



FINNISH  
GOVERNMENT

# English Style Guide

A handbook for translators, revisers and  
authors of government texts

Prime Minister's Office, Finland

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## Quick reference guide

Unless otherwise indicated, use [the recommendations of the European Commission's English Style Guide](#).

This quick reference guide provides an easily accessible summary of common style issues. It is not intended to be definitive or exhaustive. Consult the full English Style Guide for further information and for anything not covered in this summary.

### Language variant and spelling

The default is British English.

Unless otherwise noted in this style guide, use the first spelling found in Oxford dictionaries.

Always use the 's' spelling in words such as 'organise' (**NOT** organize), except where an organisation itself uses the 'z' form.

### Formatting

When translating, follow the formatting of the original whenever possible, unless there is good reason to do otherwise.

### Dates and times

Wednesday 15 June 2018 (**NOT** June 15, 2018)

Use the 24-hour clock: The meeting starts at 9.15; the dinner is at 18.00.

**DO NOT** use the Finnish week number system. Write out the dates instead.

1994–1996, 1998–2012, 2020s (**NOT** 2020's)

'2000-luvulla' can mean the century or the first decade; avoid using '2000s' whenever a more precise expression exists.

## Numbers and range

1,000,000

For ranges, use the en dash (–) and close up the numbers: 10–15; 21.56–21.72.

## Currencies

USD 500, EUR 50 million

In tables or other contexts where space is constrained, 'million' and 'billion' may be abbreviated and currency symbols used: €2.3 mill., \$1.5 bn.

**DO NOT** use 'MEUR', 'mio', 'bio', 'k', or similar abbreviations.

## Mathematical symbols and units of measurement

Use a nonbreaking space (Ctrl + Shift + Space) between a number and mathematical symbol or unit of measurement: 500 m;  $10 \div 2 = 5$ ;  $2 \times 16 = 32$ .

Use superscript and subscript where appropriate after first spelling out if necessary: m<sup>3</sup>, CO<sub>2</sub>.

The per cent sign is closed up to the number: 31.5% (**NOT** 31.5 %).

## Capitalisation

Capitalise job titles, department names, etc.: Ministerial Adviser (**NOT** Advisor), Economics Department, State of Finland, the Government's decision (**BUT** state funding, government expenditure).

Use the full names of ministries: Ministry of Economic Affairs and Employment (**NOT** MEAE). Note that the Ministry for Foreign Affairs is also known as the 'Foreign Ministry'.

While acronyms and initialisms are generally capitalised (**BUT** e.g. 'Ecofin'), the words are not always capitalised when written out in full: nongovernmental organisation (NGO); gross domestic product (GDP).

**NOTE:** 'UK', 'UN' and 'US' are generally written without full stops.

Write 'internet' in lower case (**NOT** Internet).

### **Titles and honorary titles**

As a rule, avoid using 'Mr' and 'Ms' in most contexts.

If academic titles are not of particular importance, do not include them. When several titles are given, usually only one title will do, at least in press releases.

**DO NOT** translate Finnish honorary titles: The Finnish honorary title 'liikenneneuvos' was granted to Matti Meikäläinen.

### **Names of organisations, companies and people**

If possible, check the usage on the organisation's website or in official documents.

If no English translation exists, it may be appropriate to use a short description when first introducing the organisation, then use the Finnish name:

FI: Metsähallitus tuottaa luonnonvara-alan palveluja monipuoliselle asiakaskunnalle.

EN: Metsähallitus, the agency governing the use of state-owned land, produces environmental services for a diverse customer base.

For registered English names of Finnish companies, consult [the YTJ Business Information System](#).

Always check the spelling of foreign names. It is easy to make a mistake because the Finnish genitive, for example, may give the wrong impression:

FI: Ulkoministeri Haavisto tapaa EU:n korkean edustajan Josep Borrellin.

EN: Minister for Foreign Affairs Haavisto will meet with EU High Representative Josep Borrell. (**NOT** Borrelli)

Remember that foreign proper names are sometimes spelled differently in English than in Finnish either for historical reasons or because of differences in transliteration and transcription systems:

FI: Aleksei Uljukajev

EN: Alexei Ulyukayev

## Geographical names

Add 'Lake' before the full name of Finnish lakes and do not use a definite article. With rivers, either add 'River' before the full name and use a definite article, or add 'river' after the name (no definite article):

FI: Kuusijärvi

EN: Lake Kuusijärvi

FI: Kemijoki

EN: the River Kemijoki; Kemijoki river

Adjectival forms of compass points are not usually capitalised: eastern Europe, northern Finland.

Use capitalisation if they form part of a proper name, an administrative or political unit or a distinct regional entity: East Indies, Eastern Europe, South Ostrobothnia.

## Contact details and other information

Email address formatting: `firstname.lastname@gov.fi`

FI: Hallitusneuvos Tiina Turtiainen

EN: Tiina Turtiainen, Senior Ministerial Adviser

Remember to add the country code in phone numbers: +358 50 123 4567.

FI: Postilokero

EN: PO Box (**NOT** 'POB' or 'P.O. Box')

FI: Lisätietoja: (when followed by contact information)

EN: Inquiries: (**NOT** Further information; Additional information)

## **BUT**

FI: Lisätietoja: (when followed by links to related material; choose the alternative best suited to the context)

EN: Read more:

EN: More information:

EN: Useful links:

FI: Lisätietoja kokouksesta:

EN: More information about the meeting:

## **Legislation, names of acts and decrees**

The main source for translations of specific pieces of legislation is [Finlex](#). The main source for EU legislation is [EUR-Lex](#).

FI: pykälä; §

EN: section (**NOT** §)

## **Compound words and hyphenation**

**DO NOT** hyphenate the following: cooperation; coordination; database; daycare; eGovernment; email; healthcare; jobseeker; online; policymaker; website; wellbeing, worldwide.

**BUT** decision-maker; e-services; e-insurance; e-invoice

**NOTE:** sometimes the use of a hyphen can result in a different meaning: re-sign vs resign; re-cover vs recover.

## **Quotations**

For direct speech, use “double quotes”, otherwise use ‘single quotes’.

## Foreword

This English Style Guide sets out recommendations on the use of English in Finnish government texts. It was compiled to provide guidelines for drafting documents in English and translating into English, and for ensuring a measure of consistency among such documents. It introduces, with practical examples, the main rules and conventions that should be followed when using English in administrative and other government texts in Finland. The guide is by no means exhaustive nor can it cover all linguistic or cultural variations that may apply to particular documents or circumstances.

We recommend the use of plain language when possible. Pay attention to readability and clarity. In practice this may mean splitting long sentences into two, using verbs instead of nouns and avoiding jargon words, etc. Remember that the readership may include people whose mother tongue is not English.

This guide is based on the European Commission's English Style Guide published by the Directorate-General for Translation. Rather than replicate much of its very thorough content and detailed advice, this guide instead restricts itself to recommendations on areas that we feel are applicable to the Finnish context and of particular relevance in view of present practice and past experience. In some cases, these recommendations differ from the advice in the Commission's guide. In matters not covered in this guide, you should refer to the Commission's guide.

This third edition of the English Style Guide is the first edition to only be published under [Glossaries and guidance on the website of the Prime Minister's Office](#). The previous editions were published in the Publications of the Prime Minister's Office series and are still available online in [the Institutional Repository for the Government \(Valto\)](#).

If you have any questions, please contact the Foreign Languages Unit at the Prime Minister's Office by email at [englanti.vnk\(a\)gov.fi](mailto:englanti.vnk(a)gov.fi). We also welcome any suggestions for revisions or additions.

English Style Guide team  
May 2025

# 1 Punctuation

Changes often occur in language over time, and this applies to the use of punctuation and grammatical rules in English as much as to terms and phrases. The advice in this guide is considered current and appropriate.

Remember, too, that punctuation rules are not the same in English as in Finnish. Use discretion in how you apply the rules. The key aim is to ensure readability for a wide readership, including non-native speakers, and to be consistent within a document.

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

## Full stop

Truncations (where the end of the word is deleted) are followed by a full stop	Co.; Art.; Chap.
Contractions (in which the middle of the word is removed) are not followed by a full stop.	Dr; Ms; Ltd

## Colon

<p>Colons should be closed up to the preceding word, letter or number.</p> <p>The word following a colon is not capitalised unless it is a proper noun or in a heading or title or introducing a quotation.</p>	<p>The fire died down as night fell: the townspeople breathed a sigh of relief and the firefighters collected all their gear.</p> <p>Finland: Land of a Thousand Lakes</p> <p>He asked: "What should I do?"</p>
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## Semicolon

<p>A semicolon instead of a comma is used to combine two sentences into one when there is no linking conjunction.</p>	<p>The rule is recommended; however, it is not compulsory.</p>
<p>Semicolons should be used to separate items in a series that are long and complex or that involve internal punctuation, for the sake of clarity.</p>	<p>The meeting was attended by Professor Johnson, University of Bristol, United Kingdom; Dr Mäkinen, University of Helsinki, Finland; and Dr Andersson, Stockholm University, Sweden.</p>

## Comma

<p>Comma rules in English are not the same or as strict as in Finnish. For the sake of clarity and readability, it is sometimes justified to deviate from the rules for comma use.</p>	<p>Top stories: World leaders at Mandela tribute, Obama Castro handshake and same-sex marriage date set</p> <p>Top stories: World leaders at Mandela tribute, Obama Castro handshake, and same-sex marriage date set</p>
<p>In a series, a comma should only be used before the final item if it helps to clarify the sense. Its use or omission is sometimes critical to the meaning of a sentence.</p>	<p>I love my parents, Lady Gaga and Humpty Dumpty.</p> <p>I love my parents, Lady Gaga, and Humpty Dumpty.</p>

<p>Comma use with 'for example' depends on whether you are referring back or forward in the sentence.</p> <p>A comma before and after 'for example' refers back, whereas a comma only before 'for example' refers forward.</p>	<p>Referring back: Research shows that consumers have had to reduce their consumption of vegetables, for example, due to cost considerations. (Vegetables are one example of an item whose consumption has decreased due to the high costs.)</p> <p>Referring forward: Research shows that consumers have had to reduce their consumption of vegetables, for example due to cost considerations. (High costs are one of the factors behind the decreased consumption of vegetables.)</p>
<p>Finnish often uses 'eli' to introduce explanatory information. In Finnish, the explanatory phrase is not set off by commas, but in English it is a parenthetical expression that is set off by commas.</p>	<p>FI: Suomen talouden tuotanto eli bruttokansantuote on laskenut viimeiset kaksi vuotta.</p> <p>EN: Output, that is GDP, has decreased in Finland for the past two years.</p>
<p>Non-defining relative clauses provide extra information on what is being talked about. They often begin with 'which' or 'who' and are set off by commas.</p>	<p>The report, which has been approved, is ready to be published. (There is only one report, and it is ready to be published.)</p>
<p>Defining relative clauses provide information necessary to identify what is being talked about and are not set off by commas. The relative pronoun 'that' can be used (instead of 'which' or 'who') in defining relative clauses.</p>	<p>The report that has been approved is ready to be published. (There is more than one report, and only the report that has been approved is ready to be published.)</p>
<p>When quoting speech in English, punctuation goes before the closing quotation mark.</p>	<p>"I have discussed the matter," said the Prime Minister.</p> <p><b>NOT</b> "I have discussed the matter", said the Prime Minister.</p>

## Dashes

<p>Use an en dash (Ctrl + - on the numeric keypad) for ranges and to join the names of two or more places or concepts where both parts are equal in nature.</p>	<p>Monday–Friday September–December public–private partnership Kymijoki–Gulf of Finland River Basin District the Estonia–Russia border the Science–Policy Platform</p>
<p>Use an en dash, set off by spaces, to emphasise an interruption or introduce an afterthought or a specific explanation. It is less formal than a colon and gives more attention to what follows.</p>	<p>Stefan has one great quality – he speaks German fluently.</p> <p>FI: Tarkastaja havaitsi, että kyseinen henkilö eli vuokralainen oli toiminut kiinteistön omistajan edustajana.</p> <p>EN: The inspector noticed that this person – the tenant – had acted as the representative of the property owner.</p>
<p>Where Finnish sometimes uses a dash to join two ideas into a single heading, a comma or some other solution may be more appropriate in English.</p>	<p>FI: Kustannusten nousu jatkuu – työttömyys laskee EN: Costs continue to rise, unemployment falls</p>

## Hyphen

<p>A hyphen is used with various prefixes and suffixes.</p>	<p>ex-husband; non-industrial; president-elect; a shell-like substance; sub-Saharan Africa</p>
<p>Use a hyphen when fractions are adjectival but not when they are nouns.</p>	<p>There was a two-thirds increase in the use of electronic services.</p> <p>Three quarters of the conference room was empty.</p>

<p>Use a hyphen with compound words and compound modifiers where it is important to avoid ambiguity.</p> <p>Follow these guidelines unless the word is spelled differently by an organisation or a source referred to in the text.</p>	<p>4-year-old child; 10-member group; cure-all; environment-friendly business; ground-breaking; has-been; human rights-based approach; ill-advised action; know-how; lower-middle income country; middle-income country; one-in, one-out principle; one-stop shop; passer-by; person-year; small and medium-sized enterprises; technical education-based course; well-established rules; Wi-Fi</p> <p><b>NOTE:</b> decision-maker; decision-making; e-services; e-insurance; e-invoice; night-time.</p>
<p>Some words (e.g. cooperation, daycare, healthcare) should be written as one word, without a hyphen.</p>	<p>cooperation; coordination; cybercrime; cybersecurity; database; dataset; daycare; daytime; eGovernment; email; frontpage; fulltime; healthcare; homepage; jobseeker; jobseeking; lifecycle; login (<b>BUT</b> to log in); online; policymaker; policymaking; roundtable; startup; transatlantic; website; wellbeing; worldwide</p> <p><b>NOTE:</b> capacity building; state building; value added tax.</p>
<p>In a series of compound words with a shared element, repeat the shared element.</p>	<p>FI: Laina- tai sijoitusmuotoinen joukkorahoitus EN: loan-based or investment-based crowdfunding <b>NOT</b> loan- or investment-based crowdfunding</p>
<p>Compound phrases are hyphenated when used as adjectives but not when used as nouns.</p>	<p>An up-to-date guide is a guide that is up to date.</p> <p><b>BUT</b> This should be taken into account in the decision-making procedure. This should be taken into account in the decision-making.</p>

Hyphens are not used with adverbial elements ending in '-ly'.	carefully prepared management plan; environmentally friendly business
<b>NOTE:</b> sometimes the use of a hyphen can result in a different meaning.	re-count vs recount re-cover vs recover re-sign vs resign
<b>NOTE:</b> in many cases, compound words start out as two separate words but, over time, become hyphenated and are eventually joined together.	data base > data-base > database

## Hyphenation

Do not use automatic hyphenation nor use hyphens to break words at the end of a line.

## Brackets

Use brackets to enclose abbreviations; write out the term in full at first.	Target 14.7 calls for increasing economic benefits to Small Island Developing States (SIDS).
Brackets can be used instead of commas to add explanatory information.	Senate Properties (a state-run enterprise) is part of the Ministry of Finance's branch of government.
When the information in parentheses ends with a closing bracket, remember to include the final bracket.	When preparing the plans, the authorities must consult the people likely to be affected (see part 2(b)).

### Question mark

<p>A question mark is used after a direct question but not in indirect speech or after a request or instruction.</p>	<p>What will be the effect on trade in the coming year?</p> <p>This raises the question of how trade will be affected next year.</p> <p>Would you please sign the application and submit it by Thursday.</p>
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### Exclamation mark

<p>An exclamation mark may sometimes be used for exclamatory words, phrases or sentences in texts that directly address the audience, such as speeches, to signal to the speaker that greater emphasis is needed.</p>	<p>FI: Tervetuloa!                  EN: See you there!                  EN: Welcome to Finland!                  EN: Hello everyone, and welcome!</p> <p><b>NOTE:</b> 'welcome' alone does not always work.</p>
<p>Sometimes when an exclamation mark is used in Finnish, it is not necessary in English.</p>	<p>FI: Tervetuloa keskustelemaan aiheesta!                  EN: We are looking forward to further discussing these points with you.</p> <p><b>NOT</b> Welcome to discuss these points!</p>

### Quotation marks

<p>For direct speech, use "double quotes", otherwise use 'single quotes'. To introduce a quote, use a colon or a comma.</p>	<p>The President said: "It is the right time to decide where to go from here."</p> <p>He was studying the origins of the Finnish word 'sauna'.</p>
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<p>When quoted speech occurs in a sentence or phrase that is itself already within double quotation marks, the quoted speech should be in single quotation marks.</p>	<p>“The Prime Minister’s response was ‘No comment’.”</p>
<p>The Finnish use of a dash to introduce direct speech is not used at all in English. Use quotation marks instead.</p>	<p>FI: — Minulla on unelma, sanoi Martin Luther King. EN: “I have a dream,” said Martin Luther King.</p>
<p>If quoted speech is longer than one paragraph, put a quotation mark at the beginning and end of the whole quote.</p>	<p>Minister Virtanen said: “Today’s meeting went well. Following the weekend break, the next step will be to review matters at the start of the week. The Committee will then announce its conclusions on Thursday.</p> <p>On other matters, next Monday we shall reconvene to discuss the housing shortage and the financial crisis.”</p>
<p>Titles of publications, periodicals, legal cases and so on are written in italics in text. Titles of articles within publications, periodicals and so on are enclosed in single quotes.</p> <p><b>NOTE:</b> if the title of a government publication has been translated into English, use the English title.</p>	<p>Recently, <i>The Economist</i> discussed the global backlash against the UN’s 1951 Refugee Convention in an article titled ‘Well-founded fears’, and described how the world has changed in 70 years.</p>

### Forward slash

<p>The forward slash can be ambiguous as it is not always clear whether it means ‘and’ or ‘or’. If it is used, there are no spaces on either side.</p>	<p>This can refer to the clause/sentence.</p>
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With units of measure, use only one forward slash.	9 kg/ha per year ( <b>NOT</b> 9 kg/ha/yr)
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## Apostrophe

Do not use an apostrophe in numerical references to decades or centuries.	2020s ( <b>NOT</b> 2020's)
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## 2 Spelling

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### Spelling conventions

<p>This guide recommends using British English as the default spelling. Unless otherwise noted in this style guide, use the first spelling found in Oxford dictionaries.</p>	<p>cafe (<b>NOT</b> café)          centre (<b>NOT</b> center)          behaviour (<b>NOT</b> behavior)          labour (<b>NOT</b> labor)          litre (<b>NOT</b> liter)          signalling (<b>NOT</b> signaling)          travelled (<b>NOT</b> traveled)</p>
<p>Always use the 's' spelling in words such as 'organise' (<b>NOT</b> organize), except where an organisation itself uses the 'z' form.</p>	<p>analyse; maximise; minimise; recognise  <b>BUT</b> North Atlantic Treaty Organization;          Organization for Security and Co-operation in Europe</p>

### Programme, program

Always use 'programme' except when referring to computer programs.

### Biannual, biennial

'Biannual' means twice a year and 'biennial' means every two years, but the terms are often confused. If the meaning is not clear from the context, use alternatives such as 'twice-yearly' (instead of 'biannual') or 'two-yearly' (instead of 'biennial') or clarify what you mean.

### Internet

Write 'internet' in lower case (**NOT** Internet).

## Arctic

<p>Capitalise 'Arctic' when referring specifically to the geographical region known as the Arctic. Otherwise, it is generally written in lower case when used as an adjective, e.g. 'arctic clothing', 'arctic temperatures'.</p>	<p>FI: arktinen alue; arktiset alueet; Arktis EN: the Arctic</p> <p>FI: Ilmastonmuutos vaatii uusia ratkaisuja arktisella alueella. EN: Climate change calls for new solutions in the Arctic.</p>
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## Trickly plurals

<p>When a modifier comes after the noun, pluralise the noun.</p>	<p>Director General, Directors General Head of State or Government, Heads of State or Government</p> <p><b>BUT</b> State Party, States Parties</p>
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## Latin plurals

<p>A Latin plural is a plural formed according to the language rules in Latin.</p>	<p>appendix, appendices criterion, criteria (<b>NOT</b> 'criteria is', but 'criteria are') curriculum, curricula index, indexes</p>
<p>Note that accepted practice has shifted in certain cases to accept both a Latin plural and an 's' plural.</p>	<p>forum, forums or fora memorandum, memorandums or memoranda referendum, referendums or referenda</p>

## 3 Capitalisation

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### Titles of documents

Use title case for titles, i.e. capitalise the first letter of the first word, proper nouns and main words but not prepositions, conjunctions and articles.	Action Plan for the Implementation of Tax Reform
For titles that have a main heading and a subheading, capitalise the main heading as above but only capitalise the first word of the subheading.	Action Plan for Equality and Non-Discrimination in Rescue Services: Equal and non-discriminatory rescue services
When using a shortened form to refer back to a capitalised title in the same text, use lower case.	The action plan includes a description of the current state of equality and non-discrimination in rescue services.
<b>BUT</b> do not capitalise the titles of press releases or news items.	Action plan for equality and non-discrimination in rescue services published
A descriptive translation in English may be sufficient when referring to, for example, the title of a report that has not been translated into English.	FI: Valtioneuvoston ihmisoikeuspoliittinen selonteko EN: Government report on human rights policy

<p>For long titles, do not capitalise where these read more like a description than a title.</p>	<p>FI: Kooste sidosryhmien palautteesta sosiaali- ja terveydenhuollon palveluvalikoiman periaateaihioiden  EN: Summary of feedback from stakeholders on the proposed principles for service choices in healthcare and social welfare</p>
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## Legislation

<p>For translations of Finnish acts and decrees, the English name is capitalised and the Finnish name is not mentioned. Many of them can be found in <a href="#">Finlex</a>. If not, consult <a href="#">the Foreign Languages Unit of the Prime Minister's Office</a>.</p>	<p>FI: Laki ammattipätevyyden tunnustamisesta  EN: Act on the Recognition of Professional Qualifications</p>
<p>However, use the lower case for the names of acts and decrees that have not yet been enacted.</p>	<p>FI: Hallitus on antanut eduskunnalle 21. toukokuuta esityksen laiksi väliaikaisista toimenpiteistä välineellistetyn maahantulon torjumiseksi.  EN: The Government submitted a proposal to Parliament for an act on temporary measures to combat instrumentalised migration on 21 May.</p>
<p>When using the word 'act' or 'decree' to refer back to the specific act or decree in the same text, use upper case in statutes and lower case in other types of texts.</p>	<p>Statutes: Any reference to the old Excise Duty Act in other acts or provisions issued under them is considered to mean a reference to the corresponding provisions of this Act.</p> <p>Other types of texts: The reform will enshrine Finland's target of carbon neutrality by 2035 in the Climate Change Act and will strengthen the role of the act as a guiding instrument.</p>

<p>EU regulations and directives usually have long titles that are not capitalised (although the word 'Regulation' or 'Directive' is capitalised). Many EU legal acts have shorter alternative names that are capitalised.</p>	<p>Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)</p>
<p>References to numbered articles in EU law are capitalised with the subdivisions of the article in brackets closed up to the number of the article.</p>	<p>Personal data is processed in accordance with Article 6(1)(c) of the General Data Protection Regulation.</p>
<p>References to numbered articles in treaties are usually capitalised. However, use the formulation applied in the treaty you are referring to.</p>	<p>FI: Pariisin sopimuksen artikla 6:sta on neuvoteltu jo yli kymmenen vuotta. EN: The negotiations on Article 6 of the Paris Agreement have continued for more than 10 years.</p>

## Jäsenvaltiot

<p>The translation of 'jäsenvaltiot' depends on the organisation. Always consult the organisation's website.</p>	<p>EU Member States  NATO member states; NATO member countries <b>BUT</b> NATO Allies  UN Member States UN non-member observer States</p>
<p>The European Economic Area (EEA) consists of the EU Member States plus three EFTA States (Iceland, Liechtenstein and Norway). Collectively they are referred to as the 'EEA countries'.</p>	<p>EEA countries <b>NOT</b> EEA Member States; EEA member states  <b>NOTE:</b> FI: EU- ja ETA-maat EN: EU Member States and EEA countries</p>

<p>The member states of the Arctic Council are referred to as the 'Arctic States'.</p>	<p>Arctic States</p>
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### Companies, political parties, proprietary names

<p>For registered English names of Finnish companies, consult <a href="#">the YTJ Business Information System</a>.</p>	<p>FI: KONE Oyj EN: KONE Corporation</p>
<p>Capitalise the names of political parties, including the word 'party'.</p>	<p>National Coalition Party</p>
<p>For proprietary names, follow the capitalisation of the brand or product in question.</p>	<p>Excel spreadsheet; iPhone; PowerPoint presentation; Word document; YouTube</p>

### Seasons

<p>Do not capitalise the names of seasons.</p>	<p>spring; summer; autumn; winter</p>
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## 4 Names and titles

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### Personal titles

<p>Do not use 'Mr' or 'Ms'/'Mrs' with titles. As a rule, avoid using them in most contexts.</p> <p>However, if gender needs to be indicated in conjunction with a person's name, use 'Mr' or 'Ms' (the use of 'Mrs' depends on personal choice).</p>	<p>Mr; Ms; Mrs <b>NOT</b> Mr.; Ms.; Mrs.</p>
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### Government ministers

Consult the list of Finnish ministers and ministries 'Ministerit ja ministeriöt' under [Glossaries and guidance on the website of the Prime Minister's Office](#).

<p>Capitalise the titles of government ministers when referring to a particular minister, including when referring back to a minister previously mentioned.</p>	<p>In Vienna, Minister of Finance Virtanen will have a meeting with her Austrian counterpart.</p> <p>The Minister will also meet with representatives of Finnish companies.</p>
<p>Use lower case for the word 'minister' when used in a general sense, e.g. referring to an event where several ministers from different countries will be meeting.</p>	<p>In addition, the ministers will discuss the current situation in the Western Balkans.</p>

## Job titles

<p>Capitalise job titles, except where the reference is general.</p>	<p>FI: Kesäkuun loppuun saakka vt. kansliapäällikkönä toimii pelastusylijohtaja Pekka Virtanen. EN: Until the end of June, the Acting Permanent Secretary is Pekka Virtanen, Director General for Rescue Services.</p> <p>The statement was prepared by a working group of state secretaries and permanent secretaries.</p>
<p>Capitalise titles of public officials, even if the person's name does not appear with the title.</p>	<p>FI: "Näillä toimenpiteillä tuetaan työllisyyttä ja tuottavuuden kasvua pidemmällä aikavälillä", totesi ylijohtaja. EN: "These measures will support employment and productivity growth in the longer run," said the Director General.</p> <p><b>NOTE:</b> write 'Director-General' with a hyphen in EU and UN contexts. Remember the plural forms 'Directors-General' and 'Directorates-General'.</p>

## Finnish titles with '-neuvos'

There are three types of Finnish titles ending in '-neuvos': honorary titles, job titles and diplomatic titles.

<p>Do not translate Finnish honorary titles, use the Finnish title instead.</p> <p>Consult 'Arvonimiä ei käännetä' under <a href="#">Glossaries and guidance on the website of the Prime Minister's Office</a>.</p>	<p>FI: Matti Meikäläiselle myönnettiin liikenneneuvoksen arvonimi. EN: The Finnish honorary title 'liikenneneuvos' was granted to Matti Meikäläinen.</p>
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<p>Sometimes what looks like an honorary title in Finnish is in fact a job title with its own standardised English translation.</p> <p>The English equivalent of Finnish job titles ending in '-neuvos' is 'Senior Ministerial Adviser'. If necessary, the ministry, department, unit or field of expertise can be added after the title.</p> <p>If the holder of a '-neuvos' title serves as head of unit or department, a descriptive title can be used, e.g. 'Head/Director of X Unit' or 'Director of Legislative Affairs'.</p> <p><b>NOTE:</b> the English term 'Counsellor' is reserved exclusively for diplomatic titles in the Foreign Service (see below).</p> <p>Consult 'Virkanimikkeiden kääntäminen englanniksi' under <a href="#">Glossaries and guidance on the website of the Prime Minister's Office</a>. If in doubt, please contact <a href="#">the Foreign Languages Unit at the Prime Minister's Office</a>.</p>	<p>FI: Hallitusneuvos EN: Senior Ministerial Adviser</p> <p>FI: Finanssineuvos EN: Senior Ministerial Adviser, Financial Affairs</p> <p>FI: Lainsäädäntöneuvos EN: Senior Ministerial Adviser, Legislative Affairs</p> <p>FI: Opetusneuvos EN: Senior Ministerial Adviser, Department for Higher Education</p>
<p>Diplomatic titles incorporating '-neuvos' are not honorary titles and should be translated.</p> <p>The use of diplomatic titles in Finland depends on the person's position in the Foreign Ministry. For any Foreign Service job titles, it is always advisable to consult <a href="#">the Foreign Ministry's website</a> or <a href="#">the websites of Finnish missions abroad</a>.</p>	<p>FI: lähetystöneuvos EN: Counsellor</p> <p>FI: ulkoasiainneuvos EN: Counsellor for Foreign Affairs</p> <p>FI: kaupallinen neuvos EN: Commercial Counsellor</p> <p>FI: ministerineuvos EN: Minister-Counsellor</p>

## Lists of titles and degrees

<p>When the Finnish text includes a list of titles and qualifications, translate only the most relevant one. However, in press releases concerning new appointments, the person's academic qualifications may be given and should normally be translated.</p>	<p>FI: Ylijohtaja, osastopäällikkö Mikko Miettinen on mukana tilannekatsauksessa. EN: Director General Mikko Miettinen will be present at the briefing.</p> <p>FI: Hankkeessa on mukana neurologian erikoislääkäri, osastonylilääkäri, LT Jukka Keistinen. EN: Dr Jukka Keistinen, Head of Neurology, is a member of the project.</p> <p>FI: Valtiotieteiden maisteri, varatuomari Tiina Korhonen on torstaina 24.11. nimitetty osastojohtajaksi. EN: On Thursday 24 November, Tiina Korhonen, M.Soc.Sc., Master of Laws with court training, was appointed Director General.</p>
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## Organisations, administrative units

For names of Finnish government agencies and public bodies, consult the glossary 'Government Agencies and Public Bodies' in [Valter](#).

<p>Names of organisations and administrative units should normally have initial capitals.</p>	<p>FI: Suunnitelmaa esitellään Suomen Akatemian ja Business Finlandin sekä sidosryhmien järjestämissä tilaisuuksissa. EN: The plan will be presented at events organised by the Research Council of Finland, Business Finland and stakeholders.</p>
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<p>As a rule, the names of permanent government bodies are capitalised, while the names of temporary bodies are not.</p> <p><b>NOTE:</b> the Finnish 'työryhmä' should be translated as 'working group' in government texts.</p>	<p>FI: digitoimisto EN: Coordination Group for Digitalisation</p> <p>FI: kestävän hyvinvointiyhteiskunnan ministerityöryhmä EN: ministerial working group on a sustainable welfare society</p>
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## Ministries

Consult 'Ministerit ja ministeriöt' under [Glossaries and guidance on the website of the Prime Minister's Office](#).

<p>Capitalise the names of ministries, departments, etc. Do not use acronyms for ministries in English.</p>	<p>FI: Liikenne- ja viestintäministeriö EN: Ministry of Transport and Communications <b>NOT MTC</b></p>
<p>Maintain capitalisation when referring back to the names of organisations.</p>	<p>The Ministry of the Interior will publish the report in October. Before this, the Ministry plans to consult stakeholders.</p>

## International agreements, conventions and conferences

<p>Use initial capitals for international agreements, conventions and conferences.</p>	<p>United Nations Framework Convention on Climate Change; United Nations Climate Change Conference; World Climate Action Summit</p>
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## Geographical names

The official names of countries frequently change. Make sure to check the current name from reliable sources. Be mindful of differences between Finnish and English spellings of country and city names.

See [the Institute for the Languages of Finland \(Kotus\)](#) for a full list of country names.

See [the UK Foreign, Commonwealth & Development Office](#) for a list of approved British English language names for countries and territories.

FI: Abhasia	EN: Abkhazia
FI: Afganistan	EN: Afghanistan
FI: Ahvenanmaa; Ahvenanmaan maakunta FI: Ahvenanmaan itsehallintoalue	EN: Åland (administrative area) EN: autonomous region of Åland <b>NOTE:</b> Åland Islands (geographical designation)
FI: Alankomaat (Hollanti)	EN: the Netherlands (in text) EN: Netherlands (in a list) <b>NOT</b> The Netherlands <b>NOTE:</b> the singular verb is used: The Netherlands is a country that lies below sea-level.
FI: Azerbaidžan	EN: Azerbaijan
FI: Balkan FI: Länsi-Balkan (Albania, Bosnia ja Hertsegovina, Kosovo, Pohjois-Makedonia, Montenegro, Serbia)	EN: the Balkans (region) EN: the Western Balkans (Albania, Bosnia and Herzegovina, Kosovo, North Macedonia, Montenegro, Serbia)
FI: Bosnia ja Hertsegovina (Bosnia-Hertsegovina)	EN: Bosnia and Herzegovina <b>NOT</b> Bosnia-Herzegovina

<p>Fl: Brasilia (country) Fl: Brasília (capital city)</p>	<p>EN: Brazil EN: Brasília (capital city)</p>
<p>Fl: Bryssel</p>	<p>EN: Brussels</p>
<p>Fl: Filippiinit</p>	<p>EN: the Philippines (in text) EN: Philippines (in a list) <b>NOTE:</b> the singular verb is used: The Philippines is one of the largest archipelago nations.</p>
<p>Fl: Firenze</p>	<p>EN: Florence</p>
<p>Fl: Gambia; Gambian tasavalta</p>	<p>EN: The Gambia; the Republic of The Gambia</p>
<p>Fl: Geneve</p>	<p>EN: Geneva</p>
<p>Fl: Genova</p>	<p>EN: Genoa</p>
<p>Fl: Grönlanti</p>	<p>EN: Greenland</p>
<p>Fl: Haag</p>	<p>EN: The Hague <b>NOTE:</b> The Finnish Embassy in The Hague manages the Finnish Government's relations with the Netherlands.</p>
<p>Fl: Hongkong</p>	<p>EN: Hong Kong</p>
<p>Fl: Irbil</p>	<p>EN: Erbil</p>

FI: Jordania; Jordanian hašemiittinen kuningaskunta	EN: Jordan; the Hashemite Kingdom of Jordan
FI: Kap Verde	EN: Cabo Verde <b>NOT</b> Cape Verde
FI: Karjala; Karjalan tasavalta	EN: Karelia; the Karelian Republic
FI: Kazakstan	EN: Kazakhstan
FI: Kiova	EN: Kyiv (for those who do not speak Ukrainian, it can be pronounced 'Keeve')  <b>NOTE:</b> in English, use Ukrainian transliterations of place names in Ukraine.
FI: Kirgisia	EN: Kyrgyzstan
FI: Kongon demokraattinen tasavalta (Kinshasan Kongo)	EN: the Democratic Republic of the Congo; the DRC
FI: Kongo; Kongon tasavalta (Brazzavillen Kongo)	EN: the Congo; the Republic of the Congo
FI: Lissabon	EN: Lisbon
FI: Luxemburg (country and capital city)	EN: Luxembourg; the Grand Duchy of Luxembourg (country) EN: Luxembourg (capital city)

Fl: Lähi-itä	EN: Middle East <b>NOT</b> Near East
Fl: Länsi-Sahara	EN: Western Sahara
Fl: Malesia	EN: Malaysia
Fl: Marokko	EN: Morocco
Fl: Meksiko (country) Fl: México (capital city)	EN: Mexico (country) EN: Mexico City (capital city)
Fl: Niger (country) Fl: nigerläinen (citizen)	EN: Niger (country) EN: Nigerien (citizen)
Fl: Nigeria (country) Fl: nigerialainen (citizen)	EN: Nigeria (country) EN: Nigerian (citizen)
Fl: Nizza	EN: Nice
Fl: Palestiinalaisalue	EN: the Palestinian territory <b>NOTE:</b> do not use 'the Palestinian territories' in government texts.
Fl: Peking; Beijing	EN: Beijing
Fl: Persianlahti	EN: the Gulf

FI: Petroskoi	EN: Petrozavodsk
FI: Pietari	EN: St Petersburg <b>NOT</b> Saint Petersburg; St. Petersburg
FI: Pohjois-Makedonia	EN: North Macedonia
FI: Pohjoismaiden ja Baltian alue	EN: the Nordic–Baltic region
FI: Praha	EN: Prague
FI: Pyhä istuin	EN: the Holy See
FI: Riad	EN: Riyadh
FI: Ruanda	EN: Rwanda
FI: Sahara	EN: the Sahara
FI: Sahel	EN: the Sahel
FI: Saudi-Arabia; Saudi-Arabian kuningaskunta	EN: Saudi Arabia; the Kingdom of Saudi Arabia
FI: Seychellit; Seychellien tasavalta (country) FI: seychelliläinen (citizen)	EN: Seychelles; the Republic of Seychelles (country) EN: Seychellois (citizen)

FI: Somalia	EN: Somalia
FI: Soul	EN: Seoul
FI: Tšekki; Tšekin tasavalta	EN: Czechia; the Czech Republic EN: Czech Republic (in a list)
FI: Tšetšenia	EN: Chechnya
FI: Turkki	EN: Türkiye
FI: Uumaja	EN: Umeå
FI: Valko-Venäjä	EN: Belarus
FI: Vatikaanivaltio (country) FI: Vatikaani (city)	EN: Vatican City State; Vatican City; the Vatican (country) EN: Vatican City (city) EN: Vatican citizen (citizen of Vatican City State)
FI: Venetsia	EN: Venice
FI: Viipuri	EN: Vyborg

<p>FI: Yhdistynyt kuningaskunta; Ison-Britannian ja Pohjois-Irlannin yhdistynyt kuningaskunta FI: Iso-Britannia; Britannia (when referring to 'Yhdistynyt kuningaskunta')</p>	<p>EN: the United Kingdom; the United Kingdom of Great Britain and Northern Ireland; the UK (country) EN: the British; Brit; Briton (citizen)</p> <p><b>NOTE:</b> the UK is made up of Great Britain (i.e. England, Scotland and Wales) and Northern Ireland.</p>
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### Baltic States

<p>Write 'Baltic States' when referring to Estonia, Latvia and Lithuania. When referring to countries in the wider Baltic Sea region, write 'states' and 'countries' in lower case.</p>	<p>Baltic States (Estonia, Latvia, Lithuania)</p> <p>otherwise: Baltic Sea states; Baltic states Baltic Sea countries; Baltic countries</p> <p><b>NOT</b> 'the Baltics' in government texts</p>
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### Nordic countries

Write 'the Nordic countries' in government texts (**NOT** the Nordics).

### Finnish place names

<p>Add 'Lake' before the full name of Finnish lakes and do not use a definite article. With rivers, either add 'River' before the full name and use a definite article or add 'river' after the name (no definite article).</p>	<p>FI: Kuusijärvi EN: Lake Kuusijärvi</p> <p>FI: Päijänne EN: Lake Päijänne</p> <p>FI: Kemijoki EN: the River Kemijoki; Kemijoki river</p>
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For English names of Finnish administrative areas, consult the website of the body in question.	FI: Lahti EN: the City of Lahti FI: Sipoo EN: the Municipality of Sipoo
The Swedish name is used when the majority of a municipality's inhabitants speak Swedish.  Consult 'Suomen hallintorakenteeseen liittyviä termejä sekä hyvinvointialueiden, maakuntien ja kuntien nimet' under <a href="#">Glossaries and guidance on the website of the Prime Minister's Office</a> .	FI: Inkoo EN: Ingå FI: Kemiö EN: Kimito

### Compass points

Compass points and adjectival forms are not usually capitalised.	eastern Europe; northern Finland; southern Africa; northern France; northwest Karelia; north Cyprus  Rain is forecast for London and the southeast.
When used in a political or cultural sense, these words are frequently capitalised.	East Indies; Eastern Europe; Northern Cyprus  The South East is an administrative region of England.
Use capitalisation if the compass point is part of a proper name, an administrative or political unit or a distinct regional entity.	South Africa; Northern Ireland; South Ostrobothnia; Western Balkans
Write the quarters of the compass as one word, unless a region, organisation or administrative unit spells the term differently.	northeast; northwest; southeast; southwest

<p>Compass bearings are abbreviated without full stops.</p>	<p>54° E; NW; SE</p>
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## 5 Numbers

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### General rules for numbers

As a rule, write out low numbers (one to nine) in words and larger numbers (10 and above) in figures.	After the meeting, 16 delegations held a press conference in three languages.
Use commas to group thousands.  <b>DO NOT</b> use spaces. If you can't use a comma, add a non-breaking space (Ctrl + Shift + Space).	2,000; 10,000; 2,000,000
Use a point for decimals, not a comma.	0.5 ( <b>NOT</b> 0,5 or .5)  FI: 29,90 euroa EN: EUR 29.90
<b>DO NOT</b> start a sentence with a figure, except in itemised lists. Write the number out in full or reformulate the sentence.	FI: 15 konferenssiin osallistuneista 133:stä valtionjohtajasta oli naisia. EN: Fifteen out of the 133 world leaders participating in the conference were women.  FI: Vuonna 2018 eri puolilla maailmaa esiintyi useita sään ääri-ilmiöitä. EN: In 2018, several extreme weather events were recorded around the world.
When two numbers are adjacent, spell out one of them.	90 fifty-gram weights ( <b>NOT</b> 90 50-gram weights)

## Dates and times

<p>Dates are written day-month-year (<b>NOT</b> month-day-year). Do not use a comma in dates.</p> <p><b>NOTE:</b> if space is very restricted, use 1.7.2024 or 1/7/2024.</p>	<p>July 2024 (<b>NOT</b> July, 2024)  1 July 2024 (<b>NOT</b> July 1, 2024)  Monday 1 July 2024 (<b>NOT</b> Monday, 1 July 2024)</p>
<p><b>DO NOT</b> use the Finnish week number system. Write out the dates instead. If a particular week is referred to, mention its starting date, usually a Monday.</p>	<p>16–29 May (<b>NOT</b> weeks 20–21)  the week beginning 9 May (<b>NOT</b> week 19)</p>
<p><b>DO NOT</b> use an apostrophe in numerical references to decades or centuries.</p>	<p>2020s (<b>NOT</b> 2020's)</p>
<p>'2000-luvulla' can mean the century or the first decade; avoid using '2000s' whenever a more precise expression exists.</p>	<p>FI: 2000-luvulla  EN: the 21st century  EN: the first decade of the century; or e.g. the period 2000–2009</p>

## 24-hour-clock

<p>Use the 24-hour clock. In some situations, the 12-hour clock can be used if it adds clarity (e.g. 10.30 am). To avoid confusion in the case of midday, it may be appropriate to write '12.00 noon'.</p>	<p>14.00 (<b>NOT</b> 14; 14:00)  9.45 (<b>NOT</b> 09.45; 9:45)</p> <p>FI: Tilaisuus järjestetään tiedotustilassa keskiviikkona 5.10. klo 10.30–12.00.  EN: The event will be held in the Government Press Room on Wednesday 5 October at 10.30–12.00.</p> <p>FI: Osallistujia pyydetään ilmoittautumaan perjantaihin 1.10. klo 15 mennessä.  EN: Please register by 15.00 on Friday 1 October.</p>
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## Percentages

<p>The percentage symbol is written without a space in British English. Use the percentage symbol if the text contains lots of figures, except in legislation and in cases such as speeches where the use of the words (per cent) may be preferred by the reader.</p>	<p>31.5% or 31.5 per cent <b>NOT</b> 31.5 %; 31.5 percent</p>
<p>If 'per cent' is written out, then write out the number if below 10.</p>	<p>Residents representing at least five per cent of those entitled to vote in a municipality may submit a referendum initiative.</p>
<p><b>NOTE:</b> for Finnish expressions such as 'joka kolmas vastaaja', write 'one in three respondents' or 'one out of three respondents'.</p>	<p>FI: joka kolmas vastaaja EN: one in three respondents; one out of three respondents (<b>NOT</b> every third respondent)</p> <p><b>BUT</b></p> <p>FI: joka kolmas vuosi EN: every third year; once every three years</p>

## Ranges

<p>Use an en dash to denote a range.</p> <p><b>DO NOT</b> use dots to denote a range (20...30).</p>	<p>ages 58–75</p> <p>EUR 20–30 million</p> <p>The meeting will be held on 12–15 April.</p> <p>The helpline is open Monday–Friday at 9.00–11.00.</p>
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<p>When you have 'from' always use 'to' and when you have 'between' always use 'and'. <b>DO NOT</b> use dashes with these prepositions.</p>	<p>Copy the section from page 5 to page 20.</p> <p>Participants should arrive between 9.00 and 9.30. (<b>NOT</b> between 9.00–9.30)</p> <p>The helpline is open from Monday to Friday between 9.00 and 11.00.</p>
<p>Time spans are normally written as a range using an en dash.</p>	<p>1990–1995 (<b>NOT</b> 1990 – 1995; 1990-1995)          from 1990 to 1995 (<b>NOT</b> from 1990-1995)          between 1990 and 1995 (<b>NOT</b> between 1990-1995)          in the period 1990–1995 (<b>NOT</b> in 1990-1995)          during 1990–1995</p>
<p>For dates, use either an en dash or write 'from' and 'to', depending on which flows best in the context.</p>	<p>FI: 19.–23.11.          EN: 19–23 November          EN: from 19 to 23 November</p> <p>FI: 20.12.2017–8.1.2018          EN: 20 December 2017–8 January 2018          EN: from 20 December 2017 to 8 January 2018</p>
<p>For age ranges, use the format 'aged 13–17' or 'between the ages of 13 and 17'.</p>	<p>FI: 13–17-vuotiaat          EN: those aged 13–17          EN: people between the ages of 13 and 17</p>
<p>A forward slash is used for financial or budget years that do not coincide with calendar years and that refer to a period of twelve months or less.</p>	<p>The report covers the entire budget year 2016/2017.</p>

<p>When writing percentages as a range, do not repeat the percentage sign when using a dash, but repeat the sign when expressing range in other ways, such as 'between 30% and 40%'.</p>	<p>30–40% (<b>NOT</b> 30%–40%; 30 – 40%)          30% to 40% (<b>NOT</b> 30 to 40%)          between 30% and 40% (<b>NOT</b> between 30%–40%)          from 30% to 40% (<b>NOT</b> from 30%–40%)</p> <p>Most of the tariffs are in the 8% to 12% range.</p> <p>The tariffs are set between 8% and 12%.</p> <p>House prices are predicted to drop between 2% and 5% this year.</p> <p>Interest rates increased from 5% to 7%.</p> <p>The price is expected to rise by 3–5% at the end of the year.</p>
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## 6 Currencies, units and symbols

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### Currencies

Use the standard currency codes (EUR, GBP, USD, etc.). <b>DO NOT</b> use symbols (€, £), unless space is limited.	EUR 5,000
In English, the currency code or symbol always comes before the number. Use a non-breaking space (Ctrl + Shift + Space) between the currency code and the number. Currency symbols are closed up to the number.	Under the proposal, the European Union would use a total of EUR 22.18 billion for the programme in 2021–2027.  €5,000
Names of currencies are written in lower case.	Canadian dollars; Danish kroner
Sometimes it may be more appropriate to write out '5,000 euros' ( <b>NOT</b> 5,000 euro) instead of 'EUR 5,000', for example in a speech.	FI: Hallitus sopi kevään kehysriihessä 370 miljoonan euron säästötoimista julkisen talouden kehyksissä. EN: This past spring, the government session on spending limits agreed on 370 million euros in austerity measures.

### Thousands, millions, billions

Use commas to group thousands.	EUR 100,000
Spell out 'million' and 'billion' and use a non-breaking space (Ctrl + Shift + Space) after the number.	EUR 50 million

<p>In tables or other contexts where space is constrained, 'million' and 'billion' may be abbreviated and currency symbols used.</p> <p><b>DO NOT</b> use 'MEUR', 'mio', 'bio', 'k', or similar abbreviations</p>	<p>EUR 50 mill.; EUR 2 bn; €50 mill. <b>NOT</b> 50 MEUR</p>
<p>Finnish uses the long scales naming system for powers of ten, while both British and American English now use the short scales system. This means that the names of larger numbers in Finnish and English differ from one another.</p>	<p>FI: miljardi EN: billion (thousand million)</p> <p>FI: biljoona EN: trillion (thousand billion)</p> <p>FI: triljoona EN: quintillion (million billion)</p>

### Units of measurement

<p>With units of measurement, write numbers as figures.</p>	<p>It weighs 20 grams.</p>
<p>Use superscript and subscript where appropriate after first spelling out if necessary.</p>	<p>4 m<sup>3</sup>; CO<sub>2</sub></p>
<p>Use a space before units of measurement.</p> <p>Use a non-breaking space (Ctrl + Shift + Space) between a number and its unit to prevent them falling on separate lines.</p>	<p>500 metres; 500 m</p>

For units of temperatures, do not use a space.  <b>NOTE:</b> in scientific and technical writing, a space is used: 5 °C	5°C
Do not write 'minus 5°C' or 'plus 5°C'. Use an en dash for minus temperatures.	The temperatures will rise from –5°C to 5°C. The temperatures will drop from –5°C to –15°C over the weekend.

## Symbols

The English symbols for multiplication and division are x and ÷.	FI: 5 · 2 = 10 EN: 5 x 2 = 10  FI: 10 : 2 = 5 EN: 10 ÷ 2 = 5
The Finnish § symbol is normally translated in legislation as 'section' ( <b>NOTE:</b> 's' in lower case) and in articles of association as 'article'.	FI: Asian käsittelyssä noudatetaan soveltuvin osin 96 §:n säännöksiä. EN: The provisions in section 96 shall be complied with, as applicable, in the processing of the matter.

## Numbers with symbols and abbreviations

Use a non-breaking space (Ctrl + Shift + Space) between a number and a mathematical symbol or a unit of measurement.	500 m 10 ÷ 2 = 5 2 x 16 = 32
The per cent sign is closed up to the number.	73.6% ( <b>NOT</b> 73.6 %)  Allegedly, 73.6% of all statistics are made up.

<p>If the measurement unit is an abbreviation (cm, ml, etc.) or a symbol is given, the number is written as a figure.</p>	<p>Some tree species grow by as much as 8 cm in a year. (<b>NOT</b> eight cm)</p>
<p>At the beginning of a sentence, numbers are spelled out.</p>	<p>Thirty per cent of the population are over the age of 60 and 20% are under the age of 25.</p> <p>Ten millilitres of solution were added to the sample.</p>

## 7 Abbreviations

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### Punctuation and articles

As a rule, do not use full stops in abbreviations, except with certain truncations.	PO Box Art.; tel.
If an abbreviation might be confused with a word, use a full stop.	Use 'no.' for number ( <b>NOT</b> nr).
The choice between 'a' or 'an' depends on whether the abbreviation begins with a vowel sound or not.	an SUV ( <b>NOT</b> a SUV); a UN peacekeeper

### Acronyms and initialisms

An acronym is an abbreviation pronounced as a word and does not usually take a definite article.	NATO; OPEC; REACH; UNESCO  NATO is a defensive alliance.
An initialism is an abbreviation in which each separate letter is pronounced. It usually takes a definite article. However, established usage may be different, particularly for the names of companies and universities.	the BBC; the EU; the UK <b>BUT</b> IBM; ICI; UCL; UEA

<p>In general, spell out names such as the 'European Union' and the 'United States' when used as nouns; they can be abbreviated (to 'EU' and 'US') if repeated often or when used as adjectives.</p>	<p>The Member States of the European Union decided to support the proposal.</p> <p>The United States has voted against the resolution</p>
<p>Acronyms and initialisms should be spelled out in full when first mentioned in a text with the abbreviation in brackets.</p>	<p>The World Health Organization (WHO) published its latest recommendations on swine flu.</p>
<p>While acronyms and initialisms are generally capitalised (<b>BUT</b> e.g. 'Ecofin'), the words are not always capitalised when written out in full.</p>	<p>gross domestic product (GDP); non-governmental organisation (NGO)</p>
<p>The abbreviation of 'Memorandum of Understanding' is 'MoU'.</p>	<p>FI: yhteisymmärryspöytäkirja EN: Memorandum of Understanding; Memorandums of Understanding or Memoranda of Understanding</p>
<p>When using an acronym or initialism in a sentence, avoid repeating words that are included in the acronym or initialism.</p>	<p>FI: GPS-järjestelmä EN: GPS (<b>NOT</b> GPS system)</p>

### Finnish acronyms and initialisms

<p>If a Finnish acronym is used, write out the full name at first mention and add the acronym in brackets, after which the acronym can be used in the text.</p>	<p>The Social Insurance Institution of Finland (Kela) is ... Kela will ...</p>
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<p>In some cases, the Finnish acronym is not used.</p> <p><b>NOTE:</b> always check each organisation's website.</p>	<p>The Finnish Environment Institute is ... The Institute will ... (<b>NOT</b> SYKE, Syke or FEI)</p>
<p><b>DO NOT</b> abbreviate the English names of Finnish ministries or agencies.</p>	<p>The Ministry of Education and Culture is ... The Ministry has ... (<b>NOT</b> MEC)</p>
<p>Where a Finnish acronym or abbreviation is used, English may use another solution.</p>	<p>FI: Nato EN: NATO</p> <p>FI: htv (henkilötyövuosi) EN: person-year</p> <p>FI: dnro (diaarinumero) EN: register number (can be abbreviated to 'reg. no.')</p>

### Computer terms

<p>Certain ICT terms, such as file types, wireless connections and apps, should be capitalised in English</p>	<p>GIF; JPEG; PDF; WhatsApp; Wi-Fi; WLAN <b>BUT</b> internet</p>
<p>Avoid using trademark names as verbs.</p>	<p>They searched for information on Google. <b>NOT</b> 'Googled' or 'googled'</p> <p>They will make a Skype call. <b>NOT</b> 'will Skype' or 'will skype'</p>

## United States

<p>Use 'the United States' or 'the US' (<b>NOT</b> the USA). Note that a singular verb follows in English.</p> <p>The most suitable adjectival form is usually 'US'. For work that will be presented in the United States, use 'U.S.'.</p> <p>'America' and 'American' are acceptable in some contexts.</p> <p>'The States' should generally be avoided.</p>	<p>The US was one of the original 12 countries to sign the North Atlantic Treaty.</p> <p>Many US national parks are experiencing high numbers of visitors during the summer season.</p>
<p>Normally use 'Washington DC', but for work that will be presented in the United States, use 'Washington, D.C.'.</p>	<p>FI: Kokous järjestetään Washingtonissa. EN: The meeting will be organised in Washington DC.</p>

## United Nations

<p>Be aware that the websites of the United Nations and its agencies are inconsistent in their use of the definite article with abbreviations. You should therefore follow the advice of the relevant organisation's style guide, if available.</p>	<p>The World Health Assembly is WHO's highest-level decision-making forum.</p>
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## Latin abbreviations

<p>In formal texts, avoid using abbreviations such as 'etc.' in running sentences; instead use 'and so on', 'for example', 'for instance' or other ways to convey the idea. The abbreviation can be used in brackets.</p> <p>For archaic words, see <a href="#">section 15 on text cohesion and clarity</a>.</p>	<p>FI: esim. EN: e.g. (<b>NOT</b> eg.) FI: toisin sanoen EN: i.e. (<b>NOT</b> ie.)</p> <p>FI: Veronalaiset pakkaukset voivat olla valmistettuja eri materiaaleista, esim. lasista, muovista tai alumiinista. EN: Containers that are subject to the duty may be made from a variety of materials, such as glass, plastic or aluminium.</p> <p>FI: Yrityksillä on erilaisia lainsäädäntöön perustuvia velvollisuuksia, jotka riippuvat kyseisen yrityksen asemasta toimitusketjussa (valmistaja, maahantuoja, tukkukauppias jne.). EN: Businesses have various obligations by law that are related to the position of the company in the supply chain (manufacturer, importer, wholesaler, etc.).</p>
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## 8 Foreign words and names

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### Foreign words and phrases

<p>Foreign words may be italicised if necessary.</p>	<p>FI: Digitaalinen sivistys rakentuu vahvan koulutusjärjestelmän varaan. EN: Digital <i>Bildung</i> relies on a strong education system.</p>
<p>However, do not italicise proper nouns and common Latin phrases such as 'ad hoc'.</p>	<p>FI: Tähän asti ratkaisut ovat olleet tapauskohtaisia. EN: The arrangements have so far been of an ad hoc nature.</p>

### Foreign names

See geographical names in [section 4 Names and titles](#).

<p>Always check the spelling of foreign names. It is easy to make a mistake because the Finnish genitive, for example, may give the wrong impression.</p>	<p>FI: Ulkoministeri Haavisto tapaa EU:n korkean edustajan Josep Borrellin. EN: Minister for Foreign Affairs Haavisto will meet with EU High Representative Josep Borrell. (<b>NOT</b> Borrelli)</p>
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<p>Remember that foreign proper names are sometimes spelled differently in English than in Finnish either for historical reasons or because of differences in transliteration and transcription systems.</p>	<p>FI: Aleksei Uljukajev EN: Alexei Ulyukayev</p> <p>FI: Koraani EN: Qur'an; Quran <b>NOT</b> Koran</p> <p>FI: al-Qaida EN: Al-Qaida <b>NOT</b> al-Qaida; al-Gu'ida; al-Qaeda; Al-Qaeda</p>
<p>Always check the way the person in question spells their name.</p>	<p>FI: Jasser Arafat EN: Yasser Arafat</p> <p>FI: Sergei Lavrov EN: Sergei Lavrov</p> <p>FI: Volodymyr Zelenskyi EN: Volodymyr Zelenskyy</p>
<p>Bear in mind that the transliteration of historical names may deviate from current standards in both Finnish and English.</p>	<p>FI: Nikolai Bobrikov toimi tuolloin Suomen kenraalikuvernöörinä. EN: At the time, Nikolay Bobrikov served as Russian Governor-General in Finland.</p>

## 9 Parts of speech

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### Nouns: denominalise in English whenever possible

<p>English often uses verbs where Finnish prefers nouns.</p> <p>See also <a href="#">section 15 on text cohesion and clarity</a>.</p>	<p>FI: Tämän tutkimuksen toimeksiannossa tilattiin olemassa olevien toimintamallien kehittämisanalyysi.</p> <p>EN: This study was commissioned to create an analysis of existing procedures.</p> <p>EN: This study was commissioned to analyse existing procedures.</p> <p>EN: This study analyses existing procedures.</p>
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### Nouns: inanimate agents

<p>A non-living thing can perform an action.</p>	<p>Figure 13 illustrates ...</p> <p>Our results indicate ...</p> <p>The meeting decided ...</p>
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### Verbs: tense

<p>Tense use often differs between Finnish and English.</p>	<p>FI: Muutosprosessi on ollut käynnissä vuosina 2004–2007.</p> <p>EN: The process was under way between 2004 and 2007.</p> <p>FI: Ministeri Virtanen on ollut ministerinä 2 000 päivää huomenna tiistaina 13. syyskuuta.</p> <p>EN: Tomorrow, on Tuesday 13 September, Minister Virtanen will have served 2,000 days as a minister.</p>
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### Verbs: active/passive voice

<p>Finnish uses passive constructions more commonly than English. You can often change the Finnish passive into the active voice in English. Use the passive voice sparingly or when there is a good reason to do so.</p>	<p>FI: Ulkoministeriön suurlähetystöissä ja konsulaateissa kirjattiin vuonna 2016 noin 55 000 konsulipalvelua. EN: In 2016, the Foreign Ministry's diplomatic and consular missions abroad handled about 55,000 requests for consular service.</p>
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### Pronouns

<p>Be careful with the pronoun 'we' in translations from Finnish. If you say 'we discussed the matter with the prime minister', it means that you and someone else discussed the matter with the prime minister.</p>	<p>FI: Keskustelimme asiasta pääministerin kanssa. EN: I discussed the matter with the Prime Minister. EN: The Prime Minister and I discussed the matter.</p>
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### Article use with job titles

<p>Do not use an article before the job title if it is the official capitalised title and precedes the person's name. The title and name are considered a single unit with no commas.</p>	<p>FI: Kokoukseen osallistui valtiovarainministeri Matti Vanhanen. EN: The meeting was attended by Minister of Finance Matti Vanhanen.</p>
<p>Use a definite article before the job title and a comma after it if you are giving the person's name as additional information.</p>	<p>FI: Kokoukseen osallistui valtiovarainministeri Matti Vanhanen. EN: The meeting was attended by the Minister of Finance, Matti Vanhanen.</p>

## 10 Lists

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### Clarity

Lists and bullet points add to clarity. See section 11 of [the European Commission's English Style Guide](#) for detailed instructions.

However, in slide presentations, minimise punctuation:

- Introduce the list
- Try to keep bullet items short
- Do not use punctuation marks at the end of bullet points (except for full stop after the last item)
- Avoid too many bullet points in a list; if the list is long, split it up into sub-groups, each with an introduction.

### Harmonisation

In general, follow the examples of lists given in section 11 of the European Commission's English Style Guide. Harmonise the first word in lists. Use either infinitives, gerunds or nouns. Do not mix them.

#### **Example using infinitives**

The project's objectives are to:

- improve traffic safety;
- reduce traffic deaths;
- enhance the prevention of traffic crime.

#### **Example using gerunds**

The project aims at:

- improving traffic safety;
- reducing traffic deaths;
- enhancing the prevention of traffic crime.

### **Example using nouns**

The project's aims are:

- better traffic safety;
- fewer traffic deaths;
- improved prevention of traffic crime.

# 11 Legal language

The main source for translations of specific pieces of legislation is [Finlex](#). The main source for EU legislation is [EUR-Lex](#). Specific guidance for translating Finnish legislation into English is provided in the publication [Säädösten kääntäminen englanniksi ja valtiosopimusten suomentaminen](#). See [Appendix 3 Useful links](#) for a list of Finnish legal language glossaries and guidance.

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

## Names of acts and decrees

<p>The names of Finnish acts and decrees should be written in title case in English.</p>	<p>FI: laki henkilötietojen käsittelystä rikosasioissa ja kansallisen turvallisuuden ylläpitämisen yhteydessä EN: Act on the Processing of Personal Data in Criminal Matters and in Connection with Maintaining National Security</p> <p>FI: valtioneuvoston asetus vaarallisten aineiden kuljetuksesta EN: Government Decree on the Transport of Dangerous Goods</p>
<p>However, use the lower case for the names of acts and decrees that have not yet been enacted.</p>	<p>FI: Hallitus on antanut eduskunnalle 21. toukokuuta esityksen laiksi väliaikaisista toimenpiteistä välineellistetyn maahantulon torjumiseksi. EN: The Government submitted a proposal to Parliament for an act on temporary measures to combat instrumentalised migration on 21 May.</p>

## Parts of Finnish statutes

<p>Statutes are divided into sections. Sections may be divided into subsections, subsections into paragraphs and paragraphs into subparagraphs. Sections may be grouped into chapters. In long statutes, chapters may be grouped into parts. A section may contain one or more provisions.</p> <p>References to provisions of Finnish law are written as a list of the relevant parts of the statute separated by commas. The parts of the statute are written in lower case.</p> <p><b>DO NOT</b> use the 'pykälä' sign §; use 'section' instead.</p>	<p>FI: Sen lisäksi, mitä 1 luvun 2 §:n 3 momentin, 4 kohdan, a alakohdassa säädetään ...</p> <p>EN: In addition to the provisions laid down in chapter 1, section 2, subsection 3, paragraph 4, subparagraph a ...</p> <p>FI: Painelaitelain 72 §:n mukainen ...</p> <p>EN: In accordance with section 72 of the Pressure Equipment Act ...</p>
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## Articles in EU law

<p>References to numbered articles in EU law are capitalised with the subdivisions of the article in brackets closed up to the number of the article.</p>	<p>Personal data is processed in accordance with Article 6(1)(c) of the General Data Protection Regulation.</p>
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## Annexes and appendices

<p>In Finnish acts and decrees and in EU legislation, use 'Annex' for 'liite' and 'Appendix' for 'lisäys' (which is an attachment to an annex).</p>	<p>For further reference see Appendix III of Annex I of the Act.</p>
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<p>In other texts, use 'appendix' (pl. 'appendices') in preference to 'annex' (pl. 'annexes').</p>	<p>FI: Avustuksensaaja toimittaa ulkoministeriölle ohjelmaa käsittelevän vuosiraportin liitteineen ministeriön vahvistamaan päivämäärään mennessä. EN: The government grant recipient will submit to the Ministry for Foreign Affairs an annual report, including appendices, on the programme by a date confirmed by the Ministry.</p>
<p>In applications and calls for proposals, the appropriate translation of 'liitteet' is often 'supporting documents'.</p>	<p>FI: Ehdotukset liitteineen säilytetään 10 vuotta hankkeen päättymisen jälkeen. EN: The proposals and their supporting documents are stored for 10 years after the end of the project.</p>

## 12 Correspondence

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

For more detailed guidance and examples, consult 'Useful phrases for correspondence' under [Glossaries and guidance on the website of the Prime Minister's Office](#).

### Forms of address

Use the form of address and pronouns preferred by each individual, if known. Use 'Ms' rather than 'Mrs' or 'Miss', unless you know the person's preference. Use inclusive language. Do not use references to gender if you are writing to someone whose gender you do not know or if you are writing to a group of individuals of different genders.

The formality of your greeting depends on whether you are replying to an email or letter or formulating a new one. In the first case, use the same style as in the email or letter you are replying to. In the second case, favour a more formal greeting. Remember that government correspondence should have a more formal style than private correspondence.

### Emails

From the point of view of the content and language used in emails, some key cross-cultural points are worth bearing in mind:

- in some countries, emails cannot be sent to just anyone in the organisation but should go through a particular hierarchy;
- some emails need a certain degree of formality;
- recipients may not be native English speakers or fluent in English;
- some cultures expect a preamble with a personal note;
- some countries use a direct style of communication, while other countries prefer an indirect style.

## 13 Citations and references

There are different referencing systems (and variations of systems). The choice of system is decided by the publisher. For example, the publications of the Finnish Government use either the Harvard system or the referencing system of the Institute for the Languages of Finland (Kotus). Whichever system you choose, be consistent.

When translating, use the source text convention.

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### Citations

The Harvard system uses in-text citation, while the MHRA system, for example, uses footnotes.

<p>In-text citations are inserted in the body of the text. They consist of the name of the author or authors, the year of publication and a page number if relevant.</p>	<p>According to Aho and Sundberg (2010), Finns are generally supportive of voting rights.</p> <p>The results of the survey showed that Finns are generally supportive of voting rights (Aho and Sundberg, 2010).</p>
<p>When an in-text citation refers to a source with four or more authors, use 'and others' in sentences and 'et al.' in brackets.</p>	<p>However, Mäki and others (2012) noted that young people under 25 were particularly interested in a bioeconomy. In contrast, people earning more than EUR 80,000 per year showed more concern for Finland's position in the European Union (Forsberg et al. 2012).</p>

<p>When using footnotes or endnotes, numbers should follow punctuation and preferably be placed at the end of a sentence.</p> <p>Notes should always end with a full stop.</p>	<p>It has long been argued that the Finnish sauna is the best.<sup>1</sup></p> <p><sup>1</sup> John Ahonen, <i>The Perfect Guide to Sauna</i> (Finland Press, 2010), pp. 36-40.</p>
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## References

Full references are given in alphabetical order in a reference list at the end of the work. Full references give full bibliographical information for all the sources referred to in the body of the text.

<p>The basic Harvard rule for referencing books is 'Author(s) name, initials. (year). <i>Name of book</i>. Place: Publisher name.' However, publishers may use their own variation of this basic rule.</p>	<p>Ahonen, J. (2010). <i>The Perfect Guide to Sauna</i>. Helsinki: Finland Press.</p>
<p>In the Harvard system, references to non-English books should have the original title and a translation of the title in square brackets.</p>	<p>Ahonen, J. (2008). <i>Sauna Suomessa</i>. [Sauna in Finland]. Helsinki: Finland Press.</p>
<p>References to online sources should include the date, in square brackets, on which the information was accessed. Note that many organisations have their own instructions on referencing.</p>	<p>Prime Minister's Office (2019). <i>English Style Guide: A Handbook for Translators, Revisers and Authors of Government Texts</i> [Online]. Available at: <a href="http://urn.fi/URN:ISBN:978-952-287-671-3">http://urn.fi/URN:ISBN:978-952-287-671-3</a> [Accessed: 25 February 2025]</p>

## 14 Inclusive language

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### Gender-neutral language

Use gender-neutral language. It is always preferable to use a term that does not exclude anyone based on gender. We provide some guidelines below, but it is important to keep in mind that this is a sensitive area of language that is continually evolving.

Note that many previous translations of Finnish legislation and other government texts have not been updated in line with the current recommendations.

### Pronouns

When a text refers to a specific individual, and you know the gender or preferred pronouns of that person, use the appropriate pronoun. For example, 'he'/'him'/'himself', 'she'/'her'/'herself' or 'they'/'them'/'themselves', which is often preferred by non-binary people.

In contexts where the Finnish 'hän' covers any gender, you can use different strategies, such as:

- changing to plural;
- repeating the noun;
- reformulating the sentence to avoid the pronoun;
- using the imperative form;
- substituting 'the' or 'that' for the possessive pronoun;
- using singular 'they'.

Avoid:

- using multiple pronouns or forms;
- using the passive voice.

The use of 'they' as a singular pronoun was considered incorrect but is now regarded as acceptable by many authoritative sources, such as the Oxford dictionaries. However, when using the singular 'they', it is important to ensure that it is clear what noun it refers to. This is particularly true when translating legislation, which often uses complex sentence structures. When translating legislation, we recommend exhausting the other strategies listed above before using the singular 'they' unless other considerations dictate otherwise.

See [Appendix 2](#) for examples of different strategies to use when translating the Finnish 'hän'.

### Other bias-free language

The use of bias-free language is evolving. A good guiding principle is to respect the terminology groups of people use to describe themselves. It is worth noting that individuals and communities may disagree about the preferred approach.

The two main approaches are person-first language (such as 'people with disabilities') and identity-first language (such as 'autistic people'). International organisations, such as the UN and the EU, often use person-first language. If you are in doubt about what kind of terminology a specific group prefers, generally favour person-first language.

Avoid using words or group nouns that stereotype or stigmatise people or equate them with their condition, such as 'the elderly', 'the poor', and 'drug addicts'.

One alternative is to use adjectival forms, such as 'older adults', or descriptive phrases, such as 'people living in poverty' or 'people with substance abuse disorder'.

Examples:

FI: ikääntyvät työntekijät; ikääntyneet työntekijät

EN: ageing employees; older workers

FI: ikääntyneet; iäkkäät; vanhukset

EN: older adults; older people

**NOT** the elderly, elderly people

FI: vammainen; vammaiset (ihmiset); vammaiset henkilöt

EN: person with a disability; people with disabilities (person-first approach)

EN: disabled people (identity-first approach)

**NOT** the disabled

FI: muistisairas; muistisaira (ihmiset); muistisairauksia sairastavat (ihmiset)

EN: person living with dementia; people with dementia

## 15 Text cohesion and clarity

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### Text flow

<p>Add linking phrases when translating to improve cohesion in English, such as 'once again', 'as regards', 'accordingly', 'for this reason', and 'to this end'.</p>	<p>In this context, I would like to say a few words about the system ...</p> <p>Once again, I quite agree but, unfortunately, we do not know what will happen with ...</p> <p>That is why I welcome the fact that, in spite of everything, ...</p>
<p>A range of grammar structures can make the text more interesting for the reader. Use pronouns (such as 'it', 'this', 'that', 'those') to refer back to something mentioned earlier. Use synonyms or shorter forms of names to avoid repetition.</p>	<p>The National Agency for Food Safety decided to ...</p> <p>The National Agency recommended ...</p> <p>The Agency looks forward to ...</p> <p>It proposes a more active approach ...</p>
<p>Where appropriate, add extra information in the target language when translating.</p>	<p>FI: Henkilökuntaa voi tukea liikunta- ja kulttuuriedulla.</p> <p>EN: Employee benefits may include an allowance towards payments for exercise classes, event tickets and cultural pursuits.</p>

## Reverse thinking

<p>When translating, remember that the logic of the target language may differ from that of the original text.</p>	<p>FI: Jos sinulla on käynnistymässä tai suunnitteilla ...  EN: If you are planning or launching ...  <b>NOT</b> If you are launching or planning ...</p> <p>FI: Kaikki saamamme palaute on tervetullutta ja tärkeää.  EN: Feedback is valuable and most welcome.  <b>NOT</b> Feedback is welcome and valuable.</p> <p>FI: Yhdessä ratkotaan ja pohditaan asioita.  EN: We deliberate and solve things together.  <b>NOT</b> We solve things and deliberate together.</p> <p>FI: päätöksenteko ja valmistelu  EN: preparation and decision-making  <b>NOT</b> decision-making and preparation</p>
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## End focus

<p>It is common in English for the most important information in a sentence to be placed at the end.</p>	<p>The final report of the working group for accessibility to art and culture set the reinforcement of the cultural rights of linguistic, cultural and disabled minorities as a special goal.  <b>NOT</b> The reinforcement of the cultural rights of linguistic, cultural and disabled minorities was set as a special goal in the final report of the working group for accessibility to art and culture.</p>
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## Theme

<p>Start sentences with the theme of the sentence, especially with longer structures. This also applies to headings and slogans.</p>	<p>FI: Kokouksen aloitusta lykättiin ongelmien vuoksi.  EN: Because of the problems, the start of the meeting was postponed.  <b>NOT</b> The start of the meeting was postponed because of the problems.</p> <p>FI: Parempaa arkea hyvillä käytännöillä  EN: Good habits and practices for better living  <b>NOT</b> A better life through good habits and practices</p>
<p>English sentences usually start with shorter structures. Longer structures should be placed after the verb.</p>	<p>The real problem was the relatively poor turnout in the 2014 European elections in many countries and the Eurosceptic attitudes of many of the candidates.  <b>NOT</b> The relatively poor turnout in the 2014 European elections in many countries and the Eurosceptic attitudes of many of the candidates was the real problem.</p>

## Noun stacking

<p>Noun phrases made of four or more words can be ambiguous and often need to be broken up for the sake of clarity. Consult the writer if the meaning is unclear.</p>	<p>For example, 'Finnish data user communication needs' could mean:</p> <ul style="list-style-type: none"> <li>a) the needs of Finnish data user communication;</li> <li>b) Finnish needs for data user communication;</li> <li>c) the communication needs of Finnish users of data;</li> <li>d) the communication needs of users of Finnish data.</li> </ul>
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<p>Noun-heavy sentences can usually be improved by replacing some of the nouns with verbs. English often uses verbs where Finnish uses nouns.</p>	<p>FI: Tämän tutkimuksen toimeksiannossa tilattiin olemassa olevien toimintamallien kehittämisanalyysi.  EN: This study was commissioned to analyse existing procedures.  EN: This study analyses existing procedures.  <b>NOT</b> This study was commissioned for the creation of an analysis of existing procedures.</p>
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### Archaic words

<p>Avoid using archaic words, such as 'thereafter', 'therein', 'aforementioned', 'insofar as', 'albeit', 'thus', 'lest', 'herein', etc.</p>	<p>in that; there (<b>NOT</b> therein)  then; afterwards (<b>NOT</b> thereafter)  therefore (<b>NOT</b> thus)</p> <p>this report; that report; the report (<b>NOT</b> aforementioned report)  <b>NOTE:</b> in some cases, the word 'said' might be appropriate (e.g. said report).</p>
<p>Also avoid using Latin phrases and abbreviations, such as 'inter alia', 'i.a.', 'per se', 'per diem', etc.</p> <p>In EU contexts, 'inter alia' and 'i.a.' are acceptable in quoted material.</p>	<p>daily allowance (<b>NOT</b> per diem allowance)</p>

### Subject-verb agreement

Usually a singular subject takes a singular verb and a plural subject takes a plural verb. However, sometimes a singular subject may take a plural verb, or a plural subject may take a singular verb.

<p>A singular subject may take a plural verb when the subject is considered to consist of many individuals or parts.</p>	<p>The police have responded to the situation.</p>
<p>A singular subject may take a plural verb when the emphasis is on a particular element of the noun phrase (e.g. emphasis on 'asylum seekers' rather than 'number' in the noun phrase 'record number of asylum seekers').</p>	<p>A record number of asylum seekers have left for their home country/countries.</p>
<p>A plural subject may take a singular verb when the subject is considered to be a single entity.</p>	<p>The Finnish Defence Forces is responsible for safeguarding territorial integrity.</p> <p>Finnish Customs is responsible for the supervision of export sanctions. (<b>NOT</b> The Finnish Customs)</p>

## Hyphenation

Do not use automatic hyphenation nor use hyphens to break words at the end of a line.

## Lists in a sentence

<p>Lists are easier to read if they have a harmonised structure.</p>	<p>The objectives are to emphasise a comprehensive approach to conflict prevention, further develop the participation in the programme and strengthen the crisis management capacity.</p> <p><b>NOT</b> The objectives are emphasising a comprehensive approach to conflict prevention, to further develop the participation in the programme and the strengthening of crisis management capacity.</p>
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## Avoiding repetition

<p>Use synonyms to avoid repetition.</p>	<p>EN: The Ministry safeguards balanced economic policy based on sustainable growth. It also ensures prudent management of public finances and secures sound fiscal policy.</p> <p><b>NOT</b> The Ministry ensures balanced economic policy based on sustainable growth. The Ministry also ensures prudent management of public finances. Moreover, the Ministry ensures sound fiscal policy.</p>
<p>You can often rework a sentence in English to avoid repetition present in the Finnish text.</p>	<p>FI: Perheenyhdistämiselle asetettujen esteiden poistaminen edistää hallituksen ihmis- ja perusoikeuspolitiikkaa sekä perhemyönteistä politiikkaa.</p> <p>EN: Removing barriers to family reunification promotes the Government's policies on human rights and fundamental rights and on a family-friendly society.</p>

## 16 Speeches

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

For more detailed guidance and examples, consult 'Useful phrases for speeches' under [Glossaries and guidance on the website of the Prime Minister's Office](#).

### Standard format for speeches

Speeches in English generally use the following format, but you may need to adjust it to fit the particular audience or occasion:

- greeting;
- brief opening words after the greeting;
- short introduction of the topic that provides an overview of what will be covered;
- structured body setting out the main points (3 to 5) and subpoints;
- short conclusion of the speech.

### Greeting the audience

At the beginning of your speech, greet your audience. The formality of your greeting will depend on the nature of the event. Favour gender-neutral greetings, where possible.

- Formal: Honourable Members of Parliament, ...;
- Less formal: Dear parliamentary colleagues, ...;
- Informal: Dear friends, ...

When 'Hyvät kuulijat' is used in the middle of a speech in Finnish, in English consider other ways of signposting instead of 'Ladies and gentlemen' or 'Dear friends', such as 'and', 'next', 'at this point' or 'in addition'.

### Readability

To ensure easy readability for the speaker, avoid

- words and sentences that are too long;
- words that may be difficult to pronounce;
- expressions that may cause the speaker to stumble or hesitate.

For example, 'university fees' may be easier to pronounce than 'tuition fees'. Instead of 'digitalisation', consider using 'digital transformation'. 'Half a million euros' is easier to read out loud than 'EUR 0.5 million'.

## 17 Press releases and news items

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### Embargo

<p>The publication of a press release may be embargoed.</p>	<p>FI: Julkaistavissa 14.9. klo 14.00  EN: Embargoed until 14.00 on 14 September</p> <p>FI: Julkaisuvapaa VN:n istunnon jälkeen  EN: Embargoed until after the government session</p>
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### Muutosvarauksin

<p>When a speech is published, 'muutosvarauksin' means that the written speech may differ from the actual speech delivered.</p>	<p>FI: muutosvarauksin  EN: check against delivery  <b>NOT</b> subject to change</p>
<p>In a programme for an event, 'muutosvarauksin' means that the organiser reserves the right to make changes to the programme.</p>	<p>FI: muutosvarauksin  EN: subject to change</p>

### Joint press release

<p>If a Finnish press release is headed 'Ministeriö X ja ministeriö Y tiedottavat', translate the heading as a list of the ministries, separated by commas.</p> <p>The same applies to joint press releases of a ministry and a government agency.</p>	<p>FI: Ministeriö X ja ministeriö Y tiedottavat  EN: Ministry X, Ministry Y  <b>NOT</b> Press release by Ministry X and Ministry Y;  Joint press release by Ministry X and Ministry Y</p>
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## Headline

Press release headlines in English should be written in a style that emphasises clarity, brevity and impact. Headlines follow different grammatical conventions to the body of the text. It is also worth noting that the conventions for Finnish and English headlines sometimes differ. See below for examples.

<p>Press release headlines have different tenses in English and in Finnish. Use the infinitive to refer to upcoming events. Use the simple present to refer to past events.</p>	<p>FI: Ministeri Tiilikainen Algeriaan  EN: Minister Tiilikainen to visit Algeria  <b>NOT</b> Minister Tiilikainen to Algeria</p> <p>FI: Ministeri Tiilikainen vieraili Algeriassa  EN: Minister Tiilikainen visits Algeria  <b>NOT</b> Minister Tiilikainen visited Algeria</p>
<p>Headlines in Finnish sometimes omit the verb. In English you need one. This is particularly common in headlines announcing appointments.</p>	<p>FI: Mikko Savola puolustusministeriksi  EN: Mikko Savola appointed Minister of Defence  EN: Mikko Savola appointed to serve as Minister of Defence</p> <p>FI: Sanna Suomalainen pääministerin poliittiseksi erityisavustajaksi 17. kesäkuuta  EN: Sanna Suomalainen to serve as Special Adviser to Prime Minister from 17 June</p>
<p>Headlines written in Finnish in the passive voice often work better in English in the active voice.</p>	<p>FI: Suojelupoliisin toimintaa koskeva sisäministeriön selvitys on valmistunut  EN: Ministry of the Interior publishes report on Finnish Security and Intelligence Service</p> <p>FI: Selvitys väestöpoliittisista haasteista ja mahdollisuuksista julkaistu  EN: New report explores demographic challenges and opportunities</p>

<p>Do not start a headline with an article and avoid using articles in headlines in general unless part of a proper name.</p>	<p>FI: Ympäristöministeriö selvitti muovien käyttöä rakennuksissa EN: Ministry of the Environment investigates use of plastics in buildings</p>
<p>However, when a headline includes a quote, do not put the quote in headline style.</p>	<p>FI: Pääministeri Marin huippukokouksessa: EU:n ja Länsi-Balkanin yhtenäisyys on tärkeämpää kuin koskaan EN: Prime Minister Marin at summit: Unity of the EU and the Western Balkans is more important than ever before</p>

## Location

<p>When writing for an international audience, it may be necessary to add a reference to Finland for clarity.</p>	<p>FI: Valtioneuvosto kannattaa sopimuksen tekemistä EU:n ja Interpolin välille EN: Finnish Government supports negotiations for EU–Interpol agreement</p>
<p>In press releases that mention officials or organisations of more than one country, it is often helpful to repeat the relevant country in the text.</p>	<p>FI: Slovenian ulkoministeri Tanja Fajon vierailee Suomessa 30.1. ja tapaa ulkoministeri Elina Valtonen. EN: Slovenian Minister of Foreign and European Affairs Tanja Fajon will visit Finland on 30 January and meet Finnish Minister for Foreign Affairs Elina Valtonen.</p> <p>FI: Sopimuksen allekirjoittivat 4. huhtikuuta valtiovarainministeri Annika Saarikko ja Ranskan suurlähettiläs Agnès Cukierman. EN: The treaty was signed on 4 April by Finnish Minister of Finance Annika Saarikko and French Ambassador Agnès Cukierman.</p>

## Abbreviations

<p>As a rule, spell out acronyms and initialisms when first mentioned and give the abbreviation in brackets, unless they are well known (e.g. 'EU', 'NATO').</p>	<p>FI: Maailman terveysjärjestö WHO on julistanut globaalien terveyshätätilan. EN: The World Health Organization (WHO) has declared a public health emergency of international concern.</p>
<p>'EU', 'UN' and 'UK' can be used as abbreviations in headlines.</p>	<p>FI: Britannian Eurooppa-asioiden ministeri vierailee Helsingissä EN: UK Minister of State for Europe to visit Helsinki</p>
<p>'9/11' is so well known as shorthand for the attacks on 11 September 2001 that it can be used in headlines. In text, it can be written out as 'September 11'.</p>	<p>FI: Ulkoministeri Tuomioja kunnioitti syyskuun 11. päivän uhreja EN: Finnish Foreign Minister Tuomioja commemorates victims of 9/11</p>

## Quotations

<p>Always use double quotation marks with quoted speech.</p>	<p>Minister Korhonen said: "Today's meeting went well. The Committee will announce its conclusions on Thursday."  "I, too, have encouraged them to pursue this," said Prime Minister Juha Sipilä.</p>
<p>When attributing direct quotes, use 'said' or 'says' even if the Finnish uses other verbs (e.g. 'korosti', 'totesi', 'painotti').</p>	<p>FI: "Tämä on vakava asia", ympäristöministeri korosti. EN: "This is a serious matter," said the Minister of the Environment.</p>

<p>When writing in English, put the punctuation before the closing quotation mark.</p>	<p>FI: "Hitaan kasvun saaminen vauhtiin vaatii uusia keinoja", pääministeri sanoi. EN: "We need new tools to boost slow growth," said the Prime Minister.</p>
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## Titles

<p>In press releases, when the Finnish gives several titles, use only one title, usually the most pertinent one.</p>	<p>FI: oikeustieteen maisteri, kansanedustaja, hallitusneuvos Matti Meikäläinen EN: Matti Meikäläinen, Senior Ministerial Adviser</p>
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## Repetition of name and title

<p>Avoid excessive repetition of a name and title by varying the references to the person in question.</p>	<p>Minister of the Interior Pekka Jokinen will travel to ... Minister Jokinen will hold meetings with ... Jokinen also intends to ... He will return on ...</p>
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## Academic qualifications

<p>In press releases concerning new appointments, the person's academic qualifications may be given and should normally be translated.</p>	<p>FI: Valtiotieteiden maisteri Juha Korhonen on torstaina 24.11.2019 nimitetty osastajohtajaksi. EN: On Thursday 24 November 2019, Juha Korhonen, M.Soc.Sc., was appointed Director General.</p>
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## Age

<p>If the age of a person is mentioned, it is normally expressed without the word 'years'.</p>	<p>FI: Tehtävään nimitettiin 38-vuotias Matti Virtanen. EN: Matti Virtanen, 38, was appointed to the post.</p>
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## Lausuntopyyntö, lausuntokierros

<p>Ministries can consult interest groups and the public on draft proposals by issuing a 'lausuntopyyntö' (request for comments). This process is called a 'lausuntokierros' (consultation round).</p> <p>Consultation rounds are either public or targeted. Public consultations are published on the Government's consultation service at lausuntopalvelu.fi.</p>	<p>FI: lausuntopyyntö EN: request for comments</p> <p>FI: lausuntokierros EN: consultation round; public consultation; targeted consultation</p> <p>FI: lähettää lausuntokierrokselle EN: send out for comments; circulate for comments</p> <p>FI: Liikenne- ja viestintäministeriö pyytää lausuntoja luonnoksesta hallituksen esitykseksi, jolla muutettaisiin liikenteen palveluista annetun lain tietosääntelyä. EN: The Ministry of Transport and Communications requests comments on a draft government proposal for amending certain provisions on data in the Act on Transport Services.</p>
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## Online government services

<p>Some online government services are available in English and have an established English name.</p>	<p>FI: Hankeikkuna EN: Gateway to Information on Government Projects</p> <p>FI: Valtioneuvoston yhteinen julkaisuarkisto Valto; Julkaisuarkisto Valto EN: Institutional Repository for the Government (Valto); Institutional Repository (Valto)</p> <p>FI: Valtioneuvoston termipankki Valter EN: Finnish Government Termbank Valter</p>
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<p>When the service is not available in English, use the Finnish name and add an explanation in English.</p>	<p>FI: Lausuntopalvelu.fi:                      EN: Lausuntopalvelu.fi (public consultation service):</p> <p>FI: Lausuntoja voivat antaa kaikki organisaatiot ja kansalaiset osoitteessa <a href="http://www.lausuntopalvelu.fi">www.lausuntopalvelu.fi</a>.                      EN: Organisations and private individuals are invited to comment using the public consultation service at <a href="http://www.lausuntopalvelu.fi">www.lausuntopalvelu.fi</a>.</p>
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## Lisätietoja

<p>Translate 'Lisätietoja' as 'Inquiries' when followed by contact details.</p>	<p>FI: Lisätietoja:                      EN: Inquiries:</p>
<p>When 'Lisätietoja' is followed by links to related material, choose the alternative best suited to the context.</p>	<p>FI: Lisätietoja:                      EN: Read more:                      EN: More information:                      EN: Useful links:</p> <p>FI: Lisätietoja kokouksesta:                      EN: More information about the meeting:</p>

## Contact details

<p>In the contact details at the foot of a press release, the job title comes after the person's name.</p>	<p>FI: Hallitusneuvos Tiina Turtiainen, sisäministeriö, puh. 0295 123 456                      EN: Tiina Turtiainen, Senior Ministerial Adviser, Ministry of the Interior, tel. +358 295 123 456</p> <p>FI: sisäministerin erityisavustaja Sanna Suomalainen, puh. 050 123 4567                      EN: Sanna Suomalainen, Special Adviser to the Minister of the Interior, tel. +358 50 123 4567</p>
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<p>If the subject matter is included in contact details, write the subject matter in brackets after the person's job title.</p>	<p>FI: Erityisasiantuntija Matti Meikäläinen (viisumiasiat), puh. 0295 123 425 EN: Matti Meikäläinen, Senior Specialist (visas), tel. +358 295 123 425</p>
<p>Remember to add country code in the phone number.</p>	<p>FI: puh. 0295 123 456 EN: tel. +358 295 123 456 <b>NOT</b> tel. +358 (0) 295 123 456</p>
<p>Use the same email address formatting as in the Finnish.</p>	<p>FI: etunimi.sukunimi@gov.fi EN: firstname.lastname@gov.fi FI: etunimi.sukunimi(at)gov.fi EN: firstname.lastname(at)gov.fi</p>
<p>In general, do not translate email addresses that use the name of a function.</p>	<p>FI: kirjaamo(at)gov.fi EN: kirjaamo(at)gov.fi <b>NOT</b> registry(at)gov.fi</p>
<p>Sometimes advice is given on the formatting of email addresses. Use the phrase 'The email addresses of the [ministry] are in the format firstname.lastname@gov.fi.'</p>	<p>FI: Valtioneuvoston sähköpostiosoitteet ovat muotoa etunimi.sukunimi@gov.fi. EN: The email addresses of the Finnish Government are in the format firstname.lastname@gov.fi.</p>

## 18 Social media and video content

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### Social media platforms

Consult the platform in question to check permitted character lengths and other rules or practices.

For more detailed guidance and examples, consult 'Government Guidelines on Translating and Writing for Twitter' under [Glossaries and guidance on the website of the Prime Minister's Office](#).

<p>Write in a friendly but professional tone, maintain standard British English. A conversational tone is easier to understand, but avoid going overboard.</p>	<p>The EU is a key player in global trade. Why is free &amp; fair trade so important? What benefits does it bring to the EU, its citizens &amp; businesses? Discover the story now: [LINK]</p>
<p>Write in the active voice and avoid the passive voice. You can use the generic 'you', but do not use 'one'. Use the singular 'they' instead of the generic 'he' or 'she', or make the structure plural.</p>	<p>The committee will announce the winners.</p> <p>The freedom to roam means you can forage for chanterelles fresh from the forest.</p> <p>Workers who earn less money are less likely to seek medical help when they feel sick.</p>
<p>To keep the post short, you can omit articles, use abbreviations (such as 'PM', 'e.g.', 'Mon–Tue', 'EU') and devise compact expressions that may not otherwise be appropriate outside social media.</p>	<p>FI: Pääministeri Orpon johtama talousneuvosto kokoontui ensimmäistä kertaa EN: PM Orpo chairs first Economic Council meeting</p>

<p>When translating a post, keep the meaning as close as possible to the original, while also making the translated post easy to read and understand.</p> <p>Be concise: use short words and sentences and avoid unnecessary modifiers.</p>	<p>FI: Suomi pyrkii YK:n ihmisoikeusneuvoston jäseneksi kaudelle 2022–2024. Pääministeri Sanna Marin puhui Suomen YK:n ihmisoikeusneuvostokampanjan avajaistilaisuudessa.</p> <p>EN: Finland is a candidate for the UN Human Rights Council for 2022–2024. Prime Minister @MarinSanna spoke at the #FIforHRC campaign opening</p>
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## Blogs

Remember that blogs are informal in style and designed to be readily understood by readers. Use of overly formal language and bureaucratic and jargonistic terminology should usually be avoided or kept to a minimum.

## Video texts

Texts that are designed to be read in association with a video (e.g. for YouTube or other purposes) are usually subject to time and space constraints. They should therefore be concisely written and checked against the video for relevance and consistency.

## 19 Government and administration

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### Valtio

'Valtio' can be translated in a number of different ways depending on the context, for example:

- state;
- country;
- the name of the country;
- central government;
- government;
- the Government;
- the Finnish Government;
- the Government of Finland.

See examples below:

<p>Translate 'valtio' as 'state' when referring to a nation or territory considered as an organised political community under one government.</p> <p>When translating 'valtio' as 'state', generally use lower case, but capitalise when it could be replaced by the name of a country.</p>	<p>FI: Tiedot saadaan luovuttaa ainoastaan, jos asianomainen valtio varmistaa riittävän tietosuojan tason.</p> <p>EN: Data may only be disclosed if the state in question ensures an adequate level of data protection.</p> <p>state-owned enterprise; state aid; state funding  <b>NOT</b> State-owned enterprise; State aid; State funding</p> <p><b>BUT</b> the State of Finland</p>
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<p>While 'state' and 'country' are essentially synonyms, 'country' is often a better translation when 'valtio' means a territory defined in geographical, cultural and economic terms.</p>	<p>FI: Filippiinit on noin 7 100 saaresta muodostuva valtio Etelä-Kiinan meren ja Tyynen valtameren välisellä alueella. EN: The Philippines is a country consisting of about 7,100 islands between the South China Sea and the Pacific Ocean.</p> <p>FI: Periaate on, että verot maksetaan siihen valtioon, jonne ne liiketoiminnan perusteella kuuluu maksaa. EN: The principle is that taxes are paid to the country where they are due based on the business carried out.</p>
<p>Sometimes you can use the name of the country.</p>	<p>FI: Lisäksi koordinoimme valtion luottoluokituksen liittyviä asioita. EN: We also coordinate matters relating to Finland's credit rating.</p>
<p>Translate 'valtio' as 'central government' when referring to the level of government (central, regional, municipal). Central government comprises the ministries and the agencies and institutes operating under them.</p>	<p>FI: valtion henkilöstöstrategia EN: Central Government Human Resources Strategy</p>
<p>Translate 'valtio' as 'government' (lower case) when referring to one or more governments in general.</p>	<p>FI: Suomen ja Ruotsin hallitukset kokoontuivat Tukholmassa. EN: The governments of Finland and Sweden met in Stockholm.</p> <p>FI: Kampanjassa jo mukana olevat valtiot ja yritykset: ... EN: The following governments and companies have joined the campaign so far: ...</p>

<p>Translate 'valtio' as 'the Government' when referring to the current sitting Government.</p>	<p>FI: Valtio on erilaisin tukitoimenpitein pyrkinyt lieventämään kriisin haittoja talouteen.  EN: The Government sought to reduce the detrimental economic impact of the crisis through various support measures.</p> <p>FI: Velkaantumisen ja epäsuorien vastuiden kasvun myötä valtion liikkumavara on viime vuosina heikentynyt.  EN: The growing debt burden and increase in implicit liabilities have weakened the Government's room for manoeuvre in recent years.</p>
<p>Translate 'valtio' as 'the Finnish Government' or 'the Government of Finland' when you need to make it clear you are referring to Finland's current sitting Government.</p>	<p>FI: Sekä Suomen valtio että alueviranomaiset niin Ruotsin kuin Suomen puolella ovat tukeneet vuodesta 2010 Vaasan ja Uumajan välistä matkustajaliikennettä.  EN: The Finnish Government and regional authorities in both Sweden and Finland have subsidised passenger traffic between Vaasa and Umeå since 2010.</p> <p>FI: Valtiolla on velvollisuus ryhtyä kaikkiin tarvittaviin toimiin vastaavien loukkausten ennalta estämiseksi tulevaisuudessa.  EN: The Finnish Government is obliged to take all necessary measures to prevent similar violations in the future.</p>

## Valtioneuvosto, hallitus

'Valtioneuvosto' has two meanings. On the one hand, it is the body which convenes for the general governing of the country, consisting of the prime minister and other ministers. This is also the meaning of 'hallitus'. On the other hand, 'valtioneuvosto' is the decision-making body of governmental and administrative matters consisting of the government plenary session and the ministries.

<p>Translate 'valtioneuvosto' and 'hallitus' as 'the Government' or 'the Finnish Government' or, in a general sense, 'government'. <b>DO NOT</b> translate 'hallitus' as 'Cabinet'.</p>	<p>FI: Hallitus antoi keväällä 2009 eduskunnalle selonteon Itämeri-politiikka. Koska sen tavoitteet ovat jo monelta osin toteutuneet, valtioneuvosto päätti selonteon päivittämisestä.</p> <p>EN: In spring 2009, the Government submitted to Parliament a report entitled Baltic Sea Policy. As many of its objectives have already been achieved, the Government decided to update the report.</p>
<p>Capitalise 'Government' when it refers to the 'valtioneuvosto' or 'hallitus' of a given country or when it is the head noun in the phrase.</p>	<p>FI: Ruotsin hallitus EN: Government of Sweden</p> <p>FI: hallitusohjelma EN: the Government Programme</p>
<p><b>NOTE:</b> while 'hallitusohjelma' translates as 'Government Programme', bear in mind that it actually means 'a programme of a government' or, more precisely, 'a programme of a prime minister's government'. It is not a programme of a prime minister.</p>	<p>FI: pääministeri Petteri Orpon hallituksen ohjelma EN: Programme of Prime Minister Petteri Orpo's Government</p> <p><b>NOT</b> Prime Minister Petteri Orpo's Government Programme; Government Programme of Prime Minister Petteri Orpo's Government</p>

<p>Write 'government' in lower case when it is used as a generic word or as a modifier.</p> <p><b>NOTE:</b> 'Suomen valtio' can also be translated as 'the Finnish Government' or 'the Government of Finland' (see under Valtio above).</p>	<p>FI: hallituksen esitys EN: government proposal</p> <p>FI: valtioneuvoston periaatepäätös EN: government resolution</p> <p>FI: valtioneuvoston selonteko EN: government report</p> <p>FI: valtioneuvoston toiminnan kehittäminen EN: development of government functions</p> <p><b>BUT</b></p> <p>FI: hallituspuolueet EN: Government parties</p>
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## Julkinen hallinto, julkishallinto

'Julkinen hallinto' or 'julkishallinto' is a wider concept referring to central, regional and local government together and is translated as 'public administration' or 'general government'. These are not capitalised.

<p>Translate 'julkinen hallinto' or 'julkishallinto' as 'public administration' in administrative contexts.</p>	<p>FI: Tehokkaasti toimiva julkinen hallinto vaatii investointeja digitalisaatioon. EN: Efficient public administration requires investment in digitalisation.</p> <p>FI: Sidosryhmätyön tavoitteena on tukea hallinnon avoimuutta, vuorovaikutteisuutta ja julkisen toiminnan läpinäkyvyyttä. EN: The aim of stakeholder work is to support openness, interaction and transparency in public administration.</p>
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<p>'Julkinen hallinto' or 'julkishallinto' is translated as 'general government' in connection with general government finances (julkinen talous) and national accounts (kansantalouden tilinpito).</p>	<p>FI: Julkishallinnon velka saa olla enintään 60 prosenttia suhteessa BKT:hen. EN: General government debt cannot exceed 60 per cent of GDP.</p>
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### Valtionhallinto, valtion keskushallinto

<p>'Valtionhallinto' is usually translated as 'central government', though it is sometimes appropriate to use 'central government administration' or 'state administration'. These are not capitalised.</p>	<p>FI: Työ ministeriössä tarjoaa näköalapaikan valtionhallintoon. EN: Working at the Ministry provides an excellent overview of central government.</p>
<p>'Valtionhallinto' is often used in the sense of 'valtion keskushallinto' (i.e. the ministries and the government agencies and public bodies within each ministry's branch of government).</p> <p>Strictly speaking, however, in administrative terms 'valtionhallinto' consist of three levels: central, regional and local.</p> <p>For more information, consult <a href="#">the Ministry of Finance's page on central government</a>.</p>	<p>FI: valtion keskushallinto EN: central state administration</p> <p>FI: valtion aluehallinto EN: regional state administration</p> <p>FI: valtion paikallishallinto EN: local state administration</p>

### Paikallishallinto, kunta, hyvinvointialue

<p>'Paikallishallinto' is translated as 'local government' and refers collectively to municipal and county government. Note that this is an expansion of the previous definition in which local government referred only to municipalities.</p>	<p>FI: paikallishallinto EN: local government EN: local government administration (in administrative contexts)</p>
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<p>'Kunta' is translated as 'municipality' and 'kuntahallinto' as 'municipal government'.</p>	<p>FI: kunta EN: municipality</p> <p>FI: kuntahallinto EN: municipal government EN: municipal government administration (in administrative contexts) <b>NOT</b> local government</p>
<p>'Hyvinvointialue' is translated as 'wellbeing services county'. The shorter form 'county' may be used when 'hyvinvointialue' is repeated in the same text or in compound words where Finnish uses 'alue-', e.g. 'aluevaltuusto' is translated as 'county council'.</p> <p><b>NOTE:</b> 'maakunta' is translated as 'region' and 'Ahvenanmaan maakunta' as 'Åland' or more descriptively as 'the autonomous region of Åland'.</p>	<p>FI: hyvinvointialue EN: wellbeing services county EN: county (when repeated) <b>NOT</b> welfare region; wellbeing services region; welfare area; wellbeing area</p>

## Hallinnonala

<p>A ministry's 'hallinnonala' consists of the ministry together with the agencies and public bodies under its administration.</p> <p>The preferred translation of 'hallinnonala' is 'branch of government'. 'Government branch' can also be used instead of the older translation 'administrative branch' if necessary.</p>	<p>FI: Sisäasiainhallinnon hankintaohje EN: Procurement instructions for the Ministry of the Interior's branch of government</p>
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## Ulkoasiainhallinto

<p>Foreign Service (ulkoasiainhallinto, UH) covers the Ministry for Foreign Affairs (ulkoministeriö, UM) and the Diplomatic Service (ulkomaanedustustot, UE), that is Finland's diplomatic and consular missions abroad.</p> <p>In lower case, foreign service refers to foreign service in general or foreign service of a given country.</p> <p><b>NOTE:</b> the Ministry for Foreign Affairs is also known as the Foreign Ministry</p>	<p>FI: ulkoasiainhallinto  EN: Foreign Service; the Foreign Service of Finland</p> <p>FI: Ulkoasiainhallinto hoitaa konsuli-, passi- ja maahantulo- lupapalvelut.  EN: The Foreign Service is responsible for consular, passport and entry permit services.</p>
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## Edustusto

<p>The Finnish 'edustusto' translates as 'mission' or 'representation'. The plural 'edustustot' usually translates as 'diplomatic and consular missions'.</p> <p>The most common types of missions are diplomatic missions, permanent missions (or representations) and consular missions.</p> <p>Diplomatic missions represent one state in another, while permanent missions represent a member state in an international organisation. Consular missions refer to consulates, headed by a career official, or honorary consulates, led by an honorary consul.</p>	<p>FI: Ennakkovoäänestyspaikkoina toimivat Suomen edustustot ja niiden toimipaikat.  EN: Finland's diplomatic and consular missions and their offices will serve as advance polling stations abroad.</p>
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<p>Embassy (suurlähetystö) usually refers to the building occupied by the offices of a diplomatic mission headed by an ambassador, although it may be used as a synonym for such a diplomatic mission. Consult <a href="#">the list of Finland's missions abroad</a>.</p>	<p>FI: Suomen Belgian suurlähetystö EN: Embassy of Finland to Belgium</p>
<p>The names of permanent missions to international organisations vary. Always check the mission's name on their website or consult <a href="#">the list of Finland's missions to international organisations</a>.</p>	<p>FI: Suomen pysyvä edustusto YK:ssa EN: Permanent Mission of Finland to the UN</p> <p>FI: Suomen pysyvä edustusto Euroopan unionissa EN: Permanent Representation of Finland to the European Union</p>

### Valtion talousarvio

<p>'Valtion talousarvio' or 'valtion budjetti' should be translated as 'the Budget'. In certain contexts, it may be translated as the 'central government budget' or the 'national budget'.</p> <p><b>DO NOT</b> use 'state budget' or 'State budget'.</p>	<p>FI: valtion talousarvio; valtion budjetti EN: the Budget</p> <p>FI: Tutkimuslaitosten T&amp;K-toiminnan rahoitus on valtaosin valtion talousarviosta myönnettyjä määrärahoja. EN: R&amp;D funding for research institutes mainly consists of appropriations from the national budget.</p>
<p>Bear in mind that 'talousarvioehdotus' is submitted by a ministry to the Ministry of Finance, while 'talousarvioesitys' is given by the Government to Parliament. Be aware that ministries sometimes mistakenly use 'talousarvioesitys' when they should use 'talousarvioehdotus'.</p>	<p>FI: talousarvioehdotus; budjettiehdotus EN: draft budget (of the ministry and its branch of government)</p> <p>FI: talousarvioesitys; budjettiesitys EN: budget proposal</p>

## Ministeri

'Ministeri' can mean a government minister or it can be an honorary title. See [section 4 Names and titles](#) for advice on government ministers or consult 'Ministerit ja ministeriöt' under [Glossaries and Guidance on the website of the Prime Minister's Office](#).

Use 'former government minister' if the person referred to is no longer a government minister and does not hold the honorary title of 'ministeri'.	FI: entinen ministeri EN: former government minister; former minister
Some former government ministers have been awarded the honorary title of 'ministeri'. While as a rule honorary titles are not translated, 'ministeri' can be translated as 'minister'.	FI: Pohjoismaiset yhteistyöministerit keskustelevat ministeri Jan-Erik Enestamilta tilatusta strategisesta selvityksestä. EN: Ministers for Nordic Cooperation will discuss the strategy report compiled by Minister Jan-Erik Enestam.

## Presidentti

'Presidentti' can refer to the sitting president or be used as the honorary title of a former president.

The official title of the current president is 'President of the Republic of Finland'. The shorter forms 'President of the Republic' and 'President' can also be used.	FI: Suomen tasavallan presidentti; tasavallan presidentti; presidentti EN: President of the Republic of Finland; President of the Republic; President
When referring to former presidents, use 'former President of Finland' after the name.	FI: Kokoukseen osallistuu Presidentti Tarja Halonen. EN: The meeting will be attended by Tarja Halonen, former President of Finland.

## Virkahenkilö, virkamies

<p>'Virkahenkilö' or 'virkamies' is usually translated as 'public official' (<b>NOT</b> 'civil servant' or 'public servant').</p> <p>In some cases, 'government official', 'state official', 'public official in central government' may be appropriate.</p>	<p>FI: Henkilötietoja pääsevät käsittelemään sivuston ylläpidosta vastaavat virkahenkilöt.</p> <p>EN: Personal data can be processed by public officials responsible for maintaining the website</p>
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## Viranomainen, viranomaiset

<p>'Viranomainen' or 'viranomaiset' is usually translated as one of the following depending on the context: the authorities, public authorities, the authority for x, the x authority, government authorities.</p>	<p>FI: Oikeusministeriö neuvoo muita viranomaisia säädösvalmistelun kuulemiseen liittyvissä kysymyksissä.</p> <p>EN: The Ministry of Justice advises other authorities in questions related to the consultation practices in law drafting processes.</p> <p>FI: Valtioneuvoston asetuksella säädetään viranomaisesta, jolle vaatimus osoitetaan.</p> <p>EN: Provisions on the authority to which the demand shall be addressed are issued by government decree.</p> <p>FI: Muutoksenhaku sähköturvallisuusviranomaisen päätökseen</p> <p>EN: Appealing against a decision of the Electrical Safety Authority.</p> <p>FI: Päätöksen tehnyt viranomainen on ylittänyt toimivaltansa.</p> <p>EN: The public authority that made the decision exceeded its powers</p>
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When 'viranomainen' is used in a generic sense in Finnish, it is often best translated in the plural in English.	FI: Valvontaviranomainen saa käyttää rekisterin tietoja tehtäviensä edellyttämässä laajuudessa. EN: Supervisory authorities may use the information in the register to the extent required by their duties.
'Toimivaltainen viranomainen' is translated as 'competent authority'.	FI: Toimivaltainen viranomainen vastaa operatiiviseen toimintaan liittyvästä viestinnästä. EN: The competent authority is responsible for communications related to operational activities.
'Asianomainen viranomainen' can be translated as 'relevant authority' or 'appropriate authority'.	FI: asianomainen viranomainen EN: relevant authority; appropriate authority

### Puheenjohtaja, puheenjohtajuus

Translate 'puheenjohtaja' as 'chair' or 'chairperson'.	EN: chair; chairperson <b>NOT</b> chairman; chairwoman  John Smith, Chair of the Working Group on Immigration Policy
The translation of 'puheenjohtajuus' depends on the organisation in question. For example, the Council of the European Union has a 'presidency', while the Organization for Security and Co-operation in Europe has a 'chairpersonship'. Consult the website of the organisation in question.	FI: puheenjohtajuus EN: presidency; chairpersonship  FI: EU-puheenjohtaja(maa); EU-puheenjohtajuus; EU-puheenjohtajakausi EN: Presidency of the Council of the European Union; Presidency of the Council (of the EU); Presidency <b>NOT</b> EU Presidency; Presidency of the EU Council; Presidency of the European Union

<p>Use a lower case 'p' for general references to the rotating presidency of an organisation, but an upper case 'P' for individual presidencies.</p>	<p>FI: Puheenjohtajakaudet hoidetaan kolmen jäsenvaltion ryhmissä. EN: Member States holding the presidency work together closely in groups of three, called trios.</p>
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### Euroopan unionin toimielimet

<p>When translating the names of EU institutions, make sure to use the correct forms in English.</p>	<p>FI: Euroopan komissio; komissio EN: European Commission; Commission <b>NOT</b> EU Commission</p> <p>FI: Euroopan parlamentti EN: European Parliament; Parliament <b>NOT</b> EU Parliament</p> <p>FI: Euroopan unionin neuvosto; EU-neuvosto; neuvosto; ministerineuvosto EN: Council of the European Union; Council of the EU; Council; Council of Ministers <b>NOT</b> EU Council</p> <p>FI: Eurooppa-neuvosto EN: European Council <b>NOT</b> Council of Europe</p>
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### Euroalue

Translate 'euroalue' as 'euro area' (**NOT** euro zone; eurozone; Euro Area).

## Kolmannet maat

<p>'Third countries' is used in EU texts to mean countries outside the EU. If this is unclear from the context, use a more descriptive phrase, such as 'non-EU countries'.</p>	<p>The EU negotiates and concludes international agreements both with non-EU countries and with international organisations, such as the WTO or the UN.</p>
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## Poikkihallinnollinen

<p>'Poikkihallinnollinen' can be translated as 'cross-government' when it refers to ministries (and possibly their branches of government).</p>	<p>FI: OECD:n suositukset otetaan tarkasteluun poikkihallinnollisessa työryhmässä. EN: The OECD recommendations will be examined closely in a cross-government working group.</p>
<p>'Interadministrative' may be used to refer to involvement of different administrative levels, regions or bodies.</p>	<p>FI: Valtion ja kuntien poikkihallinnollisessa yhteistyössä on tapahtunut edistystä. EN: The central government and municipalities have made progress in interadministrative cooperation.</p>
<p><b>NOTE:</b> 'intersectoral' or 'cross-sectoral' usually refers to sectors of the economy.</p>	<p>FI: Erityistä huomiota kiinnitetään alojen väliseen teknologiaan. EN: Particular emphasis is given to cross-sectoral technologies.</p>
<p>'Horizontal' (horisontaalinen) is best reserved for specific uses, e.g. the EU context.</p>	<p>FI: Suomi on tehnyt pitkään vaikuttamistyötä sen eteen, että EU:lle laaditaan horisontaalinen sisämarkkinastrategia. EN: Finland has long advocated for a horizontal single market strategy for the EU.</p>

## Kirjaamo (ministeriössä)

<p>Translate 'kirjaamo' as 'registry', except when it is part of an email address.</p>	<p>FI: kirjaamo EN: registry</p> <p>FI: ulkoministeriön kirjaamo EN: Registry of the Ministry for Foreign Affairs</p> <p>FI: kirjaamo(at)gov.fi EN: kirjaamo(at)gov.fi <b>NOT</b> registry(at)gov.fi</p>
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## 20 Frequently misused or mistranslated

Unless otherwise indicated, use the recommendations of the European Commission's English Style Guide and use British English.

### Ammattikorkeakoulu

<p>Translate 'ammattikorkeakoulu' as 'university of applied sciences'. Do not use an abbreviation (UAS).</p>	<p>FI: Yliopistoissa, ammattikorkeakouluissa ja tutkimuslaitoksissa tehdään läpimurtoja, jotka luovat edellytyksiä uudelle kasvulle.</p> <p>EN: Breakthroughs are made in universities, in universities of applied sciences and in research institutes that all lay a foundation for new growth.</p>
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### Edelläkävijä

<p>In most cases, 'edelläkävijä' refers to something that is being developed now or that will be developed in the future and the developer is a pioneer in that field of activity or area of knowledge.</p> <p>Besides 'pioneer', other words or phrases that can be used include 'leader', 'frontrunner', 'take the lead', 'be at the forefront of'.</p>	<p>FI: Suomi haluaa vahvistaa asemaansa tekoälyn edelläkävijänä.</p> <p>EN: Finland wants to boost its position as a frontrunner in artificial intelligence.</p> <p>FI: Suomen on oltava digitaalisen talouden edelläkävijä.</p> <p>EN: Finland must be at the forefront of the digital economy.</p> <p>FI: Suomesta on tarkoitus kehittää puhtaan teknologian edelläkävijä.</p> <p>EN: Finland will aim at taking the lead in clean technology.</p>
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<p>Use 'forerunner' only if you are referring to a past achievement or an earlier technological development or event. 'Forerunner' is someone or something that comes before.</p>	<p>FI: Suomi on profiloitunut digitaalisten julkisten palveluiden edelläkävijänä. EN: Finland's profile is that of a forerunner in digital public services.</p>
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### Hyvinvointi, sosiaalihuolto, terveydenhuolto

<p>Translate 'hyvinvointi' as 'wellbeing' (<b>NOT</b> welfare).</p>	<p>FI: hyvinvointipolitiikka EN: wellbeing policy</p>
<p>In the Finnish context, translate 'sosiaalihuolto' as 'social welfare' (<b>NOT</b> social care).</p>	<p>FI: sosiaalihuollon palvelut EN: social welfare services</p>
<p>Translate 'terveydenhuolto' as 'healthcare' (<b>NOT</b> health care).</p>	<p>FI: terveydenhuollon palvelut EN: healthcare services</p>
<p>Write 'health' before 'social' or 'wellbeing' even if in Finnish they are in the opposite order.  <b>BUT</b> use the existing names of organisations (e.g. Ministry of Social Affairs and Health).</p>	<p>FI: sosiaali- ja terveystalvet; sosiaali- ja terveydenhuollon palvelut EN: health and social services; healthcare and social welfare services</p> <p>FI: sosiaali- ja terveydenhuolto EN: healthcare and social welfare</p> <p>FI: hyvinvoinnin ja terveyden edistäminen EN: promotion of health and wellbeing</p>

## Jatkossa, tulevaisuudessa

<p>In Finnish, 'jatkossa' and 'tulevaisuudessa' are sometimes used interchangeably. When referring to an immediate change, translate 'jatkossa' or 'tulevaisuudessa' as: from now on, moving forward, in coming years, in future, or use the future tense.</p>	<p>FI: Jatkossa viestimme ainoastaan sähköpostitse. EN: From now on, we will use email for all communication.</p> <p>FI: Tulevaisuudessa erilaisia sovelluksia voidaan suunnitella yhteistyössä. EN: Moving forward, we will work together to design a range of applications.</p>
<p>When referring to an unspecified time ahead, translate 'jatkossa' or 'tulevaisuudessa' as 'in the future'.</p>	<p>FI: Jatkossa palvelua laajennetaan uusilla tietokokonaisuuksilla. EN: In the future, the service will be expanded with new data sets.</p>

## Kansalaiset

<p>Finnish often uses 'kansalaiset' to refer to anybody living in Finland. In this case, translations other than 'citizen' often work better: people, people in Finland, the public, members of the public, the general public.</p>	<p>FI: Jaamme tietoa kansalaisille ja medialle sekä rakennamme yhteiskunnan vakautta, turvallisuutta ja demokratiaa. EN: We share information with the public and the media and reinforce stability, security and democracy in society.</p>
<p>In English, 'citizen' is a more narrow legal term referring to people who have citizenship of a country. In contexts with legal significance, check whether 'citizen' or 'national' is the correct term.</p>	<p>FI: EU-alueella matkustusasiakirjaksi kelpaa EU:n jäsenvaltion kansalaiselle Suomessa myönnetty virallinen henkilökortti. EN: An official identity card issued in Finland to a citizen of an EU Member State is accepted as a travel document within the EU.</p> <p>FI: muut kuin EU-kansalaiset EN: non-EU nationals</p>

## Kokonaisuus

<p>'Kokonaisuus' does not usually translate as 'entity' or 'whole'. Consider other alternatives first, such as 'package', 'set', 'mix', 'unit' or 'part'.</p>	<p>FI: tutkintoon johtava kokonaisuus EN: degree programme</p> <p>FI: politiikkakokonaisuus EN: mix of policies; set of core policies</p> <p>FI: palvelukokonaisuus EN: service package; set of services</p> <p>FI: Ulkomaalaislaki on monimutkainen, yksityiskohtainen ja laaja-alainen kokonaisuus. EN: The Aliens Act is a complex, detailed and extensive package of legislation.</p> <p>FI: Johtaminen, viestintä ja toimiva tiedonkulku kaikilla hallinnon tasoilla muodostavat tiiviin kokonaisuuden. EN: Management, communications and efficient flow of information at all levels of government form a close-knit unit.</p>
<p>You can also reformulate the sentence to leave 'kokonaisuus' out.</p>	<p>FI: Euroopan kulttuuriympäristöpäivät on kymmenien tuhansien tapahtumien kokonaisuus, johon miljoonat ihmiset osallistuvat vuosittain. EN: The European Heritage Days consist of tens of thousands of events attended by millions of people every year.</p>

## Lähtökohta

<p>Depending on the context, 'lähtökohta' often translates as: premise, principle, goal, aim, approach, basis. Sometimes you can reword the sentence.</p> <p>Avoid overuse of 'point of departure' or 'starting point'.</p>	<p>FI: Ennakkovaikuttamisen lähtökohtana on, että kehyksen tason tulee säilyä kohtuullisena. EN: The main principle of Finland's positions is that the overall level of the framework must remain reasonable.</p> <p>FI: Selonteossa avautuu myös Suomen lähtökohta keskusteluun EU:n strategisesta autonomiasta. EN: The report also outlines Finland's approach to the discussion on the EU's strategic autonomy.</p> <p>FI: Lähtökohtaisesti pyritään riskinjakoon markkinatoimijoiden kanssa sekä hyödyntämään EU-rahoitusvälineitä ja -riskinjakoa. EN: The aim is to share risks with market operators and to make use of EU financial instruments and risk-sharing measures.</p>
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## Muun muassa

<p>'Muun muassa' does not always translate as 'among other things'. Sometimes it can be omitted.</p> <p><b>DO NOT</b> use 'inter alia', 'i.a.' or 'e.g.' as a translation for 'muun muassa'.</p>	<p>FI: Pääministeri puhui mm. inflaatiosta. EN: Inflation was among the issues addressed by the Prime Minister.</p> <p>FI: Kokouksen asialistalla on muun muassa oikeusvaltioperiaate ja pian alkava EU:n tulevaisuuskonferenssi. EN: The agenda will include the rule of law and the upcoming Conference on the Future of Europe.</p>
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## Ohjata, ohjaus

<p>In government and administration, 'ohjata' and 'ohjaus' are used to describe a wide variety of activities. Depending on the context, translate them as: guide, guidance, direct, direction, manage, management, oversee, oversight, coordinate, coordination or control. You can also use a combination, such as 'guidance and direction'.</p>	<p>FI: Viranomaisia ohjataan huolehtimaan tietojen luotettavuudesta. EN: Authorities are given guidance and direction on how to ensure the reliability of information.</p> <p>FI: Työryhmän tehtävänä on ohjata suunnitelman toimeenpanoa. EN: The task of the working group is to oversee the implementation of the plan.</p>
<p>Avoid translating 'ohjata' and 'ohjaus' as 'steer' and 'steering', except for established terms (e.g. 'steering group', 'steering committee') and when the meaning is to physically steer something such as a vehicle.</p>	<p>FI: Päällikkö on se, joka tosiasiallisesti ohjaa tai hallitsee venettä. EN: The master is the person who in fact steers or controls the watercraft.</p>
<p>However, use 'steering' when referring to 'hyvinvointialueiden ohjaus' conducted by government ministries.</p> <p><b>DO NOT</b> use 'guidance', 'guidance and direction' or 'governance' as a translation of 'hyvinvointialueiden ohjaus'.</p>	<p>FI: Valtion toteuttama hyvinvointialueiden ohjaus on strategista eli se keskittyy sosiaali- ja terveydenhuollon sekä pelastustoimen järjestämistehtäviin. EN: Central government steering of wellbeing services counties is strategic in nature, focusing on the duties to organise healthcare, social welfare and rescue services.</p>

## Osuus

<p>'Osuus' is not always 'share'. In economic, financial and technical contexts, it often translates as 'proportion' (a part of the whole) or 'in relation to'.</p>	<p>FI: Tuulivoiman osuutta Suomen energiatuotannosta kasvatetaan. EN: We will increase the proportion of energy produced using wind power in Finland.</p> <p>FI: Tavoitellaan kohtuuhintaisen asuntotuotannon osuuden nostamista vähintään 35 prosenttiin. EN: The goal is to increase the proportion of affordable housing production to at least 35 per cent.</p> <p>FI: Euroopan osuus kasvihuonekaasujen nettopäästöistä on pienentynyt viime vuosikymmeninä. EN: Europe's share of net greenhouse gas emissions has declined in recent decades.</p>
<p>Sometimes it is best not to translate 'osuus' directly, but to express it in another way.</p>	<p>FI: Naisten osuus hallitusjäsenistä oli 47 prosenttia. EN: Women made up 47 per cent of all board members.</p>
<p>Be sure the meaning of 'osuus' is a proportion and not a ratio. A ratio is the relation between two parts of a whole.</p> <p><b>NOTE:</b> in Finnish texts, the word 'osuus' is sometimes erroneously used for a ratio instead of 'suhde' (e.g. BKT-osuus).</p>	<p>FI: Suomen viennin osuus on erityisen tärkeä tässä yhteydessä. EN: Finland's export ratio is of particular importance in this context.</p> <p>FI: Julkisen velan BKT-osuus olisi noin 85 % vuonna 2031. EN: The ratio of public debt to GDP would be about 85 per cent in 2031.</p>

## Puoliso

<p>'Puoliso' is usually translated as 'spouse' but note that this normally means a husband or wife (aviopuoliso) and excludes unmarried couples (avopuolisot). If the term covers both, then the word 'partner' is appropriate.</p>	<p>FI: Puoliso täyttää kohdan B. EN: Section B should be filled in by your partner.</p>
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## Rauhanvälitys

<p>Often 'mediation' is more appropriate than 'peace mediation' as a translation of 'rauhanvälitys'.</p> <p><b>NOTE:</b> The Ministry for Foreign Affairs' 'Rauhanvälityskeskus' is called 'Peace Mediation Centre'.</p>	<p>FI: Suomi sitoutuu tuomaan rauhanvälityksen YK:n rauhantyön keskiöön. EN: Finland commits to bring mediation to the core of UN peace work.</p>
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## Romanit

<p>Translate 'romanit' as 'the Roma' and their language as 'Romani'. Do not use terms such as 'gypsy' or 'traveller'.</p>	<p>FI: romanit EN: the Roma</p> <p>FI: romanikieli EN: Romani language</p> <p>FI: romaniasiat EN: Roma affairs</p> <p>FI: romanien oikeudet ja asema EN: the situation and rights of the Roma</p>
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## Saamelaiset

<p>In government texts, translate 'saamelaiset' as 'the Sami' unless you are translating for an audience or an organisation that prefers another spelling ('Sámi' or 'Saami').</p>	<p>FI: saamelaiset EN: the Sami; the Sami people</p> <p>FI: saamen kieli; saamen kielet EN: Sami; the Sami languages</p> <p>FI: Saamelaiskäräjät EN: Sámi Parliament</p> <p>FI: Saamelaisten totuus- ja sovintokomissio EN: Truth and Reconciliation Commission Concerning the Sámi People</p>
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## Sekä

<p>Often 'sekä' translates as 'and' instead of 'as well as'.</p>	<p>FI: Työryhmä keskusteli tämän vuoden talousarviosta, määrärahoista ja menoista sekä verotuloista. EN: The working group discussed this year's Budget, appropriations, expenditure and tax revenue.</p>
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## Toimija, taho

<p>'Toimija' or 'taho' means people and/or organisations involved in doing something.</p> <p>'Actor' is best avoided as a translation of 'toimija'. Try instead: entity, body, party, operator, those concerned, those involved.</p>	<p>FI: Jäsenvaltioiden on määriteltävä ja tunnistettava kriittiset toimijat. EN: The Member States must define and identify their critical entities.</p> <p>FI: Prosessissa sovitaan toimijoiden vastuista. EN: The process includes agreeing on the responsibilities of those concerned.</p>
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<p>It is often preferable to rework the sentence, perhaps by trying to identify exactly who you are talking about and using that term, such as 'ministry'.</p>	<p>FI: Kiitän myös kaikkia niitä yksityisiä tahoja ja henkilöitä, jotka ovat antaneet arkistojaan tämän selvityksen käyttöön. EN: I would also like to thank the individuals and private associations that provided their archives for use in the study.</p>
<p>Alternatives such as 'player' can sometimes be used.</p>	<p>FI: EU:n on oltava vahvempi geopoliittinen toimija. EN: The EU must become a stronger geopolitical player.</p>

### -tunnus

<p>Always check how the Finnish '-tunnus' is translated into English in each case.</p> <p>Besides 'code', '-tunnus' could translate as 'ID', 'logo', 'label', 'symbol', 'number' or 'credentials'.</p>	<p>FI: henkilötunnus EN: personal identity code</p> <p>FI: Y-tunnus EN: business identity code; business ID</p> <p>FI: Team Finland -tunnus EN: Team Finland logo</p>
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### Verrattuna

<p>Use 'compare to' when you are pointing out or describing a resemblance with something else.</p>	<p>FI: Elintarvikkeiden kulutus kasvoi hieman vuoden takaiseen verrattuna. EN: Food consumption increased slightly compared to a year ago.</p>
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<p>Use 'compare with' when you want to draw attention to differences and similarities.</p>	<p>FI: Suomessa on moneen muuhun maahan verrattuna kattava teknologinen infrastruktuuri. EN: Compared with many other countries, Finland has a comprehensive technological infrastructure.</p>
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### Vähemmän

<p>'Fewer' answers how many.</p>	<p>FI: Lapsia ja nuoria on tulevaisuudessa vähemmän ja ikääntyneitä enemmän. EN: In the future, there will be fewer children and young people and more older people.</p>
<p>'Less' answers how much.</p>	<p>FI: Kotitalouksilla on vähemmän rahaa käytettävissä. EN: Households have less money to spend.</p>

# Appendix 1 Changes to the English Style Guide

From May 2025, the English Style Guide will be published as a PDF file under [Glossaries and guidance on the website of the Prime Minister's Office](#). It will be updated regularly.

This appendix lists the most significant changes.

## Changes in May 2025

Extensive changes have been made to the layout, format and tables. The order of presentation has been revised and new examples added.

### Section headings and numbers

- Section Key points has been removed.
- Section 8 Foreign words and phrases has been renamed to section 8 Foreign words and names
- Section 14 Gender-neutral and bias-free language has been renamed to section 14 Inclusive language.
- Section 17 Translating press releases has been renamed to section 17 Press releases and news items.
- Section 18 Social media and video texts has been renamed to section 18 Social media and video content
- Section 20 Topical has been removed.
- Section 21 Frequently misused and overused has been renumbered and renamed to section 20 Frequently misused or mistranslated.
- Appendix 1 Changes to the English Style Guide has been added.
- Appendix 2 Examples of gender-neutral language has been added.
- Section 22 Useful links has been renamed to Appendix 3 Useful links.

### 1 Punctuation

Use an en dash, instead of an em dash, to emphasise an interruption or introduce an afterthought or a specific explanation. Use the guide's

hyphenation guidelines, unless the word is spelled differently by an organisation or a source referred to in the text.

'Lower-middle income country', 'middle-income country' and 'one-in, one-out principle' have been added to the list of words that should be hyphenated. 'Cybersecurity', 'lifecycle' and 'roundtable' have been added to the list of words that should be written as one word, without a hyphen. 'Capacity building', 'state building' and 'value added tax' have been added as examples of words that should not be hyphenated or written as one word.

Titles of publications, periodicals, legal cases and so on are written in italics in text. Titles of articles within publications, periodicals and so on are enclosed in single quotes. If the title of a government publication has been translated into English, use the English title.

## **2 Spelling**

The spelling 'fora' for the plural of 'forum' is now admitted alongside 'forums'.

## **3 Capitalisation**

Capitalise only the first word of subheadings. When using a shortened form to refer back to a capitalised title in the same text, use the lower case. A descriptive translation in English may be used when the title of a report has not been translated into English. However, it is no longer recommended to include the Finnish title in brackets.

Use the lower case for the names of Finnish acts and decrees that have not yet been enacted. When using the word 'act' or 'decree' to refer back to the specific act or decree in the same text, use upper case in statutes and lower case in other types of texts. While the titles of EU legal acts are not capitalised, many of them have shorter alternative names that are capitalised. Reference to a numbered article in treaties is usually capitalised.

'NATO member states' and 'NATO Allies' have been added to the list of member states. 'UN non-member States' has been replaced with 'UN non-member observer States'.

For proprietary names, follow the capitalisation of the brand or product in question instead of always using capitalisation.

#### 4 Names and titles

Do not use 'Mr' or 'Ms'/'Mrs' with titles. As a rule, avoid using them in most contexts. However, if gender needs to be indicated, use 'Mr' or 'Ms'.

When the Finnish text includes a list of titles and qualifications, translate only the most relevant one. However, in press releases concerning new appointments, the person's academic qualifications may be given and should normally be translated.

As a rule, the names of permanent government bodies are capitalised, while the names of temporary bodies are not. The Finnish 'työryhmä' should be translated as 'working group' in government texts.

Use initial capitals for international agreements, conventions and conferences.

The new entries under Geographical names are: Abhasia – Abkhazia; Azerbaidžan – Azerbaijan; Balkan – the Balkans; Brasilia – Brazil; Gambia – The Gambia; Grönlanti – Greenland; Irbil – Erbil; Jordania – Jordan; Kap Verde – Cabo Verde; Karjala – Karelia; Kiova – Kiev; Länsi-Sahara – Western Sahara; Malesia – Malaysia; Niger – Niger; Nigeria – Nigeria; Persianlahti – the Gulf; Pohjoismaiden ja Baltian alua – the Nordic–Baltic region; Praha – Prague; Riad – Riyadh; Ruanda – Rwanda; Sahara – the Sahara; Sahel – the Sahel; Saudi-Arabia – Saudi Arabia; Seychellit – Seychelles; Somalia – Somalia; Soul – Seoul; Tšetšenia – Chechnya; Turkki – Türkiye; Valko-Venäjä – Belarus.

The short form of the Democratic Republic of the Congo is 'the DRC', while 'the Congo' is the short form of the Republic of the Congo. Use the singular form 'the Palestinian territory' in government texts. Generally use the short form 'Czechia' instead of the long form 'the Czech Republic'. Use 'the British', 'Brit' or 'Briton' to refer to the citizens of the UK.

## 7 Abbreviations

For work that will be presented in the United States, use the abbreviation 'U.S.' instead of 'US'. When deciding whether to use the definite article with abbreviations of UN agencies, follow the advice of the relevant organisation's style guide instead of this guide.

## 8 Foreign words and names

You should always check the spelling of foreign names. Sometimes foreign proper names are spelled differently in English and in Finnish either for historical reasons or because of differences in transliteration and transcription systems. The spelling 'Qur'an' is now admitted alongside 'Quran'.

## 9 Parts of speech

Do not use an article before the job title if it is the official capitalised title and precedes the person's name. The title and name are considered a single unit with no commas. Use a definite article before the job title and a comma after it if you are giving the person's name as additional information.

## 10 Lists

The guide now includes more detailed guidance on how to make lists in slide presentations. It also gives examples of how to harmonise the first word in lists.

## 11 Legal language

While the names of acts and decrees should be written in title case in English, the lower case should be used for the names of acts and decrees that have not yet been enacted. References to provisions of Finnish written as a list of the relevant parts of the statute separated by commas. The parts of the statute are written in lower case.

'Liite' should be translated as 'annex' in legal texts and as 'appendix' in other types of texts. In applications and calls for proposals, the appropriate translation of 'liitteet' is often 'supporting documents'.

## 12 Correspondence

The guide now gives advice on the forms of address in emails and letters and a checklist for writing emails.

## 13 Citations and references

While the guidance on citations and references is essentially the same as before, it has been expanded and revised. As there are different referencing systems, you should use the system decided by the publisher and be consistent. When translating, use the source text convention.

## 14 Inclusive language

The section on gender-neutral and bias-free language has been expanded into a section on inclusive language.

The recommended translation of 'ikäntyneet' is now 'older adults' or 'older people'. Do not use 'the elderly' or 'elderly people'. 'Ikäntyvät/ikäntyneet työntekijät' can be translated as 'ageing' or 'older' employees/workers. For 'vammainen' or 'vammainen', use 'person with a disability' or 'people with disabilities'. You can also use 'disabled people' if you choose to use the identity-first approach. For 'muistisairas' or 'muistisairaat', use 'person living with dementia' or 'people with dementia'.

## 16 Speeches

The guide now gives advice on a standard format for speeches in English and provides suggestions for greeting the audience.

## 17 Press releases and news items

When 'muutosvarauksin' refers to a speech, translate it as 'check against delivery'. If it refers to a programme for an event, use 'subject to change'. For headings of joint press releases, list the names of the ministries (or agencies), separated by commas (do not use just 'Press release').

The advice on headlines of press releases and news items has been refined. Use the infinitive to refer to upcoming events and the simple present to refer to past events. Use a verb even if the Finnish headline does not have one. Active voice often works better in English. Do not start a headline with an article and avoid using articles in headlines in general unless part of a proper name. However, when a headline includes a quote, do not put the quote in headline style.

When writing for an international audience, it may be necessary to add a reference to Finland for clarity. When officials or organisations of more than one country are mentioned, it is often helpful to repeat the relevant country in the text.

As a rule, spell out acronyms and initialisms when first mentioned and give the abbreviation in brackets, unless they are well known. 'EU', 'UN' and 'UK' can be used in headlines, but not 'PM'.

When attributing direct quotes, use 'said' or 'says' even if the Finnish uses other verbs.

The guide now gives advice on how to translate 'lausuntopyyntö' and 'lausuntokierros' in press releases and news items.

When an online government service is available in English, use the English name. When a service is not available in English, use the Finnish name and add an explanation in English.

Translate 'Lisätietoja' as 'Inquiries' when followed by contact details and as 'Read more', or some other alternative best suited to the context, when followed by links.

Use the same email address formatting as in the Finnish. Do not translate email addresses that use the name of a function. When advice is given on the formatting of email addresses at the end of press releases or news items, use the phrase 'The email addresses of [the ministry] are in the format `firstname.lastname@gov.fi`.'

## 18 Social media and video content

Consult the social media platform in question to check permitted character lengths and other rules or practices. Write in a friendly but professional tone. Use the active voice and avoid the passive voice. When translating a post, keep the meaning as close as possible to the original, while also making the translated post easy to read and understand.

## 19 Government and administration

The advice on translating 'valtio' has been specified.

'Paikallishallinto' is translated as 'local government' and refers collectively to municipal and county government. This is an expansion of the previous definition in which local government referred only to municipalities. 'Kunta' is translated as 'municipality' and 'hyvinvointialue' as 'wellbeing services county' or 'county'. 'Maakunta' is translated as region and 'Ahvenanmaan maakunta' as 'Åland' or 'the autonomous region of Åland'.

The preferred translation of 'hallinnonala' is 'branch of government'. If necessary, 'government branch' can also be used instead of the older translation 'administrative branch'.

The Finnish 'edustusto' translates as 'mission' or 'representation'. The plural 'edustustot' usually translates as 'diplomatic and consular missions'. Embassy (suurlähetystö) usually refers to the building occupied by the offices of a diplomatic mission headed by an ambassador, although it may be used as a synonym for such a diplomatic mission. The names of permanent missions to international organisations vary.

As a rule, translate 'valtion talousarvio' or 'valtion budjetti' as 'the Budget', although in certain contexts it may be translated as the 'central government budget' or the 'national budget'. Bear in mind that 'talousarvioehdotus' is submitted by a ministry to the Ministry of Finance, while 'talousarvioesitys' is given by the Government to Parliament.

'Ministeri' can mean a government minister or it can be an honorary title. The titles of government ministers should be capitalised, while the honorary title of

'ministeri' can be translated as 'minister'. Use 'former government minister' if the person referred to is no longer a government minister and does not hold the honorary title of 'ministeri'.

'Presidentti' can refer to the sitting president or be used as the honorary title of a former president. The official title of the current president is 'President of the Republic of Finland'. The shorter forms 'President of the Republic' and 'President' can also be used. When referring to former presidents, use 'former President of Finland' after the name. Previously, the recommendation was to use 'former President' before the name.

'Asianomainen viranomainen' can be translated as 'relevant authority' or 'appropriate authority'.

Translate 'puheenjohtaja' as 'chair' or 'chairperson'. The translation of 'puheenjohtajuus' depends on the organisation in question.

When translating the names of EU institutions, make sure to use the correct forms in English.

'Poikkihallinnollinen' can be translated as 'cross-government' when it refers to ministries. 'Interadministrative' may be used to refer to involvement of different administrative levels, regions or bodies. 'Intersectoral' or 'cross-sectoral' usually refers to sectors of the economy.

While 'kirjaamo' is translated as 'registry', do not translate 'kirjaamo' when it is part of an email address.

## **20 Frequently misused or mistranslated**

Translate 'hyvinvointi' as 'wellbeing' and 'terveydenhuolto' as 'healthcare'. In the Finnish context, translate 'sosiaalihuolto' as 'social welfare'. Write 'health' before 'social' or 'wellbeing' even if in Finnish they are in the opposite order, except in existing names of organisations.

Finnish often uses 'kansalaiset' to refer to anybody living in Finland. In this case, translations other than 'citizen' often work better: people, people in

Finland, (members of) the public, the general public. In English, 'citizen' is a more narrow legal term referring to people who have citizenship of a country.

'Kokonaisuus' does not usually translate as 'entity' or 'whole'. Consider other alternatives first, such as 'package', 'set', 'mix', 'unit' or 'part'. You can also reformulate the sentence to leave 'kokonaisuus' out.

In government and administration, 'ohjata' and 'ohjaus' are used to describe a wide variety of activities. Depending on the context, translate them as: guide, guidance, direct, direction, manage, management, oversee, oversight, coordinate, coordination or control. You can also use a combination, such as 'guidance and direction'. Avoid translating 'ohjata' and 'ohjaus' as 'steer' and 'steering', except for established terms and when the meaning is to physically steer something such as a vehicle. However, use 'steering' when referring to 'hyvinvointialueiden ohjaus' conducted by government ministries.

In government texts, translate 'saamelaiset' as 'the Sami' unless you are translating for an audience or an organisation that prefers another spelling ('Sámi' or 'Saami').

Always check how the Finnish '-tunnus' is translated into English in each case. Besides 'code', '-tunnus' could translate as 'ID', 'logo', 'label', 'symbol', 'number' or 'credentials'.

'Fewer' answers how many. 'Less' answers how much.

## Appendix 2 Examples of gender-neutral language

In contexts where the Finnish 'hän' or the third-person possessive suffix covers any gender, you can use different strategies, such as:

### Changing to plural

FI: Opiskelija voi ensimmäisenä lukuvuonna ilmoittautua poissa olevaksi myös, jos hän on estynyt aloittamasta opintojaan covid-19-epidemiaan liittyvän viranomais määräyksen vuoksi taikka muusta epidemiaan liittyvästä painavasta syystä.

EN: In the first academic year, students may also register as non-attending if they are unable to commence their studies due to an official regulation relating to the COVID-19 epidemic or some other serious grounds relating to the epidemic.

FI: Opiskelija, joka ei ole ilmoittautunut 39 §:ssä säädetyllä tavalla tai suorittanut opintojaan 41 §:ssä säädetyssä ajassa tai 42 §:n mukaisessa lisäajassa, samoin kuin opiskelija, jolle ei ole myönnetty lisäaikaa opintojen loppuun saattamiseen, menettää opiskeluoikeutensa. Jos tällainen opiskelija haluaa myöhemmin aloittaa opintonsa tai jatkaa niitä, hänen on haettava yliopistolta oikeutta päästä uudelleen opiskelijaksi.

EN: Students who have not enrolled and registered in the manner specified in section 39, or who fail to complete their studies within the time period specified in section 41 or within the extended period of time specified in section 42, as well as students who have not been granted an extension to their studies, forfeit their right to study. Should such students later wish to start or resume their studies, they shall reapply to the university for admission.

### Repeating the noun

FI: Jos pelaaja on asettanut rahapelikohtaisen eston, hänelle saa kohdistaa ainoastaan sellaisen rahapelin markkinointia, jonka pelaamista hän ei ole itse estänyt.

EN: If a player has set a game-specific block on gambling, the player may only

be subject to the marketing of the gambling games that the player has not personally blocked.

### Reformulating the sentence to avoid the pronoun

FI: Ministeri voi valintansa mukaan joko vannoa virkavalan tai antaa virkavakuutuksen riippumatta hänen kuulumisestaan uskonnolliseen yhdyskuntaan.

EN: The minister may choose either to take an oath of office or make an affirmation of office, irrespective of any affiliation with a religious community.

### Using the imperative form

FI: Hakijan tulee lähettää hakemuksensa viimeistään 14.3.

EN: Please submit your application on 14 March at the latest.

### Substituting 'the' or 'that' for the possessive pronoun

FI: Hakijaa pyydetään täydentämään hakemustaan.

EN: The applicant is requested to supplement the application.

### Using singular 'they'

FI: Asealan elinkeinoluvan haltijan on ilmoitettava myös hallussaan olevan ampuma-aseen muuntamisesta ja aseiden deaktivoinnista ja hävittämisestä.

EN: The holder of a firearms business licence shall also submit a notice on the conversion of a firearm in their possession and on the deactivation and destruction of a firearm.

FI: Ampuma-asekouluttajaksi voidaan hyväksyä se, joka on: 1) täyttänyt 20 vuotta ja suostuu tehtävään; ...

EN: A person may be approved as a firearms instructor if they: 1) have reached the age of 20 and agree to the position; ...

FI: Jokaisella on oikeus omassa asiassaan käyttää suomea tai ruotsia ja saada toimituskirja käyttämällään kielellä.

EN: Everyone has the right to use either Finnish or Swedish in matters concerning them and to obtain official documents in the language they use.

## Appendix 3 Useful links

### Finland

**Finnish Government Termbank Valter:** multilingual termbank containing glossaries compiled by the Prime Minister's Office or other Government agencies

<https://valter.sanakirja.fi/>

**Glossaries and guidance:** a collection of glossaries and guidance produced by the Prime Minister's Office as well as the contact details of the Terminology Service of the Prime Minister's Office, translation memory files and links to other glossaries

<https://valtioneuvosto.fi/kaannos-ja-kielipalvelut/sanastot>

<https://valtioneuvosto.fi/en/translation-and-language-services/glossaries>

### Legal language in Finland

**Eduskuntasanasto:** a glossary of Finnish Parliament terms available on three websites

Finnish Government Termbank Valter

<https://valter.sanakirja.fi/>

Finnish Parliament termbank

<https://mot.kielikone.fi/mot/eduskuntasanasto/netmot>

Parliamentary Office publication 2/2008 (PDF)

[https://www.eduskunta.fi/FI/naineduskuntatoimii/julkaisut/Documents/ekj\\_2+2008.pdf](https://www.eduskunta.fi/FI/naineduskuntatoimii/julkaisut/Documents/ekj_2+2008.pdf)

**Finlex Translations of Finnish acts and decrees:** unofficial translations of Finnish acts and decrees

<https://finlex.fi/fi/lainsaadanto/saadoskaannokset>

**Lainsäädäntösanasto:** a glossary of legislative terms and phrases available on three websites

Finnish Government Termbank Valter

<https://valter.sanakirja.fi/>

Glossaries and guidance, Prime Minister's Office (PDF)

[https://valtioneuvosto.fi/documents/10616/3457861/Lainsäädäntösanasto+\(fi-sv-en\).pdf/4116fc9d-94b5-47de-ba23-39a5c6f8f94a/](https://valtioneuvosto.fi/documents/10616/3457861/Lainsäädäntösanasto+(fi-sv-en).pdf/4116fc9d-94b5-47de-ba23-39a5c6f8f94a/)

Translations of Finnish acts and decrees in Finlex

<https://finlex.fi/fi/lainsaadanto/saadaskaannokset>

**Säädösten kääntäminen englanniksi ja valtiosopimusten**

**suomentaminen:** a guide to translating Finnish acts and decrees into English and international treaties into Finnish published by the Prime Minister's Office

<http://urn.fi/URN:ISBN:978-952-287-705-5>

**Tuomioistuinsanasto:** a glossary of court terms available on two websites

Finnish Government Termbank Valter

<https://valter.sanakirja.fi/>

Translations of Finnish acts and decrees in Finlex

<https://finlex.fi/fi/lainsaadanto/saadaskaannokset>

**Valtiosopimussanasto:** a glossary of terms relating to international treaties published by the Ministry for Foreign Affairs as an appendix to Valtiosopimusopas (Treaty Guide)

Valtiosopimussanasto (PDF)

[https://julkaisut.valtioneuvosto.fi/bitstream/handle/10024/163300/UM\\_2021\\_02-liitteet.pdf](https://julkaisut.valtioneuvosto.fi/bitstream/handle/10024/163300/UM_2021_02-liitteet.pdf)

Valtiosopimusopas: Kansainvälisten ja EU-sopimusten valmistelua ja voimaansaattamista koskevat ohjeet (2021)

<http://urn.fi/URN:ISBN:978-952-281-344-2>

## European Union

European Commission, English Style Guide (PDF)

[https://commission.europa.eu/system/files/2023-11/styleguide\\_english\\_dgt\\_en.pdf](https://commission.europa.eu/system/files/2023-11/styleguide_english_dgt_en.pdf)

European Commission, Language-specific information for translating into English

[https://commission.europa.eu/resources-partners/translation-and-drafting-resources/guidelines-translation/language-specific-information-translating-english\\_en](https://commission.europa.eu/resources-partners/translation-and-drafting-resources/guidelines-translation/language-specific-information-translating-english_en)

European Commission, Web writing guidelines

[https://commission.europa.eu/resources-partners/europa-web-guide/design-content-and-development/content/web-writing-guidelines\\_en](https://commission.europa.eu/resources-partners/europa-web-guide/design-content-and-development/content/web-writing-guidelines_en)

EUR-Lex

<https://eur-lex.europa.eu/homepage.html>

Interinstitutional Style Guide

<https://style-guide.europa.eu/en/>

## International organisations

Council of Europe English Style Guide (PDF)

[https://www.ecml.at/Portals/1/6MTP/6mtp\\_programme%20management/CoE%20style-guide%20EN\\_2021.pdf](https://www.ecml.at/Portals/1/6MTP/6mtp_programme%20management/CoE%20style-guide%20EN_2021.pdf)

NATO English Styleguide (PDF)

[https://www.nato.int/clearwriting/clearwriting\\_files/docs/clearwriting\\_styleguide.pdf](https://www.nato.int/clearwriting/clearwriting_files/docs/clearwriting_styleguide.pdf)

NATO Terminology Database NATOTerm

<https://nso.nato.int/natoterm>

OECD Style Guide

[https://www.oecd.org/en/publications/oecd-style-guide\\_9789264243439-en.html](https://www.oecd.org/en/publications/oecd-style-guide_9789264243439-en.html)

United Nations Correspondence Manual (PDF)

<https://archive.unu.edu/hq/library/resource/UN-correspondence-manual.pdf>

United Nations Editorial Manual

<https://www.un.org/dgacm/en/content/editorial-manual>

United Nations Terminology Database UNTERM

<https://unterm.un.org/unterm2/en/>

## United Kingdom

Government Digital Service, Style guide

<https://www.gov.uk/guidance/style-guide>

Government Digital Service, How to publish on GOV.UK

<https://www.gov.uk/guidance/how-to-publish-on-gov-uk>

Government Digital Service blog: Content quality spot checks explained

<https://insidegovuk.blog.gov.uk/2014/02/14/content-quality-spot-checks-explained/>

Government Digital Service blog: What to check before you publish

<https://insidegovuk.blog.gov.uk/2014/05/29/what-to-check-before-you-publish-a-2i-checklist/>

Office for National Statistics, Content style guide

<https://service-manual.ons.gov.uk/content>

University of Oxford Style Guide

<https://www.ox.ac.uk/public-affairs/style-guide>

## Canada

Canadian Translation Bureau

<https://www.canada.ca/en/translation-bureau.html>

Government of Canada, TERMIUM Plus terminology and linguistic data bank

<https://www.btb.termiumplus.gc.ca/>

## Language usage

European Commission, Claire's Clear Writing Tips (PDF)

[https://commission.europa.eu/system/files/2016-12/clear\\_writing\\_tips\\_en.pdf](https://commission.europa.eu/system/files/2016-12/clear_writing_tips_en.pdf)

European Commission, How to write clearly

<https://op.europa.eu/publication-detail/-/publication/bb87884e-4cb6-4985-b796-70784ee181ce>

Plain English Campaign, Free guides

<https://www.plainenglish.co.uk/free-guides>

University of Manchester, Academic Phrasebank

<https://www.phrasebank.manchester.ac.uk/>

## Inclusive language

Council of the European Union, Inclusive Communication in the GSC (PDF)

[https://www.consilium.europa.eu/media/35446/en\\_brochure-inclusive-communication-in-the-gsc.pdf](https://www.consilium.europa.eu/media/35446/en_brochure-inclusive-communication-in-the-gsc.pdf)

European Parliament, Gender neutral language in the European Parliament (PDF)

[https://www.europarl.europa.eu/cmsdata/151780/GNL\\_Guidelines\\_EN.pdf](https://www.europarl.europa.eu/cmsdata/151780/GNL_Guidelines_EN.pdf)

Government of Canada, Inclusive writing – Guidance and resources

<https://www.noslangues-ourlanguages.gc.ca/en/writing-tips-plus/inclusive-writing-guidelines-resources>

National Center on Disability and Journalism, Disability Language Style Guide

<https://ncdj.org/style-guide/>

NATO Gender-Inclusive Language Manual (PDF)

[https://www.nato.int/nato\\_static\\_fl2014/assets/pictures/images\\_mfu/2021/5/pdf/210514-GIL-Manual\\_en.pdf](https://www.nato.int/nato_static_fl2014/assets/pictures/images_mfu/2021/5/pdf/210514-GIL-Manual_en.pdf)

United Nations, Disability Inclusive Language Guidelines

<https://www.ungeneva.org/en/about/accessibility/disability-inclusive-language>

United Nations, Guidelines for gender-inclusive language in English

<https://www.un.org/en/gender-inclusive-language/guidelines.shtml>

## Referencing

Quick guide to Harvard referencing

<https://www5.open.ac.uk/library/referencing-and-plagiarism/quick-guide-to-harvard-referencing-cite-them-right>

University of York, Referencing styles – a Practical Guide

<https://subjectguides.york.ac.uk/referencing-style-guides/home>

## Media

BBC News style guide

<https://www.bbc.co.uk/newsstyleguide/>

Guardian and Observer style guide

<https://www.theguardian.com/info/series/guardian-and-observer-style-guide>

The Telegraph style book

<https://www.telegraph.co.uk/style-book/>

## Country names

Institute for the Languages of Finland, Names of countries in seven languages

<http://kaino.kotus.fi/maidennimet/index.php?h=en>

UK Foreign, Commonwealth & Development Office, Geographical names

index: for the list of country names, select 'View online' under 'Country names'

<https://www.gov.uk/government/publications/geographical-names-and-information>