
| Wydział Organizacyjno-Sądowy | Organisational and Judicial Affairs Unit |
| Wydział do Spraw Przystępczości Finansowo-Skarbowej | Financial and Revenue Crime Unit |
| Wydział do Spraw Przystępczości Gospodarczej | Economic Crime Unit |
| | |
| prokuratura okręgowa (e.g. Prokuratura Okręgowa w Koszalinie) | regional public prosecution service (e.g. Koszalin Regional Public Prosecution Service) |

| | |
|--|--|
| prokurator okręgowy | regional public prosecutor |
| prokuratura rejonowa (e.g. Prokuratura Rejonowa w Zgierzu) | district public prosecution service (e.g. Zgierz District Public Prosecution Service) |
| prokurator rejonowy | district public prosecutor |
| prokurator Instytutu Pamięci Narodowej – Komisji Ścigania Zbrodni przeciwko Narodowi Polskiemu | prosecutor at the Institute of National Remembrance – Commission for the Prosecution of Crimes against the Polish Nation |
| prokurator Głównej Komisji Ścigania Zbrodni przeciwko Narodowi Polskiemu | prosecutor at the Chief Commission for the Prosecution of Crimes against the Polish Nation |
| prokurator oddziałowej Komisji Ścigania Zbrodni przeciwko Narodowi Polskiemu | prosecutor at a branch of the Commission for the Prosecution of Crimes against the Polish Nation |
| Biuro Lustracyjne | Lustration Office |
| prokurator Biura Lustracyjnego | prosecutor at the Lustration Office |
| prokurator oddziałowego Biura Lustracyjnego | prosecutor at a branch Lustration Office |
| Prokuratura Generalna (<i>abolished in 2016</i>) | General Prosecution Service |
| prokuratura apelacyjna (<i>abolished in 2016</i>) | appellate prosecution service |

Please note that the Prokuratoria Generalna Rzeczypospolitej Polskiej is not part of the prosecution service. Its name in English is General Counsel to the Republic of Poland.

Legal professions and related terms

| | |
|------------------------------|--------------------------------------|
| adwokat | advocate |
| asesor sądowy | trainee judge |
| asystent sędziego | judicial assistant |
| komornik sądowy | bailiff |
| ławnik | lay judge |
| notariusz | notary |
| radca prawny | attorney at law |
| referendarz sądowy | judicial clerk |
| sędzia (zawodowy) | (professional) judge |
| urzędnik sądowy | court secretary |
| | |
| izba komornicza | chamber of bailiffs |
| izba notarialna | notarial chamber |
| Krajowa Izba Radców Prawnych | National Chamber of Attorneys at Law |
| Krajowa Rada Notarialna | National Chamber of Notaries |

| | |
|-------------------------------|--------------------------------------|
| Krajowa Rada Komornicza | National Council of Bailiffs |
| Krajowa Rada Sądownictwa | National Council of the Judiciary |
| Naczelna Rada Adwokacka | Polish Bar Council |
| okręgowa izba radców prawnych | regional chamber of attorneys at law |
| okręgowa rada adwokacka | regional bar council |

Legal instruments

| | |
|--|--|
| akt prawa miejscowego | enactment of local law |
| akt prawa wewnętrznego | enactment of internal law |
| kodeks | Code |
| Kodeks cywilny | Civil Code |
| Kodeks karny | Criminal Code |
| Kodeks karny skarbowy | Fiscal Criminal Code |
| Kodeks karny wykonawczy | Criminal Enforcement Code |
| Kodeks morski | Maritime Code |
| Kodeks postępowania administracyjnego | Code of Administrative Procedure |
| Kodeks postępowania cywilnego | Code of Civil Procedure |
| Kodeks postępowania karnego | Code of Criminal Procedure |
| Kodeks postępowania w sprawach o wykroczenia | Code of Procedure for Minor Offences |
| Kodeks pracy | Labour Code |
| Kodeks rodzinny i opiekuńczy | Family and Guardianship Code |
| Kodeks spółek handlowych | Commercial Companies Code |
| Kodeks wykroczeń | Minor Offences Code |
| Konstytucja | Constitution |
| Obwieszczenie Ministra ... / Marszałka Sejmu | Notice of the Minister for ... / Marshal of the Sejm |
| Ordynacja podatkowa | Tax Code |
| projekt założeń projektu ustawy | draft preliminary paper |
| rozporządzenie | regulation |
| Rozporządzenie Ministra ... z dnia ... w sprawie | Regulation of the Minister for ... of ... on ... |
| Rozporządzenie Rady Ministrów z dnia ... | Cabinet Regulation of ... |
| Rozporządzenie Prezesa Rady Ministrów z dnia ... | Prime Ministerial Regulation of ... |
| Rozporządzenie Prezydenta Rzeczypospolitej Polskiej z dnia ... | Presidential Regulation of ... |
| uchwała | resolution |
| umowa międzynarodowa | international agreement |

| | |
|---|---------------------------------|
| ustawa | Act |
| Ustawa z dnia ... o zmianie ustawy o ... | Act of ... amending the Act on |
| Ustawa z dnia 10 kwietnia 1997 r. - Prawo energetyczne | Energy Law Act of 10 April 1997 |
| Ustawa z dnia 26 czerwca 1974 r. Kodeks pracy | Labour Code of 26 June 1974 |
| założenia projektu ustawy | preliminary paper |
| zarządzenie | order |
| Zarządzenie Prezydenta Rzeczypospolitej Polskiej z dnia ... | Presidential Order of ... |

Subdivisions of legislative acts

| Polish | Abbreviation | English | Rendering in running text |
|---|--------------|---------------------------------|---------------------------|
| act (<i>ustawa</i>) | | | |
| część [pierwsza, druga, ...] | | division (in a <i>kodeks</i>) | In Division One |
| księga [pierwsza, druga, ...] | | book (in a <i>kodeks</i>) | In Book One |
| tytuł [I, II, III, ...] | | title | In Title I |
| dział [I, II, III, ...] | | part | In Part I |
| rozdział [1, 2, 3, ...] | | chapter | In Chapter 1 |
| oddział [1, 2, 3, ...] | | subpart | In Subchapter 1 |
| artykuł [1., 2., 3....] | art. | article | In Article 1 |
| ustęp [1, 2, 3, ...] | ust. | paragraph | In paragraph 1 |
| paragraf [1, 2, 3, ...] | § | paragraph (in a <i>kodeks</i>) | In paragraph 1 |
| punkt [1, 2, 3, ...] | pkt | subparagraph | In subparagraph 1 |
| litera [a, b, c, ...] | lit. | point | In point (a) |
| tiret [pierwszy, drugi, ...] | | indent | In the first indent |
| regulation (<i>rozporządzenie</i>) | | | |
| paragraf | § | section | In Section 1 |
| ustęp [1, 2, 3, ...] | ust. | paragraph | In paragraph 1 |
| punkt [1, 2, 3, ...] | pkt | subparagraph | In subparagraph 1 |
| litera [a, b, c, ...] | lit. | point | In point (a) |
| tiret [pierwszy, drugi, ...] | | indent | In the first indent |

References such as ‘w art. 24 ust. 7 pkt 2 lit. d’ should be rendered in the following concise form rather than spelt out: ‘in Article 24(7)(2)(d)’.

Terms and expressions in legislative acts

| | |
|--------------------------------------|-------------------------------------|
| Niniejszą ustawą zmienia się ustawy: | This Act amends the following Acts: |
|--------------------------------------|-------------------------------------|

| | |
|--|--|
| Zmiany tekstu jednolitego wymienionej ustawy zostały ogłoszone w ... | Amendments to the consolidated text of this Act have been published in:... |
| W ustawie z ... wprowadza się następujące zmiany | The Act of ... is amended as follows: |
| W art. 1 dodaje się ust. 14 w brzmieniu | In Article 1, the following paragraph 14 is added: |
| W art. 2 uchyla się ust. 1a,. | In Article 2, paragraph 1a is repealed. |
| W art. 3 skreśla się wyrazy „i ust. 5”, | In Article 3, the words ‘and paragraph 5’ are deleted. |
| Dotychczasowe ust. 12 i 15 oznaczają się numerami 11 i 14. | Paragraphs 12 and 15 are renumbered 11 and 14. |
| W art. 4, ust. 3a otrzymuje brzmienie: | In Article 4, paragraph 3a is replaced by the following: |
| W art. 5 wyrazy „xxx” zastępuje się wyrazami „zzz”. | In Article 5, ‘xxx xxx’ is replaced by ‘zzz zzz’. |
| Ustawa wchodzi w życie po upływie 30 dni od dnia ogłoszenia. | This Act shall enter into force 30 days after its publication. |
| t.j. Dz.U. xxx | consolidated text, Journal of Laws [or Dz.U.] xxx |

Law gazettes, official gazettes and official journals

| | |
|---|--|
| Dziennik Ustaw Rzeczypospolitej Polskiej (Dz. U.) | Journal of Laws of the Republic of Poland (but for most purposes Journal of Laws will suffice) |
| Dziennik Urzędowy Rzeczypospolitej Polskiej ‘Monitor Polski’ (M.P.) | Polish Official Gazette |
| Dziennik Urzędowy Rzeczypospolitej Polskiej ‘Monitor Polski B’ (M.P. B) | Polish Official Gazette B (ceased to exist on 1.1.2013) |

When *Dziennik Ustaw* (or the abbreviated form *Dz.U.*) appears for the first time in a text, translate it as *Journal of Laws (Dziennik Ustaw)*. If it appears again, refer to it as *Journal of Laws*.

When *Monitor Polski* (or the abbreviation *M.P.*) appears for the first time in a text, translate it as *Polish Official Gazette (Monitor Polski)*; if it appears again, refer to it as *Polish Official Gazette*.

References to the *Dziennik Ustaw* should be presented as per the following example: ‘*Journal of Laws* 2009, No 218, item 1690; 2010, No 105, item 668, No 182, item 1228, No 225, item 1474, No 254, item 1700 and No 257, item 1725; 2011, No ...’.

As from 1 January 2012, the *numer* (No) is not indicated; in the case of legislation published after that date, references should be presented as follows: ‘*Journal of Laws* 2012, items 44 and 209; 2013, item 61’.

Portugal

Full name: *Portuguese Republic (República Portuguesa)*.

Official language: Portuguese.

Parliament: Portugal has a unicameral parliament known as the *Assembleia da República*. It should be referred to in English as *the Assembly of the Republic*.

Geography

Cities

Write *Lisbon*, but use the native form *Porto* (not *Oporto*).

Rivers

Write *Tagus* for *Tejo*.

Islands

Use *the Azores*.

Regions for statistical purposes

| PT | PORTUGAL | PORTUGAL |
|----------------------------|-------------------------------------|---------------------------------|
| PT1 | Continente | Continental Portugal |
| <i>PT11</i> | <i>Norte</i> | <i>North</i> |
| <i>PT15</i> | <i>Algarve</i> | <i>Algarve</i> |
| <i>PT16</i> | <i>Centro</i> | <i>Centre</i> |
| <i>PT17</i> | <i>Área Metropolitana de Lisboa</i> | <i>Lisbon Metropolitan Area</i> |
| <i>PT18</i> | <i>Alentejo</i> | <i>Alentejo</i> |
| PT2, <i>PT20</i> | Região Autónoma dos Açores | Azores |
| PT3, <i>PT30</i> | Região Autónoma da Madeira | Madeira |

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|-----------------------------------|----------------------------------|
| Conselho Superior da Magistratura | Supreme Council of the Judiciary |
|-----------------------------------|----------------------------------|

| | |
|---------------------------------|---|
| Julgados de Paz | Justices of the Peace |
| Ministério Público | Public Prosecutor's Office |
| Procuradoria-Geral da República | Attorney-General's Office |
| Supremo Tribunal Administrativo | Supreme Administrative Court |
| Supremo Tribunal de Justiça | Supreme Court of Justice |
| Tribunal Arbitral | Court of Arbitration |
| Tribunal de Comarca | District Court |
| Tribunal de Contas | Audit Court |
| Tribunal de Relação | Court of Appeal |
| Tribunal dos Conflitos | Tribunal dos Conflitos (Court dealing with conflicts of jurisdiction) |

Legal instruments

| | |
|------------------------------------|--|
| Constituição | Constitution |
| decreto regional | regional decree |
| decreto regulamentar | implementing decree |
| decreto regulamentar regional | regional implementing decree |
| decreto-lei | decree-law |
| despacho normativo | legislative order |
| lei | act/law |
| norma constitucional | constitutional statute |
| portaria | ministerial implementing order |
| postura | (municipal) by-law |
| resolução do Conselho de Ministros | resolution of the Council of Ministers |

Romania

Full name: *Romania (România)*.

The administrative units into which Romania is divided are called ‘*județe*’ (counties).

Official language: Romanian.

Parliament: Romania has a bicameral parliament. The lower house is the *Camera Deputaților* (the Chamber of Deputies) and the upper house is the *Senat* (the Senate).

Geography

Cities

Write *Bucharest* for *București*, but use the native forms in all other cases.

Be aware that Hungarian texts may use the Hungarian names for places in Romania, referring to *Miercurea Ciuc* as *Csíkszereda*, *Timișoara* as *Temesvár*, *Oradea* as *Nagyvárad* or *Cluj-Napoca* as *Kolozsvár*. Similarly, German texts may use the German names, referring to *Sibiu* as *Hermannstadt* or *Brașov* as *Kronstadt*. Particular care should be taken with border towns and villages, such as *Urziceni* (Hungarian: *Csanálos*) and *Curtici* (Hungarian: *Kürtös*). Always use the Romanian names when writing in English.

Regions for statistical purposes (NUTS)

| RO | ROMÂNIA | ROMANIA |
|-------------|----------------------------|---------------------------|
| RO1 | Macroregiunea unu | Macroregion one |
| <i>RO11</i> | <i>Nord-Vest</i> | <i>North-West</i> |
| <i>RO12</i> | <i>Centru</i> | <i>Centre</i> |
| RO2 | Macroregiunea doi | Macroregion two |
| <i>RO21</i> | <i>Nord-Est</i> | <i>North-East</i> |
| <i>RO22</i> | <i>Sud-Est</i> | <i>South-East</i> |
| RO3 | Macroregiunea trei | Macroregion three |
| <i>RO31</i> | <i>Sud -Muntenia</i> | <i>South-Muntenia</i> |
| <i>RO32</i> | <i>București-Ilfov</i> | <i>Bucharest-Ilfov</i> |
| RO4 | Macroregiunea patru | Macroregion four |
| <i>RO40</i> | <i>Sud-Vest Oltenia</i> | <i>South-West Oltenia</i> |
| <i>RO42</i> | <i>Vest</i> | <i>West</i> |

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|-------------------------------------|---------------------------------------|
| Codul Penal | Criminal Code |
| Codul Procedurii Fiscale | Code of Fiscal Procedure |
| Codul Procedurii Penale | Code of Criminal Procedure |
| Consiliul Superior al Magistraturii | Superior Council of Magistracy |
| Curtea Constituțională | Constitutional Court |
| Curtea de Apel | Court of Appeal |
| Curtea de Conturi | Romanian Court of Auditors |
| Direcția Națională Anticorupție | National Anti-Corruption Directorate |
| Înalta Curte de Casație și Justiție | High Court of Cassation and Justice |
| Judecător | Judge |
| Judecătoria | District Court |
| Ministerul Public | Public Prosecution Service |
| Monitorul Oficial | Official Gazette of Romania |
| Parchet | Prosecutor's Office (attached to ...) |
| Procuror | Prosecutor |
| Tribunal | Tribunal |

Legal instruments

| | |
|---|--|
| adoptare | Adoption |
| aprobare | Approval |
| Hotărâre de Guvern (HG) | Government Decision |
| lege | law/act |
| norme metodologice | implementing rules |
| Ordin al ministrului | Order (No ...) of the Minister (for ...) |
| Ordonanță a Guvernului (OG) | Government Order |
| Ordonanță de urgență a Guvernului (OUG) | Government Emergency Order |
| proiect de lege | draft law |
| promulgare | signing into law |
| rezoluție | Decision |

Russia

Full name: *Russian Federation (Российская Федерация).*

Official language: Russian.¹

Parliament: State power is exercised by the President of the Russian Federation, the Prime Minister, the bicameral Federal Assembly (*Федеральное собрание*) and the Constitutional Courts.

The Federal Assembly is a permanent working body, comprising two chambers: the State Duma (*Государственная дума*, abbreviated as *Госдума*) and the Federation Council (*Совет Федерации*). The State Duma is the lower chamber; it passes laws which are later confirmed by the Federation Council.

Geography

Cities

Write *Moscow* for *Москва*, *St Petersburg* for *Санкт-Петербург*, *Rostov-on-Don* for *Ростов-на-Дону*, and *Ekaterinburg* for *Екатеринбург*. Otherwise transliterate following the rules in Annex 3 to the [English Style Guide](#).

Lakes

Write *Lake Baikal* for *озеро Байкал*, *Lake Ladoga* for *Ладожское озеро*, *Lake Peipus* for *Псковско-Чудское озеро*.

Mountains

Write *the Ural Mountains* or *the Urals* for *Уральские Горы* and *the Greater Caucasus* for *Большой Кавказ*. Write *Mount Elbrus* for *Эльбрус*, *Valdai Hills* for *Валдайская возвышенность*.

¹ Whilst Russian is the official language of the government administration, 14 languages have official status: Chukchi, Dolgan, Even, Evenki, Finnish, Kazakh, Karelian, Khanty, Komi-Permyak, Mansi, Nenets, Selkup, Veps and Yukaghir. In addition, republics of the Russian Federation with a 'titular nationality' can also choose their own official language besides Russian (e.g. Tatar in the Tatarstan Republic). There are 30 languages that are official only in certain parts of Russia. Under its constitution, the Russian Federation guarantees all of its nations the right to preserve their native language, providing conditions for its study and development.

Rivers

Write *the (River) Dnieper* for *Днепр*, *the (River) Neva* for *Нева*, *the Northern Dvina* for *Северная Двина*, *the Western Dvina* for *Западная Двина*. Note that the river which flows through Moscow is the Moskva River (*Москва-река*).

Regions

Oblasts, republics, krais, autonomous okrugs, autonomous oblasts and cities of federal importance are constituent entities or federal subjects of the Russian Federation (*субъект Российской Федерации*). Russia is divided into 83 federal subjects and two cities of federal importance (Moscow and St Petersburg).

Republics can be considered politically autonomous as they have their own legislature and their own constitution. The federal government acts as the foreign policy mediator for the republics.

Note that *область* can also be translated as *region*, *округ* as *district* and *край* as *territory*.

| | |
|-------------------------------------|--|
| <i>субъект Российской Федерации</i> | <i>federal subject of the Russian Federation</i> |
| <i>город федерального значения</i> | <i>city of federal importance</i> |
| <i>область</i> | <i>oblast</i> |
| <i>автономная область</i> | <i>autonomous oblast</i> |
| <i>округ</i> | <i>okrug</i> |
| <i>автономный округ</i> | <i>autonomous okrug</i> |
| <i>край</i> | <i>krai</i> |

Federal Subjects

Under the Russian Federal Constitutional Law signed by President Putin in March 2014, the Republic of Crimea joined the Russian Federation, establishing two new constituent entities: the *Autonomous Republic of Crimea (Республика Крым)* and the *City of Sevastopol (Город Севастополь)*. The EU does not recognise these entities as a part of the Russian Federation, hence they are not included in the list below.

| РОССИЙСКАЯ ФЕДЕРАЦИЯ | RUSSIAN FEDERATION |
|-----------------------------------|-------------------------------|
| <i>Республика Адыгея (Адыгея)</i> | <i>Adygeya Republic</i> |
| <i>Алтайский край</i> | <i>Altai Krai</i> |
| <i>Республика Алтай</i> | <i>Altai Republic</i> |
| <i>Амурская область</i> | <i>Amur Oblast</i> |
| <i>Архангельская область</i> | <i>Arkhangelsk Oblast</i> |
| <i>Астраханская область</i> | <i>Astrakhan Oblast</i> |
| <i>Республика Башкортостан</i> | <i>Bashkortostan Republic</i> |
| <i>Белгородская область</i> | <i>Belgorod Oblast</i> |
| <i>Брянская область</i> | <i>Bryansk Oblast</i> |
| <i>Республика Бурятия</i> | <i>Buryat Republic</i> |
| <i>Чеченская Республика</i> | <i>Chechnya Republic</i> |

| | |
|---|--|
| <i>Челябинская область</i> | <i>Chelyabinsk Oblast</i> |
| <i>Чукотский автономный округ</i> | <i>Chukotka Autonomous Okrug</i> |
| <i>Чувашская Республика – Чувашия</i> | <i>Chuvashia Republic – Chuvashia</i> |
| <i>Республика Дагестан</i> | <i>Dagestan Republic</i> |
| <i>Республика Ингушетия</i> | <i>Ingushetia Republic</i> |
| <i>Иркутская область</i> | <i>Irkutsk Oblast</i> |
| <i>Ивановская область</i> | <i>Ivanovo Oblast</i> |
| <i>Еврейская автономная область</i> | <i>Jewish Autonomous Oblast</i> |
| <i>Кабардино-Балкарская Республика</i> | <i>Kabardino-Balkaria Republic</i> |
| <i>Калининградская область</i> | <i>Kaliningrad Oblast</i> |
| <i>Республика Калмыкия</i> | <i>Kalmykia Republic</i> |
| <i>Калужская область</i> | <i>Kaluga Oblast</i> |
| <i>Камчатский край</i> | <i>Kamchatka Krai</i> |
| <i>Карачаево-Черкесская Республика</i> | <i>Karachay-Cherkessia Republic</i> |
| <i>Республика Карелия</i> | <i>Karelia Republic</i> |
| <i>Кемеровская область</i> | <i>Kemerovo Oblast</i> |
| <i>Хабаровский край</i> | <i>Khabarovsk Krai</i> |
| <i>Республика Хакасия</i> | <i>Khakassia Republic</i> |
| <i>Ханты-Мансийский автономный округ – Югра</i> | <i>Khanty-Mansi Autonomous Okrug</i> |
| <i>Кировская область</i> | <i>Kirov Oblast</i> |
| <i>Республика Коми</i> | <i>Komi Republic</i> |
| <i>Костромская область</i> | <i>Kostroma Oblast</i> |
| <i>Краснодарский край</i> | <i>Krasnodar Krai</i> |
| <i>Красноярский край</i> | <i>Krasnoyarsk Krai</i> |
| <i>Курганская область</i> | <i>Kurgan Oblast</i> |
| <i>Курская область</i> | <i>Kursk Oblast</i> |
| <i>Ленинградская область</i> | <i>Leningrad Oblast</i> |
| <i>Липецкая область</i> | <i>Lipetsk Oblast</i> |
| <i>Магаданская область</i> | <i>Magadan Oblast</i> |
| <i>Республика Марий Эл</i> | <i>Mari El Republic</i> |
| <i>Республика Мордовия</i> | <i>Mordovia Republic</i> |
| <i>Московская область</i> | <i>Moskovskaya Oblast</i> |
| <i>Город Москва</i> | <i>City of Moscow</i> |
| <i>Мурманская область</i> | <i>Murmansk Oblast</i> |
| <i>Ненецкий автономный округ</i> | <i>Nenets Autonomous Okrug</i> |
| <i>Нижегородская область</i> | <i>Nizhegorodskaya Oblast</i> |
| <i>Республика Северная Осетия – Алания</i> | <i>North Ossetia Republic – Alania</i> |
| <i>Новгородская область</i> | <i>Novgorod Oblast</i> |
| <i>Новосибирская область</i> | <i>Novosibirsk Oblast</i> |
| <i>Омская область</i> | <i>Omsk Oblast</i> |
| <i>Оренбургская область</i> | <i>Orenburg Oblast</i> |
| <i>Орловская область</i> | <i>Orlovskaya Oblast</i> |
| <i>Пензенская область</i> | <i>Penza Oblast</i> |
| <i>Пермский край</i> | <i>Perm Krai</i> |
| <i>Приморский край</i> | <i>Primorye Krai</i> |
| <i>Псковская область</i> | <i>Pskov Oblast</i> |
| <i>Ростовская область</i> | <i>Rostov Oblast</i> |
| <i>Рязанская область</i> | <i>Ryazan Oblast</i> |
| <i>Республика Саха (Якутия)</i> | <i>Sakha Republic</i> |

| | |
|---|---------------------------------------|
| <i>Сахалинская область</i> | <i>Sakhalin Oblast</i> |
| <i>Самарская область</i> | <i>Samara Oblast</i> |
| <i>Саратовская область</i> | <i>Saratov Oblast</i> |
| <i>Смоленская область</i> | <i>Smolensk Oblast</i> |
| <i>Ставропольский край</i> | <i>Stavropol Krai</i> |
| <i>Город Санкт-Петербург</i> | <i>City of St. Petersburg</i> |
| <i>Свердловская область</i> | <i>Sverdlovsk Oblast</i> |
| <i>Тамбовская область</i> | <i>Tambov Oblast</i> |
| <i>Республика Татарстан (Татарстан)</i> | <i>Tatarstan Republic</i> |
| <i>Томская область</i> | <i>Tomsk Oblast</i> |
| <i>Тульская область</i> | <i>Tula Oblast</i> |
| <i>Республика Тыва</i> | <i>Tuva Republic</i> |
| <i>Тверская область</i> | <i>Tver Oblast</i> |
| <i>Тюменская область</i> | <i>Tyumen Oblast</i> |
| <i>Удмуртская Республика</i> | <i>Udmurt Republic</i> |
| <i>Ульяновская область</i> | <i>Ulyanovsk Oblast</i> |
| <i>Владимирская область</i> | <i>Vladimir Oblast</i> |
| <i>Волгоградская область</i> | <i>Volgograd Oblast</i> |
| <i>Вологодская область</i> | <i>Vologda Oblast</i> |
| <i>Воронежская область</i> | <i>Voronezh Oblast</i> |
| <i>Ямало-Ненецкий автономный округ</i> | <i>Yamalo-Nenets Autonomous Okrug</i> |
| <i>Ярославская область</i> | <i>Yaroslavl Oblast</i> |
| <i>Забайкальский край</i> | <i>Zabaikalsky Krai</i> |

Federal Districts

Russia is divided into eight federal districts (*федеральные округа*) which are not federal subjects but groupings of them. Each of them has a presidential envoy (*Полномочный представитель Президента Российской Федерации в федеральном округе*) who reports directly to the President. In March 2014, the *Crimean Federal District* (*Крымский федеральный округ*) was declared to be part of the Russian Federation; it is not recognised by the EU and thus it is not included in the list below.

| | |
|--|--|
| <i>Центральный федеральный округ</i> | <i>Central Federal District</i> |
| <i>Южный федеральный округ</i> | <i>Southern Federal District</i> |
| <i>Северо-Кавказский федеральный округ</i> | <i>North Caucasus Federal District</i> |
| <i>Северо-Западный федеральный округ</i> | <i>North-Western Federal District</i> |
| <i>Дальневосточный федеральный округ</i> | <i>Far Eastern Federal District</i> |
| <i>Сибирский федеральный округ</i> | <i>Siberian Federal District</i> |
| <i>Уральский федеральный округ</i> | <i>Ural Federal District</i> |
| <i>Приволжский федеральный округ</i> | <i>Volga Federal District</i> |

Economic Regions

Russia is divided into 12 economic regions (*экономические районы*): they are territories that share common characteristics and have similar economic conditions and a similar climate. Note that the *Republic of Crimea* and *Sevastopol* are not included in any economic region.

| | |
|-------------------------------|----------------------------|
| <i>Центральный</i> | <i>Central</i> |
| <i>Центрально-Чернозёмный</i> | <i>Central Black Earth</i> |
| <i>Восточно-Сибирский</i> | <i>East Siberian</i> |
| <i>Дальневосточный</i> | <i>Far Eastern</i> |
| <i>Северный</i> | <i>Northern</i> |
| <i>Северо-Кавказский</i> | <i>North Caucasus</i> |
| <i>Северо-Западный</i> | <i>North-Western</i> |
| <i>Поволжский</i> | <i>Volga</i> |
| <i>Уральский</i> | <i>Ural</i> |
| <i>Волго-Вятский</i> | <i>Volga-Vyatka</i> |
| <i>Западно-Сибирский</i> | <i>West Siberian</i> |
| <i>Калининградский</i> | <i>Kaliningrad</i> |

Judicial bodies

Russia's judiciary consists of three independent parts: federal courts of general jurisdiction, arbitration courts for the resolution of economic disputes and the Constitutional Court of the Russian Federation, which is a high court with the right of judicial review.

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|--|--|
| Конституционный суд Российской Федерации | Constitutional Court of the Russian Federation |
| Верховный суд Российской Федерации | Supreme Court of the Russian Federation |
| арбитражные суды | arbitration courts |
| Генеральная прокуратура Российской Федерации | Prosecutor General's Office of the Russian Federation |
| федеральные суды | federal courts |
| суды субъектов РФ | courts of the constituent entities of the Russian Federation |
| суды первой инстанции | courts of first instance |
| суды второй инстанции | courts of second instance |

Legal instruments

| | |
|-----------------------------------|--|
| Конституция Российской Федерации | Constitution of the Russian Federation |
| федеральный конституционный закон | federal constitutional law |
| федеральный закон | federal law |
| указ | decree |
| положение | regulation |

| | |
|----------------------------|-------------------|
| акт | act |
| судебное решение | judicial decision |
| кодекс | code |
| Гражданский кодекс | Civil Code |
| Уголовный кодекс | Criminal Code |
| Трудовой кодекс | Labour Code |
| устав | statute |
| законодательство СССР | USSR legislation |
| договор | treaty |
| резолюция | resolution |
| законопроект/проект закона | draft law |

Subdivisions of legislative acts

| | |
|----------|----------------|
| Часть | Part |
| Глава | Chapter |
| Раздел | Section |
| Статья | Article |
| пункт | paragraph/item |
| подпункт | subparagraph |
| клаузула | clause |

Law gazettes, official gazettes and official journals

| | |
|---|---|
| Собрание законодательства Российской Федерации | Collection of Laws of the Russian Federation |
| Российская газета | Russian Gazette |
| Вестник Конституционного суда Российской Федерации | Herald of the Russian Federation Constitutional Court |
| Бюллетень Верховного Суда Российской Федерации | Bulletin of the Supreme Court of the Russian Federation |
| Бюллетень Центральной избирательной комиссии Российской Федерации | Bulletin of the Central Election Commission of the Russian Federation |
| Бюллетень Счетной палаты | Bulletin of the Accounts Chamber |
| Бюллетень международных договоров | Bulletin of International Treaties |

Government bodies and administrative divisions

| | |
|-------------------------------------|--|
| Счетная палата Российской Федерации | Accounts Chamber of the Russian Federation |
| Центральная избирательная комиссия | Central Election Commission of the Russian |

| | |
|---------------------------------------|--|
| Российской Федерации | Federation |
| Центральный банк Российской Федерации | Central Bank of the Russian Federation |

Slovakia

Full name: *Slovak Republic (Slovenská republika)*.

Official language: Slovak.

Adjective: Slovak.

Parliament: Slovakia has a unicameral parliament. In Slovak its full title is *Národná rada Slovenskej republiky*, often shortened to *Národná rada* and abbreviated as *NR SR*. In English it should be referred to as *the National Council of the Slovak Republic* in formal contexts or, in less formal texts, as *the (Slovak) National Council* or just *the Slovak Parliament*.

Translation tips: see [Tips for translating from Slovak into English](#).

Geography

Cities

Be aware that Hungarian texts will nearly always use the Hungarian names for places in Slovakia, referring to *Bratislava* as *Pozsony*, *Trnava* as *Nagyszombat* or *Košice* as *Kassa*. Similarly, German texts may use the German names, referring to *Bratislava* as *Pressburg*, *Trnava* as *Tyrnau* or *Košice* as *Kaschau*. Always use the Slovak names when writing in English.

Regions for statistical purposes (NUTS)

| SK, SK0 | SLOVENSKÁ REPUBLIKA | SLOVAK REPUBLIC |
|-------------|---------------------------|-------------------------|
| <i>SK01</i> | <i>Bratislavský kraj</i> | <i>Bratislava</i> |
| SK010 | Bratislavský kraj | Bratislava Region |
| <i>SK02</i> | <i>Západné Slovensko</i> | <i>West Slovakia</i> |
| SK021 | Trnavský kraj | Trnava Region |
| SK022 | Trenčianský kraj | Trenčín Region |
| SK023 | Nitrianský kraj | Nitra Region |
| <i>SK03</i> | <i>Stredné Slovensko</i> | <i>Central Slovakia</i> |
| SK031 | Žilinský kraj | Žilina Region |
| SK032 | Banskobystrický kraj | Banská Bystrica Region |
| <i>SK04</i> | <i>Východné Slovensko</i> | <i>East Slovakia</i> |
| SK041 | Prešovský kraj | Prešov Region |
| SK042 | Košický kraj | Košice Region |

For statistical and Structural Fund purposes Slovakia is divided into four *areas (oblasti – NUTS 2)*, each consisting of either a single region (*kraj – NUTS 3*) or a group of regions (*zoskupenie krajov*). Administratively the country is divided into eight self-governing regions (*samosprávne kraje – NUTS 3* higher territorial units – *vyššie územné celky (VÚC)*). Below that, there are 79 *okresy* (districts).

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|-----------------------|------------------------------|
| Generálna prokuratúra | Prosecutor-General's Office |
| Krajská prokuratúra | Regional Prosecutor's Office |
| Krajský súd | Regional Court |
| Mestský súd | Municipal Court |
| Najvyšší súd | Supreme Court |
| Okresná prokuratúra | District Prosecutor's Office |
| Okresný súd | District Court |
| Špeciálny súd | Special Court |
| Ústavný súd | Constitutional Court |

Legal instruments

| | |
|--------------------------|---|
| nariadenie | regulation (prefix with 'Slovak' or 'national' if necessary for clarity's sake) |
| opatrenie | measure |
| oznámenie | notice |
| rozhodnutie | decision |
| rozkaz | order |
| uznesenie | resolution |
| vyhláška | implementing decree |
| výnos | implementing decision |
| zákon | in general: act / legislative act / act of law / piece of legislation in title of piece of legislation: 'the ... Act' or 'the Act on...' |
| zmluva | treaty |
| Občiansky súdny poriadok | Code of Civil Procedure |
| Správny poriadok | Code of Administrative Procedure |
| Trestný poriadok | Code of Criminal Procedure |
| Trestný zákon | Criminal Code |
| živnostenský zákon | the Trading Act |

Divisions of Slovak legislative acts

| Slovak | Abbreviation | English | Rendering in running text |
|--|--------------|---------|---------------------------|
| Článok [1, 2, 3. in constitutional acts] | Čl. | article | Article 1 |

| | | | |
|--|-------|--------------|------------------|
| Článok [I, II, III.... in amending acts] | | | Article I |
| časť [Prvá, Druhá, Tretia...] | | division | Division One |
| hlava [Prvá, Druhá, Tretia...] | | title | Title One |
| diel [Prvý, Druhý, Tretí...] | | part | Part One |
| oddiel [Prvý, Druhý, Tretí...] | | subpart | Subpart One |
| paragraf [1, 2, 3...] | § | section | Section 1 |
| odsek [(1), (2), (3)...] | ods. | paragraph | paragraph 1 |
| písmeno [a, b), c)...] | písm. | subparagraph | subparagraph (a) |
| bod [1., 2., 3. ...] | | point | point 1 |

References such as *§ 6 odsek 3 písmeno f) bod 4.* should be rendered in the following concise form rather than spelt out: *Section 6(3)(f)(4).*

Terms and expressions in and relating to legislative acts

| | |
|--|--|
| § 6 znie: | Section 6 is replaced by the following: |
| Za § 45a sa vkladá § 45b, ktorý vrátane nadpisu znie: | Section 45b, with heading, is inserted after Section 45a as follows: |
| V § 4 sa odsek 7 dopĺňa písmenom f), ktoré znie: | In Section 4(7) the following subparagraph (f) is added: |
| V § 3 sa vypúšťa posledná veta. | In Section 3 the last sentence is deleted. |
| Doterajšie odseky 3 a 4 sa označujú ako odseky 4 a 5. | Paragraphs 3 and 4 are renumbered 4 and 5. |
| Odseky 2 – 6 sa nahrádzajú takto: | Paragraphs 2–6 are replaced by the following: |
| ...slová „príslušné úrady štátov EZVO“ sa nahrádzajú slovami „príslušné úrady krajín spoločného tranzitného režimu“. | ...‘the competent offices of the EFTA countries’ is replaced by ‘the competent offices of the common transit countries’. |
| nadpis | heading |
| normatívny právny akt | (piece of) legislation |
| novela novela zákona č. ... | a/the amending act act amending Act No... |
| novelizácia | amendment(s) to; the amending of |
| osobitný právny predpis | specific/special legislation |
| osobitný zákon - podľa osobitného zákona | specific/special act - as specified in the relevant act; in accordance with the act governing it; as covered by special legislation |

| | |
|--|--|
| platia obdobne | shall apply <i>mutatis mutandis</i> |
| platia primerane | shall apply <i>mutatis mutandis</i> |
| platnosť | force |
| právny predpis | (piece of) legislation |
| právo | law |
| pripomienkové konanie - medzirezortné pripomienkové konanie | consultation; consultation exercise; - interministerial/interdepartmental consultation |
| účinnosť ...nadobúda účinnosť | effect [in Slovak legislation] / force [in EU legislation] ...shall take effect [in Slovak legislation] / ...shall enter into force [in EU legislation] |
| všeobecne záväzný právny predpis | act of general application in a less formal context 'legislation' may be sufficient |

Law gazettes, official gazettes and official journals

| | |
|---|--------------------------------------|
| Obchodný vestník | Commercial Journal |
| Vestník verejného obstarávania | Public Procurement Journal |
| Zbierka zákonov | Collection of Legislative Acts |
| Z.z. (as abbreviation of Zbierka zákonov in titles of legislation) | Omit in English (do not use 'Coll.') |

Slovenia

Full name: *Republic of Slovenia (Republika Slovenija)*.

Official language: Slovenian.

Parliament: Slovenia has a bicameral parliament. The Slovenian Parliament (*Slovenski parlament*) consists of the *Državni zbor* and the *Državni svet*. These should be referred to in English as *the National Assembly* and *the National Council*. Insert *lower house of the Slovenian Parliament* and *upper house of the Slovenian Parliament*, respectively, in brackets after the first occurrence, if necessary to aid comprehension.

Geography

Cities

Be aware that German texts may refer to *Ljubljana* as *Laibach* and that Italian texts may refer to *Koper* as *Capodistria*. Always use the Slovenian names when writing in English. In the case of town names whose second word has an initial small letter in Slovenian, use an initial capital (e.g. for *Novo mesto* write *Novo Mesto*).

Regions for statistical purposes (NUTS)

| SI, SIO | SLOVENIJA | SLOVENIA |
|-------------|--------------------------|----------------------|
| <i>SI03</i> | <i>Vzhodna Slovenija</i> | <i>East Slovenia</i> |
| SI031 | Pomurska | Pomurska |
| SI032 | Podravska | Podravska |
| SI033 | Koroška | Koroška |
| SI034 | Savinjska | Savinjska |
| SI035 | Zasavska | Zasavska |
| SI036 | Posavska | Posavska |
| SI037 | Jugovzhodna Slovenija | South-East Slovenia |
| SI038 | Primorsko-notranjska | Primorsko-notranjska |
| <i>SI04</i> | <i>Zahodna Slovenija</i> | <i>West Slovenia</i> |
| SI041 | Osrednjeslovenska | Central Slovenia |
| SI042 | Gorenjska | Gorenjska |
| SI043 | Goriška | Goriška |
| SI044 | Obalno-kraška | Obalno-kraška |

The above table is based on [NUTS](#) – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are **not** translated. The translations should be used only in other contexts. In the table, region levels 2 and 3 are shown in italic and plain font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|---------------------------|--|
| Delovno sodišče | labour court |
| Okrajno sodišče | local court |
| Okrožno sodišče | district court |
| Upravno sodišče | Administrative Court |
| Ustavno sodišče | Constitutional Court |
| Višje sodišče | higher court |
| Vrhovno državno tožilstvo | Office of the State Prosecutor-General |
| Vrhovno sodišče | Supreme Court |

Legal instruments

| | |
|--------------------|---|
| Mednarodna pogodba | international treaty |
| Navodilo | instruction |
| Odločba | judgment (on the merits of a case when issued by a court) |
| Odločba | decision (in other contexts) |
| Odlok | ordinance (if issued by a local authority/municipality) |
| Odlok | order (if issued by the Government / a minister) |
| Pogodba | agreement |
| Pravilnik | rules |
| Sklep | decision (on a procedural matter when issued by a court) |
| Uredba | decree |
| Zakon | law/act |
| Zakonodaja | legislation |

Law gazettes, official gazettes and official journals

When *Uradni List Republike Slovenije* occurs for the first time in a text, refer to it as *Uradni List RS* (UL RS; Official Gazette of the Republic of Slovenia) No ...

If it occurs again in the same text, refer to it as UL RS No ...

Spain

Full name: *Kingdom of Spain (Reino de España).*

The 17 political/administrative units into which Spain is divided are called *autonomous communities* in English. Translate *Presidente del Gobierno* as *Prime Minister (of Spain)*.

Official language: Spanish. The regional languages Catalan, Galician and Basque are also recognised at EU level, in that Spanish citizens can communicate with the EU institutions in these languages.

Parliament: Spain has a bicameral parliament. Its generic name is *las Cortes Generales* and it is divided into the *Congreso de los Diputados* (the lower house) and the *Senado* (the upper house). These should be referred to in English as *the Spanish Parliament, the Congress of Deputies* and *the Senate* respectively.

Each autonomous community has its own single-chamber parliamentary assembly. These should be referred to as *the Catalan Parliament, the Basque Parliament*, etc.

The names of the governments of the autonomous communities should be translated as follows: ‘Government of the Autonomous Community of ...’, thereafter ‘the Government’, giving the title in the original language, in brackets and italics, the first time it appears (e.g. ‘Government of the Autonomous Community of Cantabria (*Gobierno de Cantabria*)’, thereafter ‘the Cantabrian Government’).

Geography

Cities

Write *Seville*. Otherwise use native spellings, e.g. *Córdoba, Irún*. Use the Catalan names *Girona* and *Lleida*, and the Galician names *A Coruña* and *Ourense*, as these are now the official Spanish names for the cities and provinces also known as *Gerona, Lerida, La Coruña* and *Orense* (see [Ley 2/1992, de 28 de febrero, por la que pasan a denominarse oficialmente Girona y Lleida las provincias de Gerona y Lérida](#) and [Ley 2/1998, de 3 de marzo, sobre el cambio de denominación de las provincias de La Coruña y Orense](#)).

Rivers

Write *Tagus* for *Tajo*.

Islands

Use *the Canary Islands*.

Mountains

Anglicise *Pyrenees* (no accents).

Regions for statistical purposes (NUTS)

| ES | ESPAÑA | SPAIN |
|----------------------|-----------------------------------|--------------------------|
| ES1 | Noroeste | North-West |
| <i>ES11</i> | <i>Galicia</i> | <i>Galicia</i> |
| <i>ES12</i> | <i>Principado de Asturias</i> | <i>Asturias</i> |
| <i>ES13</i> | <i>Cantabria</i> | <i>Cantabria</i> |
| ES2 | Noreste | North-East |
| <i>ES21</i> | <i>País Vasco</i> | <i>Basque Country</i> |
| <i>ES22</i> | <i>Comunidad Foral de Navarra</i> | <i>Navarre</i> |
| <i>ES23</i> | <i>La Rioja</i> | <i>Rioja</i> |
| <i>ES24</i> | <i>Aragón</i> | <i>Aragon</i> |
| ES3, ES30 | Comunidad de Madrid | Madrid |
| ES4 | Centro | Centre |
| <i>ES41</i> | <i>Castilla y León</i> | <i>Castile and Leon</i> |
| <i>ES42</i> | <i>Castilla-La Mancha</i> | <i>Castile-La Mancha</i> |
| <i>ES43</i> | <i>Extremadura</i> | <i>Extremadura</i> |
| ES5 | Este | East |
| <i>ES51</i> | <i>Cataluña</i> | <i>Catalonia</i> |
| <i>ES52</i> | <i>Comunidad Valenciana</i> | <i>Valencia</i> |
| <i>ES53</i> | <i>Illes Balears</i> | <i>Balearic Islands</i> |
| | Sur | South |
| <i>ES61</i> | <i>Andalucía</i> | <i>Andalusia</i> |
| <i>ES62</i> | <i>Región de Murcia</i> | <i>Murcia</i> |
| <i>ES63</i> | <i>Ciudad de Ceuta</i> | <i>Ceuta</i> |
| <i>ES64</i> | <i>Ciudad de Melilla</i> | <i>Melilla</i> |
| ES7, ES70 | Canarias | Canary Islands |

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|------------------------|----------------------|
| Audiencia Nacional | National High Court |
| Audiencia Provincial | Provincial Court |
| Juzgado de Instrucción | Local Criminal Court |
| Juzgado de lo Civil | Civil Court |

| | |
|--|---|
| Juzgado de lo Contencioso-Administrativo | Court for Contentious Administrative Proceedings |
| Juzgado de lo Penal | Criminal Court |
| Juzgado de lo Social | Social Court |
| Juzgado de Menores | Juvenile Court |
| Juzgado de Paz | Magistrates Court |
| Juzgado de Primera Instancia | Court of First Instance |
| Juzgado de Primera Instancia e Instrucción | Court of First Instance and Preliminary Investigations |
| Juzgado de Vigilancia Penitenciaria | court with special duties in the matter of criminal sentences |
| Sala de lo Civil y Penal | Chamber for Civil and Criminal Matters |
| Sala de lo Contencioso-Administrativo | Chamber for Contentious Administrative Proceedings |
| Sala de lo Penal | Chamber for Criminal Matters |
| Sala de lo Social | Chamber for Labour Matters |
| Tribunal Constitucional | Constitutional Court |
| Tribunal de Defensa de la Competencia | Court for the Defence of Competition |
| Tribunal Superior de Justicia | High Court of Justice |
| Tribunal Supremo | Supreme Court |

Legal instruments

| | |
|----------------------|--|
| Código Civil | Civil Code |
| Código de Comercio | Commercial Code |
| Código Penal | Criminal Code |
| Constitución | Constitution |
| decreto legislativo | Legislative Decree |
| ley | Law |
| ley orgánica | Organic Law |
| orden | (Administrative) Order |
| ordenanza de policía | Police Order |
| ordenanza municipal | Municipal By-Law |
| real decreto | Royal Decree |
| real decreto-ley | Royal Decree-Law |
| resolución judicial | decision (generally applicable term covering any decision relating to legal proceedings) |
| Resolución | (Administrative) decision |
| sentencia | judgment (bringing legal proceedings to a close) |

Sweden

Full name: *Kingdom of Sweden (Konungariket Sverige).*

Call the country's main administrative/regional units (*län*) 'counties' in English.

Official language: Swedish.

Parliament: Sweden has a unicameral parliament known as the *Riksdag*. The name is left untranslated, as *the Swedish Riksdag* or simply *the Riksdag*. *Kammaren* is translated simply as *the Chamber*.

The [Riksdag](#) website contains comprehensive and reliable information in English on committees, procedures and political parties.

Geography

Cities

Note *Gothenburg* for *Göteborg*. However, the Swedish form should be used in some EU-specific contexts, e.g. *the Göteborg summit/process*.

Regions for statistical purposes (NUTS)

| SE | SVERIGE | SWEDEN |
|-------------|----------------------------|-----------------------------|
| SE1 | Östra Sverige | Eastern Sweden |
| <i>SE11</i> | <i>Stockholm</i> | <i>Stockholm</i> |
| <i>SE12</i> | <i>Östra Mellansverige</i> | <i>East-Central Sweden</i> |
| SE2 | Södra Sverige | Southern Sweden |
| <i>SE21</i> | <i>Småland med öarna</i> | <i>Småland and islands</i> |
| <i>SE22</i> | <i>Sydsverige</i> | <i>South Sweden</i> |
| <i>SE23</i> | <i>Västsverige</i> | <i>West Sweden</i> |
| SE3 | Norra Sverige | Northern Sweden |
| <i>SE31</i> | <i>Norra Mellansverige</i> | <i>North-Central Sweden</i> |
| <i>SE32</i> | <i>Mellersta Norrland</i> | <i>Central Norrland</i> |
| <i>SE33</i> | <i>Övre Norrland</i> | <i>Upper Norrland</i> |

The above table is based on [NUTS](#) – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

The following are the names of the two parallel systems, the administrative courts and the general courts.

| Administrative Courts | |
|--------------------------------|--------------------------------|
| Förvaltningsrätt* | administrative court |
| Kammarrätt | administrative court of appeal |
| Högsta Förvaltningsdomstolen** | Supreme Administrative Court |

| General Courts | |
|-----------------------|-----------------|
| Tingsrätt | district court |
| Hovrätt | court of appeal |
| Högsta Domstolen | Supreme Court |

* These replaced the länsrätter in 2010.

** Formerly Regeringsrätten. Changed its name in Swedish on 1 January 2011

Note: this list of courts is of course not exhaustive. The Swedish court system has been changed and reformed a number of times in recent years, with courts being created and existing courts being merged. In cases of doubt it is always a good idea to go to the website of the court in question and check its name in English (which is always given somewhere).

The same applies to government agencies and bodies, which are also subject to frequent reorganisations/renamings.

For official titles etc. always use the most recent edition of *Utrikes namnbok*, which is to be regarded as definitive.

Legal instruments

| | |
|------------------------------|--|
| allmänna råd | general advice |
| balk | code |
| betänkande (Bet.) | opinion/report (of a committee in the Riksdag) |
| föreskrift | regulation |
| författning | statute, statutory instrument |
| förordning | ordinance |
| grundlag (plural grundlagar) | fundamental law (it may be useful to spell out that 'X is one of the four fundamental laws that make up the Swedish constitution') |
| grundlagarna | the Constitution (i.e. the four fundamental laws collectively) |
| kungörelse | decree |
| lag | act/law |
| lagstiftning | legislation |
| proposition (prop.) | Government bill |
| Riksdagsskrivelse (rskr) | Riksdag communication (to the Government) |
| Regeringsskrivelse (regskr) | Government communication (to the Riksdag) |

The Swedish Statutes in Translation website no longer exists. Where English translations exist, they are best found by using the following search string in Google: SFS number + Act + site:se.

Example: to find the Local Government Act (Kommunallagen, SFS 1991:900) type the following into the Google search field: 1991:900 Act site:se. For the fundamental laws/Constitution, see the [Riksdag](#) website, which also contains a lot of information on the various committees etc. See also the [Glossary for the Courts of Sweden](#).

Law gazettes, official gazettes and official journals

Strictly speaking, Sweden does not have an official gazette.

| | |
|----------------------------------|--------------------------|
| Svensk författningssamling (SFS) | Swedish Code of Statutes |
|----------------------------------|--------------------------|

Switzerland

Full name: *Swiss Confederation* (*Confédération suisse* in French, *Schweizerische Eidgenossenschaft* in German, *Confederazione Svizzera* in Italian, *Confederaziun svizra* in Romansh).

Official language: French, German, Italian and Romansh.

Parliament: the Federal Assembly (*Assemblée nationale* / *Bundesversammlung* / *Assemblea federale*), which meets in Berne and has two houses; the upper house is the Council of States (*Conseil des États* / *Ständerat* / *Consiglio degli Stati*) and the lower house is the National Council (*Conseil national* / *Nationalrat* / *Consiglio nazionale*). It should be referred to in English as *the Parliament*.

Member of EFTA, but not the EEA.

Geography

Cities

Use the forms *Basel*, *Berne*, *Geneva* and *Lucerne*. Otherwise, retain the native form in official use in the canton concerned (e.g. *Zürich* rather than *Zurigo*, *Neuchâtel* rather than *Neuenburg*).

No city in Switzerland has the official status either of capital or of federal city; nevertheless Berne, the seat of the federal authorities, is commonly referred to as ‘Federal City’.

Rivers and lakes

Write *Rhine* for *Rhein*, *Lake Constance* for *Bodensee*, *Lake Geneva* for *Lac Léman* and *Lake Lucerne* for *Vierwaldstättersee* / *Lac des Quatre Cantons* / *Lago dei Quattro Cantoni*.

Mountains

Anglicise *Alps* and *Bernese Oberland*.

Regions for statistical purposes (corresponding to NUTS)

| CH | SCHWEIZ/SUISSE/SVIZZERA | SWITZERLAND |
|--------------|--------------------------|---------------------------|
| CH01 | Région lémanique | Lake Geneva Region |
| <i>CH011</i> | <i>Vaud</i> | <i>Vaud</i> |
| <i>CH012</i> | <i>Valais</i> | <i>Valais</i> |
| <i>CH013</i> | <i>Genève</i> | <i>Genève</i> |
| CH02 | Espace Mittelland | Espace Mittelland |
| <i>CH021</i> | <i>Bern</i> | <i>Bern</i> |

| | | |
|------------------------------|-------------------------------|----------------------------------|
| <i>CH022</i> | <i>Freiburg</i> | <i>Freiburg</i> |
| <i>CH023</i> | <i>Solothurn</i> | <i>Solothurn</i> |
| <i>CH024</i> | <i>Neuchâtel</i> | <i>Neuchâtel</i> |
| <i>CH025</i> | <i>Jura</i> | <i>Jura</i> |
| CH03 | Nordwestschweiz | North-Western Switzerland |
| <i>CH031</i> | <i>Basel-Stadt</i> | <i>Basel-Stadt</i> |
| <i>CH032</i> | <i>Basel-Landschaft</i> | <i>Basel-Landschaft</i> |
| <i>CH033</i> | <i>Aargau</i> | <i>Aargau</i> |
| CH04, <i>CH040</i> | Zürich | Zürich |
| CH05 | Ostschweiz | Eastern Switzerland |
| <i>CH051</i> | <i>Glarus</i> | <i>Glarus</i> |
| <i>CH052</i> | <i>Schaffhausen</i> | <i>Schaffhausen</i> |
| <i>CH053</i> | <i>Appenzell Ausserrhoden</i> | <i>Appenzell Ausserrhoden</i> |
| <i>CH054</i> | <i>Appenzell Innerrhoden</i> | <i>Appenzell Innerrhoden</i> |
| <i>CH055</i> | <i>St. Gallen</i> | <i>St. Gallen</i> |
| <i>CH056</i> | <i>Graubünden</i> | <i>Graubünden</i> |
| <i>CH057</i> | <i>Thurgau</i> | <i>Thurgau</i> |
| CH06 | Zentralschweiz | Central Switzerland |
| <i>CH061</i> | <i>Luzern</i> | <i>Luzern</i> |
| <i>CH062</i> | <i>Uri</i> | <i>Uri</i> |
| <i>CH063</i> | <i>Schwyz</i> | <i>Schwyz</i> |
| <i>CH064</i> | <i>Obwalden</i> | <i>Obwalden</i> |
| <i>CH065</i> | <i>Nidwalden</i> | <i>Nidwalden</i> |
| <i>CH066</i> | <i>Zug</i> | <i>Zug</i> |
| CH07, <i>CH070</i> | Ticino | Ticino |

The above table is based on Eurostat's [coding of statistical regions for EFTA countries](#), corresponding to [NUTS](#) – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, and corresponding regions in EFTA, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1, 2 (grandes régions) and 3 (cantons) are shown in plain, bold and italic respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

FRENCH

| FR | EN |
|----------------------------------|--|
| tribunal administratif cantonal | cantonal administrative court |
| Tribunal administratif fédéral | Federal Administrative Court (St Gallen) |
| tribunal cantonal / cour suprême | cantonal court of appeal |
| tribunal civil | civil court |
| tribunal cantonal des assurances | cantonal insurance court |

| | |
|---------------------------------|-------------------------------------|
| Tribunal fédéral des assurances | Federal Insurance Court (Lucerne) |
| Tribunal fédéral des brevets | Federal Patent Court (St Gallen) |
| Tribunal fédéral | Federal Supreme Court (Lausanne) |
| tribunal pénal cantonal | cantonal criminal court |
| Tribunal pénal federal | Federal Criminal Court (Bellinzona) |

GERMAN

| DE | EN |
|--------------------------------------|--|
| Appellationsgericht | cantonal court of appeal (Basel-Stadt) |
| Bundesgericht | Federal Supreme Court (Lausanne) |
| Bundespatentgericht | Federal Patent Court (St Gallen) |
| Bundesstrafgericht | Federal Criminal Court (Bellinzona) |
| Bundesverwaltungsgericht | Federal Administrative Court (St Gallen) |
| Eidgenössisches Versicherungsgericht | Federal Insurance Court (Lucerne) |
| kantonales Strafgericht | cantonal criminal court |
| kantonales Versicherungsgericht | cantonal insurance court |
| kantonales Verwaltungsgericht | cantonal administrative court |
| Kantonsgericht | cantonal court of appeal (Lucerne, Schwyz, Freiburg, Basel-Landschaft, Appenzell Innerrhoden, St. Gallen and Graubünden) |
| Obergericht | cantonal court of appeal (Zürich, Berne, Uri, Obwalden, Nidwalden, Glarus, Zug, Schaffhausen, Appenzell Ausserrhoden, Solothurn, Aargau and Thurgau) |
| Zivilgericht | civil court |

ITALIAN

| IT | EN |
|---|--|
| tribunale amministrativo cantonale | cantonal administrative court |
| Tribunale amministrativo federale | Federal Administrative Court (St Gallen) |
| tribunale d'appello | cantonal court of appeal |
| tribunale cantonale | cantonal court of appeal |
| tribunale cantonale delle assicurazioni | cantonal insurance court |
| tribunale civile | civil court |
| Tribunale federale | Federal Supreme Court (Lausanne) |
| Tribunale federale dei brevetti | Federal Patent Court (St Gallen) |
| Tribunale federale delle assicurazioni | Federal Insurance Court (Lucerne) |
| tribunale penale cantonale | cantonal criminal court |
| Tribunale penale federale | Federal Criminal Court (Bellinzona) |

Legal instruments

FRENCH

| FR | EN |
|--|---|
| Code civil suisse (CC) | Swiss Civil Code |
| Code des obligations | Swiss Code of Obligations |
| Code pénal suisse (CP) | Swiss Criminal Code |
| Constitution fédérale de la Confédération suisse | Federal Constitution of the Swiss Confederation |
| initiative populaire fédérale | federal popular initiative |
| loi | act |
| ordonnance | ordinance |
| référendum facultatif | optional referendum |
| référendum obligatoire | mandatory referendum |
| votation populaire | voting |

GERMAN

| DE | EN |
|--|---|
| Bundesverfassung der Schweizerischen Eidgenossenschaft | Federal Constitution of the Swiss Confederation |
| Eidgenössische Volksinitiative | federal popular initiative |
| fakultatives Referendum | optional referendum |
| Gesetz | act |
| Obligationenrecht | Swiss Code of Obligations |
| obligatorisches Referendum | mandatory referendum |
| Strafgesetzbuch (StGB) | Swiss Criminal Code |
| Verordnung | ordinance |
| Volksabstimmung | voting |
| Zivilgesetzbuch (ZGB) | Swiss Civil Code |

ITALIAN

| IT | EN |
|---|---|
| atto | act |
| Codice civile svizzero (CC) | Swiss Civil Code |
| Codice penale svizzero | Swiss Criminal Code |
| Costituzione federale della Confederazione Svizzera | Federal Constitution of the Swiss Confederation |
| Diritto delle obbligazioni | Swiss Code of Obligations |
| iniziativa popolare federale | federal popular initiative |

| | |
|-------------------------|----------------------|
| ordinanza | ordinance |
| referendum facoltativo | optional referendum |
| referendum obbligatorio | mandatory referendum |
| votazione | voting |

Legislation can be found in the Federal Gazette, the Official Collection of Swiss Law or the Systematic Collection of Swiss Law (*Recueil systématique du droit fédéral / Systematische Sammlung des Bundesrechts / Raccolta sistematica del diritto federale*). The [website of the Swiss Government](#) provides unofficial English translations of some acts and ordinances.

Government bodies and administrative divisions

FRENCH

| FR | EN |
|-------------------------------|--|
| canton | canton |
| commune | municipality |
| Confédération suisse | Swiss Confederation |
| Conseil d'État | Council of State (executive body in certain cantons) |
| Conseil exécutif | Executive Council (executive body in certain cantons) |
| Conseil fédéral | Federal Council (constitutes the federal government of the Swiss Confederation; serves as a collective Head of State) |
| Département fédéral de(s) ... | Federal Department of ... (e.g. Foreign Affairs; Home Affairs; Justice and Police; Defence, Civil Protection and Sport; Finance; Economic Affairs, Education and Research; the Environment, Transport, Energy and Communications) (each of the seven members of the Federal Council runs one of the seven federal departments) |
| district | district |
| Grand Conseil | cantonal legislature (Francophone cantons except Jura) |
| parlement | cantonal legislature (Jura) |

GERMAN

| DE | EN |
|-----------------------|--|
| Amt (also Amtsbezirk) | district |
| Bezirk | district |
| Bundesrat | Federal Council (constitutes the federal |

| | |
|---|--|
| | government of the Swiss Confederation; serves as a collective Head of State) |
| Eidgenössisches Departement für/des ... | Federal Department of ... (e.g. Foreign Affairs; Home Affairs; Justice and Police; Defence, Civil Protection and Sport; Finance; Economic Affairs, Education and Research; the Environment, Transport, Energy and Communications) (each of the seven members of the Federal Council runs one of the seven federal departments) |
| Gemeinde | municipality |
| Grosser Rat | cantonal legislature |
| Kanton | canton |
| Kantonsrat | cantonal legislature |
| Kantonsregierung | cantonal executive |
| Landrat | cantonal legislature |
| Regierungsrat | Executive Council (executive body of certain cantons) |
| Schweizerische Eidgenossenschaft | Swiss Confederation |
| Staatsrat | Council of State (executive body of certain cantons) |

ITALIAN

| IT | EN |
|--|--|
| cantone | canton |
| comune | municipality |
| distretto | district |
| Confederazione Svizzera | Swiss Confederation |
| Consiglio esecutivo | Executive Council (executive body in certain cantons) |
| Consiglio federale | Federal Council (constitutes the federal government of the Swiss Confederation; serves as a collective Head of State) |
| Consiglio di Stato | Council of State (executive body in certain cantons) |
| Dipartimento federale degli/dell'/della/delle/di ... | Federal Department of ... (e.g. Foreign Affairs; Home Affairs; Justice and Police; Defence, Civil Protection and Sport; Finance; Economic Affairs, Education and Research; the Environment, Transport, Energy and Communications) (each of the seven members of the Federal Council runs one of the seven federal departments) |
| Gran Consiglio | cantonal legislature |

Türkiye

Full name: *Republic of Türkiye (Türkiye Cumhuriyeti)*.

Official language: Turkish.

Parliament: Türkiye has a unicameral parliament known as the *Türkiye Büyük Millet Meclisi*. It should be referred to in English as *the Turkish Grand National Assembly*.

Geography

Regions for statistical purposes (corresponding to NUTS)

| TR | TÜRKİYE | TÜRKİYE |
|-------------|--|--|
| TR1 | İstanbul | Istanbul |
| <i>TR10</i> | <i>İstanbul</i> | <i>Istanbul</i> |
| TR2 | Batı Marmara | Western Marmara |
| <i>TR21</i> | <i>Tekirdağ, Edirne, Kırklareli</i> | <i>Tekirdağ, Edirne, Kırklareli</i> |
| <i>TR22</i> | <i>Bahkesir, Çanakkale</i> | <i>Bahkesir, Çanakkale</i> |
| TR3 | Ege | Aegean |
| <i>TR31</i> | <i>İzmir</i> | <i>Izmir</i> |
| <i>TR32</i> | <i>Aydın, Denizli, Muğla</i> | <i>Aydın, Denizli, Muğla</i> |
| <i>TR33</i> | <i>Manisa, Afyonkarahisar, Kütahya, Uşak</i> | <i>Manisa, Afyonkarahisar, Kütahya, Uşak</i> |
| TR4 | Doğu Marmara | Eastern Marmara |
| <i>TR41</i> | <i>Bursa, Eskişehir, Bilecik</i> | <i>Bursa, Eskişehir, Bilecik</i> |
| <i>TR42</i> | <i>Kocaeli, Sakarya, Düzce, Bolu, Yalova</i> | <i>Kocaeli, Sakarya, Düzce, Bolu, Yalova</i> |
| TR5 | Batı Anadolu | Western Anatolia |
| <i>TR51</i> | <i>Ankara</i> | <i>Ankara</i> |
| <i>TR52</i> | <i>Konya, Karaman</i> | <i>Konya, Karaman</i> |
| TR6 | Akdeniz | Mediterranean |
| <i>TR61</i> | <i>Antalya, Isparta, Burdur</i> | <i>Antalya, Isparta, Burdur</i> |
| <i>TR62</i> | <i>Adana, Mersin</i> | <i>Adana, Mersin</i> |
| <i>TR63</i> | <i>Hatay, Kahramanmaraş, Osmaniye</i> | <i>Hatay, Kahramanmaraş, Osmaniye</i> |
| TR7 | Orta Anadolu | Eastern Anatolia |
| <i>TR71</i> | <i>Kırıkkale, Aksaray, Niğde, Nevşehir, Kırşehir</i> | <i>Kırıkkale, Aksaray, Niğde, Nevşehir, Kırşehir</i> |
| <i>TR72</i> | <i>Kayseri, Sivas, Yozgat</i> | <i>Kayseri, Sivas, Yozgat</i> |
| TR8 | Batı Karadeniz | Western Black Sea |
| <i>TR81</i> | <i>Zonguldak, Karabük, Bartın</i> | <i>Zonguldak, Karabük, Bartın</i> |
| <i>TR82</i> | <i>Kastamonu, Çankırı, Sinop</i> | <i>Kastamonu, Çankırı, Sinop</i> |
| <i>TR83</i> | <i>Samsun, Tokat, Çorum, Amasya</i> | <i>Samsun, Tokat, Çorum, Amasya</i> |
| TR9 | Doğu Karadeniz | Eastern Black Sea |
| <i>TR90</i> | <i>Trabzon, Ordu, Giresun, Rize,</i> | <i>Trabzon, Ordu, Giresun, Rize,</i> |

| | | |
|-------------|---|---|
| | <i>Artvin, Gümüşhane</i> | <i>Artvin, Gümüşhane</i> |
| TRA | Kuzeydoğu Anadolu | Northeastern Anatolia |
| <i>TRA1</i> | <i>Erzurum, Erzincan, Bayburt</i> | <i>Erzurum, Erzincan, Bayburt</i> |
| <i>TRA2</i> | <i>Ağrı, Kars, Iğdır, Ardahan</i> | <i>Ağrı, Kars, Iğdır, Ardahan</i> |
| TRB | Ortadoğu Anadolu | Mideastern Anatolia |
| <i>TRB1</i> | <i>Malatya, Elazığ, Bingöl, Tunceli</i> | <i>Malatya, Elazığ, Bingöl, Tunceli</i> |
| <i>TRB2</i> | <i>Van, Muş, Bitlis, Hakkari</i> | <i>Van, Muş, Bitlis, Hakkari</i> |
| TRC | Güneydoğu Anadolu | Southeastern Anatolia |
| <i>TRC1</i> | <i>Gaziantep, Adıyaman, Kilis</i> | <i>Gaziantep, Adıyaman, Kilis</i> |
| <i>TRC2</i> | <i>Şanlıurfa, Diyarbakır</i> | <i>Şanlıurfa, Diyarbakır</i> |
| <i>TRC3</i> | <i>Mardin, Batman, Şırnak, Siirt</i> | <i>Mardin, Batman, Şırnak, Siirt</i> |

The above table is based on Eurostat's [coding of statistical regions for candidate countries](#), corresponding to [NUTS](#) – the EU's *Nomenclature of Territorial Units for Statistics*. However, the NUTS regions, and corresponding regions in candidate countries, when referred to as such, are *not* translated. The translations should be used only in other contexts. In the table, region levels 1 and 2 are shown in bold and italic respectively.

Judicial bodies

See also the general advice on translating **names of bodies** in point 5.8 of the [English Style Guide](#).

| | |
|--------------------------------------|--|
| Anayasa Mahkemesi | Constitutional Court |
| Askeri Yargıtay | Military Court of Cassation |
| Askeri Yüksek İdare Mahkemesi (AYİM) | High Military Administrative Court |
| Başsavcı | Chief Public Prosecutor |
| Ceza Dairesi | Criminal Chamber |
| Danıştay | Council of State |
| Devlet Güvenlik Mahkemeleri | State Security Courts |
| Hâkimler ve Savcılar Yüksek Kurulu | Supreme Council of Judges and Public Prosecutors |
| Hukuk Dairesi | Civil Chamber |
| Sayıştay | Court of Accounts |
| Uyuşmazlık Mahkemesi | Court of Conflicts |
| Yargıtay | Court of Cassation |

Legal instruments

| | |
|--------------------------|------------------|
| genelge | circular |
| kanun | law |
| kanun hükmünde kararname | statutory decree |
| tüzük | regulation |
| yönetmelik | order |

Ukraine

Full name: *Ukraine (Україна).*

Official language: Ukrainian. For transliterating Ukrainian, see the table (Annex 2) in the [English Style Guide](#). For proper names, bear in mind that some Ukrainians (including President Zelenskyy) use a Latin spelling of their name which differs from the standard transliteration as described in Annex 2.

Parliament: Ukraine has a unicameral parliament. Its full title is the *Verkhovna Rada* of Ukraine (*Верховна Рада України*). The name of the parliament means ‘supreme council’, but it is usually left untranslated, following the practice in the *Verkhovna Rada*’s own English-language communications. It comprises 450 Members of Parliament (*народні депутати*).

Executive: The Head of State is the President. The government (*уряд*) is referred to formally as the Cabinet of Ministers of Ukraine (*Кабінет Міністрів України*) and is led by the Prime Minister (*Прем'єр-міністр*), who is the Head of Government.

Geography

Ukraine is divided into regions (*oblasts/області*), two cities with special status (Kyiv and Sevastopol) and one autonomous republic (Crimea). The Ukrainian government leaves the term ‘oblast’ untranslated in its official publications in English.

These entities are further divided into districts (*райони*). The lowest level of local administration is the hromada (*громада*), which replaced a variety of different municipal structures in 2020.

Each subdivision is governed by a council, which elects the head of the local executive. The official title is Head of the ... Council (*Голова ... ради*). This should not be confused with the post of Head of Local State Administration (*Голова місцевої державної адміністрації*), who is named by the President at the request of the government and oversees the central government administration in the area in question. Exceptionally, in the city of Kyiv, the elected mayor may simultaneously be named as head of the Kyiv City State Administration.

Since the Russian invasion in 2014, the Autonomous Republic of Crimea and Sevastopol are referred to by Ukraine as ‘temporarily occupied territory’ (*тимчасово окупована територія*). The term ‘illegally annexed’ is preferred in EU documents.

The ‘DNR’ and ‘LNR’, which are regarded as terrorist organisations in Ukraine, are not to be referred to by any term alluding to statehood or autonomy without the qualifier ‘self-proclaimed’ or ‘so-called’. The areas under their de facto control are referred to in both Ukrainian and EU texts as ‘non-government-controlled areas of Donetsk and Luhansk oblasts of Ukraine’ or ‘certain areas of Donetsk and Luhansk regions’ (CADLR).

Specific subdivisions include civil–military administrations (*військово-цивільні адміністрації*), which are temporary local authorities in areas where ongoing hostilities do not allow for civilian local government, and the Chernobyl Exclusion Zone (*Зона відчуження Чорнобильської АЕС*), which is under the control of the State Emergency Service of Ukraine.

Place names: Use the Ukrainian names in all cases (Kyiv, Lviv, Kharkiv, Odesa, Donbas, etc.). Russian-derived names formerly used in English are outdated, and their use is often considered highly offensive, especially since the Russian invasion of Ukraine. Texts in other languages may use different place names and refer, for example, to Lviv as Lemberg in German, Chernivtsi as Cernăuți in Romanian or Berehove as Beregszász in Hungarian. Always use the Ukrainian name when writing in English.

Many towns and cities have changed their name in recent years as part of the national campaign to remove symbols of the former communist regime. The most notable examples are Dnipro (formerly Dnipropetrovsk) and Kropyvnytskyi (formerly Kirovohrad).

Regions:

| Name in Ukrainian | Name in English |
|---------------------------|-------------------------------|
| Автономна Республіка Крим | Autonomous Republic of Crimea |
| Вінницька область | Vinnysia oblast |
| Волинська область | Volyn oblast |
| Дніпропетровська область | Dnipropetrovsk oblast |
| Донецька область | Donetsk oblast |
| Житомирська область | Zhytomyr oblast |
| Закарпатська область | Zakarpattia oblast |
| Запорізька область | Zaporizhzhia oblast |
| Івано-Франківська область | Ivano-Frankivsk oblast |
| Київська область | Kyiv oblast |
| Кіровоградська область | Kirovohrad oblast |
| Луганська область | Luhansk oblast |
| Львівська область | Lviv oblast |
| Миколаївська область | Mykolaiv oblast |
| Одеська область | Odesa oblast |
| Полтавська область | Poltava oblast |
| Рівненська область | Rivne oblast |
| Сумська область | Sumy oblast |
| Тернопільська область | Ternopil oblast |
| Харківська область | Kharkiv oblast |
| Херсонська область | Kherson oblast |
| Хмельницька область | Khmelnyskyi oblast |
| Черкаська область | Cherkasy oblast |
| Чернівецька область | Chernivtsi oblast |
| Чернігівська область | Chernihiv oblast |
| Київ | Kyiv |
| Севастополь | Sevastopol |

Note that the Dnipropetrovsk and Kirovohrad oblasts still retain their old Soviet names. The Constitutional Court ruled in 2019 that they should be renamed Sicheslav and Kropyvnytskyi respectively, but the Constitution has not yet been amended to that effect.

Judicial bodies

| | |
|--|----------------------------------|
| Верховний Суд | Supreme Court |
| апеляційний суд | court of appeal |
| місцевий суд | local court |
| Конституційний суд | Constitutional Court |
| вищі спеціалізовані суди | specialised high courts |
| Вищий суд з питань інтелектуальної власності | High Intellectual Property Court |
| Вищий антикорупційний суд | High Anti-Corruption Court |

Since the judicial reform which began in 2016, the court system has consisted of three levels of courts of general jurisdiction: local courts, courts of appeal and the Supreme Court.

The Constitutional Court is a special body charged with ruling on the constitutionality of legislative acts.

Ukrainian law provides for the establishment of specialised high courts to judge cases regarding particular matters in first and second instance. So far, two such courts have been established: the High Intellectual Property Court and the High Anti-Corruption Court.

Legal instruments

| | |
|------------------------------|--|
| Закон України | Law of Ukraine |
| Указ Президента | Presidential Decree |
| Постанова Кабінету Міністрів | Resolution of the Cabinet of Ministers |
| Розпорядження | Regulation |
| Кодекс | Code |
| Розділ | Part (of legislation) |
| Стаття | Article (of legislation) |

Law gazettes, official gazettes and official journals

| | |
|---|---|
| Офіційний вісник України | Official Gazette of Ukraine |
| Єдиний державний реєстр нормативно-правових актів | Single State Register of Legislative Acts |

United Kingdom

Full name: *United Kingdom of Great Britain and Northern Ireland.*

Avoid the colloquial *Britain* and *British* in legal or formal texts. Note that the abbreviation ‘RU’ is sometimes used in French texts for ‘UK’, but it might also mean Russia.

Official language: English.

Parliament: The United Kingdom has a bicameral parliament comprising *the House of Commons* (the lower house) and *the House of Lords* (the upper house). It also has three devolved legislatures: *the Northern Ireland Assembly*, *the Scottish Parliament* and *the National Assembly for Wales*.

Geography

Great Britain comprises England, Wales and Scotland; these three together with Northern Ireland form the *United Kingdom*. Never use *Ulster* for the province of Northern Ireland: Ulster includes the Irish Counties of Cavan, Donegal and Monaghan *plus* Northern Ireland. The term *the British Isles* is a geographical designation covering the territories of Ireland and the United Kingdom, plus the Isle of Man and the Channel Islands. In recent years, however, it has been replaced in official pronouncements by *Britain and Ireland*.

Regions for statistical purposes (NUTS)

| | |
|-------------|---|
| UK | UNITED KINGDOM |
| UKC | North East (England) |
| <i>UKC1</i> | <i>Tees Valley and Durham</i> |
| <i>UKC2</i> | <i>Northumberland and Tyne and Wear</i> |
| UKD | North West (England) |
| <i>UKD1</i> | <i>Cumbria</i> |
| <i>UKD3</i> | <i>Greater Manchester</i> |
| <i>UKD4</i> | <i>Lancashire</i> |
| <i>UKD6</i> | <i>Cheshire</i> |
| <i>UKD7</i> | <i>Merseyside</i> |
| UKE | Yorkshire and the Humber |
| <i>UKE1</i> | <i>East Yorkshire and Northern Lincolnshire</i> |
| <i>UKE2</i> | <i>North Yorkshire</i> |
| <i>UKE3</i> | <i>South Yorkshire</i> |
| <i>UKE4</i> | <i>West Yorkshire</i> |
| UKF | East Midlands (England) |
| <i>UKF1</i> | <i>Derbyshire and Nottinghamshire</i> |
| <i>UKF2</i> | <i>Leicestershire, Rutland and Northamptonshire</i> |
| <i>UKF3</i> | <i>Lincolnshire</i> |

| | |
|----------------------|---|
| UKG | West Midlands (England) |
| <i>UKG1</i> | <i>Herefordshire, Worcestershire and Warwickshire</i> |
| <i>UKG2</i> | <i>Shropshire and Staffordshire</i> |
| <i>UKG3</i> | <i>West Midlands</i> |
| UKH | East of England |
| <i>UKH1</i> | <i>East Anglia</i> |
| <i>UKH2</i> | <i>Bedfordshire and Hertfordshire</i> |
| <i>UKH3</i> | <i>Essex</i> |
| UKI | London |
| <i>UKI3</i> | <i>Inner London – West</i> |
| <i>UKI4</i> | <i>Inner London – East</i> |
| <i>UKI5</i> | <i>Outer London – East and North East</i> |
| <i>UKI6</i> | <i>Outer London – South</i> |
| <i>UKI7</i> | <i>Outer London – West and North West</i> |
| UKJ | South East (England) |
| <i>UKJ1</i> | <i>Berkshire, Buckinghamshire and Oxfordshire</i> |
| <i>UKJ2</i> | <i>Surrey, East and West Sussex</i> |
| <i>UKJ3</i> | <i>Hampshire and Isle of Wight</i> |
| <i>UKJ4</i> | <i>Kent</i> |
| UKK | South West (England) |
| <i>UKK1</i> | <i>Gloucestershire, Wiltshire and Bristol/Bath area</i> |
| <i>UKK2</i> | <i>Dorset and Somerset</i> |
| <i>UKK3</i> | <i>Cornwall and Isles of Scilly</i> |
| <i>UKK4</i> | <i>Devon</i> |
| UKL | Wales |
| <i>UKL1</i> | <i>West Wales and The Valleys</i> |
| <i>UKL2</i> | <i>East Wales</i> |
| UKM | Scotland |
| <i>UKM5</i> | <i>North Eastern Scotland</i> |
| <i>UKM6</i> | <i>Highlands and Islands</i> |
| <i>UKM7</i> | <i>Eastern Scotland</i> |
| <i>UKM8</i> | <i>West Central Scotland</i> |
| <i>UKM9</i> | <i>Southern Scotland</i> |
| UKN, UKN0 | Northern Ireland |

The above table is based on [NUTS](#) – the EU’s *Nomenclature of Territorial Units for Statistics*. In the table, region levels 1 and 2 are shown in bold and italic font, respectively.