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