

# Cincinnati Children's Translation Style Guide

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## General

1. For languages which use Latin script:
  - a. Keep the names *Cincinnati Children's*, *Cincinnati Children's Hospital*, and *Cincinnati Children's Hospital Medical Center* in English.
  - b. On first mention, medication names and Cincinnati Children's departments and divisions are translated, followed by the English name in parentheses. Subsequent mentions use the translation only.
2. For languages which do not use Latin script:
  - a. On first mention, medication names and Cincinnati Children's names (*Cincinnati Children's*, *Cincinnati Children's Hospital*, and *Cincinnati Children's Hospital Medical Center*), departments, and divisions are translated, followed by the English name in parentheses. Subsequent mentions use the translation only.
3. Locations (e.g. *Location D*), building names, and addresses in the United States remain in English.
  - a. Many Cincinnati Children's buildings are named with letters such as *Location D*. Specific floors in those buildings are referred to with the building letter and floor number, e.g. *D2*. When this abbreviation is explained in parentheses, e.g. *D2 (Building D/2<sup>nd</sup> Floor)*, translate the word *Building*.
4. For all HIM and HIC barcoded documents (Note: the barcode in the footer is not usually displayed in Word. Instead, something like \*DTM1234\* is displayed.):
  - a. Make the titles bilingual.
  - b. Add **THE ENGLISH VERSION OF THIS DOCUMENT IS FOR REFERENCE PURPOSES AND MUST BE INCLUDED IN THE MEDICAL RECORD** above the header on the first page in English only, centered, 8 pt. Times New Roman, regular.
5. Ensure no essential elements are closer than one quarter inch to the edge of the page.
6. Whenever a form has a signature line labeled *Witness*, make that label and any additional corresponding labels (e.g. *Date*) bilingual. Witnesses usually only speak English but are often asked to sign translated forms to indicate they were present when the form was signed by a limited English proficient person.
7. Always translate text embedded in images. This may be done by overlaying text boxes or editing the image in Photoshop. When this cannot be done cleanly, contact the project manager for further instructions.

8. Dates: When not limited by space, spell out the month, e.g. *August 7, 2015* instead of *8/7/2015*. When limited by space, use the ISO 8601 date format: year (four digits), month (two digits) and day (two digits), e.g. *2015-08-07*.
9. Whenever something isn't clear, or sounds potentially inappropriate when translated, ask for clarification.

## Specific Languages

At the moment, there specific style guidelines for the following languages:

### Arabic

1. The following terms must be translated as follows:

Cancer and Blood Diseases Institute	مركز أمراض الدم والسرطان
Munch & Mingle	جلسة إجتماعية
Cincinnati Children's Hospital Medical Center	مركز مستشفى سينسيناتي للأطفال الطبي
Cincinnati Children's Hospital	مستشفى سينسيناتي للأطفال
RN	ممرضة مجازة
APRN	ممرضة ممارسة
Guest Services	مكتب الضيافة
Family Update	نشرة الأخبار لهذا الأسبوع
Best Upon Request	الأفضل عند الطلب

2. For times, rather than using only AM (صباحاً) and PM (مساءً), use ظهراً, ليلاً and عصرًا when appropriate.
3. Unless instructed otherwise, use Western Arabic (European) numerals instead of Arabic-Indic (Eastern Arabic/Indian) numerals in translations.
4. When space does not permit translating credentials into Arabic, use the English abbreviations.
5. In patient medication calendars, the name of the month should be bilingual with the English in parentheses.
6. Do not use optical kerning in Adobe InDesign, Adobe Illustrator or any other desktop publishing software.
7. Replace Microsoft Office form field checkboxes with the Unicode ballot box character: ☐ (U+2610) or ☒ (U+2611).

### **Chinese (Simplified)**

Translate *Cincinnati Children's Hospital Medical Center* as 辛辛那提儿童医院医疗中心.

### **Chinese (Traditional)**

Translate *Cincinnati Children's Hospital Medical Center* as 辛辛那提兒童醫院醫療中心.

### **Hebrew**

Translate *Cincinnati Children's Hospital Medical Center* as המרכז הרפואי של בית החולים לילדים בסינסינטי.

### **Nepali**

Translate *Cincinnati Children's Hospital Medical Center* as सिन्सिनाटि बाल अस्पताल मेडिकल सेन्टर.

### **Russian**

Translate *Cincinnati Children's Hospital Medical Center* as Медицинский центр детской больницы Цинциннати.