ARABIC GLOSSARY & STYLE GUIDE

English	Arabic	Comments	Date
Cancer and Blood Diseases Institute	مركز أمراض الدم والسرطان	New translation from Sawsan, Dr. Salloum, and the Affordable Language Services teams.	2014-09-23
Munch & Mingle	جلسة إجتماعيّة	New, colloquial translation from Sawsan.	2014-09-23
Cincinnati Children's Hospital Medical Center	مركز مستشفى سينسيناتي للأطفال الطبي	New translation from Dr. Ahmad Rayes.	2014-12-01
Cincinnati Children's Hospital	مستشفى سنسيناتي للأطفال	Long-time translation.	
RN	ممرضة مجازة	New translation from Sawsan and Dr. Salloum.	2014-09-23
APRN	ممرضة ممارسة	New translation from Sawsan and Dr. Salloum.	2014-09-23
Guest Services	مكتب الضيافه	New translation from staff member and Sawsan.	2014-11-05
Family Update	نشرة الأخبار لهذا الأسبوع	New translation from Children's staff.	2015-01-08
Best Upon Request	الأفضل عند الطلب	New translation from Children's staff.	2015-03-10

- On first mention, 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.
- 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/2nd Floor), translate the word Building.
- Make the titles bilingual for all HIM and HIC barcoded documents. The barcode in the footer is not usually displayed in Word. Instead, something like *DTM1234* is displayed.
- For times, rather than using only AM (صباحا) and PM (مساءً), use ظهراً and ليلاً when appropriate.
- Unless instructed otherwise, use Western Arabic (European) numerals instead of Arabic-Indic (Eastern Arabic/Indian) numerals in translations.
- When space does not permit translating credentials into Arabic, use the English abbreviations.
- Whenever something isn't clear, or sounds potentially inappropriate in Arabic, ask for clarification.
- In patient medication calendars, the name of the month should be bilingual with the English italicized and in parentheses.