

Sample of Style Guide

Dates

Date format by language.

Chinese	June 8, 2025	2025年6月8日	(year/month/day)
Spanish	June 8, 2025	8 de junio de 2025	DD-MM-YR
Tagalog	June 8, 2025	Ika-8 Hunyo, 2025	Maintain US numeric date format if applicable. MM/DD/YR
Vietnamese	June 8, 2025	Ngày 8 Tháng Sáu, 2025	DD/MM/YR

Months & Days of the Week

Chinese

January	1月
February	2月
March	3月
April	4月
May	5月
June	6月
July	7月
August	8月
September	9月
October	10月
November	11月
December	12月

Monday	星期一
Tuesday	星期二
Wednesday	星期三
Thursday	星期四
Friday	星期五
Saturday	星期六
Sunday	星期日

Spanish

January	enero
February	febrero
March	marzo
April	abril
May	mayo
June	junio
July	julio
August	agosto
September	septiembre
October	octubre
November	noviembre
December	diciembre

Monday	lunes
Tuesday	martes
Wednesday	miércoles
Thursday	jueves
Friday	viernes
Saturday	sábado
Sunday	domingo

Months & Days of the Week

Tagalog

January	Enero
February	Pebrero
March	Marso
April	Abril
May	Mayo
June	Hunyo
July	Hulyo
August	Agosto
September	Setyembre
October	Oktubre
November	Nobyembre
December	Disyembre

Monday	Lunes
Tuesday	Martes
Wednesday	Miyerkoles
Thursday	Huwebes
Friday	Biyernes
Saturday	Sabado
Sunday	Linggo

Vietnamese

January	Tháng Giêng
February	Tháng Hai
April	Tháng Tư
June	Tháng Sáu
July	Tháng Bảy
August	Tháng Tám
October	Tháng Mười
December	Tháng Mười Hai

Monday	Thứ Hai
Tuesday	Thứ Ba
Thursday	Thứ Năm
Saturday	Thứ Bảy
Sunday	Chủ Nhật

Capitalization

Chinese

- For Chinese, there is no distinction between uppercase or lowercase characters. When there is text that remains in English (does not get translated), the English text in the target file must match the English capitalization.

Spanish

- For Spanish, follow Spanish capitalization/grammar rule(s).

Tagalog

- For Tagalog, follow the English capitalization.

Vietnamese

- For Vietnamese, follow the English capitalization.

Transliterated Names

Chinese

Client will provide approved Chinese given name/preferred name forms. We keep the nicknames of the candidates in English—like 查里斯 ‘CHAPPIE’ 瓊斯 in CHARLES ‘CHAPPIE’ JONES.

In Candidate Statement headers, candidate names will appear in English followed by dash and Chinese transliteration:

ENG - CHN.

- Candidate names appear in bold.

Examples:

HENRIETTA CORREA SALAZAR - 亨麗埃塔 克瑞亞 薩拉薩爾
DENNIS J. HOFFMEYER - 丹尼斯 J. 奧夫梅耶
MANUEL "MANNY" ACOSTA - 曼努埃爾 "曼尼" 阿科斯塔
AARON (SIMENTAL) RODRIGUEZ - 亞倫（西門塔爾）羅德里格斯
GARY HARDIE, JR - 加里 哈爾迪，JR.
ALBERT "A.J." HAYES - 艾伯特 "A.J." 海耶斯

Punctuation

Chinese

Traditional Chinese uses double-byte punctuation (includes space as part of character) and midline rather than baseline punctuation.

Quotes (straight)	" "	CHN only: 「曼尼」	CHN/ENG: 「哈爾迪 A.J.」	ENG only: "A.J."
Parentheses	()	CHN only: (奧夫梅耶) (Double-byte)	CHN/ENG: CPA (奧夫梅耶) (Double-byte)	ENG only: 15378(b)(4-5)
Colon Spacing	:	之競：選聲 (Double-byte)		
Semicolon Spacing	;	之競；選聲 (Double-byte)		
Question Mark	?	海耶斯？ (Double-byte)		
Exclamation Mark	!	艾伯特！ (Double-byte)		
Comma	,	, or 、 Chinese uses two different commas – one is used to set apart a phrase; the other is used to separate a list of things. · (set apart a phrase, i.e., Prior to becoming a Director, I attended...) 、 (to separate a list of things, i.e., apples, oranges, lemons, limes)		
Period	.	哈爾迪。		
Hyphen	-	Match source file for hyphens.		
En Dash	–	En dashes are not used in Chinese, except when matching source for bulleted list using the en dash (– Measure A should be rendered as – 議案A). Use the hyphen (-) in place of en dashes within the body of text.		
Em Dash	—	Em dashes are not used in Chinese, except when matching source for bulleted list using the em dash (— Measure A should be rendered as — 議案A). Use the hyphen (-) in place of em dashes within the body of text.		
Ellipsis	...	艾伯特……		
Ampersand	&	Translate		
Percent	100%	100% (Match source)		
Degrees	20°C	20°C (Match source)		
Decimals	3.14	3.14 (Match source)		
Dollar	\$	\$ or 美元 If a number is expressed in digits, the same digits should be used in the Chinese language. If a number is expressed in words or in a combination of words and numbers, the Chinese should follow the suggested examples: 10 cents 10美分 9.9 cents 9.9美分 \$260 thousand dollars \$26萬 or 26萬美元 \$9 million dollars \$9百萬 or 9百萬美元 \$8.5 million \$850 萬 or 850萬美元 \$41 million \$4100萬 or 4100萬美元 \$109 million \$1.09億 or 1.09億美元 \$9.9 billion \$99億 or 99億美元 \$444 billion \$4440億 or 4440億美元		
Thousand	1,000	千 or 1,000		
Ten Thousand	10,000	一萬 or 10,000		
Chevrons		反《California州政府法規》第 – <u>Per Linguist</u> : Grammatically and officially, chevrons must be used to indicate the name of a piece of writing (a document, a book, a magazine, or a law code).		

Punctuation should be in target font. Symbols such as @, #, %, etc. (as with numbers) should be in English font.

When the English ends bulleted text, lettered lists, or paragraphs with punctuation, the Chinese should match (using Chinese punctuation).

Spanish

Quotes (straight)	" "	"Iniciativa de Ley R" (Straight quotes) Punctuation marks are placed outside of quotes. <u>Example</u> : "condado".
Parentheses	()	(Monto de Mejoras)
Colon Spacing	:	se audita: de
Semicolon Spacing	;	residencia; o (The semicolon might be replaced with a comma to follow Spanish rules.)
Question Mark	?	¿Podemos pagarlo?
Exclamation Mark	!	¡No estamos preparados!
Comma	,	pequeña ciudad, la calidad (Use when listing several items. Do <u>not</u> use before the word "and" in a list.)
Period	.	Podemos permitirnos.
Hyphen	-	- (Match source)
En Dash	–	– (Match source)
Em Dash	—	— (Match source)
Ellipsis	...	agua...
Ampersand	&	Translate (y)
Percent	100%	100 % (Space before the %)
Degrees	20°C	20 °C (Space before the °C)
Decimals	3.14	3.14 (Match source)
Dollar	\$100	If a number is expressed in digits, the same digits should be used in the Spanish language. If a number is expressed in words or in a combination of words and numbers, the Spanish should follow the suggested examples: \$100 \$100 \$260 thousand dollars \$260 mil dólares \$9 million dollars \$9 millones de dólares \$79 million \$79 millones \$8.5 million \$8.5 millones \$5 billion dollars \$5 mil millones de dólares \$9.9 billion \$9.9 mil millones \$86 billion \$86 mil millones
Thousand	1,000	1000 When numbers have 4 figures, do not use a comma.
Ten Thousand	10,000	10,000 (Match source)

Punctuation should be in target font. Symbols such as @, #, %, etc. (as with numbers) should be in English font.

Tagalog

Quotes (straight)	" "	"Mahalaga ang Pamumuno" (Straight quotes)
Parentheses	()	(maliban sa mga punlaan)
Colon Spacing	:	sinusuri: alinsunod
Semicolon Spacing	;	taon; at
Question Mark	?	Maaari ba nating bayaran ito?
Exclamation Mark	!	Huwag kayong bayaran!
Comma	,	para sa 12 taon, at
Period	.	Maaari nating bayaran ito.
Hyphen	-	- (Match source)
En Dash	–	– (Match source)
Em Dash	—	— (Match source)
Ellipsis	...	kailanman...
Ampersand	&	Translate
Percent	100%	100% (Match source)
Degrees	20°C	20°C (Match source)
Decimals	3.14	3.14 (Match source)
Dollar	\$100	\$100 or USD 100
Thousand	1,000	1,000 (Match source)
Ten Thousand	10,000	10,000 (Match source)

Punctuation should be in target font. Symbols such as @, #, %, etc. (as with numbers) should be in English font. Follow English for Roman numeral use.

Vietnamese

Quotes (straight)	" "	"Khu"
Parentheses	()	(Quận)
Colon Spacing	:	cho:
Semicolon Spacing	;	huế; hội
Question Mark	?	đóng thuế này?
Exclamation Mark	!	Cậy tôi!
Comma	,	năm,
Period	.	Khác đồng.
Hyphen	-	- (Match source)
En Dash	–	– (Match source)
Em Dash	—	— (Match source)
Ellipsis	...	giờ hết...
Ampersand	&	& (Match source)
Percent	100%	100% (Match source)
Degrees	20°C	20°C (Match source)
Decimals	3.14	3.14 (Match source)
Dollar	\$100	\$100 (Match source)
Thousand	1,000	1,000 (Match source)
Ten Thousand	10,000	10,000 (Match source)

Punctuation should be in target font. Symbols such as @, #, %, etc. (as with numbers) should be in English font.

Do Not Translate (Applicable to ALL languages)

Acronyms

Keep in English for Tagalog and Vietnamese. Translate if possible, for Spanish and Chinese.

- EXCEPTION: Educational degrees such as A.A., A.S., B.S., B.A., M.A., M.D., Ph.D., etc., are to be translated.

Proper Nouns

- People's names
- Brand names
- Business names
- Project titles (No Kids Left Behind, The Americana Center Precise Plan)
- Street names (including Ave., St., Hwy., Blvd.)
- California (Calif., CA)
- Santa Clara (SC, S.C.) – Match source
- Names of Cities
- Names of Schools/Districts
- Website addresses, references to web sites, email addresses, or URLs
- Names of associations that do not have an equivalent translation (Some languages might need to explain the name in the target language after the English.)
- When North, South, East, and West are associated with a proper name or city, they should not be translated.

Letters

- Measure Letters (Measure A, Measure W, etc.)
- Lettered lists (Examples: A., B., C.; a), b), c), etc.)

Numbers & Measurements

- Do not convert numbers and measurements.