

# Style Guide for Community Translations into Chinese

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## 1. Audience and scope

This style guide is intended for professional translators and translation checkers, and may also be useful for copyeditors, community review panels, and machine translation post-editors. The document sets the expectations for community translators in particular and outlines the preferred style for translations into Chinese. The document is unable to cover all the relevant translation, language and style issues, but focuses on aspects that have been judged important based on a review of Chinese translations currently available in Australia. The style guide was prepared with the understanding that translators undertaking translation work for public services would have already received adequate training and/or NAATI certification.

## 2. Background

Both in Australia and worldwide, the COVID-19 pandemic has highlighted the importance of timely, accurate and effective translation – probably more than any other phenomenon or crisis. Governments, community organisations and leaders, the media, and people in general have had to deal with or hear about the need for translation to communicate public health advice to all residents, regardless of their first language. Translation has been in the spotlight – mostly because of its essential contribution to health literacy and public health, but sometimes also because of translation or production errors.

Community translations play a key role in public messaging. They facilitate communication between governmental and non-governmental services and end users who speak a language other than English. Community translations allow departments, agencies and services to reach out to CALD communities, and facilitate access to public information and instructions that would be inaccessible due to language barriers. Community translations are also effective communication tools with community members who have a functional command of English but prefer to receive information in their LOTE. Public messaging through the target audience's first language or the language they emotionally identify with, is likely to have more impact.

Community translations are part of the communication strategies of organisations that publish content to inform and educate the Australian public, including in healthcare, legal, social service, education and other sectors. The value of translations therefore lies in the extent to which they are communicatively effective and fit for purpose. Back in 2014, the Australian Commission on Safety and Quality in Health Care noted: 'There has been some concern that translation of information about health and health care is not done consistently and to a high standard.' ([Health literacy: Taking action to improve safety and quality](#)). Such concern is still current, at least in relation to some published translations. A translation may be at the highest standard in terms of language correctness and accuracy, but it also needs to communicate the content in a way that suits the target audience and helps them understand information and act upon it.

As professional translators are well aware, translation does not consist of replacing words in one language with 'equivalent' words in another, or mirroring phrases and sentences found in the source text. It needs to convey the messages of the source text, keeping in mind the type of text being translated and its communicative function. For public messaging, in

particular, translations also need to read and flow ‘naturally’, appear credible, and be suitable for the target audience, so that they can be used, understood and acted upon effectively.

### 3. Translation approach

There is wide agreement that a communicative or functionalist approach to translation is the most appropriate, especially for community translations. In this approach **the translator is guided by the function of the text, rather than the words or sentences themselves.**

Two broad categories of texts are translated for the benefit of CALD communities: regulatory texts and informative/instructive texts.

Regulatory texts define procedures, rights, entitlements and obligations in a formal tone, which makes them legal texts or close to legal texts. An example is the Australian Tax Office’s document [Superannuation \(退休公积金\)](#).

Informative and instructive texts aim to inform, raise awareness, educate, and encourage the public to take action. These are the most typical texts translated as part of public messaging. Examples are the COVID-related translations available on the [website of the Department of Health](#).

While translations of legal and regulatory texts require special attention to accuracy and precision because of the legal implications involved, translations of informative and instructive texts need to be accurate and precise too but have accessibility and impact as their paramount aims. **Governmental and non-governmental organisations produce such texts to inform and get people to act. Community translations should also be written in a style that can get the message across and get readers to respond.**

### 4. Audience: Personas of community users

Every writer has an audience in mind; translators are no exception. The only difference is that the translator’s audience is already determined in the instructions received from the commissioning organisation or author (translation brief). To visualise the audience of a given translation, the notion of ‘persona’ is extremely useful. ‘Personas’ are typical user profiles within the target community which a translator can imagine or outline on paper (or an electronic device) based on the translation brief and their knowledge of the relevant community (in our case Chinese speakers in Australia, Chinese-speaking older people in NSW, etc.).

For each translation task, the translator would need to have a few ‘personas’ in mind to determine the most appropriate language (i.e. style, lexical choices, structural complexity, etc.). These personas will need to cover as many backgrounds and sub-groups of the target readership as possible (e.g. literacy levels, country of origin, age, etc.). For example, for the [vaccination advice](#) available on the website of the Department of Health, we can create the following personas:

**Wang Wei:** Chinese heritage; 65-year-old woman; has been living in Australia since the 80s; able to speak English in everyday situations, but more confident reading information in Chinese. Completed university studies in mainland China back in the 1980s; continues to read Chinese newspapers online.

**Hu Chi-Chang:** 35-year-old Taiwanese male; migrated to Australia recently on a partner visa; left school when he was 15; finds Chinese text relatively easy to understand, but too challenging when the text contains complex structures or specialised terminology. Often asks his wife to clarify concepts.

**Chan Kwang-Jun:** 50-year-old male from Hong Kong; migrated to Australia as a refugee in the 80s; works in a restaurant, fluent in Cantonese, literate in Chinese, conversational in English; finds English materials hard to understand, especially when there are difficult terms.

**Cynthia Lim:** 26-year-old Singaporean woman; fluent in Mandarin and Hokkien; after completing her degree in Sydney, she stayed and worked as a tax accountant in Australia; uses English at work, but when accessing medical information, she prefers materials in Chinese.

## 5. Language variety

As a Chinese translator, you are already aware that there are two sets of writing systems for the Chinese language: Simplified Chinese and Traditional Chinese.

Simplified Chinese translation is needed when your target audience is from mainland China as well as some Southeast Asian countries including Singapore and Malaysia, whilst Traditional Chinese translation is needed when your target audience is from Taiwan, Hong Kong or Macau.

But it is worthwhile to note that Traditional Chinese itself has two variants: Traditional Chinese for Hong Kong SAR (Cantonese speaking) and Traditional Chinese for Taiwan (Mandarin speaking). Since their spoken languages are completely different (Mandarin and Cantonese), their use of the written system, i.e. Traditional Chinese, may vary in terms of lexical and syntactical choices.

In theory, educated Chinese readers, regardless of where they come from, should be able to read Simplified and Traditional Chinese with ease. However, some senior citizens and people who have had limited exposure to the other Chinese writing system or language variant may indeed find it difficult to read or understand, especially when the translation is not idiomatic or is expressed in an unfamiliar style.

Therefore, if you are translating into Traditional Chinese, it is recommended that the target audience be identified prior to commencing the translation process (i.e. is the target audience from Hong Kong and Macau, or are they from Taiwan?). Once this has been determined, appropriate terms, expressions and characters can be used. The table below highlights some of the differences in lexical and character features among the three variants.

Source Text	Simplified Chinese	Traditional Chinese for Hong Kong /Macau	Traditional Chinese for Taiwan
Software	软件	軟件	軟體
Sandwich	三明治	三文治	三明治
inside	里面	裏面	裡面
ICU	重症监护室	深切治療部	加護病房

Computer-based simplified-traditional Chinese conversion is available on many language tools such as MS Word and Google Translate, but they have limits, which a Chinese translator should be fully aware of. For example, the characters 于 and 於 in Traditional Chinese are used differently, but they were ‘merged’ into 于 in Simplified Chinese. As such, the conversion tools might not be able to differentiate and convert them correctly.

## 6. Cohesion and coherence

**Texts – including translations – need to be coherent and cohesive to make sense to the audience. Coherence is the semantic connectedness within a text and between the text and its context.** Coherence requires meaning connectedness (smooth flow of ideas), consistency and relevance to the topic or context at hand. Sentences should make sense in their context, be semantically related, and show conceptual and logical consistency (e.g. no contradiction).

In the following example, judging from the context and general knowledge, it is clear that TGA has a list of all approved vaccines and whenever a new vaccine is approved, it is added to the list. The way it is expressed in the English source text, however, suggests that a list of vaccines is kept after TGA approves a vaccine. Such coherence issues should be reported to the commissioning organisation. In terms of translation approach, this is not a legal text or a personal, official document (e.g. birth or marriage certificate) where the translator would use [sic] to indicate errors or inconsistencies in the source text. Instead, the sentence should be translated having in mind sense and coherence: “Once TGA approves a vaccine, it adds it to the list of approved vaccines”.

Source text	Less coherent translation	More coherent translation
Once TGA approves a vaccine, it keeps a list of all vaccinations it approved.	TGA 完成疫苗审核后，将所有获批疫苗列入清单记录。	TGA 完成疫苗审核后，将疫苗加入获批疫苗清单。

**Cohesion is the grammatical and lexical linking between sentences and paragraphs, which ensures that the resulting text hangs together and flows smoothly.** Cohesion can be based on linking words and syntactical consistency (e.g. use of pronouns or grammatical

tense). It can also be based on lexical reference (e.g. repetition of the same word, collocation, use of a synonym or a word referring to a larger category).

To ensure cohesion in the translation, it is important to understand how cohesive ties are used differently in English and Chinese.

At the word level, Chinese prefers lexical repetition to variation. While English tends to use cohesive devices such as reference, substitution, and ellipsis, Chinese usually repeats the same word to achieve cohesion. For example, ‘New South Wales’ may be referred to as ‘the state’ when appearing the second time in an English text; in Chinese, it is better to repeat 新南威尔士州 (or 新州) than to use 该州.

At text level, English usually highlights the focus of a text by placing the given information at the beginning of every paragraph for cohesion, known as the theme position. This is less strict in Chinese, which means the translator can – and sometimes needs to – adapt the syntax of a sentence for fluency, even if such a shift affects the source text theme. In the following example, the syntax of the source text is adjusted to make the translation more fluent. As a result, the theme is different in the translation and the source text. The translator needs to choose a theme that enhances the cohesion and fluency of a text.

Source text	Translation with poor cohesion	Translation with better cohesion
<p>The federal government is upgrading its national response to COVID-19 outbreaks with increased weekly payments for households.</p> <p><b>The new national arrangements</b> have been developed following close cooperation between the Commonwealth and NSW government.</p>	<p>联邦政府计划提升国家疫情应急方案，向澳洲家庭增发每周补助金。</p> <p>这项新的全国性计划在联邦政府及新州政府的紧密合作之后被制定。</p>	<p>联邦政府计划提升国家疫情应急方案，向澳洲家庭增发每周补助金。</p> <p>联邦政府及新州政府通过紧密合作制定了这一最新的全国性计划。</p>

Coherence and cohesion are related: coherence relates to conceptual and logical connections within a text; cohesion relates to connectedness at a structural and referential levels.

## 7. Readability

A text that hangs together with the help of appropriate cohesive devices is likely to be more readable, but there is more to readability than just cohesion. Readability is the extent to which a written text can be understood by readers with different literacy levels. A translation can be accurate but not readable enough. Many elements can contribute to readability:

## Sentence length and complexity

Sentences with short clauses separated by comma are usually easier to read in Chinese. For example when translating 'Please get tested immediately even if you have mild symptoms', 即使出现轻微症状, 也请立即接受检测 is easier to understand than 即使出现轻微症状也请立即接受检测;

## Concise expression

Concise expressions are usually more readable than wordy ones. While this may sound like common sense, it is often overlooked by translators who are guided by the words and phrases of the source text. For example, 请打电话给全科医生 can be condensed to 请致电全科医生; 那么您应该尽快进行检测 could be expressed more concisely as follows: 应尽快检测;

## Sentence structure

While English frequently uses hypotaxis (when clauses are dependent on each other), parataxis (when clauses are equal) is often easier to read in Chinese. In the following example, both translations are correct but the translation with paratactic clauses is more readable than the translation with two dependent clauses.

Source text	Translation with a lower readability score	More readable version
A stay-at-home public health order has been made for people living in Greater Sydney and surrounding regions to help stop the spread of the current COVID-19 in the state.	在大悉尼及周边居民颁布居家令是为了阻止本州内目前的新冠疫情进一步传播。	大悉尼及周边地区已颁布实施居家令, 旨在阻止目前新州新冠疫情进一步传播。

## 8. Idiomatic language

Idiomatic language refers to expressions, collocations and sentence structures that are typical of a given language. Appropriate use of idiomatic language makes a text sound natural. Unidiomatic language, on the other hand, is often a sign of a literal approach to translation. When translating into Chinese, always ask yourself: what is the intended idea/message here? How would a native speaker of Chinese say this? Parallel texts usually provide good references for idiomatic expressions.

Here are some examples:

Source text	Awkward/Unidiomatic	Idiomatic /Natural
When you can stay home, you must stay home	如果您能呆在家里, 那么您必须呆在家里。	“若无必要, 请勿出门!”

Source text	Awkward/Unidiomatic	Idiomatic /Natural
Go to our website where you can read, listen to or watch information in your language.	请访问我们的网站，您可以用你的语言阅读、聆听或观看信息。	请访问我们的网站，获取中文版本的文本、音频或视频信息。

## 9. Writing style and tone

Translators are guided by the style and tone of the source document. The tone of the source document normally conveys the author's or the commissioning organisation's relationship with the readers and how they would like the target audience to respond to their messaging. Translators are also guided by the norms and conventions of the target language (in this case Chinese) and the expectations of the target community.

For government documents, English often has a more friendly author-reader relationship than Chinese. This relationship is often conveyed by personal pronouns like 'you' and 'we'. However, these words can seem overly friendly in Chinese, softening the impact a source text attempts to have. Sometimes they even sound awkward in Chinese. In such cases, more imperative expressions will better serve the translation function.

Source text	Inappropriate style/tone	More target language friendly style/tone
Take your medications as prescribed by your doctor.	请遵照你的医生的处方服用你的药物。	请遵照医嘱服药。
Stay within 5km of your home.	不能超出你的居所周围 5 公里的范围。	不得离家 5 公里以上。
If you cannot work from home you can leave your home to go to work:	如果你不能在家工作，你允许离家外出工作，但必须符合以下条件：	如果条件不允许，在满足以下条件下可离家工作：

Despite these differences, it is also important to maintain a polite tone in Chinese. This can be achieved by adding the politeness marker 请 at the beginning of an imperative sentence. For example, 请戴口罩 (Please wear a mask) sounds more polite than 戴口罩 (Wear a mask).

## 10. Grammar

Grammar is the rules for forming words and combining them into sentences. Correct grammar is particularly important in the world of translation. Basic grammatical errors may indicate unprofessionalism and should be avoided as much as possible. Belonging to completely different language families, Chinese and English differ greatly in what is considered grammatically correct. When translating from English, a Chinese translator should bear in mind the grammatical differences between the two languages and try not to be influenced by the grammar of the source text.



## Articles

In English, there are two kinds of articles: definite articles and indefinite articles. Chinese, however, does not use articles. Therefore, in many cases, there is no need to translate English articles into Chinese. What's more, the indefinite article a/an is not necessarily the same as the count word for 'one', so it is important to determine whether the function of the indefinite article is general or specific.

Here is an example:

Source Text	Target Text	Recommended Version
The virus can spread <u>from an infected person's</u> mouth or nose in small liquid particles when they cough, sneeze, speak, sing or breathe.	当一位感染者咳嗽、打喷嚏、说话、唱歌或呼吸时，会从口或鼻中释放出微小的液态颗粒，造成病毒传播。	感染者咳嗽、打喷嚏、说话、唱歌或呼吸时，会从口鼻中释放出微小的液态颗粒，造成病毒传播。

## Tense

Unlike English, where tenses are reflected by conjugating verbs, Chinese has a different method to express tense. In Chinese, time words such as (“目前”, “曾经”, “了”等) are added to express whether an action is in the past, present or future. Once a timeframe has been established in Chinese, there is no longer any need to clarify the exact time.

Therefore, when translating tenses, it is sometimes necessary to express the tense of the described event clearly and naturally by adding time words. Failure to do so may lead to an unnatural and even distorted translation. For example,

Source Text	Misleading/Awkward	Correction
Australia recorded its biggest one-day rise in COVID-19 deaths on Monday although a slowdown in new cases gave hope that a second wave of new infections in the state of Victoria <u>may have peaked.</u>	.....维州第二波疫情可能 <u>已经达到顶峰。</u>	.....维州第二波疫情 <u>顶峰可能已过。</u>
If you <u>are getting</u> automatic COVID-19 Disaster Payments, *****.	如果您 <u>正在自动获得</u> COVID-19 Disaster Payment。	如果您 <u>目前</u> 自动获发 COVID-19 Disaster Payment。

## Syntax

Although Chinese and English both follow the SVO word order when forming sentences, direct sentence conversion may lead to excessively long sentences in Chinese, which violate the linguistic norms of Chinese and affect the readability of the translation. In some cases, this may even lead to grammatical incompleteness.

The following is an example:

Source Text	Syntax Error	Correction
As a registered nurse, you provide direct care in a wide range of medical and community settings <b>from hospitals and doctor's offices to nursing homes.</b>	注册护士在各类医疗和社区环境中提供直接护理， <b>从医院和医生诊所到养老院。</b>	注册护士负责在各类医疗和社区环境中提供直接护理，从医院和医生诊所到养老院， <b>不一而足。</b>

## 11. Gender, inclusiveness and political correctness

Inclusive and politically correct language is intended to avoid offense or disadvantage to members of particular groups in society. Inclusiveness and political correctness in translation can be achieved by actively choosing words and phrases that are empathetic, just and fair, and avoiding expressions that are sexist, racist, or otherwise prejudiced, or denigrating to any particular group of people.

Translators are encouraged to avoid using words and expressions which could imply a sense of exclusion and marginalisation of people who are considered to be socially disadvantaged or discriminated against.

Consider the below factors while translating:

### Try to avoid male-only terms or pronouns when appropriate

Source Text	Not recommended	Recommended
Each Minister will send <b>their</b> reports in writing to the National Cabinet.	每一位部长都要以书面形式将 <b>他的</b> 报告上交至全国内阁。	每位部长都要以书面形式将 <b>其</b> 报告上交至全国内阁。

### Try to avoid stereotyping when appropriate

Example	Not recommended	Recommended
It is <b>well-known</b> that...	...是 <b>妇孺皆知</b> 的。	...是 <b>众所周知</b> 的。
Workers <b>rambled on and on</b> about their problems at work.	工人们 <b>婆婆妈妈</b> 地不停说着工作中的问题。	工人们 <b>絮絮叨叨</b> 地不停说着工作中的问题。

## Gender/sexual orientation inclusive

Example	Not recommended	Recommended
Australians will benefit from a new and additional tax cut, with low and middle-income earners to receive up to \$1,080 or \$2,160 for <b>couples</b> .	新的额外减税政策将造福澳大利亚民众，中低收入者最高可减税\$1080， <u>夫妻</u> 最高可减税\$2160。	新的额外减税政策将造福澳大利亚民众，中低收入者最高可减税\$1080， <u>伴侣</u> <u>双人</u> 最高可减税\$2160。
parents	父母	家长

## 12. Punctuation

Punctuation as we know it today was introduced into the Chinese written language in the 20th century, when Chinese reformers began adopting Western writing norms. Punctuation marks help clarify written sentence structures. In Chinese, full stops, commas, colons, semicolons, question marks, exclamation marks, and parentheses are used basically the same way as they are in English; however, one should bear in mind that each Chinese character occupies a square space, and so too does each punctuation mark. As such, Chinese punctuation marks are called full-width, as opposed to English half-width punctuation, because of the space they take up. Some examples of this have been provided in the “DTP translation” section of this document (See Section 13).

Translators need to be aware of the nuances between punctuations in Simplified Chinese (SC) and Traditional Chinese (TC). For example, Simplified Chinese uses Western-style quotation marks “...” and ‘...’. When embedding quotes, the single marks are placed inside the double marks like this: “...‘...’...”. However, in Traditional Chinese, single quotation marks are rendered as 「...」 and double as 『...』. When embedded, Traditional takes the opposite treatment, 「... 『...』 ...」 placing the double quotations within the single marks.

	Rule	Example
<b>Simplified Chinese</b>	先用双引号“”，内部如需再引用，再用单引号”，若再需引用，使用双引号“”，以此类推。	他站起来问：“老师，‘有条不紊’的‘紊’是什么意思？”
<b>Traditional Chinese</b>	先用单引号「」，内部如需要引用，再用双引号『』	他站起來問：「老師，『有條不紊』的『紊』是什麼意思？」

The enumeration comma (顿号), Chinese quotation mark (引号), title mark (书名号), ellipsis (省略号) and middle dot (间隔号) are unique to Chinese. The table below provides some examples of correct and incorrect use of these punctuation marks.

## Enumeration comma (顿号)

Source Text	Incorrect usage	Correct usage
3 vaccines have been approved for use in Australia – Pfizer, AstraZeneca and Moderna.	在澳大利亚获批使用的三种疫苗有辉瑞，阿斯利康和莫德纳。	在澳大利亚获批使用的三种疫苗有辉瑞、阿斯利康和莫德纳。

## Title mark (书名号)

Source Text	Incorrect usage	Correct usage
Similar actions could contravene a range of Commonwealth Acts including the Age Discrimination Act 2004, the Disability Discrimination Act 1992, the Racial Discrimination Act 1975 and the Sex Discrimination Act 1984.	类似行为有违一系列的联邦法律，包括《2004年反年龄歧视法》、《1992年反残疾歧视法》、《1975年反种族歧视法》和《1984年反性别歧视法》。	类似行为有违一系列的联邦法律，包括《2004年反年龄歧视法》《1992年反残疾歧视法》《1975年反种族歧视法》和《1984年反性别歧视法》。

## Semicolon (分号)

Source Text	Incorrect usage	Correct usage
For a financial agreement to be legally binding, you must both have: <ul style="list-style-type: none"><li>signed the agreement, and</li><li>received independent legal and financial advice before signing.</li></ul>	为使财务协议具有法律约束力，您必须完成以下两项： <ul style="list-style-type: none"><li>签署协议，<b>且</b></li><li>在签署之前获得独立的法律和财务建议。</li></ul>	为使财务协议具有法律约束力，您必须完成以下两项： <ul style="list-style-type: none"><li>签署协议；</li><li>在签署前获得独立的法律和财务建议。</li></ul>

Links to standard documents published by authorities are supplied at the end of this document.

### 13. DTP translation

DTP translation (or desktop publishing translation) is the adaptation of graphics, visual elements, and other digital documents for multiple languages. Unlike translating a regular text file, translating posters, brochures, or multilingual website designs require more than just translation skills. A DTP translator needs to know some of the basic desktop publishing rules and standards in their language, as most typesetters/designers in Australia don't usually have any knowledge of Chinese DTP rules.

It is also important to adapt Chinese translation based on spacing/layout; the best sounding translation may not fit well in DTP designs.

Here are some aspects to consider:

### Font

The two basic groups of Chinese fonts are Simsun(宋体) and Heiti (黑体). However, the latter is the most used of these two web-safe fonts. It is recommended that Chinese translators use Heiti fonts in their translations.

Heiti	Simsun
新冠疫苗推广计划	新冠疫苗推广计划

Chinese characters should not be italicised.

Italics	Alternative Font
<i>Vaccine rollout plan</i>	新冠疫苗推广计划 新冠疫苗推广计划

### Typesetting rules

The goal of preparing translations for the healthcare industry is to help CALD communities understand important health advice from authorities. Apart from the language aspects of a translation, professional presentation of the translation text is almost just as important, as a poorly formatted/typeset translation may give people the impression that the translation was not performed by a professional, thus undermining reader trust with respect to the authority of the information being presented.

#### Below are some basic rules:

使用全角中文标点

Recommended	Not Recommended
辉瑞疫苗 (Pfizer)	辉瑞疫苗(Pfizer)

数字使用半角字符

Recommended	Not Recommended
单日新增病例数超过 1000 例	单日新增病例数超过 1 0 0 0 例

链接之间增加空格

Recommended	Not Recommended
请 <a href="#">点击这里</a> 了解详情	请 <a href="#">点击这里</a> 了解详情

孤行和寡行

Widows (寡行) and orphans (孤行) are when small words or parts of words fall by themselves on their own line. These should be eliminated through editing or tracking.

家庭防护应以清洁为主，消毒为辅，不要因恐慌而过度消毒。如果所在小区无新冠病例，家中没有外来人员到访，也没有自我隔离的疑似症状者，那么无需每天都消毒。建议家内保持通风和环境清洁，外出回家后第一时间洗手。小区外环境没有明确受到呕吐物、分泌物、排泄物污染时，原则上也不需要消毒。

有人认为，消毒剂浓度越高，消毒灭菌的效果越好，但事实并非如此。强效消毒液一般具有很强的刺激性，浓度过高可能会对人的口腔、肺部等部位造成刺激，甚至有引发器官、组织受损的风险。市售消毒剂应该按照说明书标签进行稀释后使用，消毒使用酒精

应选用 75% 的浓度。

两种及以上消毒剂混合使用，极易产生化学反应，可能造成伤害。84 消毒液与洁厕剂混合，会产生有毒气体，刺激人体咽喉、呼吸道和肺部而引发中毒。洗衣液同样不宜与消毒剂混合使用。

消毒液一般具有很强的刺激性，可能造成呼吸道和皮肤损伤。建议家内保持通风和环境清洁，外出回家后第一时间洗手。使用消毒剂的过程中，要注意避开口鼻，最好佩戴口罩和橡胶手套，防止液体飞溅。

室内使用酒精时，要避免采用喷洒式消毒

## 14. Organisation names

Organisation names need to be translated into Chinese. For organisations that have an official or widely known Chinese name, this name should be used consistently in translation. Translators should research diligently to ensure the correct names are used.

	English	Chinese
Established translation available	Australian Taxation Office	澳大利亚税务局
	AstraZeneca	阿斯利康

For lesser-known organisations and committees, a functional translation of the name can be used, followed by the English name and acronym (if any) in parentheses. Later in the translation, translators can use either the translated Chinese name or the organisation's acronym.

	English	Chinese
Functional translation followed by English name and acronym (if any)	Australian Technical Advisory Group on Immunisation	澳大利亚免疫技术咨询小组 (Australian Technical Advisory Group on Immunisation, ATAGI)
	Therapeutic Goods Administration	治疗用品管理局 (Therapeutic Goods Administration, TGA)

Organisation names should be kept in the source language if required by the organisation or the client.

	English	Chinese
When required to leave in English	Centrelink	Centrelink
	Pfizer	Pfizer

If the organisation name is an acronym, then the corresponding acronym in Chinese should be used followed by the English acronym in parentheses the first time a name appears in the text. The acronym can be left in English for any other instances.

	English	Chinese
Corresponding acronym available	UNESCO	联合国教科文组织 (UNESCO)
	WHO	世卫组织 (WHO)

## 15. Acronyms

In principle, acronyms should be spelled out and translated into Chinese. When it comes to acronyms not widely known in the Chinese community, names should be translated into Chinese with the English name placed in parentheses next to the Chinese translation the first time a name appears in the text. For example, ‘中东呼吸综合症 (Middle East respiratory syndrome, MERS)’. Depending on readability and specific considerations, the acronym can be left in English for any other instances. For headings where space may be a constraint, acronyms should be left in English.

## 16. Useful resources

### Translation and language references

Baker, Mona (2018). *In other words: A coursebook on translation*. London; New York: Routledge.

Ko, Leong (2018). Community translation in the Australian context. In Taibi, M. (Ed.) *Translating for the Community* (pp. 138-155). Bristol: Multilingual Matters.

<http://www.moe.gov.cn/ewebeditor/uploadfile/2015/01/13/20150113091548267.pdf>  
标点符号用法

[https://language.moe.gov.tw/001/upload/files/site\\_content/m0001/hau/c2.htm](https://language.moe.gov.tw/001/upload/files/site_content/m0001/hau/c2.htm)  
重訂標點符號手冊

Taibi, Mustapha and Ozolins, Uldis (2016). *Community Translation*. London: Bloomsbury.

### Dictionaries and glossaries

- [Glossary of Medical Terminology for Immunisation and Vaccine Development \(English and other languages\)](#).
- [UN terms](#)

### Other resources

Australian Government. Style Manual. <https://www.stylemanual.gov.au>