

ENGLISH-SPECIFIC ANNEX

The following instructions add to and clarify the rules set out in the [IATE Handbook](#) relating to English sections of IATE entries.

The information below is set out in the order of the fields on an IATE entry, followed by a general section on references (which applies to references for definitions, terms, contexts, language usage notes, etc.) and a section on inclusive language.

CONTENTS

Language Level	2
<i>Definition</i>	2
<i>Definition reference</i>	4
<i>Note</i>	4
<i>Related Material</i>	5
Term Level	5
<i>Term</i>	5
<i>Term reference</i>	6
<i>Term in context</i>	6
<i>Context reference</i>	6
<i>Lookup Forms</i>	6
References	7
<i>Sources</i>	7
<i>References to treaties, conventions, agreements, etc.</i>	7
<i>References to secondary legislation etc.</i>	8
<i>References to C series documents not published in the Official Journal</i>	8
<i>References to court cases</i>	8
<i>References to books, brochures and standalone PDF files</i>	8
<i>References to dictionaries, glossaries and encyclopaedias</i>	9
<i>References to periodicals, articles, book chapters etc.</i>	9
<i>References to newspaper articles</i>	10
<i>References to press releases</i>	10
<i>References to standards</i>	10
<i>References to patents</i>	11
<i>References to internal documents</i>	11
<i>References to web pages</i>	11
<i>References to external human sources</i>	12
Guidelines on inclusive language when drafting IATE entries.....	12
<i>Gender</i>	12
<i>Disability</i>	13
<i>Other areas of inclusive language</i>	13

Language Level

Definition

A definition should, where possible, follow the substitution principle: it should be a phrase constituting the same part of speech as the term (nominal phrase for a noun, verbal phrase for a verb, etc.) so that it could replace the term in running text. There should be no initial article, no initial capital letter, no main verb, and no full stop.

A definition must be restricted to the essence of a concept; information which facilitates understanding of the concept without defining it belongs in the 'Note' field. Thus the 'House of Commons' might be defined as the 'lower house of the bicameral parliament of the United Kingdom', but the fact that it has 650 members belongs in the Note. Do not include ephemeral information, such as the name of the person currently occupying a role; just define the role.

A definition must distinguish the concept from related concepts. Defining an 'oak' as a 'deciduous tree' does not distinguish it from an 'ash' or a 'beech'. Defining the 'General Court' as 'one of the three components of the Court of Justice of the European Union' does not distinguish it from the 'Court of Justice' or the 'specialised courts'.

Be careful about lifting definitions directly from EU legislation. Often a definition for the purpose of a specific instrument is narrower than the sense in which that term is generally understood or used elsewhere. For example, Directive 2011/24/EU on the application of patients' rights in cross-border healthcare defines 'patient' as 'any natural person who seeks to receive or receives healthcare *in a Member State*'. The concept of 'patient' is not EU-specific, so 'in a Member State' should not form part of the IATE definition.

Conversely, an IATE entry may be created for a specific concept defined in an EU regulation, even if the term used by the instrument to denote that concept also has a broader meaning. In such cases it is usually best to create separate entries for the specific concept and the general concept, to link the entries with Broader/Narrower cross-references, and to add an explanation in the appropriate 'Note' field on each entry. For example, [IATE:3508577](#) concerns the European Certificate of Succession created by Regulation (EC) No 650/2012, whereas [IATE:885823](#) concerns the generic concept of a certificate of inheritance.

Where the definition provided in the instrument applies only within the scope of that instrument, use a more generic definition from a reliable source, and refer to the EU-specific definition in a note or give it as an illustrative quotation in the 'Term in context' field.

The same applies to other sources. If you find the term 'Independent Case Examiner' in an article about the Child Support Agency, you might be tempted to define it as the 'ombudsman for complaints about the CSA'. However, the ICE also deals with complaints about a series of other agencies.

Similarly, beware of definitions that are country-specific if the concept applies more broadly. Distinguish clearly between general concepts (e.g. 'lower house of a bicameral parliament') and specific concepts which are examples of the general concept (e.g. the 'House of Commons' in the UK, the 'Assemblée nationale' in France, the 'Chambre des représentants' in Belgium, and the 'House of Representatives' in the USA), and make one entry for the

general concept (if necessary or useful) and a separate entry for each country-specific concept. If a concept is country-specific or EU-specific, indicate this in the 'Origins' field.

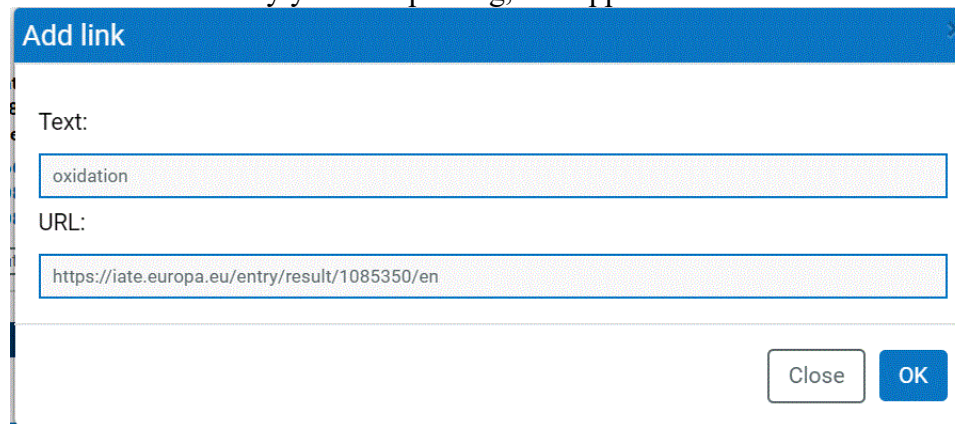
If your definition contains a technical term which is itself defined in another IATE entry, insert a hyperlink to the English part of the relevant entry, as in the definition of 'nitritation' on [IATE:3579758](https://iate.europa.eu/entry/result/1085350):

oxidation of the nitrogen inside the ammonium molecule to nitrite

To link to the EN part of an entry, copy the permalink from the bottom left of the full entry display:

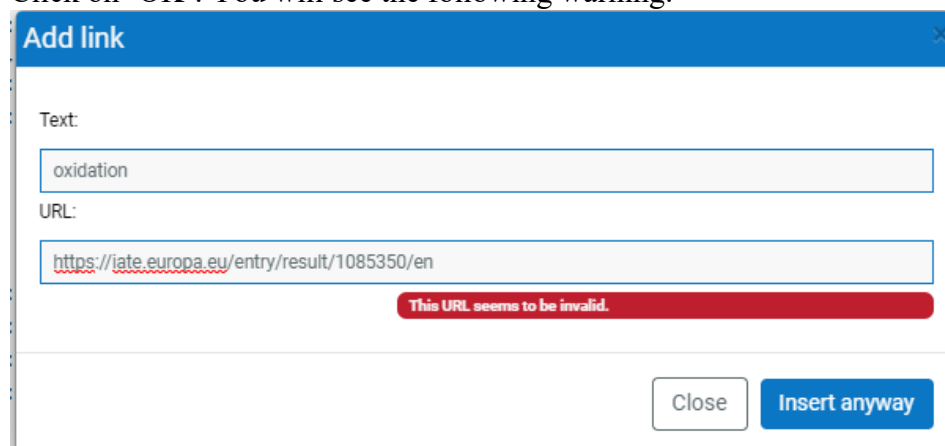
<https://iate.europa.eu/entry/result/1085350>

Paste it into the entry you are updating, and append '/en':



The screenshot shows a dialog box titled "Add link" with a close button (X) in the top right corner. It contains two input fields: "Text" with the value "oxidation" and "URL" with the value "https://iate.europa.eu/entry/result/1085350/en". At the bottom right, there are two buttons: "Close" and "OK".

Click on 'OK'. You will see the following warning:



The screenshot shows the same "Add link" dialog box, but with a red warning bar at the bottom that reads "This URL seems to be invalid." The "OK" button has been replaced by an "Insert anyway" button. The "Close" button remains.

Click on 'Insert anyway'. Manually remove the date of consultation, which is inserted automatically.

[If, instead of copying the permalink, you copy the URL in the address bar, you may have to modify it, as it may include data relating to your user session, which does not appear in the permalink, e.g.

<https://iate.europa.eu/entry/slideshow/1605607344659/1085350/en>]

Definition reference

See the section on References below.

If the definition is taken verbatim from a source, then that source must be given as the reference.

If you have amended the definition in any way (other than omitting extraneous material such as footnote references), the reference must read:

[identifier], based on: [reference to original source]

where ‘[identifier]’ is the short name for your institution followed by a hyphen and then by the language code or department, e.g. COM-FR, Council-CS, Council-CENTERM etc. (as appropriate). Please note that you must use your own identifier as it is misleading for users if you indicate that you are an EN terminologist when you are not.

This also applies if you have written the definition yourself: the reference should be COM-FR, Council-ES, etc. If they make any changes, the EN terminologists will replace your identifier with their own or add their identifier after yours when the entry is validated.

If your definition is based on more than one source, include all references in a single ‘Definition Reference’ field, introducing each with a dash, and introducing the first one with ‘[identifier], based on’:

COM-EN, based on: - Wikipedia > Incubator (egg) (30.7.2020) - ‘ incubator ’ (30.7.2020), <i>Lexico.com</i> , Oxford University Press, 2020.

This is the approach agreed on by all institutions’ English terminologists instead of the practice recommended in the IATE Handbook of creating a separate field for each reference. A single definition reference field avoids problems when exporting data to Excel or termbases.

Note

Use this field — sparingly — for additional information about the concept which you think IATE users will find useful but which doesn’t form part of the definition.

Remember to cite the source of the information in the associated reference field, where appropriate.

If your note refers to concepts covered by other IATE entries, it may be helpful to include hyperlinks to the English part of those entries (as explained under ‘Definition’ above). If you do so, please consider also including cross-references at language-independent level, so that all IATE users can see that the concepts are related, whether or not they choose to display the English part of the entry.

Related Material

When creating an entry, and particularly if you have not found a definition, it is helpful to add the number of the document in which the term occurred, the name of the institution, and an internet link if the document is publicly available (for example a link to the [Council register](#)).

You can also store extra references here (e.g. to major EU legislative acts containing the term), to avoid overloading the term with references: each term should ideally have just one, or perhaps two, references.

Term Level

Term

Write nouns in the singular, except where the term is habitually used in the plural.

Do not use articles unless absolutely necessary. Do not write a word with an initial capital unless it takes an initial capital in running text.

Write verbs in the infinitive, with ‘to’.

Most terms recorded in IATE are nouns or nominal phrases. If the term is a different part of speech (e.g. verb, verbal phrase, adjective, adjectival phrase), the part of speech **must** be indicated.

[Part 4 \(Publications in English\)](#) of the Interinstitutional Style Guide and the Commission’s [English Style Guide](#) provide useful guidance on spelling conventions and capitalisation. Where usage varies according to the type of document, this should be explained in a Note.

British rather than US spellings should be used (labour, defence, ionisation, etc.). However, the names of bodies in other English-speaking countries retain the original spellings, e.g. US Department of Defense; Australian Labor Party. For international organisations, follow their own practice, e.g. World Health Organization. If (as in this case) the spelling or hyphenation diverges from our in-house rules, the name of the organisation should appear in Annex 1 to the [English Style Guide](#), alongside a link to the IATE entry. If it doesn’t, please send a message to DGT-EN-STYLE@ec.europa.eu.

Do not include alternative spellings (e.g. ‘organisation’ and ‘organization’) as separate terms: enter a single term using the preferred spelling. Include a language usage note, indicating that both spellings exist and are correct, and indicating why the spelling given in the ‘Term’ field is to be preferred (even if it is not the spelling used in the ‘Term Reference’), e.g. by referring to the Commission’s [English Style Guide](#):

See the advice on [section heading, e.g. ‘hyphens and compound words’] in the European Commission’s English Style Guide (30.7.2020).
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Do not refer to section numbering in the English Style Guide, as this is liable to change.

Include alternative spellings as lookup forms, unless they will be found anyway by the IATE stemming rules.

Term reference

See the section on References below.

Avoid adding more than one term reference unless really necessary. Extra references (e.g. to major EU legislative acts containing the term) may be stored in the ‘Related material’ field at language level.

The Term Reference confirms that the term is valid from the semantic point of view, not that a particular spelling variant (e.g. UK or American) is to be preferred. Where possible choose a source which uses the preferred spelling. However, the primary criterion in choosing a term reference is the reliability of the source, so it is OK to choose a source which doesn’t use the preferred spelling. In this case a Language Usage Note **must** be included to explain the situation.

Term in context

The ‘Term in context’ field contains a quotation taken from a published source and should be reproduced as it appears in the original, including capitalisation and punctuation. Formatting (e.g. bold and italic) is also usually included, but may be omitted if it is distracting. Likewise, extraneous material such as footnote references may be omitted (without drawing attention to the omission), and irrelevant text may be omitted and replaced by an ellipsis. Put the term in **bold**:

The objectives of the Union shall be achieved ... while respecting the principle of subsidiarity .

In most cases, it is not necessary to include more than one ‘Term in context’ field for the same term. However, you may include a second where you think this would be particularly useful.

Context reference

See the section on References below.

If you are quoting context from a document also used as the term reference, please enter the reference again in full.

The primary criterion for selecting context is that it provides useful information or illustrates the use of the term: the reliability of the source is secondary. The primary criterion for choosing the Term Reference is the reliability of the source. If you find useful context in a reliable source, do not hesitate to use the same reference twice. If you find two equally reliable sources, both containing suitable ‘context’, choose the best ‘context’ for the ‘Term in context’ field, and use the other source as ‘Term Reference’.

Lookup Forms

Include any forms which occur but should not be used, including common misspellings (e.g. ‘accomodation’ for ‘accommodation’, ‘acquaculture’ for ‘aquaculture’).

It is no longer necessary to include US spellings (e.g. labor, defense, organization), hyphenated forms or plurals, as IATE stemming rules mean that these should now be found

automatically. If in doubt, wait a moment after adding or updating the term for the search index to be updated, then search first for the spelling used in the ‘Term’ field (to check that the index has been updated and the entry is found), and then for the alternative form (to check that the stemming rules allow the entry to be found).

Where appropriate, include a term reference to show where this form of the term was found, and/or notes to explain why it has not been included as a visible term (labelled as ‘deprecated’ or with a regional usage note). Any such notes are for the benefit of terminologists — if you want notes about avoiding a term to be visible to users, then either the term should be made visible (i.e. not a lookup form), or the notes must be attached to another term which is visible.

References

Usage in English follows the rules in Section 13 of the [Handbook](#).

Where the cited source includes referencing instructions, base the reference on those instructions, but adapt them to the guidelines, e.g. omit any reference to the date of consultation (‘accessed July 30, 2020’), as IATE will automatically display today’s date after the hyperlink.

Sources

Please make every effort to find reliable sources when searching on the internet: for example, depending on the context, try to think of an international organisation working in the field, or try sites belonging to the Irish (or UK, US or Australian) governments, major banks, multinational companies, etc. If a term occurs in the Treaties, give the Treaty reference (alongside another reference if you wish). Prefer formal sources (e.g. articles in peer-reviewed journals) to informal sources (e.g. blogs, slideshows, lecture notes), and original sources (e.g. a publisher’s own website) to secondary sources (e.g. Google books, free online dictionaries).

References to treaties, conventions, agreements, etc.

Spell the word ‘Article’ out in full with an initial capital. Paragraph numbers come in brackets without a space after the article number. Further details on legislative citations in English are set out in the [English Style Guide](#).

Treaty on the Functioning of the European Union, [Article 238](#)(3).

Treaty on European Union, [Article 23](#).

[Convention on jurisdiction and the recognition and enforcement of judgments in civil and commercial matters](#)

[Hague Securities Convention](#), Article 15

[International Coffee Agreement 2007](#), Article 3(1)

[Convention implementing the Schengen Agreement](#), Article 1

References to secondary legislation etc.

Remove superfluous information such as the date of the instrument, the names of the institutions (e.g. ‘of the Council and of the European Parliament’) and ‘Text with EEA relevance’, unless this information is of particular relevance, e.g. because a committee has been renamed in a series of legislative acts, each amending the previous one, so the date of adoption is significant.

[Regulation \(EU\) No 1236/2010 laying down a scheme of control and enforcement applicable in the area covered by the Convention on future multilateral cooperation in the North-East Atlantic fisheries](#)

[Regulation \(EU\) No 1236/2010 laying down a scheme of control and enforcement applicable in the area covered by the Convention on future multilateral cooperation in the North-East Atlantic fisheries](#), Article 8(2)

[Implementing Regulation \(EU\) No 433/2012 laying down detailed rules for the application of Regulation \(EU\) No 1236/2010 laying down a scheme of control and enforcement applicable in the area covered by the Convention on future multilateral cooperation in the North-East Atlantic fisheries](#), Annex XI

[Commission Communication concerning the Council’s position at first reading on the adoption of a Directive on industrial emissions \(COM\(2010\) 67 final\)](#)

References to C series documents not published in the Official Journal

C series documents are available internally via [Vista](#) (doesn’t work with Chrome!). They are also listed on the [Register of Commission documents](#), from where the public can request a copy (internal users should access them via Vista). It is not possible to link to them, so just give the title and number.

Implementing Decision C(2019)6764 concerning, in the framework of Article 107e of Directive 2001/83/EC, the marketing authorisations of medicinal products for human use which contain the active substance “eslicarbazepine acetate”

References to court cases

[Judgment in *Schempp*, C-403/03, EU:C:2005:446](#), paragraph 22.

See [section 5.9.3. References to cases before the Court of Justice and the General Court](#) of the Interinstitutional Style Guide.

References to books, brochures and standalone PDF files

The reference consists of:

- (i) the author’s surname and initial(s) or first name (if it is an editor write ‘(ed.)’ after the name);
- (ii) the title of the work in italics;

- (iii) the publisher, place of publication, and year of publication;
- (iv) the page number.

In the case of a common reference source, the editor and place of publication may be omitted.

If the work in question was consulted online, the title of the work should be a hyperlink to the online file.

Butcher, J., *Copy-editing: The Cambridge handbook*, Cambridge University Press, Cambridge, 1975, p. 25.

References to dictionaries, glossaries and encyclopaedias

Start with the headword in single quotation marks, then follow the instructions above for references to books.

'turtle', Blood D.C. & Studdert V.P., *Baillière's Comprehensive Veterinary Dictionary*, Baillière Tindall, London, 1990, p. 945.

For online dictionaries, make the headword into a hyperlink, if you can link to it directly. Include the quotation marks in the link label, so that the automatically inserted date of consultation appears after the closing quotation mark. In the case of a common reference source, the editor and place of publication may be omitted.

'coppice' (30.7.2020), [Lexico.com](#), Oxford University Press, 2020.

If you can only link to the entire work, make the title of the work into a hyperlink.

Write 'Oxford English Dictionary' in full rather than 'OED' (but if the same information can be found at [Lexico.com](#), refer to that instead, as it can be accessed without a user licence and it is a more reliable guide to current English).

References to periodicals, articles, book chapters etc.

The reference consists of:

- (i) the author's surname and initial(s) or first name;
- (ii) the title of the contribution, article, etc., within single quotation marks;
- (iii) the title of the work in italics; where appropriate the edition number and date;
- (iv) the publisher, place of publication, year of publication, and page reference.

If the work in question was consulted online, make the title of the contribution, article, etc. into a hyperlink, if you can link to it directly. If you can only link to the entire work, make the title of the work into a hyperlink.

Woodward, D., Clark, C., Caldeira, R., Ahmed, R., Rodgers, F., ['Verotoxigenic Escherichia coli \(VTEC\): A major public health threat in Canada'](#) (30.7.2020), *Canadian Journal of Infectious Diseases*, Sept-Oct 2002; 13(5): 321-330

Hamm, E., 'Return of the English breakfast', *International Cuisine*, Vol. X, No 1, Unwin, London, 1980, pp. 31–34.

N.B. Academic citations usually abbreviate the titles of academic journals, as these are well known to academics working in the same field. However, IATE users (translators) may be unfamiliar with the abbreviations, so use the full title of the journal (e.g. change 'Am J Respir Crit Care Med' to 'American Journal of Respiratory and Critical Care Medicine').

References to newspaper articles

The reference consists of:

- (i) the author (if the article has no author, the newspaper title is enough);
- (ii) the title of the article within single quotation marks;
- (iii) the title of the newspaper in italics;
- (iv) the day, month and year of publication.

If the work in question was consulted online, make the title of the article into a hyperlink, if you can link to it directly. Include the quotation marks in the link label, so that the automatically inserted date of reference appears after the closing quotation mark.

Hern, A. ['Don't know the difference between emoji and emoticons? Let me explain'](#) (30.7.2020). *The Guardian*, 6 February 2015.

If you can only link to the entire newspaper, make the title of the newspaper into a hyperlink.

References to press releases

The reference consists of:

- (i) the entity issuing the press release;
- (ii) the title of the press release within single quotation marks;
- (iii) the words 'press release', followed by the code or number (if any);
- (iv) the place and date of publication.

European Commission. ['A Europe that protects: good progress on tackling hybrid threat'](#) (30.7.2020), press release IP/19/2788, Brussels, 29 May 2019.

References to standards

The reference consists of:

- (i) the name of the standard body/institution;
- (ii) the standard number;
- (iii) the title within single quotation marks;

- (iv) the publisher
- (v) the year of publication.

If the standard was consulted online, make the title of the standard into a hyperlink, if you can link to it directly.

British Standards Institution. BS 5950-8:2003. 'Structural use of steelwork in building: code of practice for fire resistant design'. BSI, 2003.

References to patents

The reference consists of:

- (i) the title within single quotation marks;
- (ii) the author;
- (iii) the patent number followed by '(Patent)';
- (iv) the year of publication.

If the patent was consulted online, make the title of the patent into a hyperlink, if you can link to it directly.

'Water soluble and biodegradable self airproof tight closing bag'. Landini L, Chielini E. CN101045489 (Patent) 2007.

References to internal documents

For internal documents, the references should contain:

- The short name for your institution (e.g. COM)
- The document number
- The title of the document; if the document is confidential, do not use the full title.

COM-Internal document: GROW-2016-80000 (Regulation on the making available on the market of fertilising products)

Note on the Organisation of the EU Global Force Generation Conference, Council document 10850/14.

References to web pages

Distinguish between web pages, and documents made available online (e.g. as PDF files). For PDF files, follow the instructions for the relevant type of document, making the document title into a hyperlink to the file (or to the web page from which the file can be downloaded).

For web pages, identify at least the website or the organisation behind the website (or both), and the page containing the term, definition or context. Make the title displayed at the top of

the page (or page section, if it can be linked to directly) into the hyperlink, and separate the two pieces of information with '> ... >' (to make it clear that the reference is to a web page rather than to a document).

[Barclays > ... > What is Confirmation of Payee? \(8.4.2020\)](#)

Where useful, include breadcrumbs to indicate the page's position in the overall structure of the website. Separate each item in the trail with a > sign (even if a different sign is used in the breadcrumbs displayed at the top of the page).

[European Commission > Strategy > Shaping Europe's digital future > Policies > High-Level Expert Group on Artificial Intelligence \(30.7.2020\)](#)

[GOV.UK > Devolution > Guidance – Devolution of powers to Scotland, Wales and Northern Ireland > Joint Ministerial Committee \(30.7.2020\)](#)

[Wikipedia > Antivirus software \(30.7.2020\)](#)

References to external human sources

For human sources outside your department, include information which can be used to judge the person's authority on the subject, i.e. their job title or status (rather than their name), the name of the department and organisation where they work, and the date of consultation, e.g.:

[Terminology Coordinator, Terminology Department, UN Office at Geneva \(26.8.2003\)](#)

Guidelines on inclusive language when drafting IATE entries

According to [Article 21](#)(1) of the Charter of Fundamental Rights of the European Union: 'Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited'.

When drafting or updating IATE entries in English, and particularly when writing definitions, identifying terms or providing context examples, it is important to use **bias-free language** to avoid discriminating against individuals or groups of people. The following principles are intended as a guide to help you avoid terms that may be discriminatory. If you need to use a (potentially) problematic term, adding an explanatory note can also be helpful. For example, the entry *chair/chairperson* could be accompanied by a note explaining why 'chairman' as a generic descriptor is inappropriate.

Gender

- Try to use gender-neutral terms, i.e. words that are not gender-specific and which refer to people in general, with no reference to women or men. Examples include the following:

chairman → chair/chairperson

policeman	→	police officer
spokesman	→	spokesperson
manpower	→	workforce/staff
man-made	→	synthetic/artificial
mankind	→	humankind

- If you need to make it clear that the person in question is a woman, use ‘female’ rather than ‘lady’ or a feminine form of the profession:

lady professor	→	female professor
authoress	→	female author

- Avoid generic use of the masculine gender. Replace ‘he’ as a generic reference by the terms ‘he or she’ or, wherever possible, ‘they’.

Disability:

- Use person-first language:

the handicapped	→	people with disabilities
an epileptic	→	a person with epilepsy
the blind	→	blind people, people with visual impairments

- Emphasise each person's individuality and capabilities rather than defining them by a condition.

- Avoid phrases such as ‘suffers from’ and passive ‘victim’ words.

a person who suffers from diabetes	→	a person with diabetes
confined to a wheelchair	→	wheelchair user

- Do not use collective nouns such as ‘the deaf’, as these groups are not homogeneous.

Other areas of inclusive language:

- Avoid expressions that demean or exclude people because of age, gender, sexual orientation, race, religious or other beliefs, ethnicity, social class, or physical or mental traits.

- When referring to relationships, terms like ‘partner’ can be more inclusive and reflect the variety of relationships that exist in today’s society (e.g. unmarried or same-sex couples, registered partnerships).
- Avoid outdated and potentially offensive terminology when referring to ethnicity, sex, sexual orientation, age, religious or other beliefs etc. For example: instead of referring to a person as ‘a transgender’, use expressions such as ‘a transgender person’ and ‘transgender people’.
- When referring to a person’s ethnic background or nationality, be as specific as possible in order to avoid oversimplifying the image of a person or group. For example, the term ‘Arab’ refers to a member of an Arabic-speaking people and is not synonymous with ‘Muslim’, which designates a follower of the Islamic faith.
- Avoid phrases that introduce subjectivity when talking about age or social class:

the elderly, old people → older people, people over the age of...

poor people → economically disadvantaged people, people living at or below the poverty line