# caps
## Translation Localization

The Ccaps
English Language
Style Guide

Version 3.0

# Table of Contents

# Introduction

What makes a translation good? What should one have in mind when working with a text? Every professional knows that the best translation is the one that looks nothing like translation, but in fact appears to have been written originally in the target language.

This is why we have created the Ccaps Style Guide. It will be used throughout our material to make sure that our customers receive what we promise. For this, we need to follow the guidelines included here.

In. Every. Project.

Unless we receive a specific style guide from the customer, in which case it will always be prioritized over this document.

We obviously do not expect you to know every single rule by heart, but we do require you to study this guide carefully and follow these guidelines.

If you have any questions, please contact your Project Manager, and as always, suggestions are warmly welcome!


Sincerely,

**The Ccaps Language Team**

# 1.    Five Tips to Deliver High Quality Translations

Experience is necessary when it comes to creating quality translation. Based on the extensive experience of the Ccaps Project Managers and Language Specialists, they created the five golden steps below to help you always deliver high quality work:

## • Tip 1: Know your Limits

Don't overbook yourself by taking on too much at once. It is much better to complete one project carefully than ten projects in a sloppy manner. If you know your limits you will show professionalism and get much more work in the long run.

## • Tip 2: Ask Questions

Rather than making a delivery based on guesswork, ask your Project Manager (PM) to clarify any doubts you may have. If they are plenty, ask your PM for a spreadsheet to include your questions and send all them at once.

## • Tip 3: Research Carefully

Careful research of unknown terms and acronyms is crucial. Guessing on terms is entirely unacceptable. Likewise, never ignore a term whose meaning you don't know. Ask! Research! The process of researching terms, abbreviations and acronyms is just as important as the translation itself. At Ccaps, we have several glossaries in different areas and can make them available to you upon request.

## • Tip 4: Review and Verify Your File before Delivery

Do not forget that each translation process has two phases: (1) the translation itself and (2) the review to confirm that the translation accurately reflects the original and that the translated text is fluent, as well as in the correct tone (see Chapter 3 for more details). You should also do a final file verification to make sure that the file format meets English language standards and adheres to the received guidelines. For instance, confirm that it does not contain any double spaces and that the quote mark placement has been correctly inverted (see Chapter 3.1). In the case of numbers, make sure that you have replaced commas with periods (see also Chapter 5.7). Even under a tight deadline, you must always leave time to read your work **from start to finish**. You will be surprised by how much you miss the first time around.

## • Tip 5: Spell Check. Always.

This almost goes without saying, but it is so critical that must be included here as the last of the five golden rules. ALWAYS run a spell check, both before and after your revision.

Follow this link if you need help configuring the spellchecker in your working tool.

# 2.    Grammar

Chapter 4 presents the heart of the Ccaps Style Guide, the fundamentals for ensuring consistently high-quality translations. For additional tips on style, please see [Chapter 4](#).

## 2.1.    Punctuation

The Portuguese language is full of commas, most of which must not be transferred to the translated English version. Generally, long sentences in Portuguese split by several commas must be divided into two or more separate sentences.

*Source*:    Nas duas cidades, o evento foi encerrado em clima de descontração com o show da Taça do Mundo da FIFA, que além de contar com a presença do Capitão Dunga, que levantou a Taça para o público nas duas cidades, foi encerrado com um super show do grupo Skank.

*Target*:    In the two cities, the FIFA World Cup show closed the event in an informal manner. Besides the presence of Captain Dunga, who raised the cup before the audience in the two cities, the show ended with a major concert by Brazilian pop group Skank.

### 2.1.1.    Comma

Usually if a phrase of more than five words precedes the subject at the beginning of a sentence, a comma is used to set it off:

*Source*:    Depois de inserir os dados, você receberá as informações necessárias.

*Target*:    After entering all the data, you will receive the information you need.

### 2.1.2.    Dash

Do not mix up the hyphen (-) with the dash (—), which marks a pause or an insertion.

In English, dashes (—) are used in many instances where other punctuation is preferable in Portuguese, such as commas (,) and colons (:). In English, the dash is used to indicate a drastic change in the sentence, to include explanatory information or a list of elements. In Portuguese, parentheses or commas are more commonly used as alternatives for the dashes.

Always make sure there is a space before and after the dash (ALT+0151).

*Source*:    Entretanto, se alguém encontrar um modo de instalar o driver do dispositivo (editando o registro, quem sabe), ele poderá ser facilmente detectado e impedido de carregar.

*Target*:    However, if one finds a way to install the device driver — perhaps by editing the registry — it can be easily detected and will not load.

*Source*:    Os bancos de dados da ACME Corporation, também conhecidos como a família ACME, atraem um grande grupo de profissionais de TI.

*Target*:    ACME Corporation databases — also known as the ACME family — attract a large group of IT professionals.

### 2.1.3. Spacing

➢ **Between Tags:** Make sure there is a space between the formatting tags and the words that precedes and follows it in the text.

*Source*: Clique em <b>OK</> para continuar a operação.
*Target*: Click <b>OK</> to continue operation.

If there is no space between the formatting tag and the word "to," for example, when the file is cleaned placed online, it will look like this:

*Bad Target*: Click **OK**to continue operation.

➢ **At the End of Sentence:** Use a single space at the end of a sentence. Double spaces date back to the days of typewriters, when all characters were allotted the same amount of space. Computerized typesetting adjusts the spacing for a good fit. Extra spaces create gaps and look unprofessional.

➢ **Commas, Semicolons, Colons, Periods and Ellipses:** Followed by only one space.

➢ **Non-Breaking Spaces:** Use non-breaking spaces (Ctrl+Shift+Spacebar) between words that must not be separated onto different lines. If two words are connected by a non-breaking space, your word processor will keep them together, even if subsequent editing causes the line breaks to change. On your screen, a non-breaking space looks like the degree symbol ( ), but it will print like a regular space.

Use non-breaking spaces in the following instances:

- Between a chapter or appendix and respective number or letter (e.g. Chapter 10).
- Between a unit of measure or currency and the number that goes with it.
- Between any items that must not be divided onto separate lines (e.g. Windows Vista, Microsoft Word).

### 2.1.4. Quotation Marks

The positioning of the punctuation in relation to the quotation marks is the opposite in Portuguese and English. Please make note of the following example:

*Source*: "O ladrão pulou pela janela", disse Álvaro.
*Target*: "The thief jumped out the window," said Álvaro.

When a quote has more than one sentence in Portuguese, there is no pause until it is complete. It is only at the end of the sentence that the author of the statement will be revealed. In English, long quotes would be better split into two, and the speaker must be revealed before the end of the phrase. You must then stop at the end of the first sentence, replace the period with a comma (*before* the quotation mark), specify the person who is speaking and continue with the statement, as follows:

*Source*:  "O que os usuários querem é uma viagem rápida e segura ao seu destino. Para atendê-los cada vez melhor, a área de TI da Linhares adotou os mais modernos e atualizados recursos de tecnologia", frisou Yokura.

*Target*:  "What users want is a safe and quick trip to their destination," said Yokura. "To better serve them, the Linhares IT area has adopted the most modern and up-to-date technological resources."

### 2.1.5.  Bullets and Numbering

In Portuguese, the items in a list have punctuation marks added to the end of each item. In English, if the list item has one or two words or are small sentences with no verbs, it is preferred that all punctuation is removed altogether, leaving only the end period after the last item:

*Source*:  O gerenciamento de todos os processos em um único sistema permite às empresas de tecnologia impulsionar:
- o crescimento dos serviços;
- uma combinação de produtos e serviços competitivos;
- a redução de sistemas diferentes;
- visibilidade em tempo real.

*Target*:  Managing all processes from one system allows technology companies to drive:
- service growth
- a competitive mix of products and services
- less disparate systems
- real-time visibility.

Unless the items are complete sentences, in which case you should add a semicolon to the end of each item, except for the last one, which is followed by a period. You must also make sure to add "or" or "and," depending on the sense of your sentence, after the penultimate item.

*Source*:  O gerenciamento de todos os processos em um único sistema permite às empresas de tecnologia:
- impulsionar o crescimento dos serviços;
- oferecer uma combinação de produtos e serviços competitivos;
- reduzir a quantidade de sistemas diferentes;
- otimizar sistemas para obter visibilidade em tempo real.

*Target*:  Managing all processes from one system allows technology companies to:
- drive service growth;
- deliver a competitive mix of products and services;
- reduce the amount of disparate systems; and
- leverage systems for real-time visibility.

## 2.2. Hyphenation

In general, many two-word phrases are two separate words when used as a noun, verb or adverb but take a hyphen when used as an adjective. Double check the way the words are being used in the sentence. As a rule, phrases after the verb are not hyphenated.

Adverbs ending in "–ly" are usually not hyphenated.

*Wrong*:  commonly-held belief
*Right*:  newly renovated house

To hyphenate in a series, follow this example:

*Right*:  He wrote a 10- and 20-page paper.

## 2.3. Governance

Please make sure that the correct noun and verbal forms are used in English, and do not let your text be contaminated by the governance of the Portuguese word.

*Source*:  Seu design modular se integra a um portfólio de produtos.
*Target*:  Its modular design integrates with a portfolio of products.

*Source*:  Nossas publicações de pesquisa consistem em opiniões...
*Target*:  Our research publications consist of the opinions...

*Source*:  Este recurso permitirá converter em Monocromático.
*Target*:  This feature will allow you to convert to Monochrome.

*Source*:  O recurso Localizar vai pesquisar todos os computadores em sua rede.
*Target*:  The Find feature will search for all computers in your network.

*Source*:  Este produto pode causar lesão nos olhos.
*Target*:  This product may cause eye damage.

## 2.4. Plural

Form plurals of the following types of words and phrases by adding "s" alone:

dos and don'ts
CDs
M.A.s and PhDs
the three Rs
the early 1920s

**IMPORTANT:** The use of apostrophe (') is considered a serious error.

# 3.　Language Conventions

## 3.1.　Capitalization

### 3.1.1.　Titles

Titles in English usually have the initials capitalized. Unless otherwise instructed, please follow this rule when translating into English, even if the Portuguese has only the first initial capitalized.

*Source*:　　　Manual de estilo de inglês da Ccaps
*Target*:　　　Ccaps English Language Style Guide

This rule also applies to holidays, job titles, publication names, brand names, historical periods, proper names and more. When in doubt, please ask your Project Manager.

### 5.1.2.　Nationalities, Languages, Months and Days of the Week

Unlike Portuguese, months and days of the week must be capitalized in English. The same applies to nationalities and languages, which, must also be capitalized.

*Source*:　　　Na próxima segunda, teremos um funcionário britânico que fala português na Ccaps. Ele trabalhará até março de 2017.
*Target*:　　　Next Monday, a Portuguese-speaking British employee will start working at Ccaps and remain until March 2017.

### 5.1.3.　Word Following a Colon

Unlike Portuguese, the word following a colon must be capitalized whether this word begins another complete sentence or is part of the same sentence or paragraph.

*Source*:　　　Atenção: você precisa do seu login e da sua senha.
*Target*:　　　Note: You need your login and password.

*Source*:　　　Você precisa do seguinte: seu login e sua senha.
*Target*:　　　You need the following: Your login and password.

### 5.1.4.　Compound Words

Capitalize the initials in compound words, when required.

*Source*:　　　Arquivo compactado autoextraível
*Target*:　　　Self-Extracting compacted file

## 3.2.   Italics

Names of books, newspapers and periodicals must be italicized.

Foreign words and phrases, including nouns left in Portuguese, must be italicized unless they are so familiar to the general reader that they have become anglicized and so must be in roman. Examples include *ad hoc, apartheid, a priori, avant-garde, bona fide, coup d'état, de facto, en route, nouveau riche, raison d'être, realpolitik, status quo, vis-à-vis.*

Remember to put appropriate accents and diacritical marks on all foreign words in italics and make sure that the meaning of any foreign word you use is clear.

## 3.3.   Acronyms

Acronyms are words formed by the initial letter of each word of a phrase. To pluralize them, you must simply add an "s" at the end of the acronym (NO apostrophes!).
In your translated text, the acronyms must be left in Portuguese, unless the translation is familiar to the general reader, such as:

*Source*:       Diretrizes de SMS [meaning "Segurança, Meio ambiente e Saúde"]
*Target*:       HSE Guidelines [meaning "Health, Safety and Environment"]

In the cases where the acronym must be left as is, please include the acronym and its extended form in parentheses after the translation of the spelled-out form, such as:

*Source*:       Dentro deste panorama, recentemente no Brasil, a Associação Brasileira de Normas Técnicas (ABNT) estabeleceu a norma ABNT NBR 15638:2016.
*Target*:       In this scenario, the Brazilian Association of Technical Standards (ABNT, Associação Brasileira de Normas Técnicas) has established the Standard ABNT NBR 15638:2016.

*Source*:       Forneça o CNPJ de sua empresa.
*Target*:       Please provide your company's Corporate Taxpayer's Registry (CNPJ, Cadastro Nacional da Pessoa Jurídica).

This solution must be used only in the first occurrence of the term; in all subsequent occurrences of the acronym in the same file, it must appear alone. Example:

*Source*:       Forneça o CNPJ. Se não possuir um CNPJ, você deve preencher esse campo com seu CPF.
*Target*:       Please provide your Corporate Taxpayer's Registry (CNPJ, Cadastro Nacional da Pessoa Jurídica). If your CNPJ is not available, you must fill in the field with your Individual Taxpayer's Registry (CPF, Cadastro de Pessoa Física).

**IMPORTANT:** This rule works as a general guideline. For instance, you may need to deal differently with acronyms if you have space limitations, such as in tables or presentation slides. Please contact your PM if you notice that it is not possible to follow this rule.

### 3.4.   Numbers

Spell out whole-number words for one to ten (one, two …); use figures for numbers above ten (11, 12…).

However, numbers must be spelled out if they start a sentence:

*Source*:        Duzentos arquivos foram excluídos.
*Target*:        Two hundred files were deleted.

Other exceptions include percentages and numbers in tables and graphs, when figures must be used.

### 3.5.   Dates

The dates are also opposite in the two languages. In Portuguese, the day always appears before the month and in U.S. English, the month appears before the day. Remember that forgetting to switch the month and date during the translation is considered a serious error. Please make note of the following example:

*Source*:        19/9/1999
*Target*:        9/19/1999

There are several different ways to write dates:

> September 19, 1999
> September 1999
> On Saturday 19 September
> The 1900s
> The '90s
> The nineteenth century
> The sixties

Make sure to follow the original format, while adapting it to the English standard, whenever necessary.

### 3.6.   Times

Make sure to change the 24-hour clock to the 12-hour clock, as follows:

*Source*:        A aula começa às 11h 30 da manhã.
*Target*:        The lecture starts at 11:30am.

### 3.7.   Decimal and Thousand Separators

Decimal and thousand separators are also opposite in the two languages. In Portuguese, the decimal places come after a comma, while in US English it happens otherwise. The same applies to thousand separators, as follows:

*Source*:        10.234,98
*Target*:        10,234.98

### 3.8. Currencies

Ask your PM whether the Brazilian currency must be changed to US dollar or other currency; do not assume this is always the case. Whatever the instruction you receive, make sure to remove the space after the currency symbol, as follows:

*Source*:      R$ 8.600,00
*Target*:      R$8,600.00

### 3.9. Measurements

The same procedure above applies to units of measurement. In Portuguese, they are followed by a space, which comes before the figure; in English, this space must be removed:

*Source*:      20.000 m$^2$
*Target*:      20,000m$^2$

### 3.10. Conversion

Measurements are usually left as is, but if you are instructed to convert measurements from the metric system to the US system, make sure to include the original value in parentheses after the conversion, as follows:

*Source*:      Utilize um cabo de 30 cm.
*Target*:      Use a 0.98ft. (30cm) cable.

### 3.11. Telephone Numbers and Street Addresses

If provided by the client, always replace the general or headquarter contact information with the local addresses, e-mails and telephone numbers. If there are no instructions on this, proceed as follows.

Otherwise, make sure to specify the country by adding a plus (+) sign before the country code, enclosing the area code in parentheses, and then adding the phone number, using hyphens as separators between prefix and the remaining digits.

*Source*:      Tel: (21) 2507-5989
*Target*:      Phone: +55 (21) 2507-5989

For street addresses, maintain the original and only translate country names, such as in the following example:

Ccaps Translation & Localization
Rua México, 98/201-206
Rio de Janeiro – RJ
20031-141
Brazil

## 3.12.   What Must Not Be Translated

Unless otherwise specified, do not translate:

- Proper names
- Company names
- Product names

Do not translate, but provide translation enclosed in parentheses after original:

- Software interface options that are not localized.
- Titles of publications that have not been translated.

# 4.    Style and Tone

## 4.1.    Style

English and Portuguese are two rather different languages and must be treated as such. It is important that your translated text sounds as if it were written in English, and not as a transliteration into another language of the source text. Machine translations do a very good job at that and this is why we are hiring your services.

### 4.1.1    Do Not Use "And" and "But" at the Beginning of a Sentence

Never begin a sentence with "And" or "But," unless the text is literary or extremely informal, such as a poem, story or personal letter.

### 4.1.2.    Active vs. Passive Voice

Good English uses the active voice whenever possible. Be direct.

"A hit B." describes the event more concisely than "B was hit by A."

### 4.1.3.    Avoid Using Contractions

Do not use contractions unless absolutely necessary or unless you feel that the tone of the text requires it. Prefer using "do not," "will not," "cannot" instead of "don't," "won't," "can't."

### 4.1.4.    Parallel Structure

When the elements of a sentence are similar, they must appear in similar form. To keep consistency in a procedure list, make sure to keep the same verb tense.

*Source*:        Não esqueça de verificar o nível do tanque, testar os alarmes e verificar os instrumentos de medição.
*Target*:        Be sure to check the tank level, test the alarm, and check the measuring instruments.

### 4.1.5.    Avoid Wordiness

When translating from Portuguese into English, it is natural to tend toward wordiness. However, wordiness must be avoided at all costs. Unlike Portuguese, the English language can be easily shortened, as in the following example:

*Source*:        A inauguração da empresa do estado de São Paulo.
*Bad Target*:    The opening of the company of the state of São Paulo.
*Better*:        The opening of the São Paulo state company.

### 4.1.6.    Repetition

Repetitions may sound annoying and can render the text poor. Despite their eventual presence in the source text, they must be avoided at all costs.

*Source*:        Disponibilizar à Contratada os documentos e informações necessários à realização dos serviços, desde que…

*Bad Target*:    Provide to the Contractor documentation and information required to provide the services, provided that…

*Better*:        Provide the Contractor with all the documentation and information required to carry out the services, as long as…

### 4.1.7.  Bad Source

If you notice that the source is poorly written – and this can happen more often these days – avoid word-by-word translations and do your best to render a fluent target text. In such cases, we expect you to detach from the source structure in order to provide a readable target.

*Source*:        Disponibilizar meio de transporte devidamente equipado e adequado para realizar a carga, a descarga e o transporte e a descarga de tais materiais.

*Bad Target*:    Provide a means of transportation duly equipped and appropriate for loading, unloading and transportation and unloading of such materials.

*Better*:        Provide a means of transportation duly equipped and adequate for loading, transportation, and unloading of such materials.

When the source text does not make sense and you cannot solve it, please contact the Project Manager.

### 4.1.8.  Word Order

While translating, sometimes you need to change the order of the words to make sure that the meaning is properly conveyed.

*Source*:        redes virtuais de área de armazenamento
*Target*:        virtual storage area networks

*Source*:        exercícios práticos de treinamento
*Target*:        hands-on training exercises

*Source*:        questões estratégicas de negócio
*Target*:        strategic business issues

Likewise, to make your translation fluent and appear to have been originally written in English (isn't this the goal of every translation, after all?), changing the sentence structure is recommended.

*Source*:        Permita a reinicialização automática em caso de falha no hardware, para oferecer a mais alta disponibilidade.
*Target*:        For highest availability, enable automatic restart in the event of hardware failure.

However, do not forget that we expect you to do this without causing any changes to the meaning.

*Source*:     Inovação já não era novidade para a Bubbles.
*Target*:     Bubbles was already used to innovation.

### 4.1.9.  Syntax

Many translated texts suffer from too long or too complicated sentences, which have more than one subordinate clause or sentences with a lot of figures and information bits. It is recommended that you rewrite the text by cutting up the sentence in smaller parts.

*Bad Target*:   Ferguson brings usage-based design full circle, supplying the analytical tools and expertise to help companies understand and anticipate customer needs and behavior, and to apply this knowledge to each new generation of the Internet channel.
*Better*:     Ferguson brings usage-based design full circle, supplying the analytical tools and expertise to help companies understand and anticipate customer needs and behavior. This knowledge is applied by Ferguson to each new generation of the Internet channel.

### 4.1.10.  Terminology Consistency

To achieve consistency throughout the project, please make sure to list any terms (common words/expressions) that may appear repeatedly in the files. This will not only will allow you to keep track of the terms you define but also to make sure all other translators follow the same pattern.

## 4.2.   Tone and humor

The humor and tone chosen for the translated text play an important role. In general, the tone of the original Brazilian Portuguese texts will be less formal than their English language counterparts. Therefore, depending on the audience, it may be necessary to make the English texts slightly more formal.

When translating letters, for example, it is customary to insert polite words like "Mr./Ms.," "please" and "sincerely," even if these are not found in the original source text (again, when in doubt, feel free to contact your PM).

Naturally, the translation must reflect the intended audience. Certain texts have a specific audience (i.e. TV advertisement scripts directed at children), but as a general guideline, the tone of the translated text must be as neutral as possible. Ccaps works primarily with U.S. English grammar and spelling. If UK English is required for a specific project, you will be notified beforehand.

The use of humor must be considered carefully since some it may be offensive to different cultures. Avoid subjects such as religion, race, politics, hunger, poverty, death, war, and anything containing ethnic, sexist and/or social connotations. When in doubt about the proper tone to use, please consult your PM.

If you are unable to detect the target audience of the text, which must dictate the tone of your translation, contact your PM immediately. If they do not have the answer, the client will provide the necessary guidance.

# 5.    Essential Glossaries

## 5.1.    Cognates

The following is a small glossary of cognates and their translations. These terms have been included here because they constitute common errors. Just because a word is similar or equal in the two languages does not mean that it has the same meaning.

| Portuguese | English |
|---|---|
| alinhar com | according to or in compliance with (NOT align with) |
| aniversário | birthday (NOT anniversary unless referring to wedding) |
| assessoria de imprensa | PR or press relations |
| assistir | attend, watch (NOT assist) |
| comercial | sales [economic activity], ad [TV] or business [adj.] |
| compromisso | commitment (NOT compromise) |
| econômico | economic (NOT economical, which relates to savings) |
| exposição | exhibit (NOT exposition) |
| fábrica, usina | plant, factory (NOT fabric) |
| formação | training (NOT formation, unless specified by context) |
| instalação | facility (NOT installation when referring to a place) |
| legenda | subtitle [movies] or caption [photo] (NOT legend) |
| notebook | laptop (NOT notebook) |
| particular | private (NOT particular) |
| principal | main (NOT principal) |
| propaganda, publicidade | advertising (NOT propaganda; avoid publicity) |
| realização | accomplishment or implementation (rarely realization) |
| realizar | accomplish or implement (realize means "to perceive") |
| setor | industry (NOT sector) |
| valorização | improvement (NOT valorization) |

Follow this link for an extensive list of cognates.


## 5.2.    Miscellaneous

The following are expressions wrongly borrowed from English that are often translated back into the original language incorrectly:

| Portuguese | English |
|---|---|
| busdoor | bus sign (NOT bus door) |
| chill in | warm up (NOT chill in) |
| free shop | duty free (NOT free shop) |
| notebook | laptop (NOT notebook) |
| outdoor | billboard (NOT outdoor) |
| TV aberta | broadcast TV (NOT open TV) |
| TV por assinatura | cable TV (NOT closed TV) |

## 5.3. Legal and Business

The following are common legal expressions. Please contact your PM for full legal and business glossaries.

| Portuguese | English |
|---|---|
| anexo | exhibit, annex |
| ativo financeiro | liquid assets |
| carteira de trabalho | work record booklet |
| CPF | Individual Taxpayer's Registry (CPF, Cadastro de Pessoas Físicas) |
| CNPJ | Corporate Taxpayer's Registry (CNPJ, Cadastro Nacional da Pessoa Jurídica) |
| custos indiretos | overhead |
| data de vencimento | due date, maturity date |
| declaração de imposto de renda | income tax return (corporate), personal tax return |
| decurso de prazo contratual | during effectiveness, hereof |
| Diário Oficial da União | Official Federal Gazette |
| dias consecutivos | calendar days |
| dias corridos | consecutive days |
| dias úteis | business days |
| em curso | in progress |
| em face de | in light of |
| em fé pública | under seal |
| em pleno efeito e vigência | in full force and effect |
| em prejuízo/detrimento de | at the expense of |
| em todos os seus termos | in its entirety |
| em última instância | ultimately |
| entrar em vigor | to come into force |
| falta grave | gross negligence; willful misconduct; serious infringement |
| fiador | guarantor |
| fiduciário | trustee |
| guia de embarque aéreo | airway bill |
| guia de importação | import license |
| guia de pagamento/recolhimento | payment form |
| homicídio culposo | manslaughter |
| horário de verão | Daylight Savings Time (DST) |
| Imposto de Renda (IR) | income tax |
| Imposto sobre Valor Agregado (IVA) | Value Added Tax (VAT) |
| marca comercial | trademark |
| marca registrada | registered trademark |
| marca de serviço | service mark |
| Medicina do Trabalho | Occupational Health |
| no estado em que se encontra | as is |
| nos seguintes termos | subject to the following |
| notificação judicial | summons; court notice |
| Ordem dos Advogados do Brasil (OAB) | Brazilian Bar Association (OAB, Ordem dos Advogados do Brasil) |
| organograma | organization chart |
| passivo | liabilities |

| | |
|---|---|
| Prefeitura [government body] | Local Government Authority or Municipality (NOT ~~Prefecture~~) |
| Prefeitura [place] | City Hall [place] |
| Previdência Social | Social Security |
| qualquer disposição em contrário contida neste instrumento | anything to the contrary herein |
| taxa de inflação | inflation rate |
| taxa de câmbio | exchange rate |
| tem entre si justo e contratado | in witness whereof |
| turno de trabalho | work shift |

Follow this link for an extensive list of terms in the areas of business, finance, accounting and legal.

More tips on legal translation and other interesting subjects in general can be found here.

# 6.    Useful Links

This last chapter provides a list of useful links with additional tips on proper English language grammar and style.

The [Economist Style Guide](#), available online, is an excellent supplement to this *English Language Style Guide*, which further details on several of the points explored herein.

The [English Style Book: A Guide to the Writing of Scholarly English](#) has specific information on the use of punctuation.

[Babylon](#)'s online translation and dictionary software offers results from a database of 1,300 sources in 75 languages.

[Synonym.com](#) provides synonyms thesaurus with antonyms and definitions.

If you need a synonym for a certain term and are having a hard time to find or remember, go straight to [Thesaurus.com](#) to refresh your memory.

In [ProZ Term Search](#) you can choose the source and target language and search among glossaries, answered questions and forums.

Try [Ozdic – The Collocation Dictionary](#) to check for common word combinations such as 'bright idea' or 'talk freely,' which are the essential building blocks of natural-sounding English.