



EDUKACJA MIĘDZYKULTUROWA INTERCULTURAL EDUCATION

Guidelines for translators (and authors writing in English)

In order to meet the requirements of high academic standards in translation into the English language, please follow these practical recommendations:

1. When scientific terms are not necessary, preferably **use common words**. However, avoid colloquial and idiomatic expressions.
2. Unless required otherwise by the editors, **do not write about yourself 'the author(s)'**, as this is ambiguous. Instead, either use expressions like 'in this study', 'our results', 'in my opinion' or write 'we' or 'I' if necessary.
3. Avoid using the informal talk style (e.g., 'We have seen many transformations in the modern world'), **passive voice is always preferred**.
4. Note that you should write **'this study' only if the new results are referred to**. In the case of a publication mentioned in a previous sentence, write 'that study'. If authors of a cited publication are referred to, use their last names or write 'those authors'.
5. **-ize spellings should be used** (recognize, emphasize, organization, etc.) or if -ise, it should be consistently used throughout the text.
6. **A gender-inclusive alternative is preferred** wherever it is possible (e.g., 'humanity', 'people', 'humans' rather than 'man').
7. When personal pronouns are used, **the plural form is preferred** (referring to 'child' – 'they' rather than 'she/he' or 's/he').
8. When **ambiguous words are used, make sure their meaning is clear** in a provided context.
9. Make sure there are **no vague referents** (check if the references for all pronouns are clear).
10. Be **consistent in spelling**. Follow either British or American rules for spelling and date notation (e.g., 21 Jan 2009 - BE or Jan 21, 2009 in AE). The use of CE (Common Era) or BCE (Before Common Era) is recommended.
11. **A paragraph must contain a new topic and must be indented**. There CANNOT be any one-sentence paragraphs.
12. Please **consult a native speaker of English** on the use of prepositions and articles.