

Please note: In October 2010 the Ministry of Agriculture, Nature and Food Quality, and the Ministry of Economic Affairs merged to form the Ministry of Economic Affairs, Agriculture and Innovation (EL&I). It has since been renamed:

Ministry of Economic Affairs

ENGLISH STYLE GUIDE

Ministry of Economic Affairs

If you have any questions or comments, please contact the translation office of the Ministry of Economic Affairs
vertaalbureau@minez.nl

1. GENERAL	3
2. MINISTRY	3
Ministry departments and services	3,4,5
3. SPELLING.....	6
British spelling	6
Capital letters	6
Geographical names	6
Scientific names	8
4. PUNCTUATION	8
Abbreviations.....	8
Apostrophe	8
Parentheses.....	8
Full stop	8
Question mark	8
Quotation marks	8
5. REGULATION and DUTCH ORGANISATIONS	9
Dutch regulation.....	9
Dutch organisations	9
EU regulation	9
6. CORRESPONDENCE	11
Address.....	11
Signature	11
Format.....	12
Letters to VIPs:	12
Personal names and titles.....	13
7. SPEECHES.....	15

1. GENERAL

Please use a clear, modern style, keeping the text short and simple where possible. Use verbs rather than nouns and active voice rather than passive voice where appropriate. Remember that your translation has to be accessible to readers who are not native-speakers. Avoid abbreviations (i.e., e.g.) and Latin terms.

Please use British English.

The EU's *Fight the Fog* guide has some useful tips:

http://www.au.af.mil/au/awc/awcgate/eu/fight_the_fog_en.pdf

2. MINISTRY

Ministerie van Economische Zaken,
Ministry of Economic Affairs

When referring to the Ministry, use "the Ministry of Economic Affairs" in the first instance, for later mentions use "the Ministry" or "we". Only use "EZ" if the translation is intended for the Foreign Agricultural Service (*Bureau Buitenland*).

Ministry departments and services

Nederlands	English
Directie Algemene Economische Politiek (AEP)	General Economic Policy Department
Bureau Bestuursraad (BBR)	Executive Office
Directie Communicatie (DC)	Communications Department
Directie Financieel Economische Zaken (FEZ)	Financial and Economic Affairs Department
Directie Bedrijfsvoering (DB)	Operational Management Department
Directie Wetgeving en Juridische Zaken (WJZ)	Department of Legislation and Legal Affairs
Audit Dienst (AD)	Audit Branch
Directoraat-generaal Agro en Natuur (DG Agro en Natuur)	Directorate-General for Agro and Nature Policy
Directie Dierlijke Agroketens en Dierenwelzijn (DAD)	Animal Supply Chain and Animal Welfare Department
Directie Plantaardige Agroketens en Voedselkwaliteit (PAV)	Plant Supply Chain and Food Quality Department
Directie Europees Landbouw- en	European Agricultural and

Visserijbeleid en Voedselzekerheid (ELV)	Fisheries Policy and Food Security Department
Directie Agro- en Natuurkennis (DANK)	Agriculture and Nature Knowledge Department
Directoraat-generaal Energie, Telecom & Mededinging (DG ETM)	Directorate-General for Energy, Telecommunications and Competition
Directie Energiemarkt (EM)	Energy Market Department
Directie Energie en Duurzaamheid (ED)	Energy and Sustainability Department
Directie Telecommarkt (TM)	Telecommunications Market Department
Directie Mededinging en Consumenten (MC)	Competition and Consumer Policy Department
Programmadirectie Nucleaire Installaties en Veiligheid	Nuclear Installations and Safety Department
Directoraat-generaal Bedrijfsleven & Innovatie (DG B&I)	Directorate-General for Enterprise and Innovation
Directie Topsectoren en Industriebeleid (TOP)	Top Sectors and Industrial Policy Department
Directie Innovatie en Kennis (IK)	Innovation and Knowledge Department
Directie Ondernemerschap (O)	Enterprise Department
Directie Regeldruk en ICT-beleid (R&ICT)	Regulatory Reform and ICT Policy Department
Programmadirectie Biobased Economy (PD BBE)	Biobased Economy Department
Secretariaat Actal	Actal Secretariat
Directoraat-generaal Internationale Betrekkingen (DG IB)	Directorate-General for International Relations
Directie Europa (E)	European Affairs Department
Directie Internationale Marktordening en Handelspolitiek (IMH)	International Trade Policy and Economic Governance Department
Directie Internationaal Ondernemen (IO)	International Enterprise Department
Programmadirectie Economische Diplomatie en Transitie (PD EDT)	Economic Diplomacy Department
Directoraat-generaal Natuur & Regio (DG N&R)	Directorate-General for Nature and Regional Policy
Directie Natuur en Biodiversiteit (N&B)	Nature and Biodiversity Department
Directie Regio en Ruimtelijke Economie (RRE)	Regional Affairs and Spatial Economic Policy Department
Programmadirectie Natura 2000 (PD Natura 2000)	Natura 2000 Department
Programmadirectie Juridisch instrumentarium Natuur en Gebiedsinrichting (PD JNG)	Legal Instrumentation Nature and Areal Planning Department

DG Uitvoering	Directorate General Implementation
Agentschap NL (AgNL)	NL Agency
Dienst Regelingen (DR)	National Service for the Implementation of Regulations
Inspecteur-generaal nieuwe Voedsel en Waren Autoriteit (IG nVWA)	Inspector General
nieuwe Voedsel en Waren Autoriteit (nVWA)	Netherlands Food and Consumer Product Safety Authority
Centraal Plan Bureau (CPB)	Netherlands Bureau for Economic Policy Analysis
Centraal Bureau voor de Statistiek (CBS)	Statistics Netherlands
Staatsbosbeheer (SBB)	National Forest Service
Agentschap Telecom (AT)	Radiocommunications Agency
Nederlandse Mededingingsautoriteit (NMA)	Netherlands Competition Authority
Consumenten Autoriteit (CA)	Netherlands Consumer Authority
Onafhankelijke Post en Telecommunicatie Autoriteit (OPTA)	Independent Post and Telecommunications Authority
Staatstoezicht op de Mijnen (SodM)	State Supervision of Mines
PIANOO	PIANOO
Dienst Landelijk Gebied	Government ¹ Service for Land and Water Management
Dienst ICT Uitvoering	ICT Implementation Services
Rijksdienst voor Ondernemend Nederland (RVO)*	Netherlands Enterprise Agency

*term added 26 juni 2014; unconfirmed

3. SPELLING

British spelling

	British spelling, unless American English is specifically requested.
ise/ize	Preference is for the use of -ise in line with EU practice. However, -ize is acceptable provided it is consistently used within a given text or project.
judgment	judgment without the middle e.
gram	gram, kilogram, litre, metre; but tonne, not *ton which refers to the imperial ton.
email, internet	email, internet

Capital letters

references	<p>Capitalise specific references, but use lower case for general references.</p> <p>"The Dutch Government plans to reform the pig production sector" but "... government policy needs to be revised ..."</p> <p>"Member States" (of the EU) always capitalised</p>
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Geographical names

Netherlands	Try to avoid the use of "Netherlands" as an adjective unless it forms part of an official English title. Otherwise use Dutch (Government, association, language). Please note: the Netherlands (lower case 't' unless starting sentence) .
Rivers	Maas/Meuse: Maas in Dutch contexts, Meuse in French/Belgian contexts.
Dutch geographical names	Dutch geographical names and proper nouns are not italicised. Rotterdam, Valkenberg. Use the English translation if it exists: Wadden Sea.
Countries and cities	For names of countries and cities please follow current British use, with the help of reliable up-to-date internet information or English dictionary if necessary.
north, south east, west	No capitals for south, south-east, south-eastern, unless part of an administrative or political unit: South Africa, but southern Africa, eastern Germany not *East Germany. NB – see next entry
Central and	Follow EU use for Central and Eastern European countries and

Eastern European countries.	capitalise.
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Scientific names

Biological sciences	the initial letter of the scientific name is capitalised, while species epithets are always in lower case and italicised : <i>Martes americanan</i> , <i>Pusa sibirica</i>
Foreign words and phrases	Latin and other foreign-language expressions in an English text should italicised and have appropriate accents, "he said that the <i>raison d'être</i> of this project ..." Foreign words and phrases that are now in common use (per capita, ad hoc) do not need italics, but use a plain English alternative if one exists.
Hyphens and compound words	Hyphen is omitted in frequently used words: cooperation; coordinate, bookkeeping, radioactive. In adverb-adjective modifier pairs, no hyphen is needed between the two words when the adverb ends in -ly : genetically modified crops.

4. PUNCTUATION

Abbreviations	Plurals of abbreviations do not take an apostrophe: NGOs, SMEs.
Apostrophe	Words ending in s. Common and proper nouns and abbreviations ending in s form their singular possessive with 's just like nouns ending in other letters : Ms Jones's diary; The plural retains the apostrophe, but loses the extra s: a stewardess's pay; stewardesses' pay.
Parentheses	<u>Parentheses</u> are often used in Dutch to include additional information. Where possible these should be omitted in English and the text incorporated into the main body of the sentence. <u>Square brackets</u> should be used for editorial remarks that are not to be included in the final text.
Full stop	Full stops followed by single space.
Question mark	No question mark is needed after a request or instruction put as a question out of courtesy: Would you please complete the attached form and return it to us before 17 January 2006.
Quotation marks	double for direct speech and verbatim quotes. single for quotations within these.

5. REGULATION and DUTCH ORGANISATIONS

<p>Dutch regulation</p>	<p>If an official English translation exists give the Dutch title, italicised, in brackets after the English translation.</p> <p>... Pig Production Restructuring Act (<i>Wet herstructurering varkenshouderij</i>)</p> <p>If no official English translation exists give the Dutch title and only translate this (lower case) if relevant.</p> <p>See list of translated titles below.</p>
<p>Dutch organisations</p>	<p>If an official English translation of the name exists give the English translation followed by Dutch title in parenthesis.</p> <p>... the General Inspection Service (AID) ...</p> <p>First mention in full, later mentions "the Service, the Authority" etc.</p> <p>For the names of organisations without an official English translation please give a descriptive title in lower case before the Dutch title or describe in the body of the text as appropriate.</p>
<p>EU regulation</p>	<p><u>First</u> mention in full:</p> <p>Council Regulation (EC) No 2371/2002 of 20 December 2002 on the conservation and sustainable exploitation of fisheries resources under the Common Fisheries Policy</p> <p><u>Later</u> mention:</p> <p>Council Regulation (EC) No 2371/2002 or simply: the Regulation.</p> <p>Numbered subdivisions. In citing provisions of EU legislation, place numbered subdivisions of articles in parenthesis after the article number (note: no spaces):</p> <p>Article 1(3)(d) of Regulation (EEC) No 1696/71.</p>

Some Dutch laws have an official translation. Those related to Ministry of Agriculture policy areas are given below. If a law does not have an official translation, place a descriptive translation of the title in lower case or simply describe it in the body of the text.

<i>Algemeen besluit warenwet</i>	Foodstuffs General Decree
<i>Boswet</i>	Forest Act
<i>Dierengeneesmiddelenwet</i>	Veterinary Medicines Act
<i>Jachtwet</i>	Hunting and Shooting Act
<i>Landbouwwet</i>	Agricultural Act
<i>Landbouwkwaliteitswet</i>	Agricultural Produce (Quality Control) Act
<i>Landinrichtingswet</i>	Land Development Act
<i>Meststoffenwet</i>	Act on Manures and Fertilisers
<i>Natuurbeschermingswet</i>	Nature Conservation Act
<i>Natuurschoonwet</i>	Estates Act
<i>Ruilverkavelingswet</i>	Land Consolidation Act
<i>Veewet</i>	Livestock Act
<i>Vleeskeuringswet</i>	Meat Inspection Act
<i>Vogelziektenwet</i>	Bird Diseases Act
<i>Warenwet</i>	Commodities Act
<i>Wet alg. bepalingen milieuhygiëne</i>	Environmental Protection Act
<i>Wet Bedreigde uitheemse diersoorten</i>	Endangered Exotic Animal Species Act
<i>Wet bodembescherming</i>	Soil Protection Act
<i>Wet op dierenbescherming</i>	Protection of Animals Act
<i>Wet dierenvervoer</i>	Animal Transportation Act
<i>Wet herstructurering varkenshouderij</i>	Pig Production Restructuring Act
<i>Wet op de ruimtelijke ordening</i>	Town and Country Planning Act
<i>Wet Verontreiniging Oppervlaktewater</i>	Pollution of Surface Waters Act
<i>Wet verontreiniging zeewater</i>	Marine Pollution Act
<i>Zaai- en Plantgoedwet</i>	Seeds and Planting Materials Act

6. CORRESPONDENCE

Letters

Address	<p>Begin with name, followed by job title and name of organisation.</p> <p>Do not use "for the attention of" or "attn.". Do not place name of organisation before name of person as in Dutch usage.</p> <p>Use the basic pair of Dear Sir or Madam followed by Yours faithfully</p> <p>Use the basic pair Dear Mr/Ms/Dr Brown followed by Yours sincerely</p>
Signature	<p>Sign off with name followed by title:</p> <p>Henk Kamp Minister of Economic Affairs</p> <p>Sharon Dijksma Minister for Agriculture</p> <p><i>NB</i> Although Ms Dijksma is <i>Staatssecretaris</i> of the Ministry she uses the title Minister for Agriculture in her foreign contacts.</p>

Format

Letters: all lines are aligned to the left of the page.

2 December 2009

Mr D.J. Galloway
Director
Institute of Agricultural Research
273 Landowne Road
York Y27 8BY

Dear Mr Galloway,
With reference to your letter of 1 December 2012,

.....

.....

We look forward to...

Yours sincerely,

Sharon Dijksma
Minister for Agriculture

Letters to VIPs:**Letters to ministers/prime ministers/presidents:****Address:**

Mr Giovanni Alemanno
Minister of Agriculture and Forestry Policies

Salutation:

Dear Mr Alemanno / Dear Prime Minister /Dear Mr (or Madam)
President,

Closing: Yours sincerely,

Letters to ambassadors:

Address:

His Excellency/Her Excellency
The Ambassador of Australia

Salutation: Your Excellency,

Closing: Yours faithfully,

Letters to presidents of EU institutions

Salutation Sir/Madam,

Closing : I have the honour to be, Sir/Madam, yours faithfully,

letter signed on behalf of someone else

use the following format:

for
the Minister of Economic Affairs, Agriculture and Innovation

J. Smith
Director International Affairs

Personal names and titles

Names	Except in a postal address, give the first name in full, rather than a string of initials: Henk Kamp, Sharon Dijksma. Use Mr, Ms (without stop). Use Ms for women unless you have reason to think the person concerned prefers Mrs.
Titles	Avoid titles not customary in English, but note that

	using Mr or Ms instead means you might have to find out the gender of the person in question. (When replying to an incoming letter it is probably a good idea to address people with titles they have given themselves.)
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Following EU practice:

For	Write
Drs. A. Baerdemaeker	Mr A. Baerdemaeker
Ir. B. de Bruyn	Ms B. de Bruyn
Mr. Reuter	Ms Reuter
Prof. Dr. H. Schmidt	Prof. H. Schmidt
Dipl.-Ing. W. Braun	Mr W. Braun
Doctor	The title Dr should be given when it appears in the original (except in combined titles, as above), regardless of whether the holder is a doctor of medicine or not.

7. SPEECHES

Please bear in mind that usually neither the speaker nor the listeners are native speakers of English. In many cases the audience will have the additional handicap of listening to an accent they are not familiar with. Be consistent in your choice of terminology and try to avoid tongue twisters that are difficult to say or understand.

Title	Use the following format "speech [<i>opening, after dinner</i>], name, title, occasion, date, and place: (capitalised and bold)" "SPEECH BY HENK KAMP, MINISTER OF ECONOMIC AFFAIRS AT THE CONFERENCE ON PUBLIC-PRIVATE PARTNERSHIPS FOR EUROPE'S BIODIVERSITY ON THE ANNIVERSARY OF THE EUROPEAN CENTRE FOR NATURE CONSERVATION ON 6 NOVEMBER 2013 IN DEN BOSCH"
Opening	Ladies and gentlemen,
Closing	Thank you.
