

Cincinnati Children's Translation Style Guide

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, 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, 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/2nd Floor)*, translate the word *Building*.
4. 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.
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. Witness 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.

Specific Languages

Arabic

See the separate *Arabic Translation Style Guide* for Arabic-specific issues.

Other

At the moment, there is not a specific style guide for any other languages.