



RESOLVE PHILLY

Spanish Translation COVID-19 Style Guide

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Introduction

Translation is not just a transcription from one language to another. A translator's job is to transfer the meaning of words and sentences of the original text into the target language, in this case, Spanish. The goal is to convey the message with the same voice and style of the original text. By the end of the translation, the words should seamlessly flow as if the piece was originally authored in Spanish.

This guide has been created to help with coverage of COVID-19 in Philadelphia. It aims to be a resource to existing and upcoming translation efforts from English to Spanish in this city and surrounding areas.

It is vital to note that all Spanish-speaking countries have their own linguistic tendencies; there are many common English words and phrases that differ in Spanish depending on where the speaker or writer is from. This guide aims for the most multinational and/or commonly-accepted Spanish possible given these limitations. We acknowledge that the terms in this guide may not feel like the best fit for everyone, but they were each chosen for a reason that keeps us on track to the ultimate goal: provide a translation that will allow the resulting work to be communicated effectively and inclusively with the widest possible Spanish-speaking audience.

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Definite Articles

In Spanish, there are four forms of the definite article and they all agree with the noun in gender and number. The inclusion or omission of a definite article usually remains the same when translated from English to Spanish. However, there are times when the definite article will be used in Spanish but not English.

Example:

Los hombres son más propensos a sufrir síntomas graves de coronavirus. (Correct)

Men are more likely to suffer from severe coronavirus symptoms.

There are also instances in which the definite article will be omitted in Spanish but not in English.

Example:

A largo plazo (Correct)

*In **the** long run*

(OR)

Conozco a Anthony Fauci, doctor famoso.

*I know Anthony Fauci, **the** famous doctor.*

The following table lists the different forms of **definite articles**:

	Masculine	Feminine
Singular	El	La
Plural	Los	Las



¡FÍJATE!



Q: Is the definite article used with COVID-19 masculine or feminine?

A: According to the Royal Spanish Academy (Real Academia Española), the most suitable definite article for COVID-19 would be ‘la’ because the nucleus is an equivalent of the Spanish word *enfermedad* which is a feminine noun. However, its use with a masculine article is so frequent that it has been deemed valid. The idea that the definite article is masculine (*el COVID-19*) emerged as a result of the influence of ‘Coronavirus’ which is considered a masculine noun because the nucleus is an equivalent of the Spanish word *virus*.

Name of Countries and States

The Spanish translation of The United States of America (short form “Estados Unidos”, abbreviation “EE. UU.”) should be preceded by the masculine plural definite article “los”.

Example:

Instrucciones para solicitar una visa a fin de visitar los Estados Unidos. (Correct)

Instructions to request a visa to visit the United States.

The following table lists the **15 U.S. states** that change their spelling when translated from English to Spanish:

English Spelling	Spanish Spelling
Hawaii	<i>Hawái</i>
Louisiana	<i>Luisiana</i>
Mississippi	<i>Misisipi</i>
Missouri	<i>Misuri</i>
New Hampshire	<i>Nuevo Hampshire</i>

New Jersey	<i>Nueva Jersey</i>
New Mexico	<i>Nuevo México</i>
New York	<i>Nueva York</i>
North Carolina	<i>Carolina del Norte</i>
North Dakota	<i>Dakota del Norte</i>
Oregon	<i>Oregón</i>
Pennsylvania	<i>Pensilvania</i>
South Carolina	<i>Carolina del Sur</i>
South Dakota	<i>Dakota del Sur</i>
West Virginia	<i>Virginia Occidental</i>

Titles and Positions

Titles and positions are written in lowercase whether they appear next to the name of the person holding such title or position or not.

Example:

*Dr. Roberto Suarez, **investigador principal*** (Correct)

Dr. Roberto Suarez, Investigador Principal (Incorrect)

Names of Drugs and Substances

The names of generic drugs should be written in lowercase and preceded by the definite article.

Example:

La hidroxiclороquina es un fármaco inmunosupresor. (Correct)

Hydroxychloroquine is an immunosuppressant drug.

The names of drugs with registered or commercial names should be capitalized, and no article should precede them.

Example:

Plaquenil es un fármaco utilizado originalmente para tratar la malaria. (Correct)

Plaquenil is a drug originally used to treat malaria.

.....

**¡FÍJATE!**

Q: When should I translate a proper noun?

A: A proper noun should be translated when it's going to be helpful to those looking for a service, especially if the particular entity uses a version of their name in Spanish already. When the article is being written in Spanish, write the Spanish version followed by the English version in parentheses.

.....

Example:

Programa de Protección de Pago de Cheques (Paycheck Protection Program)(Correct)

Paycheck Protection Program

When a proper noun is commonly referred to by its acronym and can be found when using the Spanish version of their name, write the Spanish version followed by the original acronym.

Example:

Programa de Seguro Médico para Niños (CHIP) (Correct)

Children's Health Insurance Program (CHIP)

When a source text utilizes an acronym that has not been defined, write the spelled-out Spanish version of the name, and in parenthesis, write the English version in italics, followed by the acronym and *por su sigla en ingles*. Once defined, the acronym can be used sparingly throughout the translated text.

Example:

El Servicio de Impuestos Internos (*Internal Revenue Service, IRS - por su sigla en inglés*) está ofreciendo alivio a los contribuyentes debido al coronavirus.

IRS is offering coronavirus relief to taxpayers.

The following table lists frequently used **proper nouns** and their common Spanish translations:

English Proper Noun	Spanish Translation
Americans with Disabilities Act	Ley para Estadounidenses con Discapacidades (ADA)
CARES Act	La Ley de Ayuda, Alivio y Seguridad Económica por Coronavirus (CARES)
Centers for Disease Control and Prevention (CDC)	Centros para el Control y la Prevención de Enfermedades (<i>Centers for Disease Control and Prevention, CDC -por su sigla en inglés-</i>)
Centers for Medicare & Medicaid Services (CMS)	Centros de Servicio de Medicare y Medicaid (<i>Centers for Medicare & Medicaid Services, CMS -por su sigla en inglés</i>)
Children’s Health Insurance Program (CHIP)	Programa de Seguro Médico para Niños (CHIP)
Community Crisis Intervention Program (CCIP)	Programa de Intervención en Crisis Comunitarias (<i>Community Crisis Intervention Program, CCIP -por sus siglas en inglés-</i>)

Community Legal Services	Servicios Legales para la Comunidad (<i>Community Legal Services</i>, CLS -por su sigla en inglés-)
Court of Common Pleas	Tribunal de Causas Comunes (<i>Court of Common Pleas</i>)
Department of Behavioral Health and Intellectual Disability Services (DBHIDS)	Departamento de Salud Mental y Servicios de Discapacidad Intelectual (<i>Department of Behavioral Health and Intellectual Disability Services</i>, DBHIDS -por su sigla en inglés-)
Department of Human Services (DHS)	Departamento de Servicios Humanos (DHS)
Department of Labor	Departamento del Trabajo (DOL)
Department of Licenses and Inspections (L&I)	Departamento de Licencias e Inspecciones de la Ciudad de Filadelfia (L&I)
Department of Public Health	Departamento de Salud Pública (<i>Department of Public Health</i>)
Department of Streets	Departamento de Vía Pública (<i>The Department of Streets</i>)
Do Not Call List	La lista de No llamar (<i>Do Not Call List</i>)
Economic Impact Payment	Pagos de Impacto Económico (<i>Economic Impact Payment</i>)
Emergency Operations Center (EOC)	Oficina de Manejo de Emergencias (OEM)
Federal Emergency Management Agency (FEMA)	Agencia Federal para el Manejo de Emergencias (FEMA)
Federal Housing Administration	Administración Federal de Vivienda
Food and Drug Administration (FDA)	Administración de Alimentos y Medicamentos de los Estados Unidos (<i>Food and Drug Administration</i>, FDA -por su sigla en inglés)

Internal Revenue Service (IRS)	Servicio de Impuestos Internos (<i>Internal Revenue Service, IRS</i> -por su sigla en inglés-)
Low Income Home Energy Assistance Program	Programa de Asistencia para Gastos de Energía para Hogares de Bajos Ingresos
National Health Information Center (NHIC)	Centro Nacional de Información de Salud (<i>National Health Information Center, NHIC</i> -por su sigla en inglés-)
National School Lunch Program	Programa Nacional de Almuerzo Escolar
Office of Safety and Health Administration (OSHA)	Administración de Seguridad y Salud Ocupacional (<i>Office of Safety and Health Administration, OSHA</i> -por su sigla en inglés-)
Office of the State Attorney General	Oficina del Fiscal General del Estado
Paycheck Protection Program	Programa de Protección de Pago de Cheques (<i>Paycheck Protection Program</i>)
Pennsylvania Apartment Association	Asociación de Apartamentos de Pensilvania (<i>Pennsylvania Apartment Association</i>)
Pennsylvania Department of Aging	El Departamento de Adultos Mayores de Pensilvania (<i>Pennsylvania Department of Aging</i>)
Philadelphia Housing Authority (PHA)	Autoridad de Vivienda de Filadelfia (<i>Philadelphia Housing Authority, PHA</i> -por su sigla en inglés-)
Philadelphia Office of Homeless Services	Oficina de Servicios para Personas sin Hogar de Filadelfia (<i>Philadelphia Office of Homeless Services</i>)
Philadelphia Parking Authority (PPA)	La Subdivisión de Infracciones de Estacionamiento (PPA)
Philadelphia Police Department (PPD)	El Departamento de Policía de Filadelfia (<i>Philadelphia Police Department, PPD</i> -por su sigla en inglés-)
Philadelphia Tenants Union	Unión de Inquilinos de Filadelfia

Protection from Abuse Order (PFA)	Orden de Protección por Abuso (PFA)
Small Business Administration	Agencia Federal para el Desarrollo de la Pequeña Empresa (<i>Small Business Administration</i>, SBA -por su sigla en inglés-)
Social Security Administration (SSA)	Administración del Seguro Social (SSA)
Supplemental Nutrition Assistance Program (SNAP)	Programa de Asistencia Nutricional Suplementaria (SNAP)
Temporary Assistance for Needy Families (TANF)	La Asistencia Temporal para Familias Necesitadas (TANF)
The Children’s Hospital of Philadelphia (CHOP)	El Hospital Infantil de Filadelfia (<i>Children’s Hospital of Philadelphia</i>, CHOP -por su sigla en inglés-)
The Commonwealth of Pennsylvania	La Mancomunidad de Pensilvania (<i>Commonwealth of Pennsylvania</i>)
The Free Library	La Biblioteca Pública de Filadelfia
The National Institute for Occupational Safety and Health (NIOSH)	El Instituto Nacional para la Seguridad y Salud Ocupacional (<i>The National Institute for Occupational Safety and Health</i>, NIOSH -por su sigla en inglés-)
The Philadelphia Water Department (PWD)	El Departamento de Agua de Filadelfia (<i>The Philadelphia Water Department</i>, PWD -por su sigla en inglés)
The School District of Philadelphia	El Distrito Escolar de Filadelfia (<i>The School District of Philadelphia</i>)
United States Department of Agriculture (USDA)	Departamento de Agricultura de los Estados Unidos (USDA)
United States Department of Health and Human Services (HHS)	Departamento de Salud y Servicios Humanos (<i>United States Department of Health and Human Services</i>, HHS -por su sigla en inglés)

United States Department of Housing and Urban Development (HUD)	Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD)
United States Environmental Protection Agency (EPA)	Agencia de Protección Ambiental de Estados Unidos (EPA)
United States National Library of Medicine (NLM)	Biblioteca Nacional de Medicina (NLM)
White House	La Casa Blanca
Women Infants and Children Program (WIC)	Programa para Mujeres, Infantes y Niños (WIC)
Women Organized Against Rape (WOAR)	Mujeres Organizadas Contra Asalto Sexual (Women Organized Against Rape,WOAR -por su sigla en inglés-)
World Health Organization (WHO)	Organización Mundial de la Salud (OMS)

Capitalization

Always capitalize:

- **Acronyms**

Example:

*Departamento de Agricultura de los Estados Unidos (**USDA**)* (Correct)

Departamento de Agricultura de los Estados Unidos (usda) (Incorrect)

- **Only the first word of a title or subtitle;** the rest should be written in lowercase unless it refers to a proper noun.

Example:

Así evoluciona la curva del virus en Latinoamérica. (Correct)

Así Evoluciona La Curva Del Virus En Latinoamérica. (Incorrect)

Do not capitalize:

- “**Coronavirus**” unless used in a headline or abbreviated to “COVID-19”;

Example:

Casos confirmados de coronavirus en España y en el mundo. (Correct)

Casos confirmados de Coronavirus en España y en el mundo. (Incorrect)

- **days** of the week and months;

Example:

Todos los viernes del verano son calientes. (Correct)

Todos los Viernes del Verano son calientes. (Incorrect)

- **cardinal points**—north, south, east and west;

Example:

Los casos de coronavirus en el noreste de Filadelfia están disminuyendo. (Correct)

Los casos de coronavirus en el Noreste de Filadelfia está disminuyendo. (Incorrect)

- **languages**, nationalities, ethnicities, and religions;

Example:

No existe suficiente información en español. (Correct)

No existe suficiente información en Español. (Incorrect)

- **first word after a colon**, unless it is a quote or part of a subheading in a heading;

Example:

Se confirma la noticia: el coronavirus se está debilitando. (Correct)

Se confirma la noticia: El coronavirus se está debilitando. (Incorrect)

- **words in parentheses**, unless it is an acronym or abbreviation;

Example:

*El doctor **(de 25 años)** ya está de vuelta en Argentina.* (Correct)

El doctor (De 25 años) ya está de vuelta en Argentina. (Incorrect)

- **or words such as web**, internet, federal, calle, avenida, zona, barrio.

Example:

*Visite la página **web** para obtener más información sobre el virus.* (Correct)

Visite la página Web para obtener más información sobre el virus. (Incorrect)

Date and Time

Add a comma between the day and the date.

Example:

*Hoy es lunes, **15 de junio.*** (Correct)

Hoy es lunes 15 de junio. (Incorrect)

Leave a space between “p.” and “m.” or “a.” and “m.” when using these abbreviations.

Example:

*Son las 6 **a. m.** o las 6 **p. m*** (Correct)

Son las 6am o las 6pm. (Incorrect)

Punctuation

Ampersand (&)

There is no exact translation in the Spanish language for “&.” The most common substitution is the use of “y”.

Example:

Salud y Seguridad (Correct)

Health & Safety

Quotation Marks and Parenthesis

In Spanish all periods, commas, colons and semicolons are written outside of quotation marks and parentheses.

Example:

“Tengo fiebre”, dije. (Correct)

"I have a fever," I said.

Em Dash “raya”

In Spanish, an em dash cannot be used to replace colons or semicolons as it does in English.

Example:

Después de caminar tanto sin mascara, solo tenía una cosa en mente: coronavirus. (Correct)

Después de caminar tanto sin mascara, solo tenía una cosa en mente—coronavirus. (Incorrect)

After walking without a face mask for that long, I only had one thing in mind—coronavirus.

The following table lists the **proper uses of the em dash**:

Dialogue	Lists	Define English Acronyms	Separate Thoughts and Actions
—¿Qué hora tienes? —Son las tres.	— lápices — plumas — borradores	Los Servicios Legales de la Comunidad (<i>Community Legal Services</i> , CLS- por su sigla en inglés-)	Es importante —señaló el cliente— que recibamos los libros a tiempo.

Use of colon “dos puntos”

The text following a colon should be in **lower case unless**:

- It follows the opening of a letter or e-mail;

Example:

Estimada Dra. Martinez: Por medio de la presente... (Correct)

Dear Dr. Martinez: Through this letter...

- when a citation is introduced;

Example:

El Dr. Amaury López, Secretario del Departamento de Investigación, afirmó: “Estamos a punto de encontrar cosas muy interesantes”. (Correct)

Dr. Amaury López, Secretary of the Department of Research, stated: “We are about to find very interesting things.”

Use of comma

The comma in Spanish is used much like the comma in English. However, there are some differences. In Spanish, commas are not used before the final item of a series when it follows the conjunction *e*, *o*, *ni*, *u* or *y*.

Example:

El artículo explicaba de una forma concisa, sencilla y profunda la crisis financiera.
(Correct)

El artículo explicaba de una forma concisa, sencilla, y profunda la crisis financiera.
(Incorrect)

The article explained the financial crisis in a concise, simple and profound way.



¡FÍJATE!



Q: When should I use a comma?

A: Under three circumstances:

1) When separating dependent and independent clauses;

Example:

Si no entiendes, no dudes en contactarme. (Correct)
If you don't understand, don't hesitate to contact me.

2) when separating elements in a list;

Example:

Compré leche, manzanas y pan. (Correct)
I bought milk, apples and bread.

3) and when separating question tags.

Example:

Te gustan las uvas, ¿verdad? (Correct)
You like grapes, don't you?

.....

Use of Percent Sign

The percent sign follows the digit with no space in between.

Example:

10 % (Correct)

The percent sign should only be used with digits and not combined with spelled numbers. The word “porcentaje” should not be combined with a digit.

Example:

15 % (Correct)

OR

Quince por ciento (Correct)

Prefixes

Prefixes should be attached to the word and not separated by a space or a dash.

Example:

vicepresidente (Correct)

Vice Presidente (Incorrect)

OR

Antirracista (Correct)

Anti-racista (Incorrect)

Accent marks (Tildes)

In English “tilde” refers to the “mustache” that goes over the “n” (ñ), and all other marks are called “accent marks”. In Spanish, “tilde” refers to both accent marks and tildes.

“Tildes” are only used with five vowels (a, e, i, o, u), and they’re written from lower left to upper right on top:

á, é, í, ó, ú

Example:

Operación electiva (Correct)

Operacion electiva (Incorrect)



According to the rules of accentuation in Spanish, letters that use a “tilde” in lower case must also be written with a “tilde” when capitalized.

Example:

ATENCIÓN (Correct)

ATENCION (Incorrect)



 **¡FÍJATE!** 

Q: When do I use a tilde?

A: Under three circumstances:

- 1) When a word ends in a vowel, “n” or “s”, and the stress is on the last syllable

Example:

Además "a.de.más" (Correct)
Ademas (Incorrect)

- 2) When a word does not end in a vowel, “n” or “s”, and the stress is on the on the next to last syllable

Example:

Débil "dé.bil"(Correct)

Debil (Incorrect)

3) When the stressed syllable is the antepenult

Example:

Lágrima "lá.gri.ma" (Correct)

Lagrima (Incorrect)

3) When the stressed syllable is prior to the antepenult

Example:

Firmándoselo "fir.mán.do.se.lo" (Correct)

Firmandoselo (Incorrect)

Adverbs ending in "mente"

In Spanish, the adverbs ending in "mente" are the only words with two stressed syllables

Example:

Alfabéticamente "al.fa.bé.ti.ca.men.te" (Correct)

Alfabeticamente (Incorrect)

Frequently-Used Terminology Glossary

English	Spanish
'Stay at home' order	<i>Orden de "estancia en casa"</i>
Absentee ballot	<i>Boleta de voto ausente</i>
Absentee voting by mail	<i>Votación ausente por correo</i>

Accessible facility	<i>Instalación accesible</i>
Accessible voting station	<i>Estación de votación accesible</i>
Active status	<i>Estado activo / Estatus activo (PR)</i>
Acute respiratory distress syndrome (ARDS)	<i>Síndrome de dificultad respiratoria aguda (SDRA)</i>
Address change	<i>Cambio de dirección</i>
Advanced ballot	<i>Papeleta adelantada</i>
Advice	<i>Consejo</i>
Advisory panel	<i>Grupo consultivo</i>
Advocate	<i>Abogar / Partidario (a)</i>
Affidavit for absentee ballot	<i>Declaración jurada para papeleta de voto ausente</i>
Affidavit of identity	<i>Declaración jurada de identidad</i>
Affidavit of registration	<i>Declaración jurada de inscripción</i>
Affiliation	<i>Afiliación</i>
Airborne	<i>Aerotransportado</i>
Alert	<i>Alerta</i>
Allocate	<i>Asignar</i>
Alternative ballot	<i>Papeleta alterna / Papeleta alternativa (PR)</i>
Amendment in whole or in part	<i>Enmienda total o parcial</i>
American Independent	<i>Americano Independiente</i>
American Independent Party	<i>Partido Americano Independiente</i>
Antibody test	<i>Prueba serológica / Determinación de anticuerpos/ Prueba de anticuerpos</i>
Antiseptic	<i>Antiséptico</i>

Application for ballot by mail (ABBM)	<i>Solicitud de papeleta para votación por correo (ABBM)</i>
Appoint	<i>Designar</i>
As amended	<i>Según enmendado (a)</i>
Assets	<i>Bienes</i>
Asymptomatic	<i>Asintomático, sin síntomas</i>
Attorney general	<i>Procurador (a) general / Fiscal general</i>
Ballot	<i>Boleta/Papeleta electoral</i>
Ballot card	<i>Tarjeta de votación</i>
Ballot cast	<i>Boleta/Papeleta emitida</i>
Ballot configuration	<i>Diseño de la papeleta / Boleta electoral</i>
Banking system	<i>Sistema bancario</i>
Bankruptcy	<i>Quiebra / Bancarrota</i>
Bill	<i>Factura</i>
Bleach	<i>Lejía</i>
Blood clots	<i>Coágulos de sangre</i>
Board of commissioners	<i>Junta de comisionados</i>
Bonds	<i>Bonos</i>
Borough	<i>Distrito municipal</i>
Breastfeeding	<i>Lactancia materna</i>
Broadcast	<i>Radiodifusión</i>
Business hours	<i>Horas laborales</i>
Candidate	<i>Candidato</i>
Cases	<i>Casos</i>
Case fatality rate	<i>Tasa de letalidad</i>

Caucus	<i>Comité político</i>
CEO	<i>Director general</i>
Charter school	<i>Escuela chárter</i>
Clinical trial	<i>Estudio clínico</i>
Close contact	<i>Contacto cercano</i>
Cluster	<i>Conglomerado</i>
Community spread	<i>Transmisión comunitaria</i>
Confirmed positive case	<i>Caso confirmado</i>
Contact tracing	<i>Rastreo de contactos</i>
Contactless	<i>Sin contacto</i>
Contagion	<i>Contagio</i>
Containment area	<i>Área de contención</i>
Cough etiquette	<i>Precauciones al toser</i>
Council	<i>Concejo</i>
Council seats	<i>Escaños del consejo</i>
Councilman	<i>Concejal</i>
Councilwoman	<i>Concejala</i>
County	<i>Condado</i>
County election office	<i>Oficina electoral del condado</i>
County seat	<i>Escaño del condado</i>
Consumer loan	<i>Préstamo al consumidor</i>
Convalescent plasma	<i>Plasma de convaleciente</i>
Coup	<i>Golpe</i>
COVID-19 hot spot	<i>Foco de Covid-19</i>
Coworker	<i>Colega</i>

Data	<i>Datos</i>
Dead	<i>Muerto</i>
Deadline	<i>Fecha límite</i>
Deceased	<i>Fallecido / Difunto</i>
Deferred interest	<i>Intereses diferidos</i>
Delivery	<i>Pedido de entrega</i>
Direct deposit	<i>Depósito directo</i>
Disability	<i>Disabilidad</i>
Disabled	<i>Discapacitado</i>
Diseases	<i>Enfermedades</i>
Disinfectant	<i>Desinfectante</i>
Disinfecting wipes	<i>Toallitas desinfectantes</i>
Disposable gowns	<i>Batas desechables</i>
Distance learning	<i>Aprendizaje a distancia</i>
Doctor	<i>Médico</i>
Donation	<i>Donación</i>
Drive-thru testing	<i>Pruebas desde el auto</i>
Droplet transmission	<i>Transmisión por gotículas</i>
Early voting	<i>Votación adelantada</i>
Economy	<i>Economía</i>
Economic crisis	<i>Crisis económica</i>
Economic fallout	<i>Consecuencias económicas</i>
Elected officials	<i>Funcionarios electos</i>
Elective surgeries	<i>Cirugía electiva</i>
Eligibility requirements	<i>Requisitos de elegibilidad</i>

Enroll	<i>Inscribirse</i>
Enrollment	<i>Inscripción</i>
Epicenter	<i>Epicentro</i>
Epidemic	<i>Epidemia</i>
Epidemiology	<i>Epidemiología</i>
Essential business	<i>Negocio esencial</i>
Essential service	<i>Servicio esencial</i>
Ethical standards of conduct	<i>Estándares de conducta ética</i>
Eviction	<i>Desalojo</i>
Exposure	<i>Exposición</i>
Face mask (with ties or elastic)	<i>Máscara quirúrgica / Mascarilla / Barbijo / Cubre bocas / Tapabocas (con tiras o lazos elásticos)</i>
Face shields	<i>Protectores faciales</i>
Federal Tax ID	<i>Identificación federal de la empresa</i>
Felony	<i>Delito mayor</i>
Financial assistance	<i>Asistencia financiera</i>
Financial markets	<i>Mercados financieros</i>
First responders	<i>Profesionales de primeros auxilios</i>
Fixed costs	<i>Gastos fijos / Costos fijos</i>
Flattening the curve	<i>Aplanamiento de la curva</i>
Flyers	<i>Folletos</i>
Forbearance	<i>Indulgencia</i>
Foreclosure	<i>Ejecución hipotecaria</i>
Food stamps	<i>Cupones para alimentos</i>
Fomites	<i>Vectores pasivos</i>

Freelancer	<i>Trabajador autónomo</i>
Frontline	<i>Primera línea</i>
Fund	<i>Fondo</i>
Funding	<i>Financiación</i>
Fundraising	<i>Recaudación de fondos</i>
Furloughed Workers	<i>Trabajadores despedidos temporalmente</i>
Gas station	<i>Gasolinera</i>
Green Phase	<i>Fase verde</i>
Groceries	<i>Comestibles</i>
Guidelines	<i>Pautas</i>
Hand sanitizer	<i>Desinfectante de manos</i>
Hand-washing stations	<i>Estaciones de lavado de manos</i>
Health Care	<i>Servicios médicos</i>
Health Insurance	<i>Seguro médico</i>
Hedge fund	<i>Fondo de cobertura</i>
Herd Immunity	<i>Inmunidad de grupo</i>
High-efficiency particulate air filter (HEPA)	<i>Filtro de aire de alta eficacia</i>
High finance	<i>Altas finanzas</i>
High risk	<i>Alto riesgo</i>
Home buyer	<i>Comprador de vivienda</i>
Homelessness	<i>Carencia de hogar / Sin techo</i>
Homeowner	<i>Propietario</i>
Homemade	<i>Casero</i>
Home school	<i>Enseñanza en casa</i>
Hospital-acquired pneumonia	<i>Neumonía nosocomial</i>

House of representatives	<i>Cámara de representantes</i>
House seat	<i>Escaño en la cámara</i>
Hydroxychloroquine	<i>Hidroxiclороquina</i>
Hygiene	<i>Higiene</i>
Immunity	<i>Inmunidad</i>
Immunocompromised	<i>Inmunocomprometido</i>
Income	<i>Ingreso</i>
Incubation period	<i>Periodo de incubación</i>
Independent contractor	<i>Contratista independiente</i>
Index case	<i>Caso inicial</i>
Inflation	<i>Inflación</i>
Infrastructure	<i>Infraestructura</i>
Investor	<i>Inversionista</i>
Isolation	<i>Aislamiento</i>
Lawsuit	<i>Demanda</i>
Life-saving	<i>De soporte vital</i>
Limited English proficiency	<i>Dominio limitado del inglés</i>
Loan	<i>Préstamo</i>
Loan forgiveness	<i>Condonación de préstamos</i>
Lockdown	<i>Confinamiento</i>
Mail ballots	<i>Papeletas por correo</i>
Meal sites	<i>Centros de distribución de comida</i>
Mild	<i>Leves</i>
Monitor	<i>Monitorizar</i>
Monitoring	<i>Seguimiento</i>

Moratorium	<i>Moratoria</i>
Mortality rate	<i>Tasa de mortalidad</i>
Mortgage	<i>Hipoteca</i>
Multi-seat contest	<i>Contienda por múltiples escaños</i>
Multisystem inflammatory syndrome	<i>Síndrome inflamatorio multisistémico</i>
National emergency	<i>Emergencia nacional</i>
Non-contact thermometers	<i>Termómetros sin contacto</i>
Nursing home	<i>Residencia de adultos mayores</i>
Open primary	<i>Elección primaria abierta</i>
Outbreak	<i>Brote</i>
Paid time off	<i>Tiempo libre remunerado</i>
PAPRs (powered air-purifying respirators)	<i>Respirador motorizado con purificador de aire</i>
Patient	<i>Paciente</i>
Pathogen	<i>Patógeno</i>
Payroll	<i>Nómina</i>
People experiencing homelessness	<i>Personas sin hogar</i>
Percentage	<i>Porcentaje</i>
Person to person transmission	<i>Contagio interpersonal</i>
Person under investigation (PUI)	<i>Paciente presuntamente infectado</i>
Personal protective equipment (PPE)	<i>Equipos de protección personal (EPP)</i>
Physical distancing	<i>Distanciamiento físico</i>
Physician	<i>Médico</i>
Playground	<i>Parque de recreo/ Parque infantil</i>
Policies	<i>Norma / Normativas / Políticas / Pólizas</i>

Political race	<i>Campaña política</i>
Polling place	<i>Centro de votación</i>
Powered air-purifying respirator	<i>Respirador motorizado con purificador de aire</i>
Pre-existing condition	<i>Enfermedad subyacente</i>
Preferred shares	<i>Acciones privilegiadas</i>
Preventive	<i>Preventivo</i>
Primary care doctor	<i>Médico de atención primaria</i>
Probation	<i>Libertad supervisada</i>
Prone ventilation	<i>Ventilación en decúbito prono</i>
Protection from Abuse Order (PFA)	<i>Orden de Protección por Abuso (PFA)</i>
Protective glasses/goggles	<i>Gafas protectoras</i>
Public safety	<i>Seguridad pública</i>
Pulse oximeter	<i>Pulsioxímetro</i>
Quarantine	<i>Cuarentena</i>
Rate	<i>Tasa</i>
Recession	<i>Recesión</i>
Recovery	<i>Recuperación</i>
Red phase	<i>Fase roja</i>
Refinance	<i>Refinanciar</i>
Remote work	<i>Teletrabajo / Trabajo a distancia / Trabajo remoto</i>
Reopening	<i>Reapertura</i>
Restrictions	<i>Restricciones</i>
Retail worker	<i>Trabajador del comercio</i>
Sample ballot	<i>Boleta de muestra</i>

Scam calls	<i>Llamadas de estafa</i>
Seat	<i>Escaño</i>
Self-quarantine	<i>Autocuarentena</i>
Senate seat	<i>Escaño del senado</i>
Service area	<i>Área de servicio</i>
Service station	<i>Estación de servicio</i>
Shelter in place	<i>Refugiarse en su propio lugar</i>
Shortness of breath	<i>Falta de aire</i>
Shutdown	<i>Cierre</i>
Shut-off	<i>Corte</i>
Sick leave	<i>Licencia por enfermedad</i>
Site	<i>Lugar</i>
Social distancing	<i>Distanciamiento social</i>
Solvent	<i>Solvente</i>
Spokesperson	<i>Portavoz</i>
Sponsor	<i>Patrocinador</i>
Spread	<i>Propagación</i>
State auditor	<i>Auditor del Estado</i>
State of emergency	<i>Estado de emergencia</i>
Stimulus check	<i>Cheque de estímulo</i>
Stock buyback	<i>Recompra de acciones</i>
Stock market	<i>Mercado bursátil</i>
Subsidy	<i>Subsidio</i>
Subprime	<i>De alto riesgo</i>
Summer camp	<i>Campamento de verano</i>

Super spreader	<i>Supercontagiador</i>
Supplies	<i>Suministros</i>
Supporter	<i>Partidario</i>
Surge	<i>Oleada</i>
Tax filing	<i>Presentación de impuestos</i>
Taxpayers	<i>Contribuyentes</i>
Telecommute	<i>Trabajar a distancia</i>
Telemedicine	<i>Telemedicina</i>
Term limits	<i>Límite de mandato o liderazgo</i>
Test	<i>Prueba</i>
Testing	<i>Hacer las pruebas</i>
Test negative	<i>Dar negativo</i>
Test positive	<i>Dar positivo</i>
Thermometer	<i>Termómetro</i>
Tissue	<i>Pañuelo desechable</i>
Toolkit	<i>Kit</i>
Toilet paper	<i>Papel sanitario</i>
Transmission	<i>Transmisión</i>
Triage	<i>Triaje</i>
Unemployment benefits	<i>Beneficios por desempleo</i>
Unemployment insurance	<i>Seguro de desempleo</i>
Urgent Care	<i>Cuidado urgente / Servicio de urgencias</i>
Vaccine	<i>Vacuna</i>
Ventilator	<i>Respirador artificial / Respirador</i>
Videoconference	<i>Videoconferencia</i>

Virtual	<i>Virtual / En línea / En la internet</i>
Virulence	<i>Virulencia</i>
Virus	<i>Virus</i>
Volunteer	<i>Voluntario</i>
Website	<i>Página web</i>
Warning signs	<i>Signos de advertencia</i>
Yellow phase	<i>Fase amarilla</i>
Zoonotic	<i>Zoonótico</i>

Translating Race and Gender

Conversations about racial identity are complex because ethnic-racial identity is unique to every person. What word the original source decides to use to refer to members of a specific group, often depends on a variety of conditions, including: intended audiences' geographic location, age, generation, and, sometimes, political orientation.

The following table will list some of the most frequently used **racial and ethnic terms** to describe and identify different populations.

English	Spanish
Asian	<i>Asiático (a)</i>
Asian Indian	<i>Indio Asiático (a)</i>
African	<i>Africano (a)</i>
African American	<i>Afroamericano (a)</i>
Afro-Caribbean	<i>Afrocaribeño (a)</i>
Afro-descendent	<i>Afrodescendiente</i>
Afro-Latino	<i>Afrolatino (a)</i>

Bangladeshi	<i>Bangladeshi</i>
Biracial	<i>Biracial</i>
Black	<i>Negro (a) / Negro americano</i>
Caucasian	<i>Caucásico (a)</i>
Chinese	<i>Chino (a)</i>
Ethnicity	<i>Origen étnico</i>
Ethnic minority group	<i>Grupos étnicos minoritarios</i>
Ethnocentrism	<i>Etnocentrismo</i>
European	<i>Europeo (a)</i>
Hindu	<i>Hindú</i>
Hispanic	<i>Hispano (a)</i>
Indian	<i>Indio (a)</i>
Indigenous	<i>Indígena</i>
Irish	<i>Irlandés</i>
Latino	<i>Latino (a,x)</i>
Majority population	<i>Población mayoritaria</i>
Native	<i>Nativo (a)</i>
Pakistani	<i>Pakistaní</i>
Pacific Islander	<i>Isleño del Pacífico</i>
People of Color	<i>Personas de color</i>
Western	<i>Occidental</i>
White	<i>Blanco (a)</i>

In talking about issues of race, it is crucial to remember that universally agreed upon language on issues relating to racism are nonexistent. Frequently used words have evolved overtime and have shifted meanings on a generational and personal level.

The following glossary has been created in order to achieve some degree of shared understanding. In this way, the quality of **dialogue and discourse on race can be enhanced.**

English	Spanish	Definition
Accountability	<i>Obligación</i>	The ways in which individuals and communities hold themselves to their goals and actions, and acknowledge the values and groups to which they are responsible.
Ally	<i>Aliado</i>	Someone who makes the commitment and effort to recognize their privilege (based on gender, class, race, sexual identity, etc.) and work in solidarity with oppressed groups in the struggle for justice.
Anti-Black	<i>Antinegro</i>	The overt, systematic, structural and systemic racism, which categorically predetermines the socioeconomic status of Blacks.
Anti-racism	<i>Antirracismo</i>	The work of actively opposing racism by advocating for changes in political, economic, and social life.
Anti-racist	<i>Antirracista</i>	Someone who is supporting an antiracist policy through their actions or expressing antiracist ideas. This includes the expression or ideas that racial groups are equals and do not need developing, and supporting policies that reduce racial inequity.
Assimilationist	<i>Asimilacionistas</i>	One who is expressing the racist idea that a racial group is culturally or behaviorally inferior and is supporting cultural or behavioral enrichment programs to develop that racial group.
Bigotry	<i>Intolerancia</i>	Intolerant prejudice that glorifies one's own group and denigrates members of other groups.
Black Lives Matter	<i>Las Vidas Negras Importan</i>	A political movement to address systemic and state violence against African Americans.
Collusion	<i>Colusión</i>	When people act to perpetuate oppression or prevent others from working to eliminate oppression.
Colonization	<i>Colonización</i>	Colonization can be defined as some form of

		invasion, dispossession and subjugation of a people.
Critical Race Theory	<i>Teoría crítica de la raza</i>	The Critical Race Theory movement considers many of the same issues that conventional civil rights and ethnic studies take up, but places them in a broader perspective that includes economics, history, and even feelings and the unconscious
Cultural appropriation	<i>Apropiación cultural</i>	Theft of cultural elements for one’s own use, commodification, or profit — including symbols, art, language, customs, etc. — often without understanding, acknowledgement, or respect for its value in the original culture.
Cultural racism	<i>Racismo cultural</i>	Representations, messages and stories conveying the idea that behaviors and values associated with white people or “whiteness” are automatically “better” or more “normal” than those associated with other racially defined groups.
Culture	<i>Cultura</i>	A social system of meaning and custom that is developed by a group of people to assure its adaptation and survival. These groups are distinguished by a set of unspoken rules that shape values, beliefs, habits, patterns of thinking, behaviors and styles of communication.
Decolonization	<i>Descolonización</i>	The active resistance against colonial powers, and a shifting of power towards political, economic, educational, cultural, psychic independence and power that originate from a colonized nations’ own indigenous culture.
Diaspora	<i>Diáspora</i>	Diaspora is "the voluntary or forcible movement of peoples from their homelands into new regions...a common element in all forms of diaspora; these are people who live outside their natal (or imagined natal) territories and recognize that their traditional homelands are reflected deeply in the languages they speak, religions they adopt, and the cultures they produce.
Discrimination	<i>Discriminación</i>	The unequal treatment of members of various groups based on race, gender, social class, sexual orientation, physical ability, religion and

		other categories.
Diversity	<i>Diversidad</i>	Diversity includes all the ways in which people differ, and it encompasses all the different characteristics that make one individual or group different from another.
Ethnicity	<i>Etnia</i>	A social construct that divides people into smaller social groups based on characteristics such as shared sense of group membership, values, behavioral patterns, language, political and economic interests, history and ancestral geographical base.
Implicit bias	<i>Sesgos implícitos</i>	Also known as unconscious or hidden bias, implicit biases are negative associations that people unknowingly hold. They are expressed automatically, without conscious awareness.
Inclusion	<i>Inclusión</i>	Authentically bringing traditionally excluded individuals and/or groups into processes, activities, and decision/policy making in a way that shares power.
Indigeneity	<i>Indigeneidad</i>	Indigenous populations are composed of the existing descendants of the peoples who inhabited the present territory of a country wholly or partially at the time when persons of a different culture or ethnic origin arrived there from other parts of the world, overcame them, by conquest, settlement or other means.
Individual racism	<i>Racismo individual</i>	Refers to the beliefs, attitudes, and actions of individuals that support or perpetuate racism. Individual racism can be deliberate, or the individual may act to perpetuate or support racism without knowing that is what he or she is doing.
Institutional racism	<i>Racismo institucional</i>	Refers specifically to the ways in which institutional policies and practices create different outcomes for different racial groups.

Internalized racism	<i>Racismo interiorizado</i>	The situation that occurs in a racist system when a racial group oppressed by racism supports the supremacy and dominance of the dominating group by maintaining or participating in the set of attitudes, behaviors, social structures and ideologies that undergird the dominating group's power.
Interpersonal racism	<i>Racismo interpersonal</i>	Racism which occurs between individuals.
Intersectionality	<i>Interseccionalidad</i>	The interconnected nature of social categorizations such as race, class, and gender as they apply to a given individual or group, regarded as creating overlapping and interdependent systems of discrimination or disadvantage.
Microaggression	<i>Microagresión</i>	The everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons based solely upon their marginalized group membership.
Oppression	<i>Opresión</i>	The systematic subjugation of one social group by a more powerful social group for the social, economic, and political benefit of the more powerful social group.
Power	<i>Poder</i>	The ability to influence others and impose one's beliefs.
Prejudice	<i>Prejuicio</i>	A pre-judgment or unjustifiable, and usually negative, attitude of one type of individual or groups toward another group and its members.

Privilege	<i>Privilegio</i>	Unearned social power accorded by the formal and informal institutions of society to all members of a dominant group (e.g. white privilege, male privilege, etc.).
Race	<i>Raza</i>	The categorization of humans based on physical or social qualities into categories generally viewed as distinct by society.
Racial and ethnic identity	<i>Identidad racial y étnica</i>	An individual's awareness and experience of being a member of a racial and ethnic group; the racial and ethnic categories that an individual chooses to describe him or herself based on such factors as biological heritage, physical appearance, cultural affiliation, early socialization, and personal experience.
Racial equity	<i>Equidad racial</i>	The condition that would be achieved if one's racial identity no longer predicted, in a statistical sense, how one fares.
Racial inequity	<i>Desigualdad racial</i>	When two or more racial groups are not standing on approximately equal footing.
Racial justice	<i>Justicia racial</i>	The systematic fair treatment of people of all races, resulting in equitable opportunities and outcomes for all.
Racialization	<i>Racialización</i>	The very complex and contradictory process through which groups come to be designated as being of a particular "race" and on that basis subjected to differential and/or unequal treatment.
Racism	<i>Racismo</i>	The belief that a particular race is superior or inferior to another, that a person's social and moral traits are predetermined by his or her inborn biological characteristics.
Restorative justice	<i>Justicia restaurativa</i>	Theory of justice that emphasizes repairing the harm caused by crime and conflict. Emphasizes individual and collective accountability.
Structural racism	<i>Racismo estructural</i>	The normalization and legitimization of an array of dynamics – historical, cultural, institutional and interpersonal – that routinely advantage

		Whites while producing cumulative and chronic adverse outcomes for people of color.
White privilege	<i>Privilegio de los blancos</i>	Refers to the unquestioned and unearned set of advantages, entitlements, benefits and choices bestowed on people solely because they are white.
White supremacy	<i>Supremacía blanca</i>	The idea that white people and the ideas, thoughts, beliefs, and actions of white people are superior to People of Color and their ideas, thoughts, beliefs, and actions.

Assumptions about gender and personal pronouns have also evolved. As more and more people identify as neither male or female, the importance of following gender guidelines and writing in a gender-neutral way becomes critical. The ability to use proper gender-neutral pronouns, ensures that our work is accessible to the widest possible audience.

The following table lists and defines some of the most common **genders**:

English	Spanish	Definition
Agender	<i>Sin género</i>	A person who does not identify as any gender.
Bigender	<i>Bigénero</i>	A person who is a combination of two genders.
Cisgender	<i>Cisgénero</i>	A person whose gender corresponds with their birth sex.
Gender fluid	<i>Género fluido</i>	A person whose gender is not fixed and may vary overtime.
Gender neutral	<i>Género neutro</i>	A person who feels they are neither male or female.
Non-binary	<i>No binario</i>	A person whose gender is neither exclusively male or female or is in between or beyond both genders.

Pangender	<i>Pangénero</i>	A person who identifies with many genders.
Transgender	<i>Transgénero</i>	A person whose gender does not correspond with their birth sex.
Trigender	<i>Trigénero</i>	A person who identifies with three gender identities, simultaneously or over time.
Questioning	<i>Cuestionándose</i>	A person who is not sure or is exploring their gender identity.

The following table lists some of the most common **personal gender pronouns**:

Gender	English	Spanish
Masculine	He/Him	<i>El</i>
Feminine	She/Her	<i>Ella</i>
Gender-neutral	They/Them	<i>Elle</i>

References/Resources

- [Asociación Internacional de Traductores y Redactores de Medicina y Ciencias Afines](#)
- [Diccionario de americanismos](#)
- [Diccionario del español jurídico](#)
- [Diccionario panhispánico de dudas](#)
- [Fundéu](#)
- [Homosensual](#)
- [Racial Equity Tools](#)
- [Real Academia Española](#)
- [The United Nations Terminology Database](#)
- [USA.gov](#)

Translation Resources:

- [SpanishDict](#)
- [Linguee](#)
- [Word Reference](#)