

UC ANR Checklist for Spanish Translators (February 2019)

Please remember to

- use plain language (simple and direct wording, with short sentences)
- address the reader as “usted”
- consider adapting key terms if they are gender-sensitive
- avoid use of the serial comma
- capitalize only the first word in titles, headings, and subheadings
- write numerals by using periods and commas as we do in English
- consult the *ANR Style Guide for Spanish* on other questions