

Gender Neutralization Guidelines

Task Description (en-es)

You are given an English sentence (second column, SOURCE) containing references to one or more people and a corresponding Spanish translation containing gender-marked expressions (third column, GENDERED TRANSLATION). You are asked to copy the given translation into the fourth column (NEUTRAL TRANSLATION) and modify it to make it gender-neutral.

The task is a **partial** post-editing activity, where only the gendered-marked expressions (highlighted in bold for your convenience) are to be neutralized.

While neutralizing, please follow **these guidelines**:

1. Alter the original translation as little as possible, depending on the needs of gender neutralization.
2. Preserve the overall meaning of the English sentence.
3. Ensure that your neutral translation is as fluent as possible.

See the screenshot below for an example of the task. Note that in the last column (COMMENTS) you can leave any comments/doubts you might have (very welcome!), especially if you encounter particularly hard sentences to neutralize that might not conform to our guidelines.

B	F	G	P	Q
ID	SOURCE	GENDERED TRANSLATION	NEUTRAL TRANSLATION	COMMENTS
603	The Chilean Government guaranteed that in Chile General Pinochet would have a fair trial and General Pinochet has indeed now lost his immunity and the justice system is initiating proceedings against him.	El Gobierno chileno garantizó que , en Chile , el General Pinochet tendría un juicio justo y , en efecto , en este momento el General Pinochet ha perdido su inmunidad y las autoridades judiciales chilenas están procediendo contra él .		

Below, we further define the task by providing examples of: i) what can be done to neutralize, ii) and what should not be done to neutralize.

Examples (What can be done)

The following examples include a source sentence (Source), a gendered translation (GT), and a neutralized translation (NT).

- (1) Source: He is a dedicated member of the team.
 GT: Es **un compañero** muy dedicado en el equipo.
 NT: Es un **miembro** muy dedicado en el equipo.

Here the gender-marked word **compañero** is neutralized with the synonym **miembro**. This solution is good to the extent that it only modifies the highlighted parts of the original translation, leaving the rest untouched.

However, *miembro* is an occasionally contested term for neutralisation. As such, try as much as possible to avoid it. For plural instances, consider *membresía* instead.

! Epicene synonyms are often the most convenient and efficient gender-neutralization solution, however synonymy is contextual, therefore the choice of synonyms should be carefully evaluated to respect our guidelines.

- (2) Source I refuse to give up on a single student in my class.
 GT Me niego a dejar atrás a **una sola** estudiante en mi clase.
 NT Me niego a dejar atrás a **cualquier** estudiante en mi clase.

The gender-marked words **una** and **sola** are neutralized as **cualquier**. The word **estudiante**, instead, is epicene as it does not refer to a specific gender only, and thus it has not to be modified.

! Be mindful that words ending in -e are often epicene (e.g., *estudiante*, *cantante*, *paciente*, *agente*, *cónyuge*, *docente*). However, other words that end in consonants or different vowels can also be epicene (e.g., *joven*, *periodista*, *testigo*, *vigía*).

- (3) Source The project leader and team members shall render themselves liable to disciplinary action.
 GT **El** líder de proyecto y los miembros de equipo serán responsables de medidas disciplinarias.
 NT **Líder de proyecto** y miembros de equipo serán responsables de medidas disciplinarias..

The articles *el* and *los* are the only carriers of gender-marking (N.B. *líder/es* is epicene). To neutralize, it is possible to simply omit such articles.

- (4) Source All the teachers are required to submit their reports by Friday
 GT **Todos los profesores** deben entregar sus informes antes del viernes.
 NT.1 Todo el **cuerpo docente** debe entregar sus informes antes del viernes.
 NT.2 **Cada docente** debe entregar sus informes antes del viernes

Todos los profesores is neutralized as **cuerpo docente** or through the indefinite adjective **cada**,

! Although it is only **Todos los profesores** to be gender-marked, the neutralization requires additional changes in the NT to ensure number agreement: the verb *deben* becomes *debe*.

- (5) Source Men are a social species that depends on cooperation.
 GT **Los hombres** son una especie social que depende de la cooperación.
 NT **Los seres humanos** son una especie social que depende de la cooperación

Here, the word *hombres* is used generically to refer to all human beings. To neutralize it, the term *seres humanos* is used.

! This applies to all the formulations which include the equivalence between *man* and *human*, which must be neutralized as well. For example:

Source	<u>Mankind</u>	<u>Man-made</u>	<u>Man-hours</u>
GT	Los hombres	Hecho por el hombre	hora-hombre
NT	La humanidad	Hecho por los seres humanos	Hora-persona

- (6) Source Does anyone wish to speak against the proposal?
 GT ¿**Alguno** desea hablar en contra de la propuesta?
 NT.1 ¿**Alguien** desea hablar en contra de la propuesta?
 NT.2 ¿**Quién** desea hablar en contra de la propuesta?

Here, the gender-marked word **alguno/os** is neutralized with the impersonal construction **quien/quienes /alguien**.

! Be mindful that pronouns like *alguno/os*, *ninguno/os*, *uno* are often overlooked. However, they are gender-marked and should be replaced with neutral forms.

- (7) Source: The general secretary took care of the report on immigration.
 GT: **El secretario** general se encargó del informe sobre la inmigración
 NT: **La secretaría** general se encargó del informe sobre la inmigración,

It is recommended to use **metonymies and collective nouns**: employ the name of the organization the person represents instead of the person's position or title.

YES: La subsecretaría / NO: El subsecretario
 YES: La secretaría / NO: El secretario
 YES: La presidencia / NO: El presidente
 YES: La notaría / NO: El notario

- (8) Source: This body evaluates those who have management positions in state-owned enterprises..
 GT: Este organismo evalúa a **los que/aquellos que** ocupan puestos directivos en las empresas estatales.
 NT: Este organismo evalúa a **las personas que** ocupan puestos directivos en las empresas estatales.

It is quite common, when performing neutral rephrasing, to employ **relative clauses** with 'persona'/'personas' + 'que'.

! About relative clauses: exercise caution with 'aquellos' or 'los que' .

Examples (What should not be done)

The following examples include a source sentence (Source), a gendered translation (GT), and an unacceptable neutralized translation (**NT-WRONG**).

(9)

Source: It is not enough for the finance ministers to swear in Versailles that they will not lower taxes, only for the countries where the protests are loudest to give in afterwards.

GT : No basta con que en Versalles **los ministros de Hacienda** se comprometan a no reducir la carga fiscal para que poco después se desmarquen los países en los que las protestas han sido más airadas .

NT-WRONG : No basta con que **los responsables de finanza** juren en Versalles que no reducirán los impuestos, solo para que los países donde las protestas son más fuertes cedan después.

Responsables de finanza does not represent a good candidate neutral choice. In fact, *responsable* does not render well the meaning of the English word *minister*, thus violating guideline 2 provided in the task description (Preserve the overall meaning of the English sentence).

→ For an acceptable neutralization, consider: *ministerio de hacienda*

(10)

Source It is our task, in our capacity as politicians, to make decisions within a very difficult area of health.

GT Nuestra tarea como **políticos** es tomar decisiones en un ámbito sanitario muy difícil.

NT-WRONG Nuestra tarea ____ es tomar decisiones en un ámbito sanitario muy difícil.

To ensure the neutralization of *politicos* a whole text portion ("como *politicos*") is omitted. The omission however entails that the overall source sentence meaning is not well preserved in NT, thus violating once guideline 2 requirement and making the solution unacceptable.

! The omission of any element should be carefully evaluated, because it could affect the meaning and the fluency of the sentence.

→ For an acceptable neutralization, consider: *clase política*

(11)

Source: However, the institutions that are about to commit the solemn act of signing up to the Charter must not just leave it to the judges to deal with.

GT: Las instituciones que ahora van a firmar solemnemente la Carta, no deben, sin embargo, dejar todo a **los jueces** .

NT-WRONG: Sin embargo, las instituciones que están a punto de comprometerse solemnemente al firmar la Carta no deben dejar que solo **las personas que trabajan en el ámbito jurídico** se encarguen de eso.

The neutralization of *judges* is excessively verbose and lacks immediacy.

! Always write a neutral translation, but please comment in column E if you encounter particularly hard sentences to neutralize that might not conform to our guidelines.

(12) Source: Children should avoid eating too much sugar

GT: **Los niños** no deben comer

NT-WRONG: **Los niños/ Los niñas** deben evitar comer demasiado azúcar

NT-WRONG. 2: **Niñ@s** deben evitar comer demasiado azúcar

! Although double forms, such as *Los niños/ Los niñas*, and graphic markers like "x" and "@", "-e" can be employed to promote inclusivity, they are not appropriate for the current task.