



UNIVERSIDAD  
DE GRANADA

**UGR English Style Guide**  
*for drafting and translating institutional texts*

First edition

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# Introduction




The internationalization of higher education entails that an ever-growing array of contents — from websites, academic agreements, and research news, to course guides and audiovisual contents — must be made available in English, the current international lingua franca. To address this challenge, this Style Guide aims to play a key role in improving the quality and consistency of the institutional texts developed in English for our international readers.

This Guide is designed primarily as a language resource for in-house and freelance translators; administrative and support staff (PAS); and teaching and research staff (PDI) who are responsible for producing institutional texts in English at the University of Granada (UGR). In a similar vein to [UGRTerm](#) — the University of Granada’s bilingual (Spanish-English) database of academic and institutional terms, this handbook provides a set of standardised linguistic conventions that are recommended for in-house usage at the UGR. In this sense, it is not intended as an academic style guide (excellent resources such as *the Publication Manual of the American Psychological Association* already amply fulfil this need). Rather, the overarching aim of this Guide is to facilitate clearer communication, both internally and externally, at the University of Granada.

For the purposes of consistency, and to reflect the UGR’s socio-geographical context, this Guide is based on the conventions of European English and, where relevant, standard British English usage. In this regard, it is loosely based on existing style guides such as the EU’s *English Style Guide: A handbook for authors and translators in the European Commission*; Xarxa Vives d'Universitats’ *Interuniversity Style Guide for Writing Institutional Texts in English*; and the *University of Oxford Style Guide*.

It is divided into nine thematic sections that cover specific topics such as abbreviations, capitalisation, punctuation, emphasising text, and

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spelling as well as broader editorial issues such as accessible and non-discriminatory language, common translation issues, and writing tips.

As a bearer of knowledge, our University must demonstrate consistency in these areas in order to ensure that our institutional content is as clear, reader-friendly, and accessible as possible. Greater clarity and inclusiveness facilitate improved access to services among our international students and partners; greater efficiency in our translation processes; enhanced international communication and advertising; and a more consolidated corporate image.

We have made every effort to tailor this text to the specific socio-geographical context of the University of Granada, citing common translation and style issues that have come up in recent years. We have employed a simple convention to differentiate correct/recommended usage from incorrect/non-recommended usage; the former appears within a green text box and is preceded by a tick, while the latter appears within a red text box and is preceded by a cross. We hope that this Guide will serve as a useful reference tool for anyone tasked with translating or producing English-language content at the University of Granada. Nonetheless, especially given that this is the first edition of this text, we view this Style Guide as a working document. Moreover, it should be used alongside [UGRTerm](#), which is constantly being updated and improved.

This project was developed by the Language Services Unit (USL), under the coordination of the Secretariat for Language Services and Resources, as part of the Language Policy implemented by the Vice-Rectorate for Internationalization at the University of Granada. If you would like to share any comments on the content of this Guide, please send an email (in Spanish or English) to [langservices@ugr.es](mailto:langservices@ugr.es).

# Abbreviations

## General observations

Abbreviations are formed by omitting letters from the middle or end of a word. They can be classified into two groups: those that are employed in order to refer to specific terms (e.g. Jan., Fri., Dr) and those that act as shorter alternatives for their longer counterparts.

Abbreviations should be avoided if they interfere with meaning or clarity and should be used sparingly. Unfamiliar terms (especially for Spanish organisations) should be written in their full form on first appearance, followed by their abbreviated form in round brackets. Use the abbreviated form thereafter.

- ✓ The Andalusian School of Public Health (EASP) recently launched a pilot project in residential homes. The EASP will implement the project over the next three years.

However, if an abbreviation or acronym is well known at the international level, you can omit the full form.

- ✓ EU
- ✓ UN
- ✓ UNESCO
- ✓ BBC
- ✓ NATO
- ✓ NGO
- ✓ OECD
- ✓ DNA

Do not use full stops after acronyms or leave gaps between the letters.

To avoid cluttering texts, refrain from repeating abbreviations too often after the first mention. For instance, instead of littering a text with 'UGR', try to alternate between 'the UGR', 'the University', 'our Institution' etc.

Translations of regional and national bodies and organisations should always be accompanied by their respective acronyms in Spanish on first appearance (unless they already have a well-established or standardised acronym in English). This enables the reader to identify the specific body or organisation in question and find it online.

- ✓ The Andalusian Knowledge Agency (AAC) has developed a funding scheme to support biomedical research.
- ✗ The Andalusian Knowledge Agency has developed a funding scheme to support biomedical research.

Abbreviations in another language should be spelt out or explained in English. For instance, repeated references to the ‘MAEUEC’ in a text in Spanish should either be written as the ‘Ministry of Foreign Affairs, European Union and Cooperation (MAEUEC)’, ‘MAEUEC’ or simply ‘the Ministry’, as opposed to an improvised and non-standardised acronym in English like ‘MFAEUC’.

Remember that our international readership will most likely be unfamiliar with well-known Spanish acronyms. If necessary, explain what the organisation or body is or what it does.

If using a considerable number of abbreviations in an extensive document, you should consider adding an abbreviation glossary with the full forms.

## Acronyms

Acronyms are formed using the initial letters of words and are pronounced as words (e.g. NASA, NATO). Acronyms with up to five



letters should be uppercased (e.g. CERN, FEDER). Acronyms with six letters or more are normally written with an initial capital followed by lowercase (e.g. Benelux). Exceptions: UNESCO, UNICEF.

If appropriate, abbreviations can be written in both upper and lowercase to highlight the words of which they are composed (e.g. UGR MediaLab).

## Initialisms

Like acronyms, initialisms are formed using the initial letters of words, but each separate letter is pronounced (e.g. BBC, DVD, CD). Unlike acronyms, initialisms are normally written in uppercase, regardless of their character length. Exceptions: PhD

## Contractions

Contractions are formed by omitting the middle of a word (e.g. Mr, Dr). In line with British usage, they should not be followed by a point.

Colloquial contractions such as ‘didn’t’, ‘wouldn’t’ etc. should be avoided in all formal texts. Do not use contractions in web contents, official statements, press releases or research news articles, except in quoted text. However, if appropriate, they may be used (albeit sparingly) in social media posts. For further information on contractions, consult the [‘Word usage and spelling’](#) section.

## Truncations

Truncations are formed by omitting the end of a word, effectively shortening it. Lesser-used truncations require a point at the end for clarity, e.g. vol. (volume), Feb. (February) chap. (chapter). Plural forms also take a point, e.g. chs. (chapters) 1 and 7.

When truncations pass into common usage and become part of standard English, or if their full form can easily be discerned, they do not require a point at the end (e.g. lab, exam).

## Initials, measurements and compass points

Initials (of a person's full name) should be written with points and spaces (e.g. J. R. R. Tolkien). With regard to compound first names, include both initials, e.g. M. J. (María José).

Measurements do not use a point and should be separated from the number with a space (e.g. 12 km, 6 m).

The points of the compass should not be abbreviated and generally take lowercase (e.g. north, south, east and west).

## Ampersands

Ampersands should be avoided unless they form part of the official name/title of a book, company or organisation. In all other instances, you should spell out 'and'. Exceptions: Q&A (Questions and answers).

However, if you are developing web contents and have limited space, the use of ampersands is appropriate.

# Accessible and non-discriminatory language



## Accessible language

It is essential to tailor the language, register and tone of your writing to the target audience and purpose of the texts at hand. Aspects such as register and tone, for instance, will vary significantly depending on whether you are drafting/translating a formal speech, research news article, social media post, web contents, or an explanation of university regulations or administrative procedures.

With regard to word choice, if possible you should aim to use words that form part of common usage. Our international audience includes many non-native English speakers, so if your text is geared towards this audience, you should choose words that are easily recognisable and understood.

As for sentence structure and length, keep sentences as short as possible, particularly if translating from Spanish, which typically uses longer sentences than English. The use of long sentences does not entail more sophisticated writing. On the contrary, the longer your sentence, the less people understand. And long sentences are not only problematic for people who have difficulties with reading; they are a problem for highly literate people with extensive vocabularies too. In part, this is because people tend to scan for information, rather than read word for word (most people only read approximately 25% of what's on a page). Furthermore, [research](#) shows that when average sentence length is 14 words, readers comprehend about 90% of what they're reading.



However, at 43-words per sentence, comprehension drops to less than 10%. If you're using exclusively plain English, approximately 25 words is acceptable.

Try to break longer sentences down or condense them. If the text contains specialist, technical, legal, scientific, or medical terminology, reduce sentence length as much as possible, preferably to eight words or less, and rarely more than 14. Moreover, explain all specialist terminology as clearly as possible, providing definitions if necessary; never assume that readers will automatically understand terminology.

### Examples:

A text designed to promote our 'Induction Days for International Students' and aimed at this cohort could contain the following phrase:

- ✓ The main aim of our Induction Days is to give you a warm welcome and help you adapt to living in Granada.

Given the subject matter and target audience, a more formal rewording of the text, such as the following, could come across as verbose and needlessly complex:

- ✗ The overriding aim we pursue by means of our outstanding Induction Days is to extend the warm hospitality of the University of Granada to its international student body, lending them a helping hand in the complex process of acclimatising to life in Granada.



Also note that when your text directly addresses the student body, you should use the pronoun ‘you’. Especially when translating from Spanish, try to avoid more formal or impersonal phrasing such as ‘the student must submit’. Rather, simply write ‘you must submit’. Likewise, if drafting an official announcement for the main web in English ([www.ugr.es/en](http://www.ugr.es/en)), remember that your text acts as the voice of the University.

- ✓ This year our university will participate in over 20 academic cooperation projects
- ✗ This year the University will participate in over 20 academic cooperation projects

## Inclusive language

### Disabilities

Do not use ‘the disabled’ and try to avoid ‘disabled people’. Instead, consider alternatives such as ‘people with disabilities’. While the following sentence is acceptable:

- ✓ The UGR strives to ensure that disabled people can access buildings and facilities.

It can be improved by re-wording it as:

- ✓ The UGR strives to ensure that people with disabilities can access buildings and facilities.



Avoid medical labels and verbs and nouns such as ‘to suffer from’ or ‘victim’; use more positive language so as not to reinforce stereotypes.

## Images and video

If you include an image (in print or on a web) with a text, you must provide an “alt text” (alternative text). Alt texts are important because they enable site visitors with visual disabilities to employ assistive technology like screen readers or text-to-speech software to understand what is being shown in an image. For information on how to write appropriate alt text, please visit the following website:

<https://webaim.org/techniques/alttext/>

For videos and audio content you should include a full transcript, if possible, so that people with auditory impairments can access the content equally.

## Cultural diversity

Avoid making distinctions of cultures, race, and tradition, unless it is strictly necessary for the purpose or context of your writing. When appropriate, refer to an individual’s country of origin instead. Avoid using terms such as ‘immigrants(s)’ or ‘asylum seeker(s)’, except in appropriate and specific contexts.



## Gender-neutral language

Avoid the use of gender-specific pronouns that indicate whether a person is male or female. However, if the text directly refers to a specific individual on a particular occasion and you know the person's gender, it is acceptable to use a gender-specific pronoun.

- ✓ Maria Gutiérrez, the chairperson, delivered her keynote speech on Friday morning.
- ✓ The author José Sánchez recently launched his new book.

Use the second person or the imperative in instructions and guidance:

- ✓ You should fill in the application form as soon as possible.
- ✓ Fill in the application form as soon as possible.
- ✗ The applicant should fill in his/her form as soon as possible.

Where appropriate, you can also write in the plural form in formal texts.

- ✓ Students must adhere to the honour code when submitting their work.
- ✓ This rule only applies to students who have not submitted all of their coursework.

Or leave out the pronoun:

- ✓ The spokesperson expressed sincere gratitude.
- ✗ The spokesperson expressed his/her sincere gratitude.



You can also use ‘the’ or ‘that’ in place of the possessive pronoun:

✓ A member of the student union can submit the application form.

✗ A member of the student union can submit his/her application form.

Use ‘their’/theirs/they/them’ to refer back to a singular noun.

✓ Talk to a qualified expert and seek their advice.

Formerly, this device was viewed by some as being ungrammatical. However, as this [Oxford English dictionary blog post](#) points out, the use of plural pronouns to refer back to a singular noun dates back at least as far as the 14<sup>th</sup> century. Currently, it is widely used and commonly accepted both in speech and in writing.

Where possible, avoid the use of gender marking in job titles, which entails the use of nouns that carry a built-in presupposition that a man or a woman performs a particular role, e.g. ‘chairman’, ‘chairwoman’.

#### UGR convention

chairperson, chair

spokesperson

author

poet

✓ actor

salesperson,  
sales representative

tradesperson

craftperson

firefighter

flight attendant

#### Not recommended

chairman, chairwoman

spokesman, spokeswoman

authoress

poetess

✗ actress

salesman,  
saleswoman

tradesman, tradeswoman

craftsman, craftswoman

fireman, firewoman

steward, stewardess



## General rules

The issue of whether or not to capitalise certain words is the subject of debate and varies in accordance with geographical regions (e.g. it is common in the US to capitalise articles and even prepositions in news headlines but very uncommon in the UK).

However, there is a general tendency in the higher education context to capitalise words that are deemed important. Resist this tendency, as unnecessary capitalisation can be distracting.

As a general rule of thumb, use capitalisation as sparingly as possible. Proper nouns (people, organisations, places, etc.) and titles normally take an initial capital but common nouns do not.

## Proper nouns

Capitalise all of the words (except articles, conjunctions or prepositions) that make up the official name of an organisation, institution, service, faculty, school, department or committee.

- ✓ the Vice-Rectorate for Outreach and Heritage
- ✓ the Department of Inorganic Chemistry
- ✓ the Faculty of Law

If writing in the plural form or in a general and non-specific way, then use lowercase.

- ✓ In total, the UGR has 22 faculties and 4 schools.
- ✗ In total, the UGR has 22 Faculties and 4 Schools.

## The University of Granada

Always capitalise the ‘University of Granada’, and also the ‘University’ when this refers specifically to the ‘University of Granada’.

- ✓ The University of Granada is the largest local employer in Granada. The University has over 6,000 staff members.

However, use lowercase when employing ‘university’ as an adjective.

- ✓ The University of Granada provides top-quality services. These university services are tailored to the diverse needs of our students.

Additionally, use lowercase if referring to different universities in a general sense or to the concept of ‘a university’.

- ✓ A significant challenge for European universities is population ageing.
- ✓ A university should always strive to safeguard academic freedom.

Capitalise all three letters of the ‘UGR’

- ✗ ‘Ugr’ or ‘UGr’

Note that the initialism ‘UGR’ should be preceded by the definite article ‘the’, unless it is being used as an adjective.

- ✓ The UGR is the most popular study destination among European Erasmus+ students.
- ✓ UGR researchers are constantly innovating.

However, if you have limited space in a headline etc., you can omit the definite article from ‘the UGR’.

- ✓ UGR launches International Arts Festival

## Official posts and titles

- ✓ Pilar Aranda became the Rector of the University of Granada in 2015.

but

- ✓ The conference was attended by rectors from all over Spain.
- ✗ The conference was attended by Rectors from all over Spain.
- ✓ Dean of the Faculty of Education
- ✓ Vice-Rector for Research and Knowledge Transfer

## Programmes, policies, agendas, strategies, action plans, projects, agreements, conferences and seminars

These are placed in uppercase.

- ✓ UGR International Mobility Programme
- ✓ UGR Language Policy
- ✓ UGR Internationalization Strategy
- ✗ UGR internationalization strategy

Also note that the first word in a subtitle (after a colon) is capitalised.

- ✓ Internationalization Strategies: A Bottom-Up Approach

## Publications

The titles of all published works (theses, books, journals, films, paintings, etc.) should be capitalised and placed in italics.

- ✓ the book *Lord Jim*
- ✓ the thesis *Non-Cooperative Games*
- ✓ the film *Rear Window*
- ✓ the journal *Science Advances*

However, only the first word in the title of an article or book chapter should be capitalised. The title should not be placed in italics. Rather, enclose it in single quotation marks.

- ✓ The research group recently published the article ‘Skin color-specific and spectrally-selective naked-eye dosimetry of UVA, B and C radiations’.

## Geographical names and political divisions

Capitalise proper nouns such as ‘Northern Ireland’, but use lowercase when referring to geographical regions such as ‘southern Spain’.

- ✓ the Costa del Sol
- ✓ the Iberian Peninsula
- ✓ He lives in western France.
- ✗ He lives in Western France.

The initial article in Spanish place names should be capitalised, even if it is more common in lowercase in Spanish.

- ✓ There is an excellent skiing resort in La Sierra Nevada mountain range.

## Dates, periods and events

Use initial capitals.

- ✓ Middle Ages
- ✓ First World War
- ✓ European Researchers’ Night
- ✓ Wednesday, Thursday, Friday
- ✓ Easter, Christmas
- ✓ January, February, March

However, use lowercase for the seasons.

- ✓ winter
- ✓ summer enrolment period

## Headlines, webpage headings and journal articles

Always capitalise the first word and any proper nouns.

- ✓ Major UGR study reveals Great Barrier Reef's 30,000-year fight for survival

## Degrees, courses and subject areas

Capitalise when referring to specific degrees or course titles, but do not capitalise subject areas or fields.

- ✓ Our Master's Degree in Archaeology [specific degree] provides students with the practical skills to pursue a career in the field of archaeology [general field].
- ✓ Theoretical Foundations for the Interpretation of Narrative and Dramatic Texts [specific course on a degree].
- ✓ The UGR excels in the fields of mathematics, information sciences and linguistics [subject areas].
- ✓ I'm studying for a degree in philosophy [non-specific].

## Grades

All grades are capitalised.

- ✓ Fail
- ✓ Pass
- ✓ Very Good
- ✓ Excellent

## All capitals

Do not use all capitals for emphasis in running texts or webpage headings as this can lead to over-emphasis and can interfere with the reading and comprehension process. Instead, for emphasis use bold (sparingly and appropriately).

✗ OUR MASTER'S DEGREES

## In quotations

Use initial capitals in quotations in running text when the quotation is a complete sentence on its own.

✓ The researcher explains that: “The findings represent a significant breakthrough in the field of biomedical science.”

If it is not a full quotation, however, do not capitalise the first word enclosed within the quotation marks.

✓ The research team highlights that “a more comprehensive analysis is needed in order to verify these preliminary results”.

## State or state?

Generally speaking, write ‘state’ in lowercase,

✓ foreign state

✓ democratic state

✓ state control

except when referring to specific states

✓ EU Member States

## With brackets

When the text inside round brackets forms a complete sentence, capitalise the first letter of the first word.

- ✓ The application period normally runs from June to August. (Please note that this period may be extended to September.)

If the text inside the brackets is to be inserted within another sentence, do not capitalise the first letter of the sentence or end it with a full stop.

- ✓ The application form must be submitted by all students (including international students) before 16 April.

## In bullet points

Bullet points that continue a previous sentence, but do not make up a sentence on their own, do not need to be capitalised.

- ✓ By studying this course you will:
  - acquire an in-depth understanding of 20<sup>th</sup> century art in Spain
  - challenge yourself with new topics and concepts

Likewise, if the bullet points are not full sentences, then there is no need to use capitals.

- ✓ In order to enrol you must submit the following documents:
  - valid passport or ID card

If the bullet points use full sentences, then begin the sentence with a capital.

- ✓ Please note the following points:
  - Exams will be held on Saturdays only if completely necessary.

## Italics

Avoid overusing italics to provide emphasis. Italics should normally be used for:

Titles of publications, books, journals, newspapers, periodicals, films, and musical works. Note that ‘The’ should be capitalised and italicised too if it forms part of the title, otherwise use lower case:

✓ *The Guardian*

✗ “The Guardian”

Italics are often commonly used for foreign-language words and short phrases, except for proper names, names of people, bodies and places. When applicable, retain the relevant accents:

✓ *raison d'être*

Bear in mind that some foreign words have already been absorbed into current English and they are not italicised, for example: ad hoc, per se, in situ, status quo, etc.

Italics are also commonly used for scientific species names:

✓ *Quercus rubra*

Note that the genus name is always capitalised (here ‘*Quercus*’) but the species epithet is written in lowercase (here ‘*rubra*’). This rule applies even if the species epithet derives from a proper name e.g. *Salvia hispanica*. If in doubt about how to write a chemical substance and compound, adhere to the conventions used in the European Inventory of Existing Commercial Chemical Substances (EINECS).



Unlike titles of full works like books or newspapers, titles of short works like chapters, articles, stories or poems should not be italicised. Instead, place them in single quotation marks.

✓ The piece, entitled 'Los cielos cabizajos', is an unfinished tone poem composed by the Granada-based journalist and musician Jesús Arias.

✗ The piece, entitled *Los cielos cabizbajos*, is an unfinished tone poem composed by the Granada-based journalist and musician Jesús Arias.

Word for word quotations are placed in quotation marks and the text is not italicised.

✓ "This strategy takes the latest innovations in healthcare into account", the Vice-Rector explains.

✗ '*This strategy takes the latest innovations in healthcare into account*', the Vice-Rector explains.

## Bold

Bold text is often used to highlight key pieces of information or to show changes of subjects in running text. It can also be used in headings and titles. However, use bold type very sparingly.

## Underlining

Avoid underlining for highlighting or emphasising text as this generally indicates hyperlinks and it can confuse web users. Use bold (minimally) instead.

## Names

You should always follow a consistent pattern when writing names. Give the title, forename and surname of an individual upon first mention of them in a text. In all subsequent references to them, use either their surname only or their title and surname.

The majority of Spanish people have two surnames. The convention is to write their full name at first mention and then only write their first surname in subsequent mentions. However, if their first surname is very common and this could cause confusion or ambiguity, write both surnames. If, for instance, a text mentions multiple people with the surname 'López' and you wish to refer to just one of these individuals, then use both of the person's surnames.

If translating from Spanish and the source text does not use titles such as "Dr" or "Prof", then do not use any either.

- ✓ Dr Eva Caruana joined the research team in 2019.
- ✓ Dr Caruana is an expert in nanotechnology.
- ✓ Caruana has made significant contributions to the project.

## UGR titles and ranks

Please refer directly to [UGRTerm](#) — the University of Granada's bilingual database of official nomenclature and higher education terminology — to consult the official terminology for university teaching and research staff categories, as well as support staff categories and positions.

Use uppercase if referring to a specific person holding a specific post.

- ✓ The Vice-Rector for Research and Knowledge Transfer, Enrique Herrera Viedma, is a Full Professor of Computer Science and AI.

Also capitalise if there is only a single person holding the position, even if you do not know the person's name.


- ✓ Who is the Dean of the Faculty?

Use lowercase when referring to positions in a generic sense.

- ✓ A number of senior lecturers are involved in the project.

Use 'Ms' in English (not Mrs) unless you are sure the person in question prefers 'Mrs'.

## UGR bodies, services and departments

Please refer directly to [UGRTerm](#) to ensure you write the names of the UGR's faculties, departments, services etc. correctly. You can copy any term in [UGRTerm](#) to your clipboard using the  symbol.

As a general rule, refer to your school, faculty or department using 'we' and 'our' (e.g. 'at our department, we pride ourselves on...'). This will make your writing come across as more personal and engaging.

## Government in Spain

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

Spain is divided into 17 first-level political/administrative units known as autonomous regions or communities (in Spanish: *comunidades autónomas*) that were created in line with the Spanish constitution of 1978. The title of “Presidente del Gobierno de España” should be translated as “Prime Minister of Spain”.

The Spanish Parliament, called “Las Cortes Generales”, is a bicameral parliament and comprises the Congress of Deputies (lower house) and the Spanish Senate (upper house).

Every autonomous region in Spain has its own parliamentary assembly. The parliamentary assembly of Andalusia should be translated as the “Andalusian Parliament”.

The name of the government of the autonomous region of Andalusia, known as the “Junta de Andalucía” in Spanish, should be translated as the “Regional Government of Andalusia”.

Spanish	English
Reino de España	Kingdom of Spain
Presidente de Gobierno de España	Prime Minister of Spain
Las Cortes Generales	Spanish Parliament
Congreso de los Diputados	Congress of Deputies
Senado de España	Spanish Senate
comunidad autónoma	autonomous community <i>or</i> autonomous region
junta ( <i>de una comunidad autónoma</i> )	regional government

## External and international bodies

[UGRTerm](#) contains the official names, both in Spanish and in English, of a significant number of the most important EU bodies and organisations (particularly those related to the higher education sector). If you cannot find the official name of an international organisation or body in [UGRTerm](#), then follow these rules:

- If a body or institution has an official name in English, then always use it

✓ Cruz Roja → ‘Red Cross’ or the full name ‘International Red Cross and Red Crescent Movement’.

- If a body’s name serves as a description of what it does, such as a government ministry, then provide a translation of it. Opt for official, commonly accepted or (at least) previously used translations.

- However, if an organisation’s name is essentially a brand or a proper name, such as a company name, then leave it in the original language and either add an ad hoc translation or provide an explanation of what it does on first mention.

✓ The founding of Geándalus Turismo Geológico S.L., a spin-off company that provides services in geology tourism, was supported by the University of Granada.

✓ Geándalus Turismo Geológico S.L. [a geology tourism spin-off company] submitted the project proposal.

Consult [UGRTerm](#) when referring to a brand or service that belongs to the University of Granada, bearing in mind that in some instances the original names in Spanish have been maintained.

- ✓ The “abiertaUGR” MOOC Platform is currently offering a free online course on the Alhambra.

If a word, phrase, or the name of a research project or research line has no official translation (first consult [UGRTerm](#)) and the original in Spanish would make little sense to the reader, then a translation into English can be used. First give the original in Spanish in italics and single inverted commas, followed by a rendering in English.

- ✓ The paper ‘*Amor, emociones y masculinidad en el Madrid Popular de entreguerras*’ (‘Love, emotions and masculinity among the working classes in interwar Madrid’) was recently published...

Finally, if an organisation’s original name is likely to be familiar to the reader, or the organisation commonly uses its original name in its own texts in English, then use this source-language name.

- ✓ The Goethe-Institut works to promote the study of the German language abroad.

## Abbreviations

If a source text refers to a body by its abbreviation, do not translate it with an improvised abbreviation in English. Instead, if the body has a well-known acronym in English and is easily identifiable, then use it.

“La OMS ha publicado un informe sobre la seguridad alimentaria” should not be rendered as:

✗ The OWS (or OMS) has published a report on food security.

But rather as:

✓ The WHO has published a report on food security. [The 'WHO' is commonly used in English and is easily identified]

If the organisation or body is not as well-known internationally, then give the English name followed by the abbreviation in the original language in brackets (or vice versa depending on the context) upon first mention.

For example, “La ONCE participará en el programa” should be written as:

✓ The Spanish National Organisation for the Blind (ONCE) will participate in the programme.

If the body or organisation is only known at the local or regional level and does not have an acronym in Spanish, then give the translation in English followed by the original-language name in brackets and in inverted commas upon first mention.

✓ The Granada Conference Centre (“Palacio de Congresos”) is one of the largest venues in the city.

In subsequent mentions, there is no need to write the name in Spanish.

This approach is taken because if someone were to search for “Granada Conference Centre” by itself in a search engine, it can be difficult to find the organisation’s official website in the results.

But if the user were to search for “Granada Conference Centre (Palacio de Congresos)” the website would probably appear as the first result. For further information, see the ‘[Abbreviations](#)’ section of this guide.

## Legislation and regulations

If dealing with laws, directives, acts etc. or any other type of legislation, provide an ad hoc translation (if no official translation exists yet) and put the original-language name in italics and in round brackets.

- ✓ The Organic Law on Data Protection and the Safeguarding of Digital Rights (*Ley Orgánica de Protección de Datos y Garantía de Derechos Digitales*) was approved in 2018.

## Glossary of legal bodies and instruments

The following table has been adapted from the European Commission’s *Country Compendium: A companion to the English Style Guide* (p. 122).

Judicial bodies	
Audiencia Nacional	National High Court
Tribunal Constitucional de España	Constitutional Court of Spain
Tribunal Supremo	Supreme Court of Spain
Comisión Nacional de los Mercados y la Competencia; CNMC	National Commission on Markets and Competition (CNMC)
audiencia provincial	provincial court
juzgado de instrucción	court of instruction



### Judicial bodies

juzgado de lo civil	civil court
juzgado de lo contencioso-administrativo	court for contentious administrative proceedings
juzgado de lo penal	criminal court
juzgado de lo social	labour court
juzgado de menores	juvenile court
juzgado de paz	magistrate's court
juzgado de primera instancia	court of first instance
juzgado de primera instancia e instrucción	court of first instance and preliminary investigations
juzgado de vigilancia penitenciaria	prison supervision court
sala de lo civil y penal	chamber for civil and criminal matters
sala de lo contencioso-administrativo	chamber for contentious administrative proceedings
sala de lo penal	chamber for criminal matters
sala de lo social	chamber for social and labour matters
tribunal superior de justicia	high court of justice

### Legal regulations and instruments

código civil	civil code
código de comercio	commercial code; code of commerce
código penal	penal code; criminal code
ley	law
orden administrativa	administrative order
ordenanza de policía	police order
ordenanza municipal	municipal by-law
real decreto	royal decree
real decreto-ley	royal decree-law
resolución judicial	judicial decision
resolución (decisión administrativa)	administrative decision
sentencia	judgement

## Geographical names

Maintain diacritical accents in regional or local place names



Cádiz Málaga Córdoba



Cadiz Malaga Cordoba

But “Mexico City” not “México City”.

This applies to the names of organisations that include place names in their titles:

✓ University of Málaga

✗ University of Malaga

With traditional geographical names, anglicise if the English version is widely used, i.e. the Black Forest, but otherwise retain the original spelling and accents. Note that it is helpful to include ‘region’ or ‘area’ for the purposes of clarity, e.g. ‘the Alpujarra region’.

In proper names, the word ‘river’ takes a capital:

✓ the Guadalquivir River

✗ the Guadalquivir river

The same goes for ‘sea’ in proper names:

✓ the Mediterranean Sea

✗ the Mediterranean sea

Also, note:

✓ the Sierra Nevada mountain range

✗ Sierra Nevada Mountain Range

and anglicise the ‘Pyrenees’.

Areas or regional names should not carry an initial capital, except for when they are part of an official name.

**Correct**

the south of Spain

southern Spain

north of Granada

Southern Europe

Western Europe

Eastern Europe

North America

Southeast Asia

South Pole

Southern Hemisphere

**Incorrect**

the South of Spain

Southern Spain

North of Granada

southern Europe

western Europe

eastern Europe

north America

southeast Asia

south Pole

southern hemisphere



## Writing numbers

### Cardinal numbers

**General rule:** Spell out cardinal numbers from zero to nine, use figures from 10 upwards.

- ✓ Two UGR researchers took part in the project.
- ✓ In total 24 students have been nominated for the award.

When numbers in the same sentence fall above and below this limit, use figures for both, i.e. 'from 7 to 23'. This helps readers to comprehend the data. Some exceptions to this rule are permissible on posters, display materials and infographics. For instance, it is perfectly acceptable to use 'Number 1 in Spain' on an infographic.

When discussing large round numbers such as millions and billions in a text, combine figures and words. You can also abbreviate to 'm' or 'bn'. Note that in English 'billion' is used to designate a thousand million (1,000,000,000) and 'trillion' a million million.

- ✓ The population of Earth is projected to reach 9.7 billion by 2050.
- ✓ The project was awarded a grant of €5m.

### Ordinal numbers

When writing ordinal numbers, spell them out from zero to ten; for ordinals over ten use numbers and 'st', 'nd', 'rd', or 'th'. To prevent problems with formatting and line spacing, avoid using superscript. Always use numbers and 'st', 'nd', 'rd', 'th' in headlines.

- ✓ The Second International Researcher Development Week (IRDW) was held in March.
- ✓ The University was founded in the 16th century.

## Numbers and punctuation

Use a point in numbers containing fractions (e.g. 6.8). Use a comma to make large numbers more comprehensible. Large numbers take commas in English, unlike Spanish, which uses spaces or points.

✓ 917,642 (format in English)

✗ 917.642 (format in Spanish)

## Currency

Note that the Euro sign is placed before the number in English:

✓ €2,500,300 (format in English)

✗ 2.500.300 € (format in Spanish)

## Numbers beginning a sentence

Avoid opening a sentence with a figure (unless it is a headline) as this often looks out of place. Consider writing it out in full or rearranging the word order.

✗ 34 researchers contributed to the project.

✓ In total, 34 researchers contributed to the project.

## Percentages

'Per cent' is written as two words in British English. Spell out 'per cent' when the number is also spelled out in words, e.g. 'eighty per cent'. Use the per cent sign (%) in text with figures, e.g. '80%' and in tables, lists and graphs. Although both of these formats are acceptable, it is important to be consistent throughout a piece of writing.

✓ Over 20% of students took part in the survey.

✓ Over seventy per cent of the population voted.

## Fractions

Fractions should be written in full and do not take a hyphen, e.g. ‘a decrease of one third’, except if they are used as an adjective or adverb, e.g. ‘a two-thirds majority voted against the bill’.

## Measurements and time

Always use figures and symbols for measurements.

✓ The table is 180cm long.

✓ She swam 1 km.

It is acceptable to use either the 24-hour system, or the 12-hour system with a.m. or p.m., but not both in the same text.

However, in line with our Language Policy, the University of Granada gives precedence to the 12-hour clock in in-house texts and translations (i.e. follow the time with a.m. or p.m.).

The 12-hour system uses a point to separate hours and minutes (e.g. 6.30 p.m.), while the 24-hour system uses a colon (e.g. 18:30).

The abbreviations ‘a.m.’ and ‘p.m.’ should never be used with the 24-hour system, nor should ‘h’ or ‘hrs’ be used to indicate a specific time as these symbols are normally used to express duration.

✓ The event kicked off at 1.30 p.m. and ended at 3.30 p.m.

✓ The exam will last 3½ hrs.

✗ The event starts at 3h

Use ‘noon’ and ‘midnight’ rather than ‘12 noon’ or ‘12 midnight’.

✓ The deadline for applications is midnight on Friday 18 January.

Do not use leading zeros when writing times using a.m. and p.m.

✓ 9.00 a.m.

✗ 09.00 a.m.

As with dates use either an en dash (–), which is slightly wider than a hyphen or ‘from’ and ‘to’ for time ranges.

However, never combine these formats in the same text.

✓ 11.30 a.m. – 5 p.m.

✓ from 11.30 a.m. to 5 p.m.

✗ from 11.30am – 5pm

## Dates

In line with the conventions of British English, dates should follow the consistent pattern of ‘day-month-year’:

✓ 15 August 1993

Always place the date before the month. The day should be given as a plain numeral without the endings ‘-st’, ‘-nd’, ‘-rd’ or ‘-th’. The number should never be preceded by ‘the’.

✓ The seminar will be held on 17 May 2020.

Note that the numeric form of the above date in British English is as follows:

✓ 17/05/2020

In American English, in contrast, dates are given in order of month-day-year. A comma is also placed in between the day and year.

May 17, 2020 (This format is not recommended in UGR texts)



The numeric form of the above date in American English is:

05/17/2020 (not recommended in UGR texts)

Use days with dates for emphasis or to avoid ambiguity. Do not place a comma after the day of the week if it comes before a date.

✓ The seminar will be held on Tuesday 7 May 2019.

## Academic years

Academic years can be written in either of the following ways, but you should be consistent.

✓ the 2019-2020 academic year

✓ the academic year 2019-2020

## Decades

Decades should be indicated using numbers. Note that there is no apostrophe before the plural 's'.

✓ Most of the staff members graduated from university in the 1990s.

## Centuries

Use ordinal numbers for centuries or spell them out, rather than using Roman numerals.

✓ the 21st century

✓ the twenty-first century

✗ the XVII century

## Numerical ranges

Generally speaking, if you are describing a period of time in running text, use ‘from’ and ‘to’, or ‘between’ and ‘and’, rather than using dashes. If a range is written out in this way in prose, symbols (i.e. ‘€’) and numbers should be repeated.

- ✓ The funding was increased from €3 million to €5 million.
- ✓ The new building will take up between 1000m<sup>2</sup> and 1200m<sup>2</sup> of space.

If a range is given in the abbreviated form and is indicated by a hyphen, there is no need to repeat the symbol. Close up the spaces on both sides of the hyphen.

- ✓ €3-5 million
- ✓ 100-150m<sup>2</sup>

However, if the symbol or multiple changes, then leave a space on either side of the dash:

- ✓ 2cm – 1m

Do not combine ‘from’ with an en dash:

- ✗ from 2cm – 1m
- ✗ from Tuesday – Friday

Use two digits when representing a span of years within the same century, e.g. 2018-20, and four digits, e.g. 1892-1925, when the time range spans more than one century.

Note that the letters ‘AD’ are normally placed before the year (‘AD 1000’), whereas ‘BC’ comes after the year (‘234 BC’).

In general, dates and time spans precede the expression they qualify, e.g. ‘The 2013-2016 National Research Programme’; except when referring to a specific document or event, e.g. ‘The International Conference on Climate Change 2018’.

# Punctuation



## General rule

The rules and conventions for punctuation in English are significantly different to those applicable to other languages. If you are translating from Spanish to English, it may be particularly useful to consult the [‘Accessible and non-discriminatory language’](#) section of this guide for pointers on sentence structure and length in English.

## Full stop

Do not use a full stop at the end of a heading or to separate a heading from a sub-heading.

✓ Institutional Challenges: A Participatory Approach

✗ Institutional Challenges. A Participatory Approach

Do not use a full stop if a sentence ends with an abbreviation that already takes a point (for example if it ends in ‘etc.’) or contains a full quotation in itself.

✓ The Chairperson said: “The 2018 Conference has been a great success by all accounts.”

✗ The Chairperson said: “The 2018 Conference has been a great success by all accounts.”.

## Colon

Colons are normally used to indicate that a quotation, clarification, or elaboration is about to follow. They introduce a subsentence or subclause that logically comes after the main clause of a sentence. The first part (the part before the colon) must stand as a sentence in its own right, but the second part (subclause) need not be a full sentence.

✓ “The seminar will encompass three key topics: armed conflict, modern slavery and human rights.”

## Semicolon

Semicolons can be used to combine two sentences into one, or to connect two parts of a sentence that do not depend logically on each other. In contrast to colons, both clauses on either side of a semicolon could stand as grammatically correct sentences.

The use of semicolons instead of commas can be very effective when a sentence contains a long or complicated list of items. Semicolons are essential if these items themselves contain commas.

- ✓ The Vice-Rectorates for Equality, Inclusion and Sustainability; Research and Knowledge Transfer; and Internationalization all supported the initiative.

## Comma

Use commas with non-defining clauses (i.e. with ‘which’ and ‘who’).

- ✓ The UGR, which was officially founded in 1531, is the top research institution in Andalusia according to the Academic Ranking of World Universities (ARWU).

Also use a pair of commas to surround a non-defining phrase (one that adds information but could be left out).

- ✓ Pilar Aranda, the Rector of the University of Granada, is a Professor of Physiology.

In a list of items, a comma (known as a ‘serial comma’) is sometimes necessary in order to clarify the meaning of a sentence. Compare the difference in meaning between the following two sentences:

- ✓ The new law states that the use of the preservatives is forbidden in pork, fish, processed meat and milk products.
- ✓ The new law states that the use of the preservatives is forbidden in pork, fish, processed meat, and milk products.

In the first example, ‘processed’ is applicable to the meat and milk, while it is only applicable to the meat in the second example.

Place a comma before ‘etc.’ in a series of items:

- ✓ eggs, milk, flour, etc.

If there is no series, then do not use a comma before etc.

- ✓ The new legislation is applicable to meat products etc. and calls for additional measures to be taken.

Do not use a comma between the subject and verb of a sentence. This is ungrammatical and must be avoided.

- ✓ The new legislation is applicable to meat products.
- ✗ The new legislation, is applicable to meat products.

For further information on the correct use of commas, please refer to section 2.11 of the [EU English Style Guide](#).

## Dashes and hyphens

An em dash (—) is longer than an en dash (–) and is three times longer than a hyphen (-). You can use a long or em dash to punctuate a sentence if it already contains commas or if you wish to contrast or emphasise text. Place a space on either side of each em dash.

- ✓ John, Elaine, Mike, Rob and Eve — all of whom work at the Department of Ancient History — developed the project.

Dashes can also be used between the different names of joint creators/producers/performers etc.

- ✓ The Roth—Hamilton collaborative works.

A hyphen is used to separate the names of a single individual or in double-barrelled surnames, i.e. Harding-Rolls.

Consult the '[Numbers, dates and time](#)' section of this guide for further information on hyphens.

## Brackets

Use parentheses/round brackets () instead of commas or dashes with non-defining phrases that provide additional information (e.g. translations, definitions, dates or explanations). Brackets, like dashes, should be used sparingly.

- ✓ The University of Granada will take part in the Early Music Festival of Granada (Festival de Música Antigua de Granada).
- ✓ The Baroque Period (1600-1750) gave rise to some of Western Europe's most celebrated music.

Only place a full stop inside the brackets if it contains a full sentence. Otherwise, place the full stop, exclamation or question mark outside the closing bracket.

- ✓ The number of students enrolling in STEM programmes is on the rise (according to a major national study).
- ✗ The number of students enrolling in STEM programmes is on the rise (according to a major national study.)

## Punctuation in bullet points

The punctuation in bullet points varies depending on the type of information they contain. If translating lists, ensure you use the same numbering format as in the original, e.g. Roman numerals, small letters, Arabic numerals.

If presenting a list of short items, then do not punctuate the end of the bullet points.

- ✓ Eligible applicants:
  - students
  - researchers
  - academic staff

If each bullet point completes an introductory sentence preceding the list, then use a semicolon at the end of each point, 'or' or 'and' at the end of the penultimate point, and a full stop at the end of the last point. This technique is especially helpful when it comes to organising lists with longer sentences.



- ✓ If you are an international researcher, remember that you can always ask for help from:
- your tutor, for advice on study techniques, time management, career planning and many other issues;
  - support staff, for guidance on everything from accommodation to library resources; and
  - the International Welcome Centre at the University of Granada.



## General rule

Follow standard British and European spelling. Ensure that your spellchecker is set to UK English. However, retain the original spelling of names of bodies and organisations from other English-speaking countries, e.g.

- ✓ United States Department of Defense
- ✗ United States Department of Defence

In line with this preference for British spelling at the University of Granada, use the suffixes -ise/-yse/-isation not -ize/-yze/-ization.

- ✓ Customise
- ✗ Customize
- ✓ Analyse
- ✗ Analyze
- ✓ Personalisation
- ✗ Personalization

Exceptions: Internationalization (e.g. Internationalization Strategy, not Internationalisation Strategy).

Likewise, retain the -e spelling in words like ageing, acknowledgement etc.

## British and American English spelling

In accordance with the UGR Language Policy, avoid using US spelling unless you are quoting directly from an American text.

Use:

British convention	American convention
–our <i>colour</i>	–or <i>color</i>
–re <i>centre</i>	–er <i>center</i>
–lling <i>travelling</i>	–ling <i>traveling</i>
–lled <i>travelled</i>	–led <i>traveled</i>
–llers <i>travellers</i>	–lers <i>travelers</i>
–ct– <i>in connection, reflection</i>	–x– <i>in connexion, reflexion</i>
<i>gram and kilogram</i>	<i>grame and kilograme</i>
<i>a historical monument</i>	<i>an historical monument</i>

Please refer to [UGRTerm](#) on how to correctly write the full and abbreviated names of the UGR's faculties, schools, departments, institutes, services, units, etc.

## Tricky plurals

Note that when referring to a single degree, the UGR follows the convention of using an apostrophe in 'bachelor's degree' (not 'bachelor degree'). This use of the apostrophe is maintained in the plural form, i.e. 'bachelor's degrees' (not 'bachelors' degrees'). This rule is also applicable to 'master's degree' (not 'masters' degree) and its plural form 'master's degrees' (not 'masters' degrees').

Below is a list of frequently misspelt plural forms. Use appropriate foreign plural forms, particularly ancient Greek and Latin, when still in common usage (many of these words are listed below).

Singular	Plural
alumnus	alumni
addendum	addenda
analysis	analyses
appendix	appendices ( <i>books</i> ), appendixes ( <i>anatomy</i> )
bacterium	bacteria
basis	bases
bureau	bureaux
child	children
consortium	consortia
corpus	corpora
corrigendum	corrigenda
criterion	criteria
crisis	crises
curriculum	curricula
datum	data
diagnosis	diagnoses
embargo	embargoes
focus	foci ( <i>mathematics, science</i> ), focuses ( <i>other contexts</i> )
formula	formulas ( <i>politics</i> ), formulae ( <i>science</i> )
forum	forums <i>or</i> fora
genus	genera
index	indexes ( <i>books</i> ), indices ( <i>science, economics</i> )
matrix	matrices

Singular	Plural
maximum	maxima ( <i>mathematics, science</i> ), maximums ( <i>other contexts</i> )
medium	media ( <i>press, communications, IT</i> ), mediums ( <i>life sciences, art</i> )
memorandum	memorandums <i>or</i> memoranda
moratorium	moratoriums <i>or</i> moratoria
nucleus	nuclei
papyrus	papyri <i>or</i> papyruses
passer-by	passers-by
phenomenon	phenomena
plus	pluses
premium	premiums
quantum	quanta
referendum	referendums <i>or</i> referenda
syllabus	syllabuses <i>or</i> syllabi
spectrum	spectra ( <i>science</i> ), spectrums ( <i>politics</i> )
stratum	strata
stimulus	stimuli
symposium	symposiums <i>or</i> symposia
thesis	theses
vortex	vortices

## Word endings

If a word can either end in –g or –gst, employ the former e.g. ‘among’ not ‘amongst’, as the latter endings can sound slightly outdated. The same goes for ‘while’ and ‘whilst’.

## Compound words

Compound words normally develop into single words as they become more commonly used, e.g. e-mail → email, data-base → database. If in doubt, stick to the form used on the Oxford English Dictionary website.

When an adverb is used as a modifier to qualify an adjective, a hyphen is often required, e.g. well-known researcher. However, if the adverb ends in *-ly*, there is no hyphen:

✓ skilfully crafted piece

✓ highly complex situation

✗ skilfully-crafted piece

✗ highly-complex situation

While hyphens should be used sparingly, they can be very useful for clarifying meaning. For instance, in the phrase ‘raw-sewage pollution data’ the hyphen (raw-sewage) indicates to the reader that ‘raw’ refers to the sewage as opposed to the data. Hyphens are sometimes wholly necessary to distinguish between meanings. Compare ‘re-form’ with ‘reform’ or ‘re-count’ with ‘recount’.

Many common phrases in English are treated as compounds and therefore only require a hyphen if they are used as modifiers:

✓ strategy for the long term

✓ long-term benefits

✗ strategy for the long-term

Prefixes are often hyphenated, e.g. non-resident, non-smoker, co-sponsor, non-European.

Note that present participles that come from phrasal verbs are normally hyphenated, e.g. ‘follow-up report’.

## Commonly hyphenated and non-hyphenated words

UGR convention	Not recommended
above-mentioned	above mentioned
award-winning	award winning
biomedical	bio-medical
cooperation	co-operation
cooperative	co-operative
coordination	co-ordination
cross-disciplinary	crossdisciplinary <i>or</i> cross disciplinary
decision-making	decision making
deputy director	deputy-director
email	e-mail
✓ end-user	✗ enduser
extracurricular	extra-curricular
field trip	fieldtrip
fieldwork	field-work <i>or</i> field work
full-time student	full time student
fundraising	fund raising
healthcare	health care
high-tech	high tech
interdisciplinary	inter-disciplinary
microorganism	micro-organism
multidisciplinary	multi-disciplinary

**UGR convention**

multimedia

multinational

nanotechnology

non-European

non-linear

non-resident

online

part-time lecturer

pan-European

pre-school

project-based course

pro-European



postgraduate

policymaking

research-driven activities

research-intensive approach

spin-off company

transatlantic

undergraduate

user-friendly

webpage

website

worldwide

world-class

**Not recommended**

multi-media

multi-national

nano-technology

non European

non linear

non resident

on-line

part time lecturer

pan European

preschool

project based course

pro European



post-graduate

policy making

research driven activities

research intensive approach

spinoff company

trans-atlantic

under-graduate

user friendly

web page

web site

world-wide

world class



# Writing and miscellaneous tips

## Grammar and apostrophes

Good content should read well. Bad grammar, punctuation or spelling can mar your writing, affecting its flow and the overall message that you wish to convey.

Clarity is paramount. To minimise the number of mistakes you make, keep your sentences short, divide text comprising distinct points into separate paragraphs, and use a spell-checker. However, always bear in mind that word-processing programmes are not aware of your intent.

One of the most common and problematic issues in writing occurs with punctuation, especially with the misuse of the comma where more robust forms of punctuation are necessary (a full stop, colon or semi-colon).

✗ She opened the door, it was her mother.

✓ She opened the door. It was her mother.

✓ She opened the door; it was her mother.

Reading your work out loud can be very helpful for improving your punctuation, grammar and style. This technique is particularly useful when it comes to the correct placing of commas; as you read a sentence pay attention to where you naturally pause — this is probably where a comma (or other form of punctuation) is required. This technique is also used by proofreaders to identify elusive mistakes that are not always picked up by spell-checkers (e.g. repeated words, flip-flopping of words such as ‘than’ and ‘then’, atomic typos such as ‘you’ and ‘your’).





Remember that you must not place a comma between a subject and a verb in a sentence. For more information, see the '[Punctuation](#)' section.

Another common mistake is the misuse or omission of the apostrophe. The apostrophe should be used:

- 1) to take the place of omitted letters in a contracted word (e.g. didn't, shouldn't, can't etc.).
- 2) to indicate a possessive.

Possessives are formed by adding 's' to the end of a singular word.

- ✓ Rector's speech
- ✓ The University's policy
- ✓ The boss's office is spacious.
- ✓ The class's contribution to the debate was insightful.

If the word in question is a plural that itself ends in 's', form the plural first and then immediately add the apostrophe.

- ✓ The different classes' contributions to the debate were insightful.

A recurring problem arises with 'its' and 'it's', given that the latter does not adhere to the aforementioned rule. The apostrophe in 'it's' always means the contraction of 'it is'. Meanwhile the correct possessive form is 'its'.

- ✓ It's time to go.
- ✓ The University is a research-driven institution. Its core strengths are...



## Verbs: singular or plural?

Always use verbs in singular with collective nouns if you wish to emphasise the whole body or entity:

- ✓ The government is discussing a new law.

Sums of money normally take a singular form:

- ✓ In total, 4 million was added to the fund.

Countries and organisations with names in the plural form are followed by a verb in singular:

- ✓ The Netherlands is located in Northwestern Europe.
- ✓ Doctors Without Borders is a renowned organisation that helps...

'Mathematics', 'statistics', 'economics' and other words ending in –ics take a singular verb when denoting a scientific discipline:

- ✓ Applied mathematics is a fascinating field.

Otherwise they take a plural form:

- ✓ The statistics underpinning the study were flawed.

Use a singular verb when there are two or more coordinated subjects and they form a whole:

- ✓ Translating and interpreting is what I do for a living.

Media or mass media (when referring to the radio, TV and the press collectively) can take either a singular or plural verb form.



## Text formatting

If you are writing content for the UGR's webs and are planning to send a draft for review, it should be formatted in accordance with the following guidelines:

- 12-point font size
- 1.5 line spacing
- Either Times New Roman, Arial or Calibri Font

## Illustrative materials

Tables, maps, charts, illustrations, images and any other illustrative material should have a numbered title, e.g. *figure 1*, *table 1*, etc., and a title in italics. They should also feature a caption that is one or two points smaller than the size of the running text. The source of the illustrative material should appear below the caption if you are not using in-house resources.

## Addresses: general recommendations

When mentioning a specific building or location in running text, follow the English translation or term provided in [UGRTerm](#).



The Faculty of Translation and Interpreting is housed in one of the most important historical buildings in Granada.



However, when writing a full postal address, do not translate either the name of the building or the type of location such as *calle*, *avenida* or *plaza*. Keep them in Spanish and add 'Spain' between round brackets.

#### UGR convention



Facultad de Traducción  
e Interpretación  
Calle Puentezuelas 55  
18002  
Granada (Spain)



#### Not recommended

Faculty of Translation and  
Interpreting  
Puentezuelas Street 55  
18002  
Granada (Spain)

## Email and internet addresses

'Email:' (write as one word and use a colon)



Email: [name.example@punctuation.es](mailto:name.example@punctuation.es)

Email addresses should not be underlined.

'Website:' (write as one word and use a colon)



Website: [www.ugr.es/en](http://www.ugr.es/en)

Internet addresses do not take a full stop, except for when they are at the end of a sentence. This is to facilitate easier copying. Omit 'http://' and 'www.' where possible. However, if they are necessary for the link to work, keep them. For secure webpages, include the <https://> transfer protocol.



<https://canal.ugr.es>



At most, URLs should occupy a single line of text. If the URL is longer, consider using the UGR's [Short URL](#) tool or a similar URL shortener. If you are trying to improve the hyperlinking between webpages on a website it is best to embed the URLs in running text rather than providing the entire link. If you do so, ensure that the embedded text is underlined.

- ✓ Over the past years the UGR has implemented a broad range of internationalization initiatives, including its [Mentor Programme](#).
- ✓ For a comprehensive list of undergraduate degrees offered at the UGR, visit the [Undergraduate](#) webpage.

Note that popular social media sites should be capitalised. For example:

- ✓ Follow the UGR on Facebook: @universidadgranada

## Phone numbers

Take into account the following recommendations when writing a phone, fax or mobile number:

- Use spaces between the different parts of the number and always include the international dialling code preceded by '+'
- ✓ +34 958 XX XX XX
- Introduce contact numbers with the following abbreviations: 'Tel.' 'Fax' or 'Mobile'.
- Do not use hyphens in telephone numbers.



## Example:

If including a researcher's contact details at the end of a press release the format should look like the following example:

### **Media enquiries:**

Jane Doe

Department of Radiology and Physical Medicine (UGR)

Tel. +34 958 24 59 XX

Email: jane.doe.imaginary@ugr.es



# Bibliography



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