

Latvijas Republikas
tiesību aktu tulkošanas
rokasgrāmata

Translation Handbook for
Latvian Legislation

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Iespiests a/s "Preses nams" poligrāfijas grupā " Jāņa Sēta"

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Paredzēts kā mācību līdzeklis
sabiedrisko zinātņu studentiem

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PREFACE

Tulkošanas un terminoloģijas centrs (TTC), specializēta, Eiropas Integrācijas birojam pakļauta iestāde, ar prieku jums sniedz savas Latvijas Republikas tiesību aktu tulkošanas rokasgrāmatas pirmo izdevumu.

Rokasgrāmatas tapšanā ir piedalījušies daudzi cilvēki un organizācijas. TTC grib izteikt it sevišķi lielu paldies Kanādas Starptautiskajai attīstības aģentūrai (CIDA) par morālo un finansiālo atbalstu, ES *Phare* projektam par finansiālo atbalstu, Kanādas Tulkošanas birojam Hallā, kas deva iespēju Vitālijam Bucēnam kādu laiku strādāt Rīgā un pildīt rokasgrāmatas galvenā redaktora pienākumus, Marei Maksvelai no Igaunijas Likumtekstu tulkošanas centra par rokasgrāmatas dizainu un maketēšanu un, visubeidzot, - TTC angļu grupas darbiniekiem par izcilo devumu šī projekta īstenošanā.

TTC darbs palīdz Latvijas valdībai likt valsts turpmākās attīstības pamatus. Juridiski precīzi tiesību aktu tulkojumi un vienota terminoloģija nodrošina kvalitatīvu tiesību sistēmu Latvijā, kas atbilst Eiropas Savienības tiesību normām. Rokasgrāmata ir viens no soļiem ceļā uz šo mērķi, jo tikai juridiska precizitāte, terminoloģijas konsekvence un valodas skaidrība Latvijas likumu tulkojumos ļaus pasaulei uzzināt, ka Latvija ir cienīga ietilpt pasaules nāciju saimē.

Marta Jaksona

Tulkošanas un terminoloģijas
centra direktore

INTRODUCTION

This Handbook is intended initially for the English Translation Unit staff and freelance translators of the Translation and Terminology Centre in Riga, Latvia. It should also prove to be a useful tool for Ministry translators and others tasked with translating Latvian legislative texts into English.

Much of the material in this handbook is taken directly or adapted from the *European Commission Translation Service English Style Guide* (ECTS-ESG).¹ Some material is adapted from the *European Communities Interinstitutional Style Guide* (EC-ISG).²

This Handbook does not attempt to be an all-encompassing English language style guide. Several excellent style guides already exist (for example the two cited above) and should be consulted regarding the use of the English language as such.

Accuracy and clarity are crucial aspects of legislative translation. The practical experience gained and lessons learned over the past two years by the TTC English Translation Unit have been incorporated into the Handbook. It is intended to address the specific translation issues and problems that come up when translating Latvian legislation into English. The Handbook will also serve as a tool for ensuring consistency in legislative translations.

Chapters 1 to 6 cover general English usage and grammar topics. The following chapters (7 – 11) address more difficult issues of translation such as gender-neutral language, transposing geographic names into English, the use of footnotes and so on.

Chapter 12 deals with the use of verbs and appropriate equivalents in legislative texts.

Tables of terms sorted by topic in Chapter 13 and a more extensive list of common legal terms found in Latvian laws (sorted alphabetically) in Chapter 14 will serve as a quick reference tool for translators. The three annexes are tables of Latvian and English equivalents for units of measurement, languages of the world and acronyms.

A further source of terminology is the database available on the TTC website: <http://www.ttc.lv>

Other useful references on style recommended by the EC-ISG:

Hart's rules for compositors and readers (Oxford University Press)

Copy-editing (The Cambridge handbook for editors, authors and publishers) (Cambridge University Press)

Fowler's Modern English Usage (Oxford University Press)

Oxford Writers' Dictionary (Oxford University Press)

Multilingual Glossary of Abbreviations (Council of the European Union)

European Communities Glossary (phrases and terminology) (Council of the European Union)

United Nations Terminology Bulletin (names of countries and adjectives of nationality)

An extensive list of acronyms is provided in *Acronymex* (1998, Janet Latham (ed.), Lobby Source Europe Publisher).

This is the third version of the Handbook. A revised and supplemented version is envisaged during the next year. Your comments and suggestions will therefore be appreciated. They should be sent to:

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¹ *European Commission Translation Service English Style Guide*, (third edition, revised 1998 and Online version, 2000). Hereinafter ECTS-ESG. We are grateful to the authors of the European Commission Translation Service's English Style Guide for their permission to reproduce parts of their text.

² *European Communities Interinstitutional style guide*, (published by the Office for Official Publications of the European Communities, 1998). Hereinafter EC-ISG.

1. SPELLING

CONVENTIONS

1.1 British spelling and usage

Give preference in your work to British English usage. Where there is a choice, spelling should follow the first entry in the *Oxford English Dictionary*.

1.2 Words that end in *-ise/-ize*

Use *-ise*. Both spellings are correct in British English, but the *-ise* form is much more common. When translating Latvian legislation, the *-ise* form should be used.

1.3 Words that end in *-yse/-yze*

The *-yse* spelling is the preferred form in words such as *paralyse* and *analyse*.

1.4 *Judgement vs. judgment*

Use the form without the middle *-e* (which is the spelling preferred by the European Court of Justice) when translating the Latvian *tiesas spriedums*. In all other cases use the form *judgement*.

1.5 Digraphs

Keep the digraphs in *aetiology*, *caesium*, *foetus*, *oenology*, *oestrogen*, etc. (*etiology*, etc. are US usage).

1.6 Words with *-ct/-x*

In *connection*, *reflection*, etc. use *-ct*. But note *complexion*, one of the few words ending in *-exion*.

1.7 Metric units

Write *gram*, *kilogram*, *litre*, *metre* (**not** *kilogramme*, *liter*).

1.8 *Programme vs. program*

Use *program* for computer software, *programme* elsewhere.

1.9 Plurals

For plurals of words of Latin origin, follow the list below:

addendum	addenda
apparatus	apparatus
appendix	appendices (<i>books</i>); appendixes (<i>anatomy</i>)
bacillus	bacilli
bacterium	bacteria
consortium	consortia
corrigendum	corrigenda
criterion	criteria
curriculum	curricula
(e.g. data item)	data
focus	focuses; focal points; foci (<i>mathematics, science</i>)

formula	formulas (<i>politics</i>); formulae (<i>science</i>)
forum	forums <i>or</i> fora
genus	genera
index	indexes (<i>books</i>); indices (<i>science, economics</i>)
maximum	maximums <i>or</i> maxima
medium	media; mediums (<i>spiritualism</i>)
memorandum	memoranda
phenomenon	phenomena
plus	pluses
premium	premiums
referendum	referendums <i>or</i> referenda
spectrum	spectra (<i>science</i>); spectrums (<i>politics</i>)
symposium	symposia

1.10 Words that end in *-able*

When adding *-able*, drop a final silent *-e* (*debatable, conceivable*), unless it affects the pronunciation of a preceding consonant (*changeable, traceable*); the only common exceptions are *sizeable* and *saleable*.

1.11 Confusion between English words

Guard against errors involving the words below:

dependent (adj.)	dependant (noun)
license (verb)	licence (noun)
counsel (verb)	council (noun)
practise (verb)	practice (noun)
principal (adj.)	principle (noun – thought; approach)
principal (noun – person represented by an agent)	
stationary (adj.)	stationery (noun)

Note also

independent	dependence	dependency
all together (in a body)	altogether (entirely)	
discreet (prudent)	discrete (separate)	
elicit (verb – draw forth)	illicit (adj. – unlawful)	

CAPITALISATION

1.12 General

Use capitals sparingly. They are often used to excess in commercial and administrative writing. When in doubt, use lower case. Capitalise specific references, but lower-case general references. See also 1.30 on compass points, Chap. 5 on abbreviations and Chap. 9 on scientific usage.

1.13 Specific institutions

Capitalise all nouns and adjectives in designations of specific institutions, their subdivisions (branches, departments, directorates), committees, working parties and the

like:

Parliament	Council	Supreme Court	Cabinet
Cereals and Rice Division		Foreign Affairs Committee	
European Affairs Committee		Permanent Representatives Committee	
Organisation of Markets in Crop Products Directorate			
Joint FAO/EEC Working Party on Forest and Forest Product Statistics			

In translation, when using an original designation in Latvian (i.e. where the Latvian is retained in the English translation) where only the first word is capitalised, follow the Latvian style, using italics for the Latvian text.

1.14 Non-specific references

Use lower case for non-specific references:

The European Affairs Committee is one of the parliamentary committees.

The Court of Justice rules on matters referred to it by courts or tribunals in the Member States.

It was decided to set up a number of working groups.

1.15 Legislative instruments

Capitalise references to specific regulations, directives, decisions; use lower case for general references:

The Cabinet Regulation On Merger Control came into force in 1989.

On 15 July 1993, the *Saeima* adopted the Law On the Structure of the Cabinet ...

but

It was felt that a law rather than a regulation was the appropriate instrument.

Volume, chapter, section, article and paragraph (vol., chap., sect., art., para.) should have an initial capital when followed by a numeral. The same rule applies to *figure, number* and *plate* (fig., no., pl.).

Payment of the tax referred to in Section 1, Paragraph two of this Law...

The payment referred to in other sections...

1.16 Official titles

Capitalise the titles of officials and their offices:

Vaira Vīķe-Freiberga, the first woman to be elected President of Latvia, ...

The current President of the Council is our Prime Minister.

Director-General for Agriculture

Note: *Valsts prezidents* is translated as *President*, **not** State President.

1.17 Chair

The Committee met on Thursday, with Mr Jones in the chair. The Chairperson asked ...

or

The meeting opened at 10.00 with Ms Smith presiding. The Chair asked ...

The usage *Chair* is now the rule in the European Parliament for all parliamentary committees. In Latvia *Chairperson* is used as well as *Chair*.

1.18 Names of EU programmes

The general rule seems to be “the longer the title, the fewer the capitals”. Some programme titles are given in Annex D of this Handbook; more are listed in Annex 11 of the ECTS-ESG.

1.19 Political entities

Capitalise references to *specific* political entities; use lower case when the reference is *general*, e.g.:

The Latvian Government	the Member States (of the EU)
the Baltic States	the State (in Latvian legislative texts where reference is to the Republic of Latvia)

but

nation states	a matter for governments
the Latvian authorities	state-owned

Capitalise names of political parties and organisations:

Socialist Group	Democratic Party
-----------------	------------------

but

liberal	conservative, etc.
---------	--------------------

1.20 International agreements, conferences etc.

Follow the same specific/general rule for treaties, conventions, arrangements, understandings, protocols, etc.:

The Treaty of Paris	the International Tin Agreement
the Multifibre Arrangement	Conference on Security and Co-operation in Europe

but

by treaty	under an agreement
the parties agreed to a memorandum of understanding	

1.21 Permanent and ad hoc bodies

Distinguish between the *Commission Delegation in the United States, the UK Commission*, etc. (permanent), and *delegation to a meeting* (ad hoc group of persons).

1.22 Seasons, etc.

Do not capitalise *spring, summer, autumn, winter*; capitalise weekdays, months and feast-days (*Ascension Day, pre-Christmas business*).

1.23 Events

Use initial capitals throughout for specific “events”:

British Week	the International Year of the Child
the Green Week Fair	the Second UN Development Decade

1.24 Celestial objects

The names of planets, moons, stars and artificial satellites are normally capitalised (*Venus, Rigel, Palapa B*). Capitalise *earth* and *world* only in connection with astronomy or astronautics (*the Earth, the Galaxy, the Moon*), except where the proper noun is used attributively (*earth satellites, moon rock*). No capitals are used in expressions such as *the resources of the earth, the population of the world*.

1.25 Religious references

Capitalise references to religions and specific institutions: *the Roman Catholic Church, the Orthodox Patriarchy, St Michael’s Church*; however, *the church charities* takes lower case.

1.26 Proprietary names

Proprietary names (or trade names) are normally capitalised, unless they have become generic terms, such as *aspirin, gramophone, linoleum, nylon, celluloid*. Thus, capitalise registered trade names such as *Airbus, Boeing, Land-Rover, Disprin, Polaroid*.

1.27 Place names

Capitalise all parts of recognised geographical names and political divisions: North Pole, Northern Ireland, River Plate, Scandinavian Peninsula. See also 1.30.

1.28 Quotations

Start with a capital in running text only if the quotation is a complete sentence in itself:

Walther Rathenau once said “We stand or fall on our economic performance.”

but

The American Government favours “a two-way street in arms procurement”.

1.29 Names of ships, vehicles, etc

Start with a capital and italicise names given to individual trains, ships, aircraft and spacecraft:

<i>Cutty Sark</i>	<i>Challenger</i>
-------------------	-------------------

but

Spitfire	Ford Cortina
----------	--------------

1.30 Compass points

No capitals are used for expressions such as *north, north-west, north-western*, etc., unless

they form part of administrative or political units (*North Rhine-Westphalia, East Midlands, but western Europe, central and eastern European states*). Distinguish between *South Africa* and *southern Africa*.

Compound compass points are hyphenated and, in official designations, each part is capitalised (the North-West Frontier).

Cardinal compass bearings are abbreviated with a capital and without a full stop (54° E).

1.31 Publications

For journals, newspapers and periodicals, capitalise each main word:

Daily Mail *Cambridge Journal of Economics* *Baltic Times*

Most Community publications capitalise only the first word and any proper nouns (and often adjectives formed from proper nouns):

Vade-mecum for editors
Synopsis of the work of the Court of Justice of the European Communities

However, major Community reports should be fully capitalised:

General Report *Agricultural Report*
Competition Policy Report *Annual Economic Report*

Check the original.

1.32 Derivations from proper nouns

Words derived from proper nouns usually take a capital (e.g. *Bunsen burner, degrees Fahrenheit*). Consult an up-to-date dictionary. However, not all such adjectives take a capital:

arabic (numerals) french (chalk, polish, windows)
morocco (leather) roman (type)

For capitalisation of scientific names and SI units, see 5.22 and 5.24.

HYPHENS AND COMPOUND WORDS

1.33 General

Compounds may be written as two or more separate words, or with hyphen(s), or as a single word; many compounds have followed precisely those steps (*data base* □ *data-base* □ *database*).

Use hyphens sparingly but to good purpose: the phrase *crude oil production statistics* needs a hyphen to tell the reader whether ‘crude’ applies to the oil or to the statistics. Thus *crude-oil production statistics* (applies to the oil) and *crude oil-production statistics* (applies to the statistics).

Sometimes hyphens are essential to clarify the sense:

re-cover recover
re-creation recreation

re-form
re-count

reform
recount

1.34 Some examples

The rules for hyphenation are complex and not always helpful. The primary purpose of hyphenation should be to enhance clarity. Avoid overuse of hyphens. Compound terms used before a noun (attributively) tend to be hyphenated more frequently than similar terms used following the noun. Note the following examples:

well-known problem	broad-based programme	two-day meeting
user-friendly software	balance-of-payments policy	cost-of-living index
long-term investment	non-co-operation	large-scale project

but

policy for the long term	production on a large scale
--------------------------	-----------------------------

1.35 Adverbs that end in -ly

In adverb-participle modifiers, no hyphen is used when the adverb ends in *-ly*:

a fully indexed pension	a beautifully phrased sentence
a broadly based programme	

1.36 Chemical terms

Note that open compounds designating chemical substances do not take a hyphen in the attributive position:

boric acid solution	sodium chloride powder
---------------------	------------------------

1.37 Prefixes

Prefixes are usually hyphenated in recent or ad hoc coinages:

anti-smoking campaign	co-responsibility levies	co-sponsor
ex-army	non-resident	non-flammable
pre-school	quasi-autonomous	

If prefixes are of Latin or Greek origin, however, they tend to drop the hyphen as they become established:

antibody	subcommittee	subparagraph
----------	--------------	--------------

Two-word terms are more resistant to losing the hyphen:

end-user	all-embracing	end-product
case-law	off-duty	off-market operations

but

endgame	waterproof	overalls
---------	------------	----------

Words with *co-* still retain the hyphen in British spelling:

co-operation	non-co-operation	co-ordinate
co-produce		co-administration

1.38 Nouns formed from phrasal verbs

These are often hyphenated, but the situation is fluid and US usage (no hyphen) is increasingly being adopted in British English:

handout	takeover	comeback
---------	----------	----------

but

follow-up	run-up	spin-off
-----------	--------	----------

1.39 Present participles of phrasal verbs

When used attributively these are generally hyphenated:

cooling-off period	setting-up stage
--------------------	------------------

1.40 Avoiding double consonants and vowels

Hyphens are often used to avoid juxtaposing two consonants or two vowels:

aero-elastic	anti-intellectual	part-time
re-entry	re-examine	re-election

1.41 Hyphen omitted

As compounds become established, the hyphen is often omitted in frequently used words:

bookkeeping	macroeconomic	socioeconomic
radioactive	subsection	

1.42 Numbers and fractions

Numbers take hyphens when they are spelled out. Fractions take hyphens when used attributively, but not when used as nouns:

twenty-eight, two-thirds completed

but

an increase of two thirds

1.43 Prefixes before proper names

Prefixes before proper names are hyphenated:

pro-American	intra-Community	mid-Atlantic
trans-European (exception: transatlantic)		

1.44 Co-ordination of compounds

Hyphenated compounds should be co-ordinated as follows:

gamma- and beta-emitters	acid- and heat-resistant
hot- and cold-rolled products	

Where compounds are not hyphenated (closed compounds), they should not be coordinated but written out in full:

macrostructural and microstructural changes
minicomputers and microcomputers
agricultural inputs and outputs prenatal and postnatal effects

or

macro- and micro-structural changes pre- and post-natal effects

not

macro- and microstructural changes pre- and postnatal effects
mini- and microcomputers agricultural in- and outputs

1.45 Closed compounds in technical texts

There are two major categories. Firstly, those that consist of pairs of short native English words:

sugarbeet groundwater foodstuffs yellowcake wetfish
shortgrasses

Secondly, there is the highly productive category of compounds derived from Greek or Latin stems:

keratoderma keratomalacia keratolytic phyllophaga phyllopod

2. PUNCTUATION

2.1 General principle

Do not feel bound by the punctuation of the original document. Punctuation rules and conventions vary from one language to another.

FULL STOP

2.2 Avoidance of full stop

If a sentence ends with an abbreviation that takes a full stop (e.g. “etc.”) or a quotation complete in itself that ends in a full stop, question mark or exclamation mark before the final quotation marks, no further full stop is required:

Winston Churchill once said, “Numbers do not daunt us.”

2.3 Headings

The full stop is normally deleted from headings. An exception is run-in side headings, which are followed by a full stop in English typographical practice.

2.4 Abbreviations

A full stop follows abbreviations unless the last letter of the word is included:

Dr	Mrs	Ltd
but		
Co.	Art.	Chap.

See also Chap. 5.

2.5 Latin abbreviations

Write all Latin abbreviations in roman type, followed by a full stop:

i.e. e.g. op. cit. ibid. et al. et seq.

Exception

NB

COLON

2.6 To indicate expansion

Colons are most often used to indicate that an expansion, qualification or explanation is about to follow (e.g. a list of items in running text).

The following shall not be deemed publications: performances of dramatic, dramatic-musical or audio-visual works, performances of musical works, public readings of literary works, the broadcasting or transmission by wire of literary or artistic works and demonstrations of visual works or erected architectural works.

2.7 To divide a sentence

A colon can be used to divide a sentence into two parts that contrast with or balance each

other. The first part, before the colon, must be a full sentence in its own right, the second need not be:

The representatives discussed the issue until past midnight: many did not turn up for the next day's session.

2.8 Misuse with headings

Do not use colons at the end of headings or to introduce a table or graph set in text matter. See Chap. 10 for more on lists and tables.

2.9 No capital after colon

Colons within a sentence do not require the next word to start with a capital, except when used to introduce another sentence.

2.10 No preceding space

Colons should be closed up to the preceding word.

SEMICOLON

2.11 Use

Use the semicolon to link two connected thoughts in the same sentence; to separate items in a series in running text, especially phrases containing commas; or to add emphasis. Commas may be replaced with semicolons and vice versa where this serves to clarify the meaning of your translation. In the translations of Latvian laws and regulations it is most often used with lists.

The application shall contain:

- 1) the given name, surname and residential address of the applicant;
- 2) the purpose of the undertaking; and
- 3) the date of application.

COMMA

2.12 Clarity

Rules for the use of the comma are vague and include many exceptions. Personal judgement is often required and should be guided by considerations of clarity.

A more detailed discussion on the use of the comma is given on pp. 120-29 of *The Canadian Style*.

2.13 Meaning of sentence changed

On occasion, the insertion or deletion of commas can completely change the meaning of a sentence:

The ambassador did not die as reported. (*i.e. the circumstances were different from those reported*)

The ambassador did not die, as reported. (*i.e. he is still living*)

2.14 Non-defining relative clauses

Non-defining relative clauses must be set off by commas to distinguish them from relative clauses that define the preceding noun:

The translations, which have been revised, can now be typed. (Adds detail — they have all been revised.)

The translations which have been revised can now be typed. (Defines the subset that is to be typed — only those that have been revised are to be typed.)

NB: In defining relative clauses, ‘that’ often reads better than ‘which’:

The translations that have been revised can now be typed.

Do **not** follow the Latvian rule of inserting a comma before all relative clauses introduced by, for example, *kas*, *kurš* etc.

2.15 Inserted phrases

Use two commas, or none at all, for inserted text.

Local governments may, in compliance with the provisions of this Law and other regulatory enactments, issue binding regulations...

2.16 Strings of adjectives

Several adjectives all modifying a later noun but not each other should be separated by commas:

moderate, stable prices

Where the last adjective is part of the core, however, it is not preceded by a comma:

moderate, stable agricultural prices

Here, *moderate* and *stable* each separately modify the core *agricultural prices*.

2.17 Items in a series

These are followed by commas, except for the last two items, which are separated by an ‘and’ or a ‘or’, depending on the meaning. Where required for clarity, a comma should be inserted before the final ‘and’. If the list ends in ‘etc.’, no ‘and’ is used and a comma is also inserted before the final item:

sugar, beef, milk and pork

sugar, beef, and milk products (i.e. not *beef products*)

sugar, beef and veal, and milk products

sugar, beef, milk products, etc.

2.18 Etc.

Note that a comma is not required before “etc.” if there is no series involved:

They discussed milk products etc., then turned to sugar.

(Stylistically preferable: They discussed milk products and related topics, then turned to sugar.)

PARENTHESES

(also see “Brackets” below)

2.19 Grammar

Parentheses is another word for “round brackets”, while a *parenthesis* is the material inserted in a passage. It should always be possible to omit the text in parentheses (round brackets) without doing violence to the grammar of a sentence.

It is requested that particular elements (information, visual representations, audio or other special effects) be deleted from the advertising.

A comma never precedes the opening round bracket (of the parenthesis). If a whole sentence is within parentheses, the full stop must be placed before the closing round bracket.

BRACKETS

2.20 Use

Brackets or ‘square brackets’ are used to make insertions in quoted material. They are also used by convention in administrative drafting to indicate optional passages or those still open to discussion. Square and round brackets are not interchangeable. Square brackets are used for editorial comment or material extraneous to the main text.

2.21 Bracketed sentences

A whole sentence in brackets should have the final full stop inside the closing bracket. Do not forget the full stop at the end of the preceding sentence as well.

Upon the coming into force of this Law, the Law On the Procedures and Control of the Handling of Food is repealed. (*Latvijas Republikas Saeimas un Ministru Kabineta Ziņotajs*, 1995, No. 14; 1997, No. 3.)

DASH

2.22 Dash vs. hyphen

Hyphens are shorter than dashes. Both hyphens (= -) and dashes (= –) are available in modern word processors.

In Microsoft Word: the dash = Ctrl + num-.

Note: “num-“ is the minus sign on the number keypad.

2.23 Dash

A dash may be used to punctuate a sentence instead of commas or parentheses. However, use no more than one dash in a sentence to replace a comma, or a pair of dashes to indicate a parenthesis. To avoid errors if your dashes subsequently turn into hyphens as a result of document conversion, use spaces around the dashes.

2.24 Hyphen

A hyphen is used to join co-ordinate or contrasting pairs (*the Riga-Tallinn route; a current-voltage graph; the height–depth ratio*). These are not subject to hyphenation rules

(see 1.35-1.47).

Never combine a dash or hyphen with a colon (e.g. to introduce a list).

Similarly, do not combine a dash or hyphen with a comma or semi-colon.

QUESTION MARK

2.25 Questions

Every question requiring a separate answer should be followed by a question mark. The next word should begin with a capital letter.

2.26 Courtesy questions

No question mark is needed after a request or instruction put in the form of a question for courtesy:

Would you please sign and return the attached form.

2.27 Indirect speech

Do not use a question mark in indirect speech:

The chairperson asked when the deadline would be set.

EXCLAMATION MARK

2.28 Seldom used

In legal translation work, exclamation marks are the rarest of all the punctuation marks. Be wary of those found in source texts; they could be a sign of careless drafting.

2.29 Factorials

In mathematical and statistical texts, the exclamation mark identifies a factorial:

$$6! = 6 \times 5 \times 4 \times 3 \times 2 \times 1$$

QUOTATION MARKS

In general, use quotation marks as sparingly as possible for purposes other than actual quotation.

2.30 Double vs. single quotation marks

Use double quotation marks as the first choice and single marks for quotations within these.

The Minister noted: “In the text of the new law ‘four-wheeled vehicle’ means...”.

2.31 Quotations not used

Do not enclose titles of books, newspapers or foreign-language expressions in quotation marks, since they are usually displayed in italics.

2.32 Short quotations

Short quotes of up to about four lines are normally run into the surrounding text. They are set off by opening and closing quotation marks only.

2.33 Block quotations

Extended (block) quotations should be indented and separated from the surrounding text by paragraph spacing before and after. Sometimes different font is used. No quotation marks are required with this distinctive layout.

2.34 Back-translating of quotations

Avoid if possible. However, if you cannot find the original English version, turn the passage into indirect speech without quotation marks. The same applies where the author has used quotation marks with a non-verbatim reference.

2.35 Additional information

For additional material on quotations and quotation marks see Chap. 8 of *The Canadian Style*.

APOSTROPHE

2.36 Words ending in –s

Common and proper nouns and abbreviations ending in -s form their singular possessive with -'s (the plural remains -s'), just like nouns ending in other letters.

Mr Jones's paper	hostesses' duties (plural)	a hostess's pay (singular)
UNIX's success	MS-DOS's outlook	Helios's future is uncertain

Note that some place names omit the apostrophe (*Earls Court, Kings Cross*). Possessives of proper names in titles (e.g. *Chambers Dictionary*) sometimes also omit the apostrophe. There is no apostrophe in *Achilles tendon*. See the *Oxford Writers' Dictionary* for individual cases.

2.37 Plurals of figures

Plurals of figures do not require an apostrophe:

Pilots of 747s undergo special training.

2.38 Tables

For headings in tables write:

LVL '000 *or* LVL thousand, *not* in LVL 1 000

'000 tonnes, thousand tonnes or thousands of tonnes (*not* in 1000 tonnes)

See also 10.7–10.10.

THE OBLIQUE or SOLIDUS

2.39 Alternatives, per, fractions

The oblique stroke, also known as the *diagonal, solidus* or *slash*, is used for alternatives

(*and/or*), to mean “per” (*km/day*) and with fractions (*19/100*).

2.40 Years

Marketing years, financial years, etc. that do not coincide with calendar years are denoted by a forward slash, e.g. *2001/02*, which is 12 months, rather than by a dash, e.g. *2001-02*, which means two years.

3. ITALICS

3.1 General

Italics must not be used simultaneously with quotation marks. To cite quotations from books and periodicals, use quotation marks rather than italics. The use of italics is restricted to the cases listed below.

3.2 Titles

Italicise the titles of books, films, plays and periodicals. With periodicals, the article “the” before a title should be lower case roman (normal type), unless the article is part of the title, as in *The Times*:

Black’s Law Dictionary *Gone With the Wind* *The Globe and Mail*

3.3 Foreign words and phrases

Latin and other foreign-language expressions that are grammatically integrated into an English text and have not been assimilated into English should be italicised (no inverted commas) and should have the appropriate accents:

the *Saeima* has adopted
used *inter alia* as proof of payment
a possible *raison d’être* for these sites is...

Note that foreign proper names, names of persons, institutions, places, etc. and quotations are usually written in roman type. If necessary for clarity, English translations are written in roman type and placed in square brackets. See also 3.5.

Words that have been assimilated into English and are regarded as forming part of the English language are not italicised:

café	detour	ombudsman	shish kebab
ad hoc	ex officio	pro forma	angst

If unsure whether a word or phrase should be italicised, consult a dictionary such as the OED.

3.4 Quotations

Quotations that are not being translated, such as the actual wording of other documents, should be placed in quotation marks without italicising the text. A translation of the quotation should follow in quotation marks, in square brackets.

Zālēm un veterinārfarmaceutiskajiem produktiem jābūt marķētiem ar uzrakstu “Lietošanai dzīvniekiem”.

Drugs and veterinary pharmaceutical products shall be labelled with a notice “Lietošanai dzīvniekiem” [For use with animals].

3.5 Ships, trains, aircraft, spacecraft

The names of individual ships, trains, aircraft and spacecraft are italicised. See 1.28.

3.6 Foreword, epilogue, publisher’s note

In general, any section of a work not written by the author is presented in italic type.

3.7 **References to words as words**

Italicise words referred to as such:

The distinction between *residence* and *domicile* is significant.

4. NUMBERS

NUMBERS WRITTEN OUT

4.1 General rule

Both cardinal and ordinal numbers one to nine inclusive are written out in full, except in ranges:

one, two, three, four, five, six, seven, eight, nine
first, second, third, fourth, fifth, sixth, seventh, eighth, ninth

but

9-11

This rule does not apply to statistical documents, where figures are preferred.

Ordinal numbers 10 and above are expressed by means of superscript letters:

10th, 11th ... 21st, 22nd, 23rd, 24th, etc.

4.2 Consistency

In deciding whether to write numbers as words or figures, the first consideration should be consistency within a document.

For a series of numbers in running text, use figures:

The ages of the eight members of the city council are 69, 64, 58, 54 (two members), 47, 45 and 35.

If there are several numbers applicable to the same category in a paragraph and numerals must be used for one of them then, for consistency's sake, numerals should be used for all the numbers in the paragraph:

There are 6 graduate students in the philosophy department, 56 in the classics department and 117 in ...

4.3 With symbols and abbreviations

Always use figures with units of measurement denoted by symbols or abbreviations (see also Chap. 5):

LVL 10 **or** ten lats, **not** ten LVL
EUR 50 **or** fifty euros
250 kW **or** two hundred and fifty kilowatts
205 µg **or** two hundred and five micrograms

The converse does not hold, however; numbers qualifying units of measurement that are spelled out may be written with figures:

250 kilowatts 500 miles

4.4 Start of sentence

Do not start a sentence with a figure or a symbol followed by a figure. Either move it further back in the sentence, or write it out. Useful devices include inversions, such as *In*

all ..., Of the total, 55 million ...

4.5 Currency abbreviation

The currency abbreviation precedes the amount and is followed by a space:

LVL 2 400 CAD 3 500 EUR 2 billion

Currency abbreviations may also include symbols for various currencies. The symbols are used when distinguishing between various types of dollars and pounds. Note the absence of spaces when symbols are used.

Dollars \$	Pounds £	Euro €	cents ¢	Yen ¥
C\$20	Canadian dollars		GB£30	British pounds
US\$20	American dollars		IR£30	Irish pounds
A\$20	Australian dollars			
NZ\$20	New Zealand dollars			

4.6 Currency written out

In running text, currencies are written in lower case:

a sum of seven million lats two million euros

Note that the singular of *lats* is rendered as *lat* in English.

4.7 Currency sub-units (e.g. *santīms* or cent)

Use a full stop to separate units from sub-units (in Latvian a comma is used):

Cena: LVL 7,20; USD 49,99
Price: LVL 7.20; USD 49.99

4.8 Figures and words combined

Do not combine single-digit figures and words by means of hyphens but write them out:

a two-hour journey a three-year period a five-door car

not

a 2-hour journey

4.9 Compound attributes

Compound attributes that include numbers must be hyphenated:

a seven-year-old wine two four-hectare plots

4.10 Compound numbers

Compound numbers that are to be written out (e.g. in treaty texts) take a hyphen, whether cardinal or ordinal:

the thirty-first day of December, nineteen hundred and eighty-one

4.11 Adjacent numbers

When two numbers are adjacent, it is often preferable to spell out one of them:

ninety 50-gram weights seventy 25-cent stamps

4.12 Large numbers

With hundreds and thousands, etc. there is a choice of using figures or words:

300 **or** three hundred, **not** 3 hundred

LVL 3 000 **or** three thousand lats, **not** LVL 3 thousand

Million and billion, however, may be combined with figures:

2.5 million \$3 million 31 billion

Note: A list of decimal multiples, with prefixes and symbols, is given in 5.26.

4.13 Grouping of thousands

Do not use either commas or full stops but insert protected spaces – 4 000 000. Note that serial numbers (such as pages) are not grouped in thousands – *p. 1452*.

4.14 Obligatory use of figures

Use figures, not words, for temperatures, times, distances (*about 5 kilometres*), percentages, people's ages and votes (*2 delegations were in favour, 7 against, and 1 abstained*).

Legal references should also be in figures (*Chapter 5, Section 9, Clause 4*), except after *Paragraph (Section 3, Paragraph one of the Competition Law)*.

4.15 Billion

The use of *billion* to designate thousand million (rather than *million million*) is now officially recognised by the European Commission and is standard usage in official Community publications. This is also North American usage.

In the Latvian language, one thousand million is called *miljards*; one million million is called *triljons*. This corresponds to usage in a number of European languages, including French.

When using *billion* in an astronomical context, it may be advisable to specify which meaning of the word (10^9 or 10^{12}) is being used.

4.16 Abbreviations for *million* and *billion*

The letters *m* and *bn* can be used for sums of money to avoid frequent repetitions of *million*, *billion*; this applies particularly in tables, where space is limited. The letters should be closed up to the figure:

LVL 230m £370m \$230bn

FRACTIONS

4.17 Written out

Insert hyphens in fractions used as adverbs or adjectives but not if they are nouns:

a two-thirds increase two-thirds completed
an increase of two thirds

4.18 Figure-word combinations

Avoid combining figures and words:

two-thirds finished

not

2/3 finished

4.19 Decimal point

Do not replace decimal commas with points in EU legislation (including the budget). This was agreed on in the 1970s by the UK and Irish Permanent Representatives. The same applies to all material that is to appear in the *Official Journal of the European Communities* (OJ). Elsewhere, replace decimal commas with points. See also Chap. 10 on tables.

4.20 Accuracy

In quoting statistics, 3.5 (as in 3.5%) is not the same as 3.50 or 3½; each decimal place, even if zero, adds to accuracy.

INCLUSIVE NUMBERS

4.21 Written out

To indicate a range of numbers in a sentence, repeat the symbols and multiples (i.e. *thousand, million, etc.*):

from LVL 20 million to LVL 30 million

between 10°C and 70°C

4.22 Abbreviated form

If the symbol or multiple remains the same, a closed-up hyphen may be inserted between the figures:

10-70°C

LVL 20-30 million

Leave a blank space on either side of the hyphen if the symbol or multiple changes:

100 kW - 40 MW

4.23 Patterns

Note the following patterns:

from 1990 to 1995 **not** from 1990-95

between 1990 and 1995 **not** between 1990-95

1990 to 1995 inclusive **not** 1990-95 inclusive

4.24 Years

For a series of consecutive years, use a closed-up hyphen, after which the decade is repeated. If more than two figures change, use all four:

1870-1901

1980-86

1996-2006

2002-10

4.25 **Approximation**

Use a closed-up hyphen for such expressions as:

3-4 pigs to a pen

ROMAN NUMERALS

4.26 **Roman numerals**

Roman numerals are used in Latvian legislation usually to number Parts, Divisions or Chapters. The seven roman numerals are:

I = 1	V = 5	X = 10	L = 50
C = 100	D = 500	M = 1000	

DATES

4.27 **Month written out**

Within a sentence, write out the month, preceded by a simple figure for the day, e. g. 23 *July 1997*, **not** *July 23, 1997*.

Note: In the international dating system 23 *July 1997* is 1997-07-23. (In American usage it is 7:23:97.)

4.28 **Avoiding redundancy**

If the year referred to has been established earlier in a text or is indicated by the context, the year number should be left out, regardless of usage in the source text.

4.29 **Decades**

When referring to decades, write *the 1990s* (no apostrophe).

4.30 **Eras**

The letters *AD* come before the year number (*AD 2000*), as do *AH* (*anno Hegirae*) in the Islamic calendar. Note that *BC* follows the numeral (*347 BC*).

TIME

4.31 **The 24-hour system**

Use the 24-hour system in preference to the 12-hour system.

Write times of day with a full stop between hours and minutes, without adding *hrs* or *o'clock*, e.g. 11.30.

For midnight, either write the word *midnight* or use 24.00 (for periods ending then) or 00.00 (for periods starting then).

4.32 **Duration**

For duration of time, use the symbol *h*:

a 2½ h test

4.33 Summer time

Distinguish *summertime* (the season) from *summer time*:

Latvian Summer Time (LST)

4.34 Calendar vs. financial year

Note that *1990-91* is two years. Single marketing years, financial years, etc., that do not coincide with calendar years, are denoted by a forward slash, e.g. *1990/91*, which is 12 months or less. See also 2.40.

5. ABBREVIATIONS, ACRONYMS AND SYMBOLS

ABBREVIATIONS AND ACRONYMS

5.1 Definition

An acronym is defined as a word formed from the initial letters of other words (e.g. NATO, Unesco). Acronyms, in which each letter or part is pronounced separately, are called initialisms. In this Handbook initialisms are not treated separately.

Note: A list of common acronyms is available in Annex C of this Handbook. A longer list is provided in Annex 10 of the ECTS-ESG, and a still longer one in Annex 4 of the EC-ISG.

A list of 1414 English-Latvian abbreviations on the Internet is available at <http://priede.bf.lu.lv/gis/Vardnica.GIS>.

5.2 Use of abbreviations

Abbreviations should be avoided if the sense is not clear. In general, spell out the abbreviation at the first mention, add the abbreviation in parentheses and use the abbreviation thereafter.

5.3 Capitalisation

According to the EC-ISG, most acronyms of five or fewer letters take the upper case throughout, without full stops.

ACP	ERDF	AIDS	NASA
CCC	FADN	COST	NET
EEA	ISDN	ECHO	NOW
EEC	MCA	EFTA	PACE
EIB	OECD	FAST	SALT
EMS	R&D		
EMU		USSR	

5.4 Longer acronyms

Lower-case those with six letters or more, with initial capital, provided that they can be pronounced. Some with five letters are also written lower case. Thus:

Benelux Esprit Helios Interreg Phare Resider Tacis Unesco

but

EAGGF UNHCR UNRWA

Computer terms are exceptions:

ASCII BASIC CELEX CRONOS

5.5 Indefinite article

Apply the rule “*a* before a consonant, *an* before a vowel”. Note that some consonants, pronounced as if they had an initial vowel, also take *an*, and some vowels pronounced with an initial consonant take *a*:

a UN resolution an EDF project
a NATO decision an MP

5.6 Plurals of abbreviations

Plurals of abbreviations do not take an apostrophe:

MEPs OCTs SMEs UFOs VDUs

5.7 Lower-case-only or mixed-case abbreviations

There is a small but high-frequency class of scholarly abbreviations that are traditionally written in lower case and require a full stop after each letter, such as:

e.g. (for example/ piemēram) i.e. (that is/tas ir, t.i.)

See also 2.5.

Most other (i.e. non-scholarly) lower-case and mixed-case abbreviations are written without full stops:

aka fob cif BAe (British Aerospace)

This is especially the case with scientific abbreviations and symbols:

pH (hydrogen ion concentration)
kWh (kilowatt-hour)

5.8 *Viz.* and *cf.*

Avoid using *viz.* (*videlicet*); use *namely*. The abbreviation *cf.* (*confer* – compare) is acceptable (do **not** change it to *see*).

5.9 Single truncated words

Single truncated words require a full stop unless the last letter is included:

Jan.	Chap.	Mr	Ltd
Sun.	cp.	Messrs	Pty
Co.	dict.	Ms	acct
fig.	ibid.	Mme	St Petersburg
etc.	Prof.	Dr	Profs

5.10 Single letters

Single letters (upper case and lower case) conventionally require a full stop. Exceptions: compass points and scientific symbols (chemical elements, basic and derived units, etc.).

5.11 *P.* and *pp.*; *l.* and *ll.*

P. is the abbreviation for *page* (*pp.* in plural); *l.* is the abbreviation for *line*, (*ll.* in plural):

p. 250 pp. 250-260 ll. 7-13 **not** 7-13 ll.

5.12 Foreign-language abbreviations

Untranslated foreign-language abbreviations should retain the capitalisation and punctuation conventions of the original, such as *GmbH* (German), *Oy* (Finnish) and *a/s* (Latvian). In general, abbreviations denoting the nature of a commercial entity should not be translated.

5.13 Online databases

Ignore the convention in Eurodicautom and other databases of uppercasing all acronyms and abbreviations.

5.14 NB

Abbreviate *Nota Bene* as **NB** (**not** *N.B.*). See also 2.5.

5.15 No. and Nos.

No., meaning *number* (*Nos.* in plural), requires a full stop.

MATHEMATICAL SYMBOLS

5.16 General

The range of mathematical symbols available on most word processors is probably sufficient for most practical purposes. Where an original document is available in electronic form, mathematical formulae should be copied over, or your translation should be inserted into a copy of the original, leaving the mathematical parts to stand.

5.17 Per cent and %

The per cent sign (%) is closed up to the figure (33% **not** 33 %). Note that *percentage* is one word, but *per cent* is written as two words. In legal texts use *per cent* rather than the symbol, unless the original uses the symbol. Do not round down to the nearest tenth of one per cent; cite the figure exactly as in the original.

5.18 Technical tolerances

Do not use “±” (ASCII 241) to mean *about* or *approximately*. Use it only for technical tolerances.

5.19 Varying conventions

In Latvian and French, the colon is often used as a division sign. In English the colon is used primarily to express ratios: *a 1:10 000 scale map*; the division sign is “÷”.

5.20 Multiplication sign

The period used as a multiplication sign should be changed to “x”,
e.g. $2.6 \cdot 10^{18}$ becomes 2.6×10^{18} .

SCIENTIFIC SYMBOLS AND UNITS OF MEASUREMENT

5.21 General

Most scientific symbols in current use are interlingual forms and one should normally be able to reproduce them as they appear in the source document. In the specific case of weights and measures, the International System of Units (SI - *Système international d'unités*) has now been adopted in most realms of science and technology.

5.22 Names of units of measurement

Names of basic and derived units of measurement are always lower-cased, even if they are derived from a personal name:

ampere kelvin hertz newton pascal watt siemens becquerel

They have normal plurals in -s:

250 volts 50 watts

5.23 Symbols for units of measurement

These are normally abridged forms of the unit names. They are written without full stops, are not closed up to figures and do not have plurals:

4 ha 9 m 60 Hz 20 m/s 55 dB (A) 2 000 kc/s

5.24 Capitalisation of units of measurement

The initial letter of symbols for SI units derived from personal names is always capitalised:

Hz (hertz) Bq (becquerel) N (newton) K (kelvin)

Symbols derived from generic nouns are always lower-cased:

lm (lumen) lx (lux) mol (mole) cd (candela)

5.25 Ohm

The ohm symbol is capital omega (Ω). All other SI symbols for units of measurement are formed from unaccented Latin characters. See also Annex A.

5.26 Prefixes used with units of measurement

Prefixes and their symbols are used to designate decimal multiples and sub-multiples of units of measurement. All symbols for prefixes are unaccented Latin characters except for μ , the symbol for *micro*.

Multiple	Prefix		Symbol	In words	
	LV	EN		LV	EN
10^{18}	eksa	exa	E	kvintiljons	quintillion (U.S.)
10^{15}	peta	peta	P	kvadriljons	quadrillion (U.S.)
10^{12}	tera	tera	T	triljons	trillion (U.S.)
10^9	giga	giga	G	miljards	billion
10^6	mega	mega	M	miljons	million
10^3	kilo	kilo	k	tūkstotis	thousand
10^2	hekto	hecto	H	simts	hundred
10^1	deka	deca	da	desmits	ten
10^{-1}	deci	deci	d	desmitdaļa	tenth
10^{-2}	centi	centi	c	simtdaļa	hundredth
10^{-3}	mili	milli	m	tūkstošdaļa	thousandth
10^{-6}	mikro	micro	μ	miljondaļa	millionth
10^{-9}	nano	nano	n	miljarddaļa	billionth
10^{-12}	piko	pico	p	triljondaļa	trillionth (U.S.)
10^{-15}	femto	femto	f	kvadriljondaļa	quadrillionth (U.S.)

10⁻¹⁸ atto atto a kvintiljondaļa quintillionth (U.S.)

See also 4.12, 4.16.

5.27 Prefixes and units combined

When combining prefixes with units, link either symbols only or full-forms only: thus *kilohertz* or *kHz* **not** *kiloHz* or *khertz*.

5.28 Radiation protection

In 1985 the derived units *curie (Ci)*, *rad (rad)* and *rem (rem)* were officially superseded by the *becquerel (Bq)*, *gray (Gy)* and *sievert (Sv)* respectively, but many scientists continue to use the older terms. Follow the usage of the source document. Note that name and symbol are identical in the case of the *rad* and *rem*.

5.29 Quantities and values

The quantity *length* is measured with the unit *metre (m)*, and a value is an instance of such a measurement, e.g. *350*. Likewise the quantity *absorbed dose* is measured with the unit *gray (Gy)*; *207 Gy* is a value instantiating such a measurement.

5.30 Internal capitals

Symbols for units of measurement that start with a capital letter keep the capital internally when used with a prefix:

kHz MHz eV

5.31 Electric power

Kilowatt (kW) and *megawatt (MW)* are used for generating capacity; *kWh* (kilowatt hours) and *MWh* for output over a given period.

5.32 Nuclear reactors

Nuclear reactor types are identified by upper case abbreviations: *LWR*, *AGR*, etc. Note that there is no hyphen in *fast breeder reactor* (a fast reactor that also breeds fissile material).

5.33 Chemical elements

The names of the chemical elements start with a lower-case letter, including elements whose designations are derived from proper names:

californium einsteinium nobelium

Their symbols (which are interlingual) consist either of a single capital or a capital and small letter (*N*, *Sn*, *U*, *Pb*, *Mg*, *Z*) without a full stop. A list of English names of 106 elements and their symbols is provided as Annex 9 of the ECTS-ESG.

5.34 Radioisotopes

When written out, radioisotopes are indicated by the name of the element followed by the mass number separated by a closed-up hyphen:

uranium-232 plutonium-236 plutonium-239 carbon-14

Science publications now use the new convention in which the mass number is raised and immediately precedes the element's name:

^{14}C

$^{239}\text{plutonium}$

Follow the convention in the source document.

6. PERSONAL NAMES AND TITLES

6.1 Personal names

As a general rule, wherever possible, give a person's name in full the first time that it occurs and contract it thereafter:

Klāra Kalniņa (first mention); Ms Kalniņa (thereafter)

Rūdolf Blaumanis (first mention); Mr Blaumanis (thereafter)

For names in a different language, retain the spelling of the name in the original language, complete with accents, as long as it is written in roman letters.

6.2 Civil titles

Abbreviations take a full stop, unless the last letter is included:

Dep. Dir. Mr Messrs Dr Drs Prof. Profs Rev.

6.3 *Ms or Mrs*

It is a matter of courtesy to respect the person's choice. If uncertain, use *Ms* (without a full stop).

6.4 *Doctor*

The title *Dr* should be given when it appears in the original, regardless of whether it refers to a doctor of medicine or the holder of a doctorate in some other field.

7. GENDER-NEUTRAL LANGUAGE

7.1 General

This is more than a matter of political correctness. The TTC wholeheartedly endorses equal opportunities, and its translations into the English language should reflect this. Even though the original Latvian text may use masculine pronouns, the generic “he” in English translations looks increasingly incongruous to English readers, given that the provisions of laws are addressed also to women.

7.2 Pronouns

The best solution is often to use the plural, which in any case is more commonly used in English for the generic form. Other solutions include the following:

- 1) eliminate the pronoun completely;
- 2) repeat the noun;
- 3) use a neutral word such as *one*, *individual*; and
- 4) use both pronouns, i.e. *he or she*.

Avoid the clumsy *he/she* or *s/he*.

7.3 Noun forms

Use your judgement in choosing noun forms to emphasise or de-emphasise gender. The term *policewoman* has been accepted, but the term *dustwoman* has not. *Pilot* and the like no longer have variants with *woman* tacked on the front. In some cases a substitute is available, e.g. *firefighters* instead of *firemen*. For “Chairman”, *Chairperson* and *Chair* are acceptable.

7.4 Gender-specific

In gender-specific contexts, such as “mother of the child”, use of appropriate masculine or feminine pronouns is a matter of common sense.

8. GEOGRAPHICAL AND ADMINISTRATIVE NAMES

FOREIGN PLACE NAMES

8.1 Dictionaries

Most Latvian-English dictionaries have a bilingual list of geographical place names.

8.2 Confusion with names

Geographical names frequently contain pitfalls, particularly in texts dealing with current events. Check carefully that you have used the current English form, e.g.:

OLD	NEW
Mogadiscio	Mogadishu
Irak	Iraq
Moldavia	Moldova
Chisinau	Kishinev
Saīda	Sidon
Lwow, Lvov	Lwiw
Monaco (di Baviera)	Munich

8.3 Names of regions

Anglicise traditional geographical names if the English has wide currency, e.g. *the Black Forest*, *the Ruhr*. Otherwise retain original spelling and diacritics. Regional products are a frequent example:

a Rheinhessen wine the eastern Périgord area the Ardèche region
(NB: it is useful to add “region” or “area” in such cases);
Lüneburger Heide

8.4 Seas

Anglicise the following seas:

Adrijas jūra	Adriatic Sea
Ziemeļjūra	North Sea
Baltijas jūra	Baltic Sea

8.5 Cities, rivers, lakes, etc.

Anglicise if the English form has wide currency, e.g. *Munich*, *Vienna*, *Rhine*, *Lake Geneva*. Otherwise, retain original spelling and diacritics.

LATVIAN PLACE NAMES

8.6 Source of recommendations

The recommendations for writing Latvian place names in English have been adapted from *Īpašvārdu Rakstība (1998, Latvijas Republikas Valsts valodas centrs)*, pp. 43–44.

8.7 Original spelling retained

As per current English spelling norms, names from a foreign language that uses roman letters (e.g. Latvian) retain the spelling and all the diacritical marks of the original language. The name *Latvia* is an exception.

8.8 Geographical names

If one of the words in a Latvian place name is a generic name, it should be transliterated (not translated) in English and take a capital. It should be preceded by the English designation of the type of geographical object (generic name), which also starts with a capital:

Daugava	(the River) Daugava
Lubāns	(the Lake) Lubāns
Avotiņkalns	(the Hill) Avotiņkalns
Limbaži	Limbaži
Lielā Jugla	(the River) Lielā Jugla
Gravas upe	(the River) Gravas Upe
Burtnieku ezers	(the Lake) Burtnieku Ezers
Teiču purvs	(the Swamp) Teiču Purvs
Doles sala	(the Island) Doles Sala
Kumeļpurva grāvis	(the Channel) Kumeļpurva Grāvis
Slīteres Zilie kalni	(the Hills) Slīteres Zilie Kalni
Lielais Ķemeru tīrelis	(the Heath) Lielais Ķemeru Tīrelis
Rīgas (jūras) līcis	the Gulf of Rīga
Vidzemes augstiene	the Highlands of Vidzeme (the Highlands) Vidzemes Augstiene
Cēsu rajons	the District of Cēsis Cēsis District

8.9 Administrative territorial entities

The following is a list of English equivalents for Latvian administrative names:

apriņķis	county
novada (t.i. Kandavas novada)	county
ciems	village
mazciems	small village
skrajciems (sādža)	dispersed village
bijušais (pamestais) ciems	former (abandoned) village
vasarnīcu ciemats	village of summer homes
pagastsparish	
pašvaldība	local government
pilsēta	city (large); town (smaller)
republikas pilsēta	republic city (Rīga, Liepāja, Daugavpils, Jelgava, Ventspils, Jūrmala, Rēzekne)
mazāka pilsēta	town
mazākās pilsētas	small towns
pilsētas dome	city (town) council
rajona padome	district council
pagasta padome	parish council
novada padome	county council
rajons	district

viensēta (laukos)
zemnieku saimniecība

farm (rural)
farm

8.10 Names of houses

The booklet *Īpašvārdu Rakstība*, in the article *Par mājvārdu un mājas numuru rakstību*, pp. 45–46, provides recommendations for writing the names of individual houses and farms in Latvia.

COUNTRIES

8.11 Country names

Recommended English spellings of country names (full and shortened forms), currencies, and ISO codes for countries and currencies are given in Annex 5 of the EC-ISG.

8.12 Country groupings

Country groupings of relevance to Latvia:

Baltic States: Estonia, Latvia, Lithuania

Benelux (*Beniluks* in Latvian) **States:** Belgium, Netherlands, Luxembourg

CIS – Commonwealth of Independent States (in Latvian: *NVS – Neatkarīgo Valstu Savienība*) as of 1999: Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan

Council of the Baltic Sea States (in Latvian: *Baltijas jūras valstu padome*): Denmark, Estonia, Finland, Germany, Iceland, Latvia, Lithuania, Norway, Poland, Russia, Sweden, and the European Commission

9. FOREIGN TERMS AND SCIENTIFIC NAMES

FOREIGN TERMS

9.1 Foreign-language expressions

If a foreign expression in the Latvian source text is generally known in English, import it as is.

If the expression has an English-language equivalent that is generally known, use the English-language equivalent:

<i>per diem</i>	daily allowance
<i>per se</i>	by itself, of itself
<i>per annum</i>	every year, yearly

If the expression is not generally known in English, translate it.

For the use of italics with Latin and other foreign-language expressions in English, see 3.3 and 3.4.

9.2 Obscure Latin phrases

For the more obscure Latin phrases consult a Latin dictionary, e.g. *Latīņu valoda juristiem*, Zvaigzne, 1991; *Latīņu-latviešu vārdnīca Mācību līdzeklis*, A. Gavrilovs, Zvaigzne, 1994; *Latīniski–latviska vārdnīca*, E. Bištēviņš un R. Švarcbachs, Valsts apgādniecība Rīgā 1940; or *Civiltiesību terminoloģijas vārdnīca*, Dr. A Būmanis, Rīga 1937 (xerox copy in TTC Reference Centre).

In English, *Black's Law Dictionary* shows most of the common legal Latin phrases.

SCIENTIFIC NAMES

9.3 Biological sciences

Given that the binomial system for classifying living organisms is used in all languages, it is normally sufficient to reproduce the original Latin terms. Note that the initial letter of the scientific name is capitalised, while species epithets are always lower-cased, even if derived from proper names (e.g. *Martes americana*, *Pusa sibirica*):

ORDER:	Rosales	Carnivora
FAMILY:	Rosaceae	Felidae
GENUS:	Rosa	Felis
SPECIES:	Rosa moschata	Felis catus

9.4 Abbreviating genus name

Most text references are to genus or species (i.e. the name of the genus followed by an epithet). The genus name should be spelled out in full on first occurrence and subsequently abbreviated:

Escherichia coli, abbreviated *E. coli*

9.5 Italics

The names of genera, species and subspecies (varieties, cultivars) are always italicised. See also Chap. 3.

9.6 Non-technical usage

Some scientific plant names are identical with the vernacular name and should not be capitalised or italicised when used non-technically:

rhododendron growers

but

Rhododendron canadens

9.7 Geology

Use initial capitals for formations:

Old Red Sandstone Eldon formation

and for geological time units:

Tertiary period Holocene epoch

but **not** for the words *era*, *period*, etc.

9.8 Chemical compounds

For guidelines on writing chemical compounds see 10.6–10.14 in the ECTS-ESG. For additional details see *Einecs* (*European inventory of existing commercial chemical substances*). *Einecs* is a multi-volume work (1808 pages in each language version) published by the EC Office for Official Publications.

10. LISTS AND TABLES

LISTS

10.1 General

When translating lists, you should always use the same type of numbering as in the original, e.g. arabic numerals, small letters, roman numerals. If the original has bullets or dashes, use these.

Lists in the main body of regulatory instruments are usually part of a larger unit, separated by semi-colons. Punctuation of lists normally follows the source text; however, if the punctuation needs to be changed to avoid confusion, change it.

Wherever possible, use the automatic numbering function available with your word processor. It is much easier to amend a list if the numbers can be automatically adjusted.

Bearing this in mind, the four basic types of lists are illustrated below. Never combine a dash with a colon to introduce a list. Also, take care not to change syntactical horses in midstream, e.g. from noun to verb, even if the original does so:

A system controller has an obligation to provide a data subject with the following information:

- 1) the designation, or name and surname, and address of the system controller;
- 2) the intended purpose and basis for the personal data processing;
- 3) the possible recipients of the personal data; and
- 4) correcting personal data.

The last item should be changed to read:

- 4) the corrections of personal data.

In a list in a legislative text, the second-to-last item should normally end with *and* or *or*. Use *and* where all items in a set (two or more items) are applicable, necessary or must be present to achieve a result. Use *or* where the effect is achieved if even one of the items is complied with. See 10.3 and 10.4 below.

The Latvian *un* and *vai* do not always correspond to the English *and* and *or*. The meaning of the original text should be the deciding factor.

10.2 Short items

Lists of short items (without main verbs) should be introduced by a full sentence and have the following features:

- an introductory colon
- no initial capitals
- no punctuation after each item
- a full stop at the end.

10.3 Sentence completed

Where each item completes the introductory sentence, you should:

- begin with the introductory colon;

- label each item with the appropriate bullet, number or letter;
- end each item with a semicolon; and
- close with a full stop.

10.4 Complete statements

If all items are complete statements without a grammatical link to the introductory sentence, proceed as follows:

- introduce the list with a colon;
- label each item with the appropriate bullet, number or letter;
- start each item with a lower case letter;
- end each statement with a semicolon; and
- put a full stop at the end.

Try to avoid running the sentence on after the list of points. If such a run-on occurs in the Latvian text being translated, it is often best to incorporate the final phrase in the introductory sentence of your translation.

10.5 Multiple complete sentences

If any one item consists of several complete sentences, announce the list with a main sentence and continue as indicated below.

- Do not introduce the list with a colon.
- Label each item with the appropriate bullet, number or letter.
- Begin each item with a capital letter.
- End each statement with a full stop. This allows several sentences to be included under a single item without throwing punctuation into confusion.
- Continue the list of points over several pages if necessary.

TABLES

10.6 General

In general, follow the format of the original.

10.7 Within text

Tables inset in text matter should never be introduced with a colon.

10.8 Table headings

Place table headings above the table without a main verb. Diagrams, figures and graphs should be labelled at the bottom, also without a main verb.

10.9 Figures and symbols in tables

Figures and internationally recognised symbols in tables are language-independent elements and should not normally have to be retyped if the original is available in electronic format.

kvadrātmetrs	m ²	square metre
oms	□	ohm
stunda	h	hour
megavats	MW	megawatt

11. FOOTNOTES AND ENDNOTES

11.1 Footnote and endnote indicators

Footnote/endnote indicators in text matter are given as superscript numerals without brackets. They are inserted and numbered automatically by word processors. Parentheses are not used.

Latvian legislative texts do not have footnotes in the original, but translations of the texts will have footnotes added a) to note amendments (in a consolidated text), b) to explain terms that are not translated, and c) to note apparent errors observed in the original.³

11.2 *Saeima* and *Latvijas Vēstnesis*

The first occurrences in a text of *Saeima* and *Latvijas Vēstnesis* should be footnoted with the explanations “The Parliament of the Republic of Latvia” and “the Official Gazette of the Government of Latvia”, respectively. Note that both names are italicised throughout the text wherever they appear.

11.3 Positioning of indicator

Irrespective of the source document’s conventions, footnote/endnote indicators should follow all punctuation marks (except the dash). Put the indicator immediately after the matter to which it refers.

11.4 Punctuation in footnotes

Begin the text with a capital letter (the footnote indicator being automatically supplied by the word processor), and end with a full stop (whether the footnote is a single word, a phrase or one or more complete sentences).

11.5 Endnotes

If there are large numbers of references or if they are lengthy, then they are usually placed at the end of the text. This situation is unlikely to arise in the translation of legislative texts.

12. VERBS

SPELLING

12.1 Doubling of consonants

In British usage (unlike US), a final *-l* is doubled after a single vowel when *-ing* or *-ed* is added (sole exception: *parallel, paralleled*):

total, totalling, totalled

level, levelling, levelled

Other consonants are doubled only if the last syllable of the root verb is stressed or carries a strong secondary stress:

admit, admitting, admitted

refer, referring, referred

format, formatting, formatted

handicap, handicapping, handicapped

but

benefit, benefiting, benefited

combating, combating, combated

target, targeting, targeted

focus, focusing, focused

develop, developing, developed

12.2 *Input and output*

In a data processing context, avoid the forms *input(t)ed* and *output(t)ed*; write *input* and *output*:

70 000 records were input last month

12.3 *Ageing*

Note the spelling of *age*, *ageing*.

AGREEMENT

12.4 **Collective nouns**

Use a singular verb when the emphasis is on the whole entity:

The Government is considering the matter.

The Advisory Committee has met twice this year.

Use the plural when the emphasis is on the individual members:

The police have failed ... A majority were ... A number of people are ...

but

The majority is ...

The number of people is ...

The singular is used more with the definite article, while the plural is used more with the indefinite article.

12.5 Institutions, organisations and countries

Institutions, organisations and most countries take the singular:

The United States is ...

The Netherlands has agreed ...

The Commission was not informed.

12.6 Dual subject

A singular verb is common in English with a dual subject if it is felt to form a whole:

Checking and stamping the forms is the job of the customs authorities.

12.7 Percentages and money

Percentages can be treated as either singular or plural. Sums of money can take a singular or plural verb:

Only 10 per cent of those eligible *were* likely to ...

ECU 2 million *was* made available, of which 56 per cent *has* been ...

See also Chap. 4.

12.8 Words in *-ics*

Mathematics, dynamics, kinetics, statistics and *economics*, when referring to the respective sciences, take the singular. *Statistics* meaning simply “figures” takes the plural; so too does *economics* in the sense of “commercial viability”, as in *the economics of the new process were studied in depth*.

12.9 Data

The word *data* is the plural of *datum* and should be used with a plural verb.

12.10 None

The word *none* may take either a singular or a plural verb.

LEGAL USAGE

12.11 Shall, may

One of the fundamental differences between Latvian and English legislative usage lies in the use of the present indicative in Latvian where the auxiliary verbs *shall* or *may*, together with the root form of the verb, are used in English.

Where the Latvian present indicative has the force of a prescription, *shall* should be used; where it implies authorisation, *may* is the appropriate auxiliary; and where it is a simple declaration, the present indicative is called for in English. *Shall* is also used where a particular interpretation or finding is mandated by a particular circumstance or where particular circumstances are required to be interpreted in a particular way:

Persona, kas ... *atzīstama* par nesodītu, ...
A person, who ... *shall be deemed* to have not been convicted, ...

12.12 Prescriptions

A prescription prescribes conduct or requires that something be done in a particular way. In English this is usually rendered by *shall*.

Prescriptions fall into three broad categories:

1. Prescriptions embodying a standard of conduct

Expressed subject

Garīdznieks *laulā* pēc savas konfesijas noteikumiem.
A minister *shall solemnise a marriage* in accordance with the regulations of his or her denomination.

... kad jāieceļ aizbildnis nepilngadīgajiem, iestādes *paziņo* par to attiecīgajai bāriņtiesai.
... where a guardian must be appointed for a minor, the institutions *shall notify* the appropriate Orphan's court accordingly.

Implied subject

Pirms laulāšanas *notiek izsludināšana*.
Before a marriage is solemnised, it *shall be proclaimed*.

Saeima *sastāv* no simts tautas priekštāvjiem.
The *Saeima shall be composed* of one hundred representatives of the people.

Saeimu *ievēlē* vispārīgās vēlēšanās.
The *Saeima shall be elected* in general elections.

2. Prescriptions requiring interpretation

Persona *uzskatāma* par sodītu no sprieduma spēkā stāšanās brīža.
A person *shall be considered* to be convicted from the time the judgment comes into effect.

Par nesodītām *atzīstamas* ...
The following *shall be deemed* to be not convicted ...

3. Prescriptions imposing an obligation

Visi cilvēki Latvijā *ir vienlīdzīgi* likuma un tiesas priekšā.
All human beings in Latvia *shall be equal* before the law and the courts.

Grāmatvedības sniegtajai informācijai *jābūt patiesai*.
The accounting information provided *shall be truthful*.

The last category includes situations where the root Latvian verb is prefixed by *jā-*, as in *jāreģistrē*.

Negative prescriptions. Where a provision states that a natural or legal person is **not** to perform a particular act (*nedrīkst*), use *shall not*. In the case of legal persons, where it is

clear that a limitation of authority to act in a certain way is intended (e.g. *nevar*), use *may not*. Otherwise, *shall not* should be used.

Where a provision states that conduct is prohibited (*aizliegts*), use *prohibited*, as in *is prohibited, it is prohibited that* or *persons are prohibited from*.

Nevienu *nedrīkst atzīt* par vainīgu ... un nevienam *nedrīkst uzlikt* kriminālsodu citādi kā ar tiesas spriedumu.

No one *shall be found guilty* ... and criminal punishment *shall not be imposed* upon anyone other than by judgment of a court.

Cenzūra *ir aizliegta*.

Censorship *is prohibited*.

12.13 Authorisations

An authorisation is legal permission or empowerment to do something. Entities created by law (ministries, local government councils, customs authorities, police forces, undertakings and the like), also referred to as “legal persons”, and their officials can act only because they are authorised to do so by law. In this context the verbs and expressions *may, are entitled to, have the right to* or *have the duty to, is competent to* are used (see also 12.15 and 12.17). If a law states that legal persons or officials “may not” do something, they, not being authorised to do it, are effectively prohibited from doing it. This contrasts with individuals (“natural persons”) who are legally free to act as they wish unless such acts are contrary to law, with the result that absence or denial of authorisation does not suffice to restrict their conduct and “shall not” (or another prohibitory prescription) is required to be used instead to do so.

Note that an authorisation in the Latvian text may be expressed by the present indicative and should then be translated with “may” (or other suitable, authorisation-granting expression).

Nāves sods nav piemērojams

The death penalty *may not be applied*...

12.14 Declarations

Declarations are provisions, which declare the existence of a situation having legal consequences. In general, declarations do not expressly require particular conduct on the part of someone (but do often imply such). Declarations are often used where a sense of permanence and timelessness is desired:

Latvija *ir* neatkarīga demokrātiska republika.

Latvia *is* an independent, democratic republic.

Šis likums *attiecas* uz visiem uzņēmumiem.

This Law *applies* to all undertakings.

Declarations, where expressed in the present indicative in the source text, should also be translated into English using the present indicative, without the use of *shall*.

The following expressions do not require the use of *shall*:

has the right to

it is prohibited that

it is mandatory that

has a duty to

is discharged applies
is pledged is extinguished
the purpose of this law (regulation, by-law) is

But NB:

shall come into force shall come into effect

12.15 Rights vs. entitlement (*ir tiesības* vs. *ir tiesīgs*)

Where human rights or general rights are stated to exist or are conferred (*ir tiesības*), use *has the right to* or *have the right to*. Where an entitlement is expressed (*ir tiesīgs*) use *is entitled to*:

Ikvienam *ir tiesības* uz vārda brīvību ...
Everyone *has the right* to freedom of expression ...

Ministru prezidents, Ministru prezidenta biedri un ministri *ir tiesīgi* izdot rīkojumus ...
The Prime Minister, Deputy Prime Ministers and Ministers are entitled to issue orders ...

12.16 Definitions/meanings

Use the present indicative, without the use of *shall*, where the provision is a definition or is in the nature of a definition, that is, where the provision states that a term used in the legislation has a given meaning or that the existence of certain circumstances or characteristics is recognized as conferring a particular status:

Noziedzīgi nodarījumi *ir* kriminālpārkāpumi ... Noziegumi *iedalāmi* šādi ...
Criminal offences *are* criminal violations ... Crimes *are divided* as follows ...

Kriminālpārkāpums *ir* nodarījums, par kuru šajā likumā *paredzēta* brīvības atņemšana.
A criminal violation *is* an offence for which this Law *provides* for deprivation of liberty.

12.17 May (or equivalent phrases)

Use *may* or an equivalent expression (*is entitled to*, *has the right to*, *is competent to*, *is authorised to*) where the provision gives authority or permission, but does not require or imply specific conduct. Use *may* for *var*, and *is entitled to* for *ir tiesīgs* (see 12.13, 12.15):

Par vainīgu *atzīstama* tikai persona, kas ...
Only a person who ... *may be found* guilty.

Tiesa *var mīkstināt* piespriežamo sodu *vai* šo personu *atbrīvot* no soda.
The court *may reduce* the sentence to be adjudged *or release* such person from punishment.

Where a provision grants authority and at the same time requires specific conduct, use *shall*:

Tehniskās un organizatoriskās prasības *nosaka* Ministru kabinets.
The technical and organisational requirements *shall be* determined by the Cabinet.

12.18 Must

Must should not be used in place of *shall*. Do not use *must* where the source text is

prefixed by *-jā*. It may be used to clarify a prescription (*shall*) or an authorization (*may*):

Lai laulātais *varētu* rīkoties tā ... viņam *jāizprasa* otra laulātā piekrišana.

In order that a spouse *may* so act ... the spouse *must* obtain the consent of the other spouse.

Must may also be used where a condition is required to be fulfilled before a certain legal effect follows, but where a prescription is not created. Its use in translation should be approached with care. *Shall* may ordinarily be used where *must* could be used, but not vice versa. Thus, if in doubt, use *shall*.

13. THEMATIC TERM SETS

MINISTRIES AND MINISTERS of the Republic of Latvia

13.1 Ministries

The word “Ministry” is usually followed by *of* something (see list below).

MINISTRIES OF THE REPUBLIC OF LATVIA

Aizsardzības ministrija	Ministry of Defence
Ārlietu ministrija	Ministry of Foreign Affairs
Ekonomikas ministrija	Ministry of Economics
Finansu ministrija	Ministry of Finance
Iekšlietu ministrija	Ministry of the Interior
Izglītības un zinātnes ministrija	Ministry of Education and Science
Kultūras ministrija	Ministry of Culture
Labklājības ministrija	Ministry of Welfare
Satiksmes ministrija	Ministry of Transport
Tieslietu ministrija	Ministry of Justice
Vides aizsardzības un reģionālās attīstības ministrija	Ministry of Environmental Protection and Regional Development
Zemkopības ministrija	Ministry of Agriculture

13.2 Titles of Ministers

Ministers always have a responsibility *for* a particular area:

Aizsardzības ministrs	Minister for Defence
Iekšlietu ministrs	Minister for the Interior
Tieslietu ministrs	Minister for Justice

13.3 Related positions

Ministru prezidenta biedrs	Deputy Prime Minister
Valsts ministrs	State Minister
Īpašu uzdevumu ministrs	Minister for Special Assignments

Īpašu uzdevumu ministrs – sadarbībai ar starptautiskajām finansu institūcijām
Minister for Special Assignments – Co-operation with International Financial Agencies

LAWS

13.4 Subdivisions of laws

likuma –	
daļa	Part
sadaļa	Division
nodaļa	Chapter
pants	Section (“Article” only in international treaties and the Constitution of the Republic of Latvia)
panta –	
daļa	Paragraph
punkts	Clause
apakšpunkts	Sub-clause

Examples

... šī likuma 25. panta trešās daļas 2. punkts, 26. panta trešās daļas 3.-5. punkts, 27. panta otrās daļas 1. punkts [*separated with commas*]
... Section 25, Paragraph three, Clause 2; Section 26, Paragraph three, Clauses 3-5; Section 27, Paragraph two, Clause 1 of this Law [*note different punctuation, separated with semi-colons*].

13.5 Recurrent phrases in Latvian laws

Saeima ir pieņēmusi un Valsts prezidents izsludina šādu likumu:	The <i>Saeima</i> ¹ has adopted and the President has proclaimed the following Law:
...	¹ The Parliament of the Republic of Latvia.
... Saeima the <i>Saeima</i> ...
Latvijas Republikas Augstākā Padome likums pieņemts ...	The Supreme Council of the Republic of Latvia has adopted a Law:
Vispārīgie noteikumi	General Provisions
Pārejas noteikumi	Transitional Provisions
Nobeiguma noteikumi	Final Provisions
Likums Saeimā pieņemts ...	This Law has been adopted by the <i>Saeima</i> on ...
Likums stājas spēkā ...	This Law shall come into force on ...
... laikraksts Latvijas Vēstnesis the newspaper <i>Latvijas Vēstnesis</i> ² ...

² the official Gazette of the Government of

	Latvia.
Valsts prezidenta vietā Saeimas priekšsēdētājs	Acting for the President, Chairperson of the <i>Saeima</i> ³
	³ English text written on two separate lines.
šā likuma izpratnē	within the meaning of this Law
Likumā lietotie termini	Terms Used in this Law
Likuma mērķis	Purpose of this Law
pielikums (1. pielikums)	annex (Annex 1)
grozījums	amendment
aizstāt ar	replace ... with
izteikt ... šādā redakcijā	restate to provide as follows
izslēgt	delete
noteikt, ka ...	it is provided that ...

REGULATIONS

13.6 Subdivisions of regulations

punkts	Paragraph	3.
apakšpunkts	Sub-paragraph	3.2.
	Clause	3.2.1.
	Sub-clause	3.2.1.1.

13.7 Recurrent phrases in Latvian regulations

Izdoti Latvijas Republikas Satversmes 81. panta kārtībā.	Issued in accordance with Article 81 of the Constitution of the Republic of Latvia.
Izdoti saskaņā ar ...	Issued pursuant to ...
Vispārīgie jautājumi	General Provisions
Pārejas jautājumi	Transitional Provisions
Nobeiguma jautājumi	Final Provisions
Noslēguma jautājumi	Closing Provisions

Informatīva atsauce uz Eiropas
Savienības direktīvām

Information Reference to
European Union Directives

GENERAL LEGAL TERMS USED IN LATVIAN LAWS

13.8 Types of legal instruments in Latvia

deklarācija	declaration
dekrēts	decree
grozījums	amendment
konvencija	convention
lēmums	decision
likumdošana	legislation
likumdošanas akti	legislative enactments
likums	law
Ministru Kabineta noteikumi	Cabinet Regulations
nolēmums	adjudication
nolikums	by-law
normatīvie akti	regulatory enactments
nota	note
pavēle	command; order
prasības	action (seldom “claim”)
protokols	minutes; record; report
reglaments	regulations; rules; standards
rīkojums	order
statūti	articles of association
Satversme	Constitution
spriedums	judgment
starptautisks līgums	international agreement
tiesību akti	legal enactments, legislation
tiesiskie akti	legal enactments
protests	protest
sūdzība	complaint

13.9 Judicial bodies in Latvia

apgabaltiesa	regional court
Augstākā tiesa	Supreme Court
bāriņtiesa	Orphan's court
pagasttiesa	parish court
rajonu tiesa	district court
priekšpilsētas tiesa	Urban district court

Satversmes tiesa	Constitutional Court
Senāts	Senate
palāta	court panel
Augstākās tiesas Civillietu palāta	the Civil Matters Court Panel of the Supreme Court
Dzimtsarakstu nodaļa	General Registry Office
Latvijas Republikas Uzņēmumu reģistrs	Enterprise Register of the Republic of Latvia
Zemesgrāmatu nodaļa	Land Registry Office

13.10 Legal offices and related terms

advokāts	advocate
aizbildnis	guardian
aizgādnis	trustee
aizstāvis	counsel
amatpersona	official
apsūdzētājs/prokurors	prosecutor
fiziska persona	natural person
ģenerālprokurors	Prosecutor General
juridiska persona	legal person
jurists	lawyer
legatārs	legatee
nepilngadīgs	minor
notārs	notary
pilngadība	legal age
tiesas piesēdētājs	lay judge
tiesas priekšsēdētājs	Chief Judge (lower courts); Chief Justice (Supreme Court and Constitutional Court)
tiesas ziņnesis	process server
tiesnesis	judge; justice (if a member of the Supreme Court or the Senate or the Constitutional Court)
tiesu izpildītājs	bailiff
tiesu palāta	court panel
tiesu sēžu sekretārs	court recorder
trešā persona	third person (in most contexts);

	third party (if a participant in a court proceeding)
valsts apsūdzētājs	State prosecutor
virsprokurors	chief prosecutor
zvērīnāts advokāts	sworn advocate
zvērīnāts notārs	sworn notary

13.11 Judicial proceedings and judicial review

administratīvs pārkāpums	administrative violation
administratīvs sods	administrative sanction
advokātu palīdzība/aizstāvība	assistance of counsel
apelācijas instance	appellate instance
apsūdzētais	accused
apsūdzība	charge(s)
apsūdzības raksts	indictment
apturēt tiesvedību	stay of court proceedings
apžēlojums	clemency
atbildētājs	defendant
atstādīšana; noraidījums	recusation; recusal
atstāt bez izskatīšanas	dismiss
atstāt spriedumu negrozītu	affirm a judgment
atzīt par vainīgu	find guilty
cietušais	victim
civilprasība	civil action
tiesu debates	court argument
dzēst sodāmību	extinguish a conviction
eksperta atzinums	expert opinion
izbeigt krimināllietu	terminate a criminal matter
izdošana	extradition
izlīgums	settlement
izmeklēšana	investigation
izpilde	execution
izskatīšana	adjudication (if initial decision); review (if on appeal or reconsideration)
kasācijas instance	cassation instance

konstatēt	determine
kratīšana	search
kriminālatbildība	criminal liability
krimināllieta	criminal matter
kriminālpārkāpums	criminal violation
liecības	testimony
liecinieks	witness
lietu piekritība	jurisdiction over a matter
mantu arests	attachment of property
naudas sods	fine
nevainīguma prezumpcija	presumption of innocence
nopratināšana	interrogation (police investigation), examination (court, sworn testimony)
nosacīts sods	suspended sentence
notiesāts	convicted
noziedzīgs nodarījums	criminal offence
otrā instance	second instance
pārsūdzēšana	appeal
pārsūdzēt tiesā	appeal to a court
pavēste	summons
piekritība	jurisdiction
pirmā instance	first instance
prasītājs	plaintiff
process	proceedings; procedure; process
procesuālās sankcijas	procedural sanctions
procesuālās tiesības	procedural rights
saistības	obligations
sprieduma izpildīšana	execution of a judgment
tiesas izdevumi	court costs
tiesvedība	court proceedings
vainīgais (civillietās)	person at fault

13.12 Collocations of legal terms regarding termination

anulēt laulību	annul a marriage
anulēt licenci	cancel a licence
apturēt likuma izsludināšanu	suspend the proclamation of a law
atcelt lēmumu	set aside a decision
atcelt spriedumu	set aside a judgment
atcelt testamentu	revoke a will
atsaukt pilnvaru	revoke a power of attorney, revoke authorisation
lauzt līgumu	breach a contract (unauthorised) terminate a contract (legally authorised)
noņemt sodamību	set aside a conviction
pārtraukt līgumu	terminate a contract
spēkā neesošs	null and void, invalid
zaudēt spēku	repeal (of a law)

13.13 Legal terms regarding domicile

būve	structure
darba vieta	workplace
daudzdzīvokļu māja	apartment house
dienesta dzīvoklis	official flat
dienesta viesnīca	service hostel
domicils	domicile
dzīves vieta (dzīvesvieta)	place of residence; dwelling place; residential address
pastāvīgā dzīves vieta	permanent place of residence
pagaidu dzīves vieta	temporary place of residence
dzīvojamā ēka	residential building
dzīvojamā māja	residential house
dzīvojamās telpas	residential premises
dzīvoklis	flat (UK); apartment (US); residential unit; dwelling
Dzīvokļu pārvalde	Housing Administration
ēka	building
juridiskā adrese	legal address
mājoklis	dwelling
nams	house; building
pagaidu uzturēšanās vieta	place of temporary residence
pastāvīgā uzturēšanās vieta	place of permanent residence
telpas	premises; rooms

uzturēšanās vieta
valsts dzīvojamā māja
zemes gabals

place of residence
State residential house
parcel of land

14. THEMATIC TERM SETS

LATVIAN	ENGLISH	COMMENTS, EXAMPLES
aizskart intereses/ tiesības	affect interests/rights; injure interests; infringe on rights	
apgrūtināt darbību	hinder activities	
apelācijas sūdzība	appellate complaint	
apelācijas protests	appellate protest	
apliecināt	certify	
apliecināt kvalifikāciju	certify qualifications	
apņemties ievērot (noteikumus)	undertake to comply with (regulations)	
apstiprināt	approve (actions); confirm, affirm	
apstiprināt amatā	confirm in office (to a position)	
atbildība	liability	<i>ordinary usage, particularly where non-fulfilment, non- performance or wrongful performance implies a legal sanction</i>
	responsibility	<i>may be used where there is an obligation to perform specific tasks or functions</i>
atbilst koncepcijai	conform to the concept	
atbilst patiesībai	correspond to the truth; conform to fact	
atbilstība	conformity	
atbilstoši	in conformity with	
atbilstoši likumiem/ noteikumiem	in compliance with laws/ regulations	
atbrīvot no amata	remove from office (position), dismiss from office (position)	
atbrīvot no darba	dismiss from employment (employees)	
atbilstība	conformity	
atbrīvot no maksas	waive a charge; waive payment	
atbrīvot pirms termiņa	release before the end of (the) term	
atklātībai, darīt zināmu	make public	

LATVIAN	ENGLISH	COMMENTS, EXAMPLES
atlīdzināt zaudējumus	pay damages; compensate for losses/injury	
atņemt brīvību	deprive of liberty	
atrasties pārraudzībā	to be supervised by; subject to the supervision of	
atsaukt pirms termiņa	recall before the end of (the) term	
atsaukt ziņas	retract information	
atstāt spriedumu negrozītu	affirm a judgment, leave (the) judgment unvaried	
atteikties no amata	resign from office	
attiecībā uz	in relation to	
attiecīgs	relevant; appropriate; applicable	
attiekties uz	relate to (generally); pertain to (particular items)	
atzinums (tiesas)	findings (of a court)	
atzinums (expert,	opinion	committee)
atzīt	state, find, give an opinion; consider, recognise	
atzīt par spēkā neesošu	declare invalid; declare null and void	
atzīt par vainīgu	find guilty	
atzīts	deemed to be	<i>where required to be so considered by law, regardless of actual reality</i>
	considered to be; found to be; declared to be	
beigt pildīt amata pienākumus	cease to hold office	
celt iebildumus	raise objections	
celt prasījumus	raise claims	
celt priekšā	to present	
civiltiesiskā atbildība	civil liability	
dot amnestiju	grant amnesty	
dot atsauksmi/atzinumu	provide an opinion	
dot norādījumus	give orders/directions/instructions	
dot rīkojumus	issue orders	

Latvian	English	Comments, examples
dzēst sodāmību	extinguish conviction	
ekspertīze	expert-examination	
fiksēts	recorded	
gadījumi kad	cases where	
gadījumi	cases	<i>usually not instances or events</i>
griezties ar prasību tiesā bring an action in court		
grozīt likumu	amend a law	
grozīt norādījumus	modify instructions	
grozīt spriedumu/ lēmumu	vary a judgment/ decision	<i>particularly where done by a court different from the one originally rendering the judgment</i>
iecelt amatā	appoint to a position	
iecelt komisiju	appoint a committee/ commission	
iecelt komisiju	appoint a committee/ commission	
iegūt	acquire (things, resources); obtain (authorisation, rights, licences, funds, etc.)	<i>especially where purchased</i>
iegūt likuma spēku	come into force as law	
iesmesls	reason (as basis of or justification for); cause (agent)	
ieņemt amatu	hold office/a position	
	assume office/a position	<i>where reference is to commencement</i>
ierakstīt	record	
ierasties iestādē	attend an institution	
ierasties tiesā	appear before a court, attend (the) court	
ierobežojums	restriction	<i>usually not "limit"</i>
ierosināt lietu	initiate proceedings	
ierosināt izskatīšanai jautājumus	propose matters for consideration	
ierosināt jautājumus	raise questions; raise issues	
ieskaitīt budžetā	include in the budget	

Latvian	English	Comments, examples
ieskaitīt ieņēmumos	include in revenue/income	
iesniegt izskatīšanai	submit for consideration	
iesniegt paziņojumu	submit a notice	
iesniegt prasību	bring an action	
iesniegt prasību tiesā	bring an action in a court	
iesniegt prasījumu	submit a claim	
iestāde	institution	
ievērot lēmumu/ spriedumu	comply with a decision/ judgment	
ievēlēt sastāvā	elect to	
ievērojot	in compliance with	<i>particularly laws and regulations, etc.</i>
	observing	<i>where there are no specific requirements prescribed</i>
ievērot likumus	comply with laws	
institūcija	authority	<i>where “institūcija” exercises a controlling, regulative or policing role</i>
	body	<i>where “institūcija” exercises primarily an administrative or managerial role within another institution</i>
	institution; government body	<i>where the primary function of “institūcija” cannot be readily determined or where many kinds of bodies may be included</i>
institūcijas un iestādes	authorities and institutions	
īpašumā	owned by; in the ownership of	
ir tiesības	has the right to	
ir tiesīgs	is entitled to	
īrēt	rent	
izbeigt krimināllietu	terminate a criminal matter	
izbeigt revīziju	terminate an audit	
izdarīt grozījumus	amend	
izdarīt kratīšanas	search premises	
izdarīt pārbaudes	carry out/conduct examinations	

Latvian	English	Comments, examples
izdot direktīvas	issue directives	
izdot licenci	issue a licence	
izmantot informāciju	utilise information	
izmantot tiesības	exercise rights; invoke rights	
izpilde	execution (of a judgment/ other court decisions)	
izpildīt norādījumus	comply with instructions	
izpildīt pienākumus	perform duties	
izpildīt uzdevumus	perform tasks/functions	
izpildīt vietu	assume duties	
izpildot amatu	in the course of performing duties	
izraisīt būtiskas sekas	cause substantial consequences	
izskatīšana	adjudication	<i>if done by a court with a view towards making a decision about a matter</i>
	review	where done on appeal or otherwise by way of reconsideration
izskatīšana	examination	
izskatīt (lietu)	adjudicate (a matter)	
izskatīt informāciju	examine information	
izskatīt rezultātus	review results	
izskatīt sūdzības	examine complaints	
izsludināt vēlēšanas	call elections	
izstrādāt	formulate, develop	
izveidot uzņēmumu	establish an undertaking	
izvirzīt kandidātu	nominate a candidate	
izvirzīt mērķi	set out a purpose	
izvirzīt nosacījumus	impose conditions	
juridiskā darbība	legal action	
juridiski	legally	
kā arī	as well as	<i>where the intent is to express an equivalence and confusion is not created by the use of the term</i>

Latvian	English	Comments, examples
kārtība	procedures	
neizpaužams	non-disclosable; not to be disclosed	
konstatēt	determine	
kontrolēt likuma ievērošanu	control compliance with the law	
līdzekļi	funds (monetary); financial resources/ means	
lieta	matter	<i>subject of legal dispute, including between accused and law enforcement in a criminal case; affairs/issues</i>
	file	<i>the dossier or record of a particular case or person</i>
	property	<i>things subject to ownership, or regarding which persons may have rights or obligations under law</i>
	thing	<i>object</i>
likumā noteiktā kārtībā in	accordance with the procedure prescribed/specified by law	
likumīgi	lawfully	<i>c.f. juridiski, tiesiski</i>
likvidēt sekas	rectify effects; rectify consequences; eliminate consequences	
likvidēt konkurenci	eliminate competition	
mērķis	purpose; aim; goal	
motivēts (lēmums)	reasoned (decision)	
nāk spēkā	comes into force (law, Cabinet regulation); comes into effect (judgment; contract; agreement)	
ne mazāk kā	not less than	
nodarīt kaitējumu/ zaudējumus	cause harm/injury/losses	
nodot pasūtījumu	contract out	
nodot tiesības	transfer rights	
nodrošināt ar tulkojumu	provide a translation (to)	
nodrošināt iespējas	ensure opportunities	
nodrošināt kontroli (par)	ensure control (of)	

LATVIAN	ENGLISH	COMMENTS, EXAMPLES
nolikums	by-law	<i>particularly for establishing and setting out the purposes and functions of an institution</i>
	regulations	<i>where emphasis is on the rules</i>
nomāt	lease	
noņemt sodāmību	set aside conviction	
norādīt	set out; specify; indicate	<i>where a particular item is being referred to The applicant shall set out the following information... The decision shall specify who is responsible for...</i>
noraidīt	dismiss	<i>court actions and the like – may also apply to applications</i>
	refuse (requests); reject	
normatīvie akti	regulatory enactments	
nosacījums	condition	
nosacīta cena	adjusted price	<i>“notional price” is less real</i>
nosaka	prescribe; determine	<i>when done by laws</i>
noteikt sodu	determine sentence	
noteikt stāvokli	determine circumstances/ conditions	
nosaukums	name	
noslēgt līgumu	enter into an agreement/ contract	
noteikt atšķirības	distinguish	
noteikt atvieglojumus	specify relief/preferences	
noteikt cenas	set prices	
noteikt kārtību	prescribe/specify procedures	
noteikt nosacījumus	specify conditions	
noteikt noteikumus	prescribe/ specify regulations	<i>in some cases, it may be “rules”</i>
noteikt piemaksu	prescribe (supplements)	
noteikt statusu	grant/specify a status	
noteiktajā kārtībā	in accordance with the prescribed/specific procedures	

LATVIAN	ENGLISH	COMMENTS, EXAMPLES
noteikts	stipulated; specified	<i>when done by contract</i>
	prescribed; specified	<i>when done by law</i>
noteikumi	regulations	<i>as in Cabinet regulations</i>
	provisions	<i>in relation to parts of a law</i>
ņemt vērā	have regard to	<i>used generally, where consideration of overall principles, interests etc. is implied, particularly with a view to protecting such</i>
	take into account	<i>used where specific items or matters are to be taken into consideration (as in making a decision, for example)</i>
pabeigt pārskatīšanu	complete a review	
pakļautībā	subject to the control of; subordinate	
palikt amatā	remain in office	
palikt rīcībā	remain at the disposal of	
pamatojums	basis/grounds/ justification	
pamatot pieprasījumu	provide grounds for a request	
pamatot savu interesi	justify one's interest	
par	regarding, for, of	
pārbaudīt dokumentus	examine documents	
pārbaudīt kvalifikāciju	verify qualifications	
pārbaudīt rezultātus	examine results	
pārbaudīt telpas	inspect premises	
paredzēts	provided for intended	<i>paredzēts noteikumos – provided for in regulations</i>
pārkāpums	violation	
pārtraukt līgumu	terminate an agreement/ contract; discontinue an agreement/contract	
pasākums	activity/measure/event	
pieaicināt speciālistus	engage specialists	
piekritība	jurisdiction	

LATVIAN	ENGLISH	COMMENTS, EXAMPLES
pieļaujot atkāpi	by way of derogation	
pieļaut	allow	
piemērot	apply	
pienākumi	duties	
pienākums sniegt pārskatu	duty to provide a report	
pieņemt lēmumu	take a decision	<i>usual term when referring to government officials, courts</i>
	adopt a decision	<i>when referring to the Saeima, Cabinet</i>
pieņemt eksāmenus	conduct examinations	
pieņemt likumu	adopt a law	
piespriest	adjudge	
piešķirt juridisko statusu	accord legal status	
piešķirt tiesības	grant a right	
pildīt amata	perform the duties of office	pienākumus
pildīt nacionālo pasūtījumu	fulfil the national remit	
pildīt pienākumu	perform duties, carryout/fulfil duties	
pildīt uzdevumus	perform tasks, carry out assignments	
pildīt valsts pasūtījumu	fulfil government procurements	
pilnvara	authorisation (general usage), power of attorney (where intended)	specifically
pilnvarojums	authorisation	
pilnvarot	authorise	
prasība	action (court proceeding), claim (emphasis on right, entitlement or interest)	
prasījums	claim	
prasīt atlīdzību par zaudējumiem	compensation for losses/claim damages	
radīt kaitējumu	cause harm/injury	
radīt palielinājumu	bring about an increase	
realizēt padomdevēja tiesības	exercise advisory rights	

LATVIAN	ENGLISH	COMMENTS, EXAMPLES
realizēt uzdevumus	fulfil tasks/functions	
rīcībspēja	capacity to act	
rīkot sarunas	enter into negotiations	
rīkoties (ar mantu)	deal with; administer; handle	
rīkoties ar kustāmu īpašumu	dispose of movable property	
rīkoties saskaņā ar pilnvarām	act within limits of authority/authorisation	
saimnieciskais gads	financial year	
saņemt	receive	<i>e.g. services where the recipient does not have to undergo a process to receive the item</i>
	obtain	<i>e.g. information where action is required on the part of the person receiving – application to obtain a licence, for example</i>
sasaukt sesiju	convene a session	
saskaņot rīcību ar	act in accordance with	
saskaņot	attain accordance of/with; harmonise; co-ordinate; conform	
saskaņā ar	in accordance with	
saskaņojot (projektu ar iestādi, dienestu darbinieku utt.)	co-ordinate with	
saskaņot likumus	harmonise laws	
sastādīt atzinumu (aktu)	draw up an opinion (a statement)	
sastādīt protokolu	prepare a report	
saukt pie atbildības	hold liable	
slēgt darījumus	enter into transactions	
slēgt līgumus	enter into contracts/ agreements	
slēgta tiesas sēde	closed court session	<i>for court sessions, etc</i>
slēgts	restricted (competition)	
sniegt	provide	

LATVIAN	ENGLISH	COMMENTS, EXAMPLES
sniegt ieteikumu	make a recommendation	
sniegt informāciju/ziņas	provide information	
sods	sentence (criminal); sanction (administrative); penalty	
spriedums	judgment	<i>court decision (without “e” for courts)</i>
	judgement	<i>in the sense of “opinion” – for non-court use</i>
spriest tiesu	hear a court case	
stāties pie amata pienākumu pildīšanas	assume the duties of office	
stāties spēkā	come into force (laws, Cabinet regulations and treaties); enter into effect (judgments, contracts, agreements)	
sūdzība	complaint	
šā likuma izpratnē	within the meaning of this law	
taisa spriedumu	renders judgment	
tiesībspēja	legal capacity	
tiesību akti	legal enactments; legislation	
tiesību normas	legal norms	
tiesiski	legally	<i>c.f. juridiski, likumīgi</i>
tiesvedība	court proceedings	
uzdevumi	functions	<i>when there is an exercise of powers or general fulfilment of duties on the part of an official</i>
	tasks	<i>if the function to be performed is specific and limited in scope</i>
	assignment	<i>in general contexts</i>
uzklausīt sūdzības	hear complaints	
uzlikt naudassodu	impose a fine	
uzlikt nodokļus	impose taxes	
uzlikt pienākumu	impose a duty	

LATVIAN	ENGLISH	COMMENTS, EXAMPLES
uzņēmējdarbība	entrepreneurial activity	
uzņemties izmaksas	assume/bear the costs	
uzskaite	enumeration; accounting; registration; record	
uzskaitīt	register; enumerate; record	
uzturēt prasību	maintain an action	
valdījumā	possessed; in the possession of	
veids	type (documents)	
veikt darbību	operate; perform activities	
veikt	perform; conduct; carry out	
veikt pasākumus	take, conduct, perform, carry out, implement measures	
veikt uzņēmējdarbību	carry out entrepreneurial activity	

Annex A

UNITS OF MEASUREMENT

Symbols for units of measurement are written without full stops, are separated from numerals by a space, and take no plural.

LATVIAN	SYMBOL	ENGLISH
milimetrš	mm	millimetre
centimetrš	cm	centimetre
kubikcentimetrš	cm ³	cubic centimetre in scientific and technical work;
	cc	cubic centimetre for engines, etc.
metrs	m	metre
kvadrātmetrs	m ²	square metre (not sq. m)
kilometrs	km	kilometre (km ² , not sq. km)
miligramš	mg	milligram
grams	g	gram
kilograms	kg	kilogram
tonna	t	tonne
mililitrs	ml	millilitre
litrs	l	litre
hektārs	ha	hectare
sekunde	s	second
minūte	min	minute
stunda	h	hour
ampērs	A	ampere
hercs	Hz	hertz
kilohercs	kHz	kilohertz
megahercs	MHz	megahertz
volts	V	volt
vats	W	watt
kilovats	kW	kilowatt (= 10 ³ W)
megavats	MW	megawatt (= 10 ³ kW = 10 ⁶ W)
kalorija	cal	calorie

Source: English terms and symbols are taken from Annex 3 of the EC-ISG. The Latvian equivalents are taken from *Saīsinājumi, 1994 (Andrejs Bankavs, Rīga, Avots)*.

Annex **B****LANGUAGES**

LATVIAN	ENGLISH	ISO
albāņu	Albanian	sq
angļu	English	en
arābu	Arabic	ar
armēņu	Armenian	hy
azerbaidžāņu	Azerbaijani	az
baltkrievu	Byelorussian	be
basku	Basque	eu
baškīru	Bashkir	ba
bretoņu ¹	Breton	br
bulgāru	Bulgarian	bg
čehu	Czech	cs
dāņu	Danish	da
franču	French	fr
galisiešu ¹	Galician	gl
Grenlandes inuītu ¹	Greenlandic	kl
grieķu	Greek modern	el
gruzīnu	Georgian	ka
holandiešu	Dutch	nl
horvātu ³	Croatian	hr
igauņu	Estonian	et
īru	Irish	ga
islandiešu	Icelandic	is
itāliešu	Italian	it
ivrits	Hebrew	he
jidišs	Yiddish	ji
kataloņu	Catalan	ca
kazahu	Kazakh	kk
kirgīzu	Kirghiz	ky
korejiešu	Korean	ko
korsikāņu ¹	Corsican	co
krievu	Russian	ru

kurdu	Kurdish	ku
latviešu	Latvian	lv
lietuviešu	Lithuanian	lt
maķedoniešu	Macedonian	mk
maltiešu	Maltese	mt
moldāvu ³	Moldovian	mo
norvēģu	Norwegian	no
poļu	Polish	pl
portugāļu	Portuguese	pt
provansiešu	Occitan	oc
retoromāņu	Rhaeto-Romance	rm
rumāņu	Romanian	ro
serbhorvātu ²	Serbo-Croatian	sh
serbu ²	Serbian ²	
skotu vai skotijas gēlu	Scots Gaelic	gd
slovāku	Slovak	sk
slovēņu	Slovenian (Slovene)	sl
somu	Finnish	fi
spāņu	Spanish	es
tadžiku	Tadzhik (Tajik)	tg
tatāru	Tatar	tt
turkmēņu	Turkmen	tk
turku	Turkish	tr
ukraiņu	Ukrainian	uk
ungāru	Hungarian	hu
uzbeku	Uzbek	uz
vācu	German	de
velsiešu	Welsh	cy
zviedru	Swedish	sv

Source: The English names and ISO codes are taken from Annex 6 of the ECTS-ESG. The Latvian names are taken from *Latvijas padomju enciklopēdija, (1981-88)*, except as noted in the footnotes.

- ¹ For these languages the encyclopaedia used as a source for the language names in Latvian (*Latvijas padomju enciklopēdija, 1981-88*) refers to the people, but does not name the language.
- ² The Croatian language, formerly included in Serbo-Croatian, is now recognised as a separate language. (*Hrvatski jezik, 1998, Międzynarodowy komitet stawistów, Krakow*)
- ³ The language in Moldova is called Romanian (*rumāņu*) by some Moldovans, but for political reasons it is called Moldovan or Moldovian (*moldāvu*).

Annex C

ACRONYMS

There are several categories of acronyms, some of which are translated, others not. In particular, a number of acronyms from French are not translated into Latvian or English, e.g. TIR, NACE. Others are translated into some languages, but not into others, e.g. NATO. There is no hard-and-fast rule.

The following list comprises:

- 1) acronyms in the TTC terminology databank, and
- 2) a selection of other acronyms.

LATVIAN		ENGLISH	
AIDS	iegūtais imūndeficīta sindroms	AIDS	acquired immunodeficiency syndrome
ANO	Apvienoto nāciju organizācija [latviešu valodā saīsinājumu nelieto]	UNO UN	United Nations Organisation United Nations
CIDA	Kanādas starptautiskās attīstības aģentūra	CIDA	Canadian International Development Agency
EBTA	Eiropas Brīvās tirdzniecības asociācija	EFTA	European Free Trade Association
ECB	Eiropas centrālā banka	ECB	European Central Bank
EDSO	Eiropas drošības un sadarbības organizācija	OSCE	Organisation for Security and Co-operation in Europe
EEK	Eiropas ekonomiskā kopiena	EEC	European Economic Community
EET	Eiropas Ekonomiskā telpa	EEA	European Economic Area
EK	Eiropas Kopiena	EC	European Community
EMS	Ekonomiskā un monetārā savienība	EMU	Economic and Monetary Union
EPS	Eiropas politiskā sadarbība	EPC	European Political Co-operation
ERAB	Eiropas Rekonstrukcijas un attīstības banka	EBRD	European Bank for Reconstruction and Development
ES	Eiropas Savienība	EU	European Union

LATVIAN		ENGLISH	
ESCB	Eiropas Centrālo banku sistēma	ESCB	European System of Central Banks
EUTELSAT	Eiropas satelīttelekomunikācijas organizācija	EUTELSAT	European Telecommunications Satellite Organisation
GATT*		GATT	General Agreements on Tariffs and Trade
IKP	iekšzemes kopprodukts	GDP	gross domestic product
ILO	Starptautiskā Darba organizācija	ILO	International Labour Organisation
INMARSAT	Starptautiskā jūras satelītu sakaru organizācija	INMARSAT	International Marine Satellite Organisation
ISO	Starptautiskā standartizācijas organizācija	ISO	the International Organization for Standardization
KĀDP	kopējā ārpolitika un drošības politika	CFSP	Common Foreign and Security Policy
KLP	Kopējā lauksaimniecības politika	CAP	Common Agricultural Policy
OECD	Ekonomiskās sadarbības un attīstības organizācija	OECD	Organization for Economic Cooperation and Development
MK	Ministru kabinets	—	Cabinet
NACE *		NACE	Nomenclature générale des activités économiques
NATO	Ziemeļatlantijas Līguma Organizācija	NATO	North Atlantic Treaty Organization
NKP	nacionālais kopprodukts	GNP	gross national product
PB	Pasaules banka	WB	World Bank
PHARE*		PHARE	Poland and Hungary: assistance for economic restructuring. (The acronym has now been extended from its original, narrower application to refer to EU assistance programmes for eastern Europe in general.)
PPK	Pastāvīgo pārstāvju komiteja	COREPER	Committee of Permanent Representatives of the member states at the EU
PTO	Pasaules Tirdzniecības organizācija	WTO	World Trade Organization
PVN	pievienotās vērtības nodoklis	VAT	value added tax
PVO	Pasaules Veselības organizācija	WHO	World Health Organisation
RES	Rietumeiropas Savienība	WEU	Western European Union
SCAO	Starptautiskā civilās aviācijas	ICAO	International Civil Aviation

	organizācija		Organisation
SVF	Starptautiskais valūtas fonds	IMF	International Monetary Fund
TAIEX*		TAIEX	Technical Assistance and Information Exchange office of the EU
TIR*		TIR	Transport International de marchandises par Route [International Road Transport]

A longer list of acronyms is provided in Annex 10 of the ECTS-ESG, and a still longer one in Annex 4 of the EC-ISG.

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ABBREVIATIONS, ACRONYMS AND SYMBOLS
GEOGRAPHICAL AND ADMINISTRATIVE NAMES
FOREIGN TERMS AND SCIENTIFIC NAMES
COMMON LEGAL TERMS FOUND IN LAWS

* Acronyms marked with an asterisk are not translated into Latvian.

3 These will take the form of a “Translator’s note”.

* In some cases may be translated as “decision or judgment”, e.g. when it appears together with “izskata” as in
“a person may appeal any decision or judgment rendered by a court in the adjudication of a matter

*"Augstākais likums katrā Eiropas Savienības dalībvalstī vienmēr paliks tās nacionālā Satversme. Savukārt
(..) šis Līgums ir savdabīga Eiropas Savienības Satversme, tāpēc jācer, ka izdevums patiešām noderēs
Latvijas juristiem, ekonomistiem, likumdevējiem un visiem, kas interesējas par Eiropas integrāciju"*

Latvijas Republikas tieslietu ministre
Ingrīda Labucka (1999. gada aprīlī)

"Tulkojot Eiropas Kopienu tiesības, mēs iepazīstam savu nākotni."

Eiropas integrācijas biroja direktors
Edvards Kušners (1999. gada aprīlī)

Līdz ar uzaicinājumu Latvijai sākt sarunas par iestāšanos Eiropas Savienībā šīs grāmatas nozīmīgums ir vēl vairāk palielinājies, jo tajā ietvertie pamatlīgumi atklāj Eiropas Savienības politikas principus, dalībvalstu tiesības un pienākumus, kas drīz būs jāuzņemas arī Latvijai.

Tulkošanas un terminoloģijas centra izdotās grāmatas

- . Konsolidēts Eiropas Kopienas dibināšanas līgums
Rīga, 1999.
- . Angļu – latviešu lauksaimniecības terminu vārdnīca
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- . Latvijas Republikas tiesību aktu tulkošanas rokasgrāmata
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- . Angļu – latviešu Eiropas Savienības primāro tiesību aktu terminu vārdnīca
English – Latvian Glossary of EU Primary Legislation Terms
Rīga, 2000.

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