

## 6. LANGUAGE, SPELLING AND translITERATION

### 6.1 Use of various languages

6.11 Languages used by IAU. The scientific and administrative reports of the IAU are printed in English or in French, sometimes in both languages. Proper names and bibliographic references should be transliterated into the Latin alphabet where necessary. Certain items, such as speeches at official opening ceremonies, may be published in other languages and alphabets (or ideographs). American or British spelling and syntax may be used in English texts provided that one system is used consistently in each text and that no ambiguity of meaning is introduced.

6.12 Accents and diacritical marks should be given whenever this is customary; they should be marked carefully on camera-ready copy using a thin pen if they are not available on the typewriter or printer. Accents are usually omitted from capital letters in French.

6.13 Initial capitals. The use of capitals for the initial letters of words is much more common in English (and German) than in French. It is recommended that the following rules be adopted in both languages in IAU publications. The initial letter of a word should be typed or printed as a capital in the following cases: the first word of a sentence or title; names and titles of persons, but small letters are usually used in separated prefixes (as in de Sitter); individual astronomical objects (such as Earth, the Solar System, Orion, the Crab Nebula, Galactic Centre); geographical places (countries, towns); names of particular organisations (such as Commission 5), meetings (such as the General Assembly) and posts (such as the President), when referring to specific occasions or persons; titles of serial publications; names of individual objects or instruments (Voyager 2); and trade names. An initial capital letter is not required when the name of a person (or object) is used as an adjective or as the name of unit, unless it forms part of the name of an individual object (Isaac Newton Telescope). Initial capital letters should not be used for physical quantities and concepts such as right ascension; in English they are, however, normally used for languages and nationalities. Initial capitals are usually used in references to tables, figures and equations in order to highlight them.

6.14 Hyphens are used for three principal purposes: (a) to form a compound word that represents a new concept, (b) to link words that are used together as an adjective, and (c) to indicate that a word has been split at the end of a line. There are, unfortunately, no rules that are usually accepted and free from difficulties, but some general guidance may be given for each type of usage.

(a) There appears to be a growing tendency to omit the hyphen when two words are combined together to form a new concept, such as database or postcode; many common combinations continue, however, to be printed as two separate words. Hyphens are usually omitted after prefixes, even in such words as coordinate.

(b) A hyphen should normally be included in a compound adjective when one of the two words is a noun, as in second-degree harmonic and 4.2-metre telescope, even though the two words would not otherwise be joined by a hyphen.

(c) Long words at the ends of lines may be split between syllables in order to avoid excessive interword spacings in justified text; a hyphen is then inserted at the end of the line, not at the beginning of the next line. Each part of the word should include at least three letters.

6.15 Inverted commas or primes are used to indicate the beginning and end of a direct quotation from another text and to highlight a particular word or phrase. If a quotation is displayed there is no need to enclose it in inverted commas; it may be indented or printed in a smaller typeface. Attention may be drawn to a word or phrase by printing it in italics. These different usages of inverted commas may be distinguished by the use of double primes as in "This is a quotation", and by the use of single primes to indicate a 'highlight', a colloquialism, or the title of a book. It should be noticed that the punctuation of the main sentence should be outside the inverted commas. Single primes should be used for both usages if the typewriter does not have a double prime as a single character.