

ANR Communication Services Style Guide for Spanish

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1. Abbreviations

ABBREVIATIONS FOR THE MONTHS

When only one letter can be used (Símbolos monolíteros):

E, F, M, A, M, J, J, A, S, O, N, D

When two letters can be used (símbolos bilíteros):

EN, FE, MA, AB, MY, JN, JL, AG, SE, OC, NO, DI

Abbreviations used traditionally: en., feb., mzo., abr., my., jun., jul., ag. (or agost.), set. (or sept.), oct., nov. (or novbre.), dic. (or dicbre.).

ABBREVIATIONS FOR THE DAYS OF THE WEEK:

lun., mart., miérc., juev., vier., sáb., dom.

COMMONLY USED ABBREVIATIONS:

academia	acad.
administración	adm. admón.
agricultura	agric.
apéndice	ap.
aproximadamente	aprox.
aumentado	aum.
autor(es)	A., AA.
autores varios	AA.VV.
calorías	cal.
capítulo	c., cap.
centímetros	cm
decímetro	dm
departamento	depto., dep.
derecha	der., dcha.
director, dirección	dir.
división	div.
documento, docena	doc.

duplicado edición, editor, editorial	dupdo. ed.
escuela español, especialmente estado Estados Unidos etcétera extensión	esc. esp. edo. EE.UU. (preferred), E.U., E.U.A. etc. ext.
fecha femenino	fha. fem.
gramos	g (preferred), grs.
hectárea hectómetro	Ha hm.
hora(s)	h.
ilustración, ilustrador imprensa incluido inglés iniciales izquierda kilogramo(s) kilómetro(s) kilómetros por hora libra(s)	il. imp. incl. ingl. inic. izq., izqda. kg km km/h lb
litro	l
metros	m
miligramos milímetros minutos	mg mm min.
Norte América	NA
nota del autor nota del editor nota del traductor	n.a., n. del a. n.e., n. del e. n.t., n del t.
número(s)	núm, nº., núms.

original/originally	orig.
página(s)	pág., págs. Also p., pp.
por ejemplo	p. ej.
posdata	P.D.
profesor/profesora	Prof., Profa.
sector/sección	Sec.
segundos	s
siglo	s.
sin editor/sin editorial	s.e.
sin fecha	s.f.
sin lugar	s.l.
sin número	s.n, s/n
sin paginación	s.p.
tiempo	t.
título	tit.
traducción, traductor	trad.
universidad	univ.
usted(es)	Ud., Uds. Less common, Vd., Vds.
véase	v.
véase además	v.a.

volumen(es) vol., vols.

For names of agencies and organizations (with acronyms), see Glossary.

2. Accents

Accents are extremely important in Spanish. Leaving off the accent on a word is a spelling mistake, and may cause confusion. They show the word stress when the word stress breaks the normal rules. If you understand the written accents you will be able to read Spanish out loud with correct word stress. Some words can have a change in meaning according to the accents *eg. esta = this, está = it is*. This concept also exists in English, compare the pronunciation of *refuse = rubbish, and, refuse = choose not to do something*.

Rule 1:

Words that end in a vowel, S, or N have stress on the penultimate syllable.
eg: casa, libro, mesa, coche, madre, lunes, joven, agosto, nosotros, señora

Words that break rule 1 (they ought to have the stress on the penultimate syllable): *comí, miércoles, cuidate, vivió, estación*

Rule 2:

Words ending in a consonant other than N and S are stressed on the last syllable.
eg: beber papel, verdad, calor, estoy, salud, abril

Words that break rule 2 (they ought to have the stress on the last syllable):
lápiz, clima, difícil, árbol (note: not many of accented words have broken rule2)

Rule 3:

When there are two vowels together you have to consider if they are one or two syllables and if they form one syllable, which one of them should have the syllable stress?

There are two types of vowels:

Strong vowels: *a, e* and *o*

Weak vowels: *u* and *i*

Rule A: When two strong vowels come together they make two separate syllables:

eg: tarea, caer, poema, peor

Rule B: When two weak vowels come together they make a diphthong (one syllable):

(the stress goes on the second vowel)

eg: ruido, viuda.

Rule C: When there is one strong vowel and one weak vowel together they make a diphthong (one syllable) (the syllable stress goes on the strong vowel)

eg: idiota, causa, Juan, oigo

Note: A strong and a weak vowel together make one syllable so the stress on "lengua" is on the penultimate syllable in accordance with rule 1

Words that break rule B (the stress ought to be on the second vowel) : *Fluido*

Words that break rule C (the stress ought to be on the strong vowel): *rio, via, oído, grúa*

Rule 4:

Accents are also used to distinguish between otherwise identical words.

Unaccented		Accented	
<i>Adjectives</i>		<i>Pronouns</i>	
mi	my	mí	me

tu	your	tú	you
el	the	él	he
<i>Demonstrative adjectives</i>		<i>Demonstrative pronouns</i>	
este	this	éste	this one
ese	that	ése	that one
<i>Miscellaneous</i>			
aun	even	aún	still, yet
como	as, like	cómo	how
mas	but	más	more
si	if	sí	yes
solo	alone	sólo	only

A subcategory of the above is interrogative words. When they are used in a question, they have an accent. When used to answer a question or make a statement, they don't. Compare the following:

¿Dónde estás?	<i>Where are you?</i>
Estoy donde quiero estar.	<i>I'm where I want to be.</i>
¿Cuándo vas a hacerlo?	<i>When are you going to do this?</i>
Cuando tenga tiempo.	<i>When I have time.</i>

Sources:

<http://www.lingolex.com/accents.htm>

<http://spanish.allinfo-about.com/pronunciation/pr-acuteaccent.html>

3. Capitalization

Uppercase letters

Upper case is used more sparingly than in English. It is used in the following instances:

- At the beginning of sentences.
 - Names of people, surnames, names of places, nicknames: Ernesto, García Lorca, Perú, Guanajuato, Azorín.
 - Institutions and organizations: las Naciones Unidas, el Ministerio de Cultura.
 - Qualifying adjectives of proper names: el Gran Buenos Aires, Alfonso X el Sabio.
 - Titles of rank: el Rey, el Papa. However, such titles are written in lowercase when followed by the name of the person, as in el presidente Vicente Fox, el papa Juan XXIII.
 - With proper nouns, but not with the adjectives derived from them: México, but la literatura mexicana; Honduras, but la cocina hondureña.
 - Titles of newspapers and magazines: La Opinión, El País, El Espectador.
 - Adjectives that are part of an official name are capitalized: el Reino Unido, Nueva Zelandia.
 - When a proper name includes a definite article, the latter is written with a capital letter: El Cairo, La Haya.
-

Lowercase letters

Lower-case letters are used in the following instances:

- Months, seasons and days of the week: enero, la primavera, el domingo.
- Nouns or adjectives denoting inhabitants of continents, countries, regions, towns, etc., and their derivatives: los mexicanos, la industria argentina, una joven ecuatoriana.
-
- Official titles, when used in an unspecified sense, e.g. el presidente de la república, los reyes de España.
- In titles of book, films and other works, current practice in Spanish differs from that in English. Whereas English normally capitalizes most of the words, in Spanish only the first letter is in upper case, as well as the first letter of any proper name that appears in the title: Como agua para chocolate, La muerte de Artemio Cruz, Cien años de soledad. This applies to headings and subheadings also.
- Points of the compass: norte, sur, este, oeste. They are capitalized if they are part of the name: América del Norte, el Polo Norte. If used in abbreviated form: N, S, E, O.

Sources: *The Writer's Reference Guide to Spanish and A New Reference Grammar of Modern Spanish.*

4. Measurements

Here are the most common Imperial measurements and their metric equivalents in both Spanish and English:

Length (*Longitud*)

- 1 centimeter (*centímetro*) = 0.394 inches (*pulgadas*)
- 1 inch (*pulgada*) = 2.5 centimeters (*centímetros*)
- 1 foot (*pie*) = 30.5 centimeters (*centímetros*)
- 1 foot (*pie*) = 0.3 meters (*metros*)
- 1 yard (*yarda*) = 0.9 meters (*metros*)
- 1 meter (*metro*) = 1.09 yards (*yardas*)
- 1 kilometer (*kilómetro*) = 0.62 miles (*millas*)
- 1 mile (*milla*) = 1.61 kilometers (*kilómetros*)

Weight (*Peso*)

- 1 gram (*gramo*) = 0.35 ounces (*onzas*)
- 1 ounce (*onza*) = 28.35 grams (*gramos*)
- 1 pound (*libra*) = 453.6 grams (*gramos*)
- 1 pound (*libra*) = 0.45 kilograms (*kilogramos*)
- 1 kilogram (*kilogramo*) = 2.20 pounds (*libras*)
- 1 American ton (*tonelada americana*) = 0.91 metric tons (*toneladas métricas*)
- 1 metric ton (*tonelada métrica*) = 1.1 metric tons (*toneladas métricas*)

Volume/capacity (*volumen/capacidad*)

- 1 milliliter (*mililitro*) = 0.034 fluid ounces (*onzas fluidas*)
- 1 milliliter (*mililitro*) = 0.2 teaspoons (*cucharaditas*)
- 1 fluid ounce (*onza fluida*) = 29.6 milliliters (*mililitros*)
- 1 teaspoon (*cucharadita*) = 5 milliliters (*mililitros*)
- 1 cup (*taza*) = 0.24 liters (*litros*)
- 1 quart (*cuarto*) = 0.95 liters (*litros*)
- 1 liter (*litro*) = 4.227 cups (*tazas*)
- 1 liter (*litro*) = 1.06 quarts (*cuartos*)
- 1 liter (*litro*) = 0.26 U.S. gallons (*galones americanos*)
- 1 U.S. gallon (*galón americano*) = 3.785 liters (*litros*)

Area (*superficie*)

- 1 square centimeter (*centímetro cuadrado*) = 0.155 square inches (*pulgadas cuadradas*)
- 1 square inch (*pulgada cuadrada*) = 6.452 square centimeters (*centímetros cuadrados*)
- 1 square foot (*pie cuadrado*) = 929 square centimeters (*centímetros cuadrados*)
- 1 acre (*acre*) = 0.405 hectares (*hectáreas*)
- 1 hectare (*hectárea*) = 2.471 acres (*acres*)
- 1 square kilometer (*kilómetro cuadrado*) = 0.386 square miles (*millas cuadradas*)
- 1 square mile (*milla cuadrada*) = 2.59 square kilometers (*kilómetros cuadrados*)

Source: <http://spanish.about.com/od/spanishvocabulary/a/metric.htm>

5. Numerals

Rules for writing

There is no universal agreement about the rules for writing numbers. The following recommendations reflect Martínez de Sousa's guidelines.

Figures are used:

- For all numbers over 9.
- For dates: el 31 de marzo de 1999.
- For all numbers, when some of them are over nine: 3 ministros, 45 senadores y 100 diputados (three ministers, 45 senators, and 100 members of Congress).
- For exact figures, including addresses: 2,38 kilómetros, 58 por ciento (58 per cent), 419 páginas (419 pages).
- Numbers are used for years (2003) but not for decades (los años noventa = the nineties).

It is considered bad written style to begin a sentence with a number except in headlines and abbreviated messages.

Words are used:

- For numbers from zero to nine.
- For time elapsed: veinticinco años (twenty-five years), han pasado quince segundos (fifteen seconds have gone by).
- For approximate figures: Hubo más de quinientos heridos (there were more than five hundred injured).

Using a "comma" or a "period" with numbers

Unlike in most Spanish-speaking countries, where a comma separates decimals (3,05) and a period is used to separate thousands (19.000 dólares), Spanish in the USA follows the norms of English (3.05 and \$19,000).

NOTE: Mexico follows the conventions used in the United States.

Writing dates

Months are not written with a capital letter in Spanish.

Although the format of dates varies among other Spanish-speaking countries, in the USA it is: el 15 de mayo de 1999 = quince de mayo de mil novecientos noventa y nueve.

Ordinal Numbers

First	Primero	1º.
Second	Segundo	2º.
Third	Tercero	3º.
Fourth	Cuarto	4º.
Fifth	Quinto	5º.
Sixth	Sexto	6º.
Seventh	Séptimo	7º.
Eighth	Octavo	8º.
Ninth	Noveno	9º.
Tenth	Décimo	10º.
Eleventh	Undécimo or undécimo	11º.
Twelfth	Duodécimo or duodécimo	12º.
Thirteenth	Décimo tercero	13º.
Fourteenth	Décimo cuarto	14º.
Fifteenth	Décimo quinto	15º.
Sixteenth	Décimo sexto	16º.
Seventeenth	Décimo séptimo	17º.
Eighteenth	Décimo octavo	18º.
Nineteenth	Décimo noveno	19º.
Twentieth	Vigésimo	20º.
Twenty-first	Vigésimo primero	21º.
Twenty-second	Vigésimo segundo	22º.
Twenty-third	Vigésimo tercero	23º.
Twenty-fourth	Vigésimo cuarto	24º.
Thirtieth	Trigésimo	30º.
Thirty-first	Trigésimo primero	31º.
Fortieth	Cuadragésimo	40º.
Forty-first	Cuadragésimo primero	41º.
Fiftieth	Quincuagésimo	50º.
Fifty-first	Quincuagésimo primero	51º.
Sixtieth	Septuagésimo	60º.
Sixty-first	Septuagésimo primero	61º.
Seventieth	Septuagésimo	70º.
Seventy-first	Septuagésimo primero	71º.
Eightieth	Octogésimo	80º.
Ninetieth	Nonagésimo	90º.
Hundredth	Centésimo	100º.

6. Punctuation

- The comma is used to separate several analagous elements in a series (lunes, miércoles, viernes). When the connective words *y*, *ni*, and *o* are used in a sentence, the Spanish tradition avoids the comma in front of the conjuntion (lunes, miércoles *y* viernes).
- Punctuation marks are written outside of quotation marks, parenthesis and dashes.

Parenthesis vs. brackets

- Use brackets when adding text that was not there and serves to clarify the title or text. Use parenthesis when translating a word or phrase in the text or title.

Sources: The Writer's Reference Guide to Spanish and Spanish Language Style Guide and Glossaries for Federal Government Web Sites..

7. Word Division

Division of words at end of line

Spanish is basically a CV (consonant vowel) language, and syllabic division is almost strictly along phonetic lines, separating CV clusters.

- Two vowels are divided unless one of the vowels is a phonetically unaccented i or u. Accents on other vowels do not affect syllabication:

ve-o con-ti-nú-a re-gión san-grí-a ne- cio au-ge

- Contiguous vowels that are combinations of a, e, and o or combinations of these vowels and I and u that are phonetically accented, form separate syllables; however, it is advisable not to separate them when short words are involved:

cre-er le-al ba-úl re-ír crí-o

- Combination of two vowels in which one is an unaccented i or u, including combination of these two vowels, are not separated:

so-sie-go viu-da guan-te

- Two separate consonants standing between vowels are divided:

pac-tar puer-ta bar-ba pren-der

- The consonants l and r are never separated from a preceding consonant, except for s:

gran-de pre-coz cu-brir ais-la-do is-ra-e-li-ta

- The consonants ch, ll, and rr have traditionally been considered single letters and are never divided. Double c and double n are separated:

he-chi-zo ca-rro ve-llu-do lec-ción in-no-va-ción

- The following combination of written consonants are not divided:

br cr fr gr pr dr tr
bl cl fl gl pl

- Combinations of three and four consonants are divided following the rules above; s goes with the preceding syllable:

obs-tan-te con-ver-tir extra-ño cons-tan-te-men-te ins-truc-tor

- Prepositional prefixes form separate syllables:

ab-ne-gar

ex-pri-mir

con-ce-bir

However, when the prefix comes before s followed by a consonant, the s is joined to the prefix:

cons-ta-tar

ins-crip-ción

ab-sor-ber

- When a syllable consists of a single vowel (e.g. o-cu-par, a-rre-o), it customarily does not stand alone at the end or beginning of a line.
- Foreign words should be divided according to the syllabication rules prevailing in the language.

8. Glossary

Common UC Cooperative Extension Terminology

These are terms and phrases we often encounter in Extension publishing. Consistency will help us be more productive. Click on a column header to sort by that column.

English	Spanish
Academic Counsel	Consejo Académico
Advanced placement courses	Cursos avanzados
Agricultural crops	Cultivos agrícolas
Applied research	Investigación Aplicada
Bimonthly	Bimensual
Biodiversity	Biodiversidad
CPR	RCP -Resucitación Cardiopulmonar
Campus-based specialist	Especialista en un plantel universitario
Certified private applicator	Aplicador privado certificado
Consumer science specialist	Especialista en ciencias del consumidor
Cooperative Extension	Extensión Cooperativa
County-based farm advisor	Asesor agrícola del condado
County-based youth advisor	Asesor juvenil del condado
Covercrops	Cultivos de cobertura
Diet	Alimentación
Disability	Discapacidad
Disabled	Discapacitado
EPA worker training verification card	Tarjeta de verificación de entrenamiento al trabajador de la EPA
Ecosystem	Ecosistema, sistema ecológico
Ethnicity	Etnicidad
Executive Council	Consejo Ejecutivo
Exotic pest	Plaga exótica
Faceshield	Máscara protectora
Family Development and Resource Management	Desarrollo familiar y administración de recursos
Family and Consumer Sciences	Ciencias de la familia y del consumidor
Farm Safety	Seguridad Agrícola
Field station	Centro de experimentación
Glassy-Winged Sharpshooter	Chicharrita de alas cristalinas
Groundwater	Agua subterránea

Heat cramps	Calambres
Heat exhaustion	Agotamiento a causa del calor
Heat stroke	Insolación
Heat-related illness	Malestares a causa del calor
Home advisor	Consejero(a) de asuntos de la familia
Home economist	Economista del hogar
Master Gardeners	Jardineros Maestros
Maternal and Infant Nutrition	Nutrition Infantil y Maternal
Natural Ecosystems	Sistemas ecológicos naturales
Nutrition	Nutrición
Nutritionist	nutricionista
PPE - Personal protective equipment	Equipo de protección personal
Partnership	colaboración
Personal protective equipment	Equipo de protección personal
Pest Notes	Hablando de Plagas
Pest control advisor	Asesor de control de plagas
Pest control dealer	Distribuidor de productos de control de plagas
Pesticide Impact Assessment	valoración de impacto de plaguicidas
Pesticide Information and Coordination	Coordinación e Información de Pesticidas
Pesticide disposal	disposición de plaguicidas
Pesticide handling	Manejo de pesticidas
Pesticide safety	Uso seguro de pesticidas
Pesticide-related emergency	Emergencia por contaminación con pesticidas
Picnic	Día de campo, comida al aire libre
Pierce's Disease	Enfermedad de Pierce
Project leader	Líder del proyecto
Protective equipment	Equipo protector
Resource leader	Líder de recursos
Semi-monthly	Quincenal
Silicon Valley	Valle del Silicón
Soda	Refresco o Soda
Sudden Oak Death	Muerte repentina de los robles
Sun Protection Factor (SPF)	factor de protección del sol
Surgeon General	Dirección general de Salud Pública
Utilities	Servicios públicos
Utility companies	Compañías de servicios públicos

Waste Management

Manejo de desperdicios

Welfare

Programas de asistencia pública o de bienestar social

Welfare reform

Reformas a los programas de asistencia pública

Worker protection standard

Norma para la protección del trabajador

Agencies and organizations (with acronyms):