



Oregon Secretary of State Translations Style Guide



Oregon Secretary of State
Elections Division

vote!

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Why a Style Guide?

Oregon is home to substantial voter populations of diverse ethnic backgrounds and political experiences in need of trusted election materials in their first language. Language access promotes meaningful voter experiences and increases confidence in the U.S. elections system. In 2022, the Oregon Election Division in the office of the Oregon Secretary of State began activities according to Oregon House Bill 3021 (2021) and later codified in Oregon Revised Statutes 251.167- 251.170 to remove voting barriers through translated election materials.

The Secretary of State implemented the bill's requirements by centralizing statewide language access subject matter expertise for state and county election partners in the Elections Division. Project management and delivery of translated voters' pamphlet and related elections materials is possible through collaboration between dedicated staff in the Election Division, professional translations teams, a [Translation Advisory Council](#) (Council), bilingual county election employees, and public feedback. Volunteer Council members represent the languages of translation, established according to formulas using census data and outlined in statute. The Oregon language communities and translations include Arabic, Chinese (Simplified), French, German, Japanese, Korean, Marshallese, Russian, Spanish, Tagalog, Thai, Ukrainian and Vietnamese. Council members review professional translations to ensure that original intent, accuracy and tone are presented in the most culturally appropriate manner.

Glossaries and style guides establish standards to be applied across all translated elections information in the state, regardless of who translated materials or whether it is a state, county, or municipal election. It is important to accurately express the same concept or term in a predictable and uniform way to enhance voter confidence and reading comprehension of complex concepts. Variety in translations exist and are an inherent part of the process due to the human elements of language: regional dialects, diverse personal backgrounds, language preferences, countries of origin, levels of education, and the lived experiences of speakers and professional translators. However, without consistency in terminology and style, voters may be confused about apparent differences, believe there are more choices than may exist, or worse, doubt the American voting process. Inevitably, in working with translators and reviewers, questions arise about the most appropriate styles leading to uniformity. Should local landmarks be translated or left in English? Are dates translated according to US tradition: month, day, year or should they be translated in more internationally recognized formats: day, month, year? What are the standards for punctuation and spelling?

In collaboration with the Council, the Oregon Secretary of State Elections Division created this Style Guide and translated glossaries for each language to provide consistency across all translated materials. The Oregon Secretary of State asks contractors, vendors, county elections officials, and Council reviewers to use this Oregon Secretary of State Style Guide and the Oregon Secretary of State Translated Glossary of Elections Terminology when providing translated elections materials.

Standards

Topic & Background	Preferences	Examples
<p>Abbreviations</p>	<p>Maintain source text. Even if abbreviations will be commonly understood, avoid introducing them unless in source text.</p>	
<p>Abbreviation of “24/7”</p>	<p>Provide the source text shorthand 24/7 and provide the translation of meaning in parentheses.</p>	<p>24/7 (las 24 horas del día, los 7 días de la semana)</p> <p>24/7 (24 часа в сутки/ 7 дней в неделю)</p> <p>24/7 (二十四小时一天 / 一周七天)</p>
<p>Acronyms</p>	<p>Except for Spanish, the first time an acronym is introduced in the source text with its full English term equivalent, provide a translated full term, and in parentheses, provide the English term and English acronym.</p> <p>After this first translation of the acronym, follow the use of abbreviations as in the source text.</p> <p>If the source text provides an acronym without first providing the full-term equivalent, maintain as presented in the source text, without adding the “missing” full English term. Maintain as presented in the source text.</p> <p>Spanish Only: provide a reference to the English source in parentheses. (por sus siglas en inglés)</p>	<p>Address Confidentiality Program (ACP)</p> <p>Программа конфиденциальности адресов (Address Confidentiality Program ACP)</p> <p>住址保密计划 (Address Confidentiality Program ACP)</p> <p>주소 기밀 프로그램 (Address Confidentiality Program ACP)</p> <p>Chương trình bảo mật địa chỉ (Address Confidentiality Program ACP)</p> <p>Spanish Only: Programa de Domicilio Confidencial (Address Confidentiality Program (ACP, por sus siglas en inglés))</p>

<p>Ballot Measures Local voters will be able to match voter pamphlet ballot measure information to English ballot information, and be able to conduct searches of English, numbered measures in public elections databases, websites, and campaign literature.</p>	<p>Maintain source text number order of ballot measures, even in languages which read from right to left.</p>	<p>Propuesta 2-139 Plains الإجراء 34-3232 – مدينة North Законопроект 2-140 提案 3-593</p>
<p>English source text referencing a secondary, non-translated voter resource Local voters will be able to match referenced voter resources (not in voters’ pamphlets) which will only appear in English.</p>	<p>Maintain the English reference to a secondary voter resource in English AND Translate the resource.</p> <p>Maintain source text style and grammatical markers emphasizing the information (quotation marks, all capitals, italics, etc.).</p> <p>It may be important to use parentheses to provide context.</p>	<p>A Yes vote would signify that you <u>do</u> want the City of Talent to use urban renewal financing to implement the Almeda Fire Recovery and Revitalization Plan.</p> <p>Bầu chọn là Có (Yes) có nghĩa là quý vị <u>muốn</u> Thành phố Talent (City of Talent) sử dụng nguồn tài trợ đổi mới đô thị để thực hiện Kế hoạch khôi phục và tái sinh sau hỏa hoạn Almeda.</p> <p>It is against the law to establish a dropsite without displaying a sign stating “Not An Official Ballot Dropsite” Eine Stimmzettel-Abgabestelle einzurichten, ohne ein Schild mit der Angabe „Not An Official Ballot Drop site“ (Keine offizielle Stimmzettel-Abgabestelle) auszuhängen.</p> <p>These ballot packets will have the word “Reissued” or “Replacement” between the barcodes above your address. Estos paquetes de materiales electorales tendrán la palabra “Reissued” (Reemitido) o</p>

		“Replacement” (Reemplazo) en medio de los códigos de barras sobre su dirección.
File Formats	Return files in 2 formats: 1. Bilingual side by side 2. Monolingual in translated language.	
File Names	Maintain provided SOS file names.	AR-vp-titles-G22 ES-voter-info-STA-G22 KO-clerk-letter-BEN-G22
Fonts Fonts may become distorted when converted to PDF files.	Maintain original, provided source text fonts. SOS uses Arial , with exceptions for Chinese, Japanese, Korean, and Thai. Chinese: <ul style="list-style-type: none"> • Microsoft JhengHei, • SimSun Japanese: <ul style="list-style-type: none"> • Meiryo Korean: <ul style="list-style-type: none"> • Malgun Gothic, • Microsoft JhengHei, • MS Mincho Thai: <ul style="list-style-type: none"> • Leelawadee 	
Formal and Informal use of “You/ You all” in languages which distinguish between the two	Translate to the formal form of “you,” unless otherwise directed.	

<p>Gendered and Inclusive Language</p> <p>The Oregon Secretary of State envisions an Oregon without barriers where everyone has equitable access to our democracy. Translating the complex social, economic, and political dynamics implied by some terms is a challenge. Discussions about how best to build in equity through the use of appropriate inclusive and gendered languages continues in the Translation Advisory Council.</p>	<p>In gendered languages, follow traditional grammar rules and language authorities.</p> <p>Use gender neutral names of open office(s) in election contests regardless of the actual or perceived gender(s) of any candidates.</p> <p>Request clarification when needed.</p> <p>For additional consideration of this topic, read the American Translator Association’s article “Words Matter, Identity Matters: Translating the Vocabulary of Diversity,” May 17, 2022.</p>	<p>Gobernador Republicano Senador Juez</p> <p>Gouverneur Républicain Sénateur de l’État Juge</p> <p>Губернатор Республиканец Сенатор штата Судья апелляционного суда</p>
<p>Glossary</p>	<p>Use the approved translations of elections terms in the Oregon Secretary of State Glossary of Election Terms.</p>	
<p>Location descriptors clarifying locations or addresses.</p>	<p>Translate descriptive text which is not the address.</p> <p>See also, Proper Nouns: City, County, and State Names and Addresses.</p>	<p>459 SW Bluff Dr, Bend (Box located on the knoll above Old Mill District in parking lot south of Hilton Garden Inn hotel) 459 SW Bluff Dr, Bend (Boîte située sur la colline au-dessus du district de Old Mill dans le parking au sud de l’hôtel Hilton Garden Inn)</p> <p>Yamhill County Clerk (outside at the front entrance in the lobby) 414 NE Evans St. Dienststelle des Verwaltungsbeamten des Landkreises Yamhill (Yamhill County Clerk) (außen am Vordereingang und in der Lobby) 414 NE Evans Street</p>

		<p>A collection box near the main entrance of the City Limits Market 시티 리밋 마켓 (City Limits Market) 정문 입구 근처에 있는 수거함</p>
<p>Proper Nouns: City, County, State Names and Addresses Local voters will be able use voter pamphlet information to locate election related addresses in their area, using English maps, map applications, bus routes, or other resources.</p> <p>Voters will have addresses which are appropriate for using USPS mail services.</p>	<p>Maintain English city, county, or state names.</p> <p>Maintain English city, county, or state addresses, address abbreviations, and directional abbreviations: 2nd, St. Ln. Way, Floor, Suite, N, SW, E, NE, NW, etc.</p> <p>Maintain English Ballot Drop Site locations which are named as city neighborhoods.</p> <p>Maintain standard U.S. address formats and punctuation, even in languages which read from right to left.</p>	<p>1551 Front St. Woodburn, OR 97333</p> <p>4500 SW Research Way, 2nd Floor Corvallis, OR 97333</p> <p>24-Hour Official Ballot Drop Sites Portland North <i>...Northeast</i> <i>...Northwest</i> <i>...Southeast</i> <i>...Southwest</i></p>
<p>Proper Nouns: Districts Local voters will be able to match voter pamphlet district information to English ballot information and be able to conduct searches of official English names in public elections databases, websites, and campaign literature.</p>	<p>In titles and text, maintain city, county, state, and local, regional government organizations' names in English, AND translate the service district (sewer, school, fire, "city of X," water, sanitary, parks, library, recreation, fire, etc.) AND in parentheses, provide the name of the district in English.</p> <p>Avoid transliteration.</p> <p>There will be some exceptions in Marshallese and Tagalog.</p>	<p>Distrito de Bomberos de Aurora (Aurora Fire District)</p> <p>Rogue River 학군 35 (Rogue River School District 35)</p> <p>法案20-342 – Creswell学区 (Creswell School District) #40</p> <p>Josephine 지역사회 도서관 지구 (Josephine Community Library District)</p> <p>Питання 3-592 – Шкільний округ Lake Oswego (Lake Oswego School District)</p>

		<p>La Pine District rural de protection contre les incendies (La Pine Rural Fire Protection District)</p> <p>법안 3-600 – Gladstone 시 (City of Gladstone)</p>
<p>Proper Nouns: Names of local, regional government organizations, landmarks, locales, public and private offices, businesses.</p> <p>Local voters will be able use voter pamphlet information to locate election- related buildings, services, and drop box sites in their area, using English maps, map applications, or resources.</p> <p>For proper noun, government official’s titles, see “Proper Nouns: Names of people.”</p>	<p>Maintain English city, county, and state name, AND translate the name of the business or locale, AND in parentheses, provide the English proper noun’s name.</p> <p>Avoid transliteration.</p> <p>There will be some exceptions in Marshallese and Tagalog.</p> <p>Examples (not all inclusive):</p> <ul style="list-style-type: none"> • elections offices, public service buildings, and government buildings • schools, community colleges, universities • multi-county government organizations • city halls, libraries, parks, fairgrounds, and community centers • courthouses, justice centers, law enforcement centers and offices of public safety • markets, malls, and businesses • health centers • parking lots & Park and Ride lots 	<p>Metro 의원회 (Metro Council)에 의한 Metro 지역의 주민 회부</p> <p>ศูนย์สุขภาพ Lincoln (Lincoln Health Center)</p> <p>Amt für öffentliche Sicherheit in Newberg (Newberg Public Safety Building)</p> <p>Benton 카운티 선거 및 여권 사무소 (Benton County Elections & Passports Office)</p> <p>банк Washington Federal (Washington Federal Bank)</p> <p>Parc-relais (Park & Ride)</p> <p>Сивик Билдинг Canby (Canby Civic Building)</p> <p>Oficina Electoral del condado de Jackson (Jackson County Elections Office)</p> <p>Jikin Paak Wa eo an Walmart (Walmart Parking Lot)</p> <p>(Kalapuya Building) مبنى كالابويا</p>

<p>Proper Nouns: Names of officially registered political campaigns, committees, parties, and electoral jurisdictions.</p> <p>Voters will be able to conduct searches of political entities in public elections databases and websites by using the official English name.</p>	<p>Translate official registered political entities’ names, AND In parentheses, provide the English name.</p> <p>Avoid transliteration.</p> <p>There will be some exceptions in Marshallese and Tagalog.</p>		<p>Pagado por Amigos de Jane Smith 12345 (Friends of Jane Smith 12345)</p> <p>Partido Independiente (Independent Party)</p> <p>Écologie (Les Verts) et Pacifisme (Pacific Green Party)</p> <p>Поновити інвестиції у «Дитичий збір Portland» (Portland Children’s Levy) на п’ять років.</p>																												
<p>Proper Nouns: Names of people</p> <p>Voters will be able to match voter pamphlet information to English ballot information, elections resources, and elections databases, websites, and campaign literature.</p>	<p>Maintain names in English.</p> <p>Names followed by official titles should maintain the name in English and provide a translation of the official title.</p> <p>Avoid transliteration.</p>		<p>Tina Kotek</p> <p>Catherine McMullen, Thứ ký Quận Clackamas</p> <p>Tami Bannick, 시 기록관</p> <p>Cheryl Myers, Und Stammes-Liaison</p>																												
<p>SOS Language Codes</p>	<table border="1"> <tr><td>Arabic</td><td>AR</td></tr> <tr><td>Chinese</td><td>ZH</td></tr> <tr><td>English</td><td>EN</td></tr> <tr><td>French</td><td>FR</td></tr> <tr><td>German</td><td>DE</td></tr> <tr><td>Japanese</td><td>JA</td></tr> <tr><td>Korean</td><td>KO</td></tr> <tr><td>Marshallese</td><td>MH</td></tr> <tr><td>Russian</td><td>RU</td></tr> <tr><td>Spanish</td><td>ES</td></tr> <tr><td>Tagalog</td><td>TL</td></tr> <tr><td>Thai</td><td>TH</td></tr> <tr><td>Ukrainian</td><td>UK</td></tr> <tr><td>Vietnamese</td><td>VI</td></tr> </table>	Arabic	AR	Chinese	ZH	English	EN	French	FR	German	DE	Japanese	JA	Korean	KO	Marshallese	MH	Russian	RU	Spanish	ES	Tagalog	TL	Thai	TH	Ukrainian	UK	Vietnamese	VI		<p>Standardized codes are from international ISO 639 Language code.</p>
Arabic	AR																														
Chinese	ZH																														
English	EN																														
French	FR																														
German	DE																														
Japanese	JA																														
Korean	KO																														
Marshallese	MH																														
Russian	RU																														
Spanish	ES																														
Tagalog	TL																														
Thai	TH																														
Ukrainian	UK																														
Vietnamese	VI																														

<p>Source Text Intent & Clerical Errors</p>	<p>Request clarification from the SOS Election Division of perceived typographical, grammatical, or clerical errors in source text or when the source text’s intent is unclear. The SOS will determine if it can be resolved within statutory guidelines.</p>	
<p>Source Text & Document Formatting</p>	<p>Maintain source text’s formatting: bold, <u>underlined</u>, and <i>italicizations</i>.</p> <p>Maintain source text’s indentions, bullets, numbering, columns, spacing, tabulations, etc.</p> <p>Maintain source text’s brackets within lines of text.</p> <p>Maintain source text inside [brackets] in English.</p>	
<p>Telephone numbers Voters should be able to use voter pamphlet information to access the US telephone system.</p>	<p>Maintain source text’s formatting of telephone numbers, especially in languages that read from right to left.</p> <p>For the telephone number acronym, “VOTE,” (8683), maintain in English and provide the corresponding keypad numbers (8683).</p>	<p>املکتب: (541) 6800-766</p> <p>503-988-VOTE (8683) 联系我们的办公室</p> <p>Truy cập oregonvotes.gov Gọi 1 866 673 VOTE / 1 866 673 8683 <i>se habla español</i> TTY 1 800 735 2900 dành cho người khiếm thính</p>

<p>Trademarks Trademark symbols ®, ™</p>	<p>Maintain trademarked words as presented in source text with the accompanying trademark symbol in English</p>	<p>Informed Delivery® United States Postal Service® U.S. Postal Inspection Service® P.O. Box™ ZIP Codes™</p>
<p>Web Links, Email</p>	<p>Do not translate web links.</p> <p>Translate embedded web links.</p> <p>Do not translate email addresses.</p> <p>Maintain existing links in source documents.</p> <p>Maintain the underline of the source text of the link.</p> <p>Carefully reinsert provided links into translated text. If the link is not connected to the appropriate text, the extra bits of text create a broken link.</p> <p>A reference list of commonly used Oregon SOS and county links are provided at the end of this style guide.</p>	<p>Web links: En línea, ingresando a oregonvotes.gov</p> <p>Los resultados de las elecciones se publicarán línea en clackamas.us/elections</p> <p>Embedded web links: Para obtener más información, consulte el sitio web del Consejo Asesor de Traducción.</p> <p>Email address: elections@co.benton.or.us</p> <p>Existing links & underlines: 今回は、候補者の声明がある場合は、英語版のみが Clackamas 郡のウェブサイトにてご利用可能です。</p> <p>Consulte el sitio web del condado de [County Name] para obtener más información para el votante.</p>

Language-Specific Guidance

Arabic:

Time	Currency Style Examples	Date Styles	Roman Numerals
A.M. / P.M.	دوالر.1.65 لكل 1,000.00	May 16, 2023 s16مايو2023	Maintain Roman numerals as provided in source text.

Chinese:

Time	Currency Style Examples	Date Styles	Roman Numerals
A.M. / P.M.	114,123 美元	March 31, 2023 2023 年 3 月 31 日	Convert Roman numerals to Arabic numbers.

French (Standard European French):

Time	Currency Style Examples	Date Styles	Roman Numerals
24-hour	\$0,64 pour \$1000	May 16, 2023 16 mai 2023	Maintain Roman numerals as provided in source text.

German:

Time	Currency Style Examples	Date Styles	Roman Numerals
24-hour	0,76 \$ pro 1.000 \$	May 16, 2023 16. Mai 2023	Maintain Roman numerals as provided in source text.

Japanese:

Time	Currency Style Examples	Date Styles	Roman Numerals
A.M. / P.M.	22,916,935 ドル	May 16, 2023 2023 年 5 月 16 日	Convert Roman numerals to Arabic numbers.

Korean:

Time	Currency Style Examples	Date Styles	Roman Numerals
A.M. / P.M.	1,000 달러당 0.75 달러를	March 31, 2023 2023 년 3 월 31 일	Convert Roman numerals to Arabic numbers.

Marshallese (Rālik Chain dialect):

Time	Currency Style Examples	Date Styles	Roman Numerals
A.M. / P.M.	\$1.12 ñan kajojo \$1,000	November 8, 2023 Nobomba 8, 2023	Maintain Roman numerals as provided in source text.

Russian:

Time	Currency Style Examples	Date Styles	Roman Numerals
24-hour	6,5 млн долл. США 6,5 миллионов долларов США	March 5, 2023 5 марта 2023 года	Maintain Roman numerals as provided in source text.

Spanish (Latin America):

Time	Currency Style Examples	Date Styles	Roman Numerals
A.M. / P.M.	\$0.75 por cada \$1,000	May 16, 2023 16 de mayo de 2023	Maintain Roman numerals as provided in source text.

Tagalog:

Time	Currency Style Examples	Date Styles	Roman Numerals
A.M. / P.M.	\$0.64 kada \$1000	May 16, 2023 Mayo 16, 2023	Maintain Roman numerals as provided in source text.

Thai:

Time	Currency Style Examples	Date Styles	Roman Numerals
A.M. / P.M.	0.55 ดอลลาร์ต่อ 1,000 258,596 ดอลลาร์	May 16, 2023 16 พฤษภาคม ค.ศ. 2023	Convert Roman numerals to Arabic numbers.

Ukrainian:

Time	Currency Style Examples	Date Styles	Roman Numerals
24-hour	6,50 мільйонів доларів 0,76 центів за 1 000 доларів 1,65 доларів за 1000,00 доларів	May 16, 2023 16 травня 2023	Maintain Roman numerals as provided in source text.

Vietnamese:

Time	Currency Style Examples	Date Styles	Roman Numerals
A.M. / P.M.	\$6.5 triệu \$0.76 trên mỗi \$1,000	May 16, 2023 Ngày 16 tháng 5 năm 2023	Maintain Roman numerals as provided in source text.

A Note on Grammar Authority

All translations will be grammatically correct and follow recognized language authorities. When there are conflicting preferences not addressed in this Style Guide, the Elections Division may adopt a recognized grammar reference authority. If a language is not listed below, no grammar guide has yet been adopted.

French:

Larousse Grammaire du français contemporain Burney/Benac Guide de Conjugaison

Russian:

Gramota (Грамота): gramota.ru

Spanish:

[Real Academia Española](#) (RAE) 2010 Grammar Rules Capitalizations: [Real Academia Española](#) (RAE) Rule 4.2.4.6.7

Vietnamese:

Ho Chi Minh City University of Education/ Journal of Science (April 18, 2011) The Library of Vietnamese Law (March 10, 2020)

Style Guide Maintenance

This is an iterative document produced by the Oregon Secretary of State Translation Advisory Council and the Oregon Elections Division. The Council will review suggested edits and additions from translators, reviewers, counties, and the public to the Style Guide on an annual basis. Suggestions may be submitted to the Elections Division at any time at TAC.info@sos.oregon.gov. For more information about the Council, visit the Translation Advisory Council website www.oregon.gov/languages.

Oregon Secretary of State Elections Websites & emails

State Pamphlets:

Common Site	Web Address to Link
oregonvotes.gov	https://sos.oregon.gov/voting-elections/Pages/default.aspx
oregonvotes.gov/myvote	https://sos.oregon.gov/voting/pages/myvote.aspx?lang=en
oregonvotes.gov/register	https://sos.oregon.gov/voting/Pages/registration.aspx?lang=en
oregonvotes.gov/dropbox	https://sos.oregon.gov/voting/Pages/drop-box-locator.aspx
oregonvotes.gov/counties	https://sos.oregon.gov/elections/Pages/countyofficials.aspx
oregonvotes.gov/voterspamphlet	https://sos.oregon.gov/elections/Pages/Voters-Pamphlet.aspx
results.oregonvotes.gov	https://sos.oregon.gov/elections/Pages/electionhistory-stats.aspx
Address Confidentiality Program	http://www.doj.state.or.us/acp

County Pamphlets:

County	Web address to link	Emails
Benton	https://re.bentoncountyor.gov/elections/	elections@bentoncountyor.gov
Clackamas	https://www.clackamas.us/elections	elections@clackamas.us
Clatsop	https://www.clatsopcounty.gov/clerk	clerk@clatsopcounty.gov
Columbia	https://www.columbiacountyor.gov/departments/Elections	elections@columbiacountyor.gov
Deschutes	https://www.deschutes.org/clerk/page/elections-and-voting	elections@deschutescounty.gov
Jackson	https://jacksoncountyor.gov/departments/clerk/elections/index.php	elections@jacksoncountyor.gov
Josephine	https://www.josephinecounty.gov/government/county_clerk_recorder/election_voter_registration/index.php	clerk@josephinecounty.gov
Lane	https://www.lanecounty.org/cms/one.aspx?pagelD=4081147	elections@lanecountyor.gov
Lincoln	https://www.co.lincoln.or.us/208/Current-Election	countyclerk@co.lincoln.or.us
Marion	https://www.co.marion.or.us/co/elections	elections@co.marion.or.us
Multnomah	https://www.multco.us/elections	elections@multco.us
Umatilla	https://www.co.umatilla.or.us/departments/elections	elections@umatillacounty.gov
Washington	https://www.washingtoncountyor.gov/elections	elections@washingtoncountyor.gov
Yamhill	https://www.yamhillcounty.gov/404/Clerk-Records-Elections	elections@yamhillcounty.gov