

General rules for written texts

for Otto von Guericke University Magdeburg

English publications

Status: December 2023

Maintained by: Media, Communications & Marketing

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Preliminary notes

In principle, texts about Otto von Guericke University are to be translated into American English. The American English dictionary produced by Merriam-Webster is the recommended reference work.

Note: this dictionary is available free of charge online: www.merriam-webster.com.

If the dictionary makes no recommendation, the choice of spelling is up to the author / translator, but it must be consistent throughout the text. The terms listed here are examples that may be subject to change.

We respectfully request that any proposed changes to the agreed spellings not be implemented at institute level for the time being, but rather reported centrally to the Media, Communications & Marketing department (ines.perl@ovgu.de) so that a university-wide standardization can be organized.

General spelling information

-ize instead of -ise to organize/organization/organizational, to optimize, to normalize, to recognize, to standardize, to personalize, to analyze (but: the analysis), etc.

-er instead of -re center, meter, theater etc.

-or instead of -our behavior, color, etc.

programs instead of programmes

Exceptions are possible if an institution's name is officially written in British English, e.g.: Virtual Development and Training Centre VDTTC; Fraunhofer-Chalmers Research Centre for Industrial Mathematics FCC

Hyphenation is in accordance with Merriam-Webster

General vocabulary information

If the vocabulary in American and British English differs, the American variant is preferred.

Examples: diaper instead of nappy,
faucet instead of tap,
hood instead of bonnet,
gas instead of petrol etc.

Abbreviations

400 Mbit/s, abbreviations same in German and English
U.S. Department of Trade
a.D. and i. R. (both retired) are rendered in English as ret.

Day of the week in German	Day of the week in English
Mo.	Mon
Di.	Tue
Mi.	Wed
Do.	Thu
Fr.	Fri
Sa.	Sat
So.	Sun

Addresses, phone numbers

German place names and states are not translated (not even on the map of Germany), except for a general mention in the body text:

The organization's headquarters are located in Munich.

To clarify the nationality, »Germany» can be added to German addresses:

Fraunhofer-Gesellschaft zur Förderung der angewandten Forschung e. V.
Hansastraße 27c
80686 München
Germany

For shipments abroad, no country code (e.g. F, NL) is placed in front of the place name or postal code! The name of the destination country is in capital letters in German, French or English in the last line below the location. The location should also be in capital letters, if it is possible in the language of the destination country.

(www.deutschepost.de/de/b/briefe-ins-ausland/brief-beschriften.html)

Quotation marks

Double quotes: “ and ”

Single quotes: ‘ and ’

Apostrophes

Looks like the closing single quotation mark: ’

Email, phone and fax

Email, phone and fax are written in lower case in English texts, except for at the beginning of a sentence. In address directories, the initial letter is capitalized, since it equates to the beginning of the sentence (Tel., Fax). Telephone numbers are structured according to DIN 5008, e.g. 05432 123456.

Copyright

The note reads as in German:

© OVGU, Magdeburg 2023

Dates

Use the ISO-Format YYYY-MM-DD: e.g. 2023-09-05 for writing.

It is clearer if the month is written out: March 12th, 2023 or Mar 12th, 2023 (Note the regulations for ordinal numbers in English.)

Upper- and lower-case letters

When naming ministries and ministers in English, we use the spelling used by the ministry itself on its English website, e.g. Federal Ministry of Education and Research (BMBF).

Names of German federal states will be translated and capitalized but not italicized. E.g. Wissenschaftsminister des Landes Sachsen-Anhalts becomes “the Science Minister of Saxony-Anhalt” (not “of the state of Saxony-Anhalt”).

The word Internet is always capitalized. If using German words in English that have been adopted as part of the English language, such as “schadenfreude” or “zeitgeist”, then do not capitalize them. If the German word has not been adopted, then capitalize and italicize it.

Only the first word is capitalized in print and online publications in the main titles and subtitles as well as headings and subheadings. The same applies to trade fair signage.

Italics

Foreign-language words and terms that are not written in italics in German should also not be written in italics in English, e.g. Latin: *in vivo*, *in vitro* test system (not: *in vivo*, *in vitro* test system)

Names

of institutes, societies, networks, alliances and innovation clusters

The names of the institutes, groups, alliances and innovation clusters are translated consistently in the running text (see list of terms).

Avoid single abbreviations of faculty, institute or chair names such as HW if possible. It should be clear to the reader that HW is the Faculty of Humanities. The abbreviation is part of the name and stands in brackets after the full name of the faculty, e. g.: Faculty of Human Sciences (HW).

If there is not enough space and to avoid repeating the full faculty name, the short form FHW is possible. All abbreviations contain only capital letters without exception.

The name Otto-von-Guericke-Universität Magdeburg is translated as Otto von Guericke University Magdeburg.

If institutes, facilities or departments of other scientific organizations (Max Planck Society, Leibniz Association, etc.) are mentioned, then these are given with the respective official English name.

Titles

In English publications, academic titles should remain the same as in German publications. e.g. Dipl. Ing. Joe Bloggs. However, if the title “professor” is used in continuous text then no other academic title need be cited, e.g. Professor Joe Bloggs (not Professor Dr. Dr. Joe Bloggs). Academic titles or degrees that follow the name of the holder are separated by a comma, e.g. Joe Bloggs, B. Sc.. Honorary titles are subordinate to earned titles, e.g. Dr. Ing., Prof. e.h. Joe Bloggs

Times

00:00 Uhr	midnight
	12:01 am
	8:00 am
	9 am
12:00 Uhr	noon
	12:01 pm
	2:00 pm
	6 pm
	11:59 pm

Hours and minutes are separated by a colon.

Currencies

Currency symbols are placed directly in front of the amount without spaces.

e. g. \$1,162.52 £888.18 ¥129,278.62 €1000.00

In continuous text, the word "euro" is spelled out and follows the number, i.e.:
one million euros, 900 million euros

Like the dollar, the euro is written in lower case in American English.

Numbers

In German we separate the decimals with commas and the thousands with periods. In English it is exactly the opposite. The dot separates the whole numbers from the decimals.

e. g. 2.14 5.5 345.987 0.25

For numbers greater than a thousand, the thousands (third digit, sixth digit, etc.) are separated from the right by a comma.

e. g. 1,263 34,271 9,309,290

Example of thousands number with decimals: 43,987.28

Other

In English, »Impressum« is

»site credits« or »publication details« for publications on the web and
»Imprint« for printed publications.

»Anfahrt« is translated as »How to reach us« in English.

»Bildquellen« are »Photo acknowledgments«

Redaktion is translated as »Editorial team«.

Whether ß becomes ss depends on the purpose:

It should not be translated for postal purposes. The German Umlauts remain: »Gebäude 17«
In the case of address supplements, in order to use the address for on-site navigation, words such as »Gebäude« can be translated.

Appendix

OVGU – LIST OF TERMS

German

English

Fakultät für Maschinenbau	Faculty of Mechanical Engineering
Fakultät für Verfahrens- und Systemtechnik	Faculty of Process and Systems Engineering
Fakultät für Elektrotechnik und Informationstechnik	Faculty of Electrical Engineering and Information Technology
Fakultät für Informatik	Faculty of Computer Science
Fakultät für Mathematik	Faculty of Mathematics
Fakultät für Naturwissenschaften	Faculty of Natural Sciences
Fakultät für Humanwissenschaften	Faculty of Humanities
Fakultät für Wirtschaftswissenschaften	Faculty of Economics and Management
Medizinische Fakultät	Medical Faculty
Otto-von-Guericke-Universität Magdeburg	Otto von Guericke University Magdeburg
Rektorat	President's Office
Rektor	President
Prorektor für Planung und Haushalt	Vice President for Academic Development and Financial Planning
Prorektor für Studium und Lehre	Vice President for Academic Affairs
Prorektor für Forschung, Technologie und Chancengleichheit	Vice President for Research, Technology and Equal Opportunities
Universitätsklinikum Magdeburg A.ö.R.	University Hospital Magdeburg
Senat	Senate
Mitglieder des Senats	Member(s) of the Senate/ Senate member(s)

German

English

Gewählte Mitglieder des Senats
mit Stimmrecht

Elected member(s) of the Senate
with voting rights

weitere Mitglieder des Senats
mit beratender Stimme

Additional advisory members of the Senate

weitere beratende Mitglieder

Additional advisory members

Senatsbeauftragter für den Umgang
mit wissenschaftlichem Fehlverhalten

Senate officer for academic misconduct

DFG-Vertrauensdozent

German Research Foundation liaison lecturer

Ombudsmann für die Wissenschaft

Ombudsman for Science

Senatskommissionen und
weitere Kommissionen

Senate committees and other committees

Kuratorium

Board of Trustees

Sonstige Einrichtungen

Central facilities

Universitätsbibliothek

University Library

Universitätsrechenzentrum

University Computer Center

Sportzentrum

University Sports Center

Sprachenzentrum

University Language Center

Transfer- und Gründerzentrum

Transfer and Start-Up Center

Medienzentrum
Medien, Kommunikation und Marketing

Media Center
Media, Communications and Marketing

Zentrum für Lehrerbildung
Zentrum für Wissenschaftliche Weiterbildung

Center for Teacher Education
Center for Continuing Scientific Education

Kanzler
Kanzlerbüro

Chancellor
Chancellor's Office

German

Englisch

Dezernate	Departments
Dezernat Finanzangelegenheiten	Department of Finance
Dezernat Personalwesen	Department of Human Resources
Dezernat Studienangelegenheiten	Department of Academic Affairs
Dezernat Technik und Bauplanung	Estates & Buildings
Dezernat Zentrale Dienste	Central Services
Dezernat Akademisches Auslandsamt	International Office
Rechtsstelle	Legal Services Office
Beauftragte und Vertretungen	Officers and Representatives
Ausländerbeauftragte	International Staff and Students' Officer
Behindertenbeauftragte	Disability Officer
Graduate Academy	Graduate Academy
Büro für Gleichstellungsfragen	Office for Equal Opportunities
Datenschutzbeauftragte	Data Protection Officer
Gleichstellungsbeauftragte	Equality Officer
Jugend- und Auszubildendenvertretung	Representative for Young People and Apprentices
Personalrat der Universität	University Staff Council
Schwerbehindertenvertretung	Representative for the Severely Disabled
Fachschaftsrat	Faculty Student Council
Studierendenrat	Student Council
Alumni-Beauftragte	Alumni Officer
Familienbeauftragte	Families Officer
Betriebliches Gesundheitsmanagement	Corporate Health Management
Arbeitsschutz	Occupational Health and Safety