



Språkguide

LANGUAGE GUIDELINES

Förord

Språket är ett av våra viktigaste arbetsredskap här vid universitetet. Vårt sätt att uttrycka oss i skrift är avgörande för vilket intryck omgivningen får av oss. En felstavad eller dåligt korrekturläst utbildningskatalog, inbjudan eller kursinformation innebär ofta att läsarna retar sig på formen istället för att ta till sig textens budskap. Ett korrekt språkbruk, däremot, skapar tydlighet och precision i vårt budskap och bidrar till ett positivt intryck av det vi vill förmedla. I tider av ökad konkurrens mellan lärosätena är det viktigt att den språkliga formen förstärker bilden av Linköpings universitet som kunnigt och attraktivt.

Här kan *Språkguiden* vara till stor nytta. Den nya utgåvan innehåller information om såväl svenskt som engelskt språkbruk eftersom de flesta vid universitetet i dag har behov av att kommunicera på båda språken. Se till att använda den ofta – det kommer jag att göra!

Linköping, januari 2017
Helen Dannetun, rektor

Uppdateringar
Februari 2021: Översättning av biträdande universitetslektor
Oktober 2021: Översättning av universitetslektor

Foreword

Language is one of our most important tools here at Linköping University. The way we express ourselves in writing has a huge impact on how others perceive us. When a presentation, course catalogue or invitation contains misspelt words or poor proofreading, the reader tends to focus on the language itself – instead of the intended message. Correct language, on the other hand, helps convey our message clearly and professionally. As competition between universities intensifies, it is important that our writing reinforces the image of Linköping University as knowledgeable and attractive.

To this end, *Language Guidelines* is an excellent aid. The new edition contains information for both Swedish and English writing, since most people at the university will need to use both languages.

Keep Language Guidelines handy – I am certain you will find it useful.

Linköping, January 2017
Helen Dannetun, Vice-Chancellor

Updates
February 2021: Translation of Assistant professor
October 2021: Senior lecturer is replaced by Assistant professor

Innehållsförteckning

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SVENSK SPRÅKGUIDE

Inledning

På många språkfrågor finns det inte helt säkra svar. När flera personer arbetar tillsammans och representerar samma organisation behövs det dock gemensamma riktlinjer för att den skriftliga kommunikationen ska bli tydlig och stämma överens med organisationens mål. Språkguiden vill underlätta genom att rekommendera vilken form vi bör använda för att vara konsekventa.

Syftet med språkguiden är att ge råd och riktlinjer till medarbetare och studenter vid Linköpings universitet i några viktiga språkfrågor. Den innehåller också tips om var det finns mer information (se avsnittet Länkar och litteratur).

Observera att inomvetenskaplig kommunikation har sin egen praxis och att det för det vetenskapliga skrivandet råder skrivregler som Språkguiden inte täcker. Universitetsbiblioteket är en utomordentlig resurs när det gäller formen för vetenskapliga texter, inte minst när det gäller regler för vetenskapliga citeringar.

Lagar och riktlinjer för språkanvändning

Språklagen från 2009 slår fast att svenska är huvudspråket i Sverige. Det innebär att svenska är handläggningsspråket vid universitet och andra myndigheter.

Utifrån lagen har Linköpings universitet utformat riktlinjer för språkanvändningen vid universitetet. Exempelvis ska samtliga enheter i organisationen ha en svensk benämning och en engelsk översättning, allmän information till medarbetare och studenter ska finnas tillgänglig på både svenska och engelska och övergripande information om universitetet ska skrivas på svenska och översättas till engelska, eventuellt i sammanfattad form. Om informationen specifikt riktar sig till en utländsk målgrupp, som vid internationell rekrytering, räcker det dock att den tas fram på det relevanta språket. De fullständiga riktlinjerna finns i Linköpings universitets lokala regelsamling med diarienummer LiU-2010-00626 (se länk under Länkar och litteratur).

Ett annat lagkrav är klarspråk, det vill säga att myndighets-
texter ska skrivas på ett vårdat, enkelt och begripligt språk.
Klarspråk handlar ytterst om demokrati: information från
myndigheter ska vara tillgänglig för alla.

Linköpings universitet har även tagit fram riktlinjer för
tonalitet, den språkliga delen av universitetets varumärke. Se
Länkar och litteratur för mer information.

Ett medvetet språk

Den skriftliga kommunikationen vid Linköpings universitet
ska präglas av respekt för individen och hennes eller hans
olika förutsättningar. Vi använder ett genusmedvetet språk, till
exempel yrkestitlar som gäller både kvinnor och män. Alltså
hellre riksdagsledamot än riksdagskvinna eller riksdagsman.

Ordet ”hen” är ett könsneutralt pronomen som vi kan använda
om könstillhörigheten är okänd eller oväsentlig, eller för
personer som inte vill kategoriseras som man eller kvinna.
Ordet väcker ibland irritation och situationen och de tänkta
mottagarna avgör om det är lämpligt. När någon själv vill
omtalas som hen bör vi respektera det.

Tänk också på att uttryck som ”fakultet”, som är självklara
inom universitetsvärlden, kan behöva förklaras för en
utomstående läsare.

Namn och titlar vid Linköpings universitet

Linköpings universitet är det officiella namnet och ordet
universitet skrivs alltid med litet u. Förkortningen LiU skrivs
med versalt L, gement i och versalt U, enligt praxis inom
universitetsvärlden. Första gången man använder förkort-
ningen LiU i en text måste den förklaras, exempelvis: ”Vid
Linköpings universitet, LiU, är det viktigt ...”. Inte minst för
sökbarheten på internet är det väsentligt att förkortningen
inte används ensam utan alltid i kombination med det
utskrivna namnet Linköpings universitet.

Medicinska fakulteten heter just så, sedan den 20 maj 2015.
Det tidigare namnet Hälsouniversitetet, med förkortningen
HU, ska inte längre användas.

För Tekniska fakulteten finns även benämningen Tekniska
högskolan vid Linköpings universitet. Den används i vissa
sammanhang och ersätter det tidigare namnet Linköpings
tekniska högskola. Förkortningen LiTH är däremot alltjämt
i bruk, men liksom för förkortningen LiU gäller att den inte
bör användas utan en förklaring vad den står för.

Observera slutligen att i officiella sammanhang används *vid*
universitetet, inte *på* universitetet.

Enheter, avdelningar, institutioner

Namn på fakulteter, institutioner, avdelningar, nämnder,
centrumbildningar och liknande skrivs med stor begynnelse-
bokstav, därefter följt av små bokstäver.

Exempel

- Filosofiska fakulteten
- Centrum för demensforskning
- Forum för genusvetenskap och jämställdhet
- Kommunikations- och marknadsavdelningen
- Matematiska institutionen
- Avdelningen för fysioterapi

Institutionen för Tema utgör ett undantag i och med att Tema i detta sammanhang är ett namn och därför skrivs med stor bokstav.

Linköpings universitet har tre campusområden: Campus Valla (på universitetsområdet i Linköping), Campus US (på universitetssjukhusets område i Linköping) och Campus Norrköping. Malmstens Linköpings universitet (nytt namn sedan september 2017) på Lidingö räknas ibland som ett fjärde campusområde (Campus Lidingö).

Namn på organisationer utanför universitetet skrivs enligt organisationens egen praxis om den är känd, till exempel Karolinska Institutet och Kungliga Tekniska högskolan. När det gäller organisationer som skriver hela sitt namn med stora bokstäver, till exempel VINNOVA, gäller däremot sedvanlig skrivpraxis med enbart stor begynnelsebokstav, alltså Vinnova. Undantaget är namn som inte kan utläsas som ett ord, till exempel SMHI.

Utbildningar, kurser, ämnen och ämnesområden

Namn på ämnesområden, utbildningar och kurser skrivs med stor begynnelsebokstav följt av små.

Exempel

- Artificiell intelligens
- Civilingenjör i elektronikdesign
- Linus läser Internationella civilekonomprogrammet

Handlar det i löpande text om ämnet som en beskrivning använder man liten begynnelsebokstav.

Exempel

- Cilla läser engelska vid universitetet.
- Kurserna i företagsekonomi och statsvetenskap hade många sökande.

Akademiska och administrativa titlar

Skriv som regel alltid ut titlar, till exempel professor i sociologi i stället för sociologiprofessorn, professor i national-ekonomi hellre än ekonomiprofessorn.

Exempel

- ... professorn i sociologi, Vera Nilsson.
- ... Vera Nilsson, professor i sociologi

Kontrollera titlar en extra gång; att använda en felaktig titel kan upplevas som brist på respekt. I löpande text skrivs titlar med liten begynnelsebokstav.

Titlar framför eller efter personnamn står i regel i obestämd form: universitetsadjunkt Sven Larsson eller Sven Larsson, universitetsadjunkt.

Förkortningar av titlar och tjänstebestämmingar

Som regel ska titlar inte förkortas. Förkortningar är inte alltid kända av läsaren, sammandragningar och punkter stoppar dessutom upp läsningen. Men ibland är det praktiskt med förkortningar, till exempel i tabeller och bildtexter där det kan vara ont om plats.

När titlar förkortas, till exempel dr för doktor, skrivs sammandragningar (första plus sista bokstaven) utan punkt. Däremot skrivs till exempel med. kand. med punkt efter båda orden då de är så kallade avbrytningar.

Nedan följer vanligt förekommande förkortningar vid Linköpings universitet, exempel inom parentes.

- *adj.* adjungerad (adj. universitetsadjunkt, professor)
- *adm.* administrativ (adm. chef)
- *avd.* avdelning (avd. chef)
- *bitr.* biträdande (bitr. prof.)
- *bibl.* bibliotekarie (överbibl.)
- *doc.* docent
- *prof.* professor
- *prof. em.* professor emeritus eller professor emerita
- *stud.* studerande (forskarstud.)
- *univ.* universitets- (univ. lektor)

Studenter

De som studerar vid universitetet är studenter. Använd inte begreppen elev och skola som är förknippade med ungdomsskolan.

Personnamn

Skriv som regel ut för- och efternamn på personer, även då namnen förekommer flera gånger i samma text. Att bara använda förnamn kan uppfattas för privat. Att bara använda efternamn kan å andra sidan uppfattas som ett närmast hierarkiskt förhållningssätt, då det är ett vanligt skrivsätt i exempelvis juridiska eller polisiära sammanhang.

Länkar och litteratur

Länkar

Se liu.se/insidan/kommunikationsstod/sprakguider för uppdaterad länklista.

Litteratur

- *Handbok i svenska som andraspråk*, Claes Garlén och Gunlög Sundberg. Norstedts (2016).
- *Jämställt språk - en handbok i att skriva och tala jämställt*, Karin Milles. Norstedts (2016).
- *Klarspråk lönar sig*, Anneli Hedlund. Norstedts juridik (2013). (Även på www.sprakochfolkminnen.se)
- *Skiljeteckensboken: Skiljetecken, skrivtecken och typografiska grepp*, Siv Strömquist. Morfem (2013).
- *Skrivboken*, Siv Strömquist. Gleerups (2014).
- *Språkriktighetsboken*, Pia Forsberg. NE Nationalencyklopedin (2016).
- *Svenska Akademiens ordlista över svenska språket*. Norstedts (2015).
- *Svenska skrivregler*, Språkrådet. Liber (2008).



ENGLISH LANGUAGE GUIDELINES

Photo: Peter Holgersson

Introduction

Many linguistic issues have no definite answer. However, when many people work together and represent the same organisation, common guidelines are necessary to make written communication clear and in accordance with the organisation's goals.

English Language Guidelines aims at making it easier to achieve consistency by recommending which form should be used. The purpose of this guide is to give advice and guidelines for some principal linguistic issues to staff and students at Linköping University. It also contains suggestions on where to find more information (see Links and literature).

Please note that there are special rules for scientific communication. The University Library is an excellent resource if you want more information on this.

LANGUAGE LAWS AND REGULATIONS

The Swedish Language Act (Språklagen) from 2009 establishes that Swedish is the principal language in Sweden. Linköping University has also developed guidelines for the use of language at the university. For example, all units in the organisation should have both a Swedish and an English name and information to staff and students should in most cases be available in both languages. English here is to be understood as British English, which should be used at least in administrative contexts. The complete guidelines (in Swedish) can be found on the LiU website, filed under the registration number LiU-2010-00626 (Riktlinjer för språkvändningen inom universitetet, see Links and literature).

Linköping University has also drawn up guidelines for the tone of communication, which is the language-related aspect of the university's brand. More information is available at Links and literature.

Language awareness

Written communication at Linköping University should be characterised by respect for individuals and their varying circumstances. LiU recommends the use of gender-neutral titles such as spokesperson rather than spokesman or spokeswoman. Also note that expressions like “faculty”, which are taken for granted within academia, may need explaining to an uninitiated audience. Furthermore, terms referring to the Swedish higher education system may not be obvious to international colleagues.

Names and titles at Linköping University

Linköping University is the official English name of the university. The abbreviation LiU is not widely known, especially not globally. Thus it should be used carefully and always in combination with the full name, Linköping University, the first time it is used in a text. An exception is set combinations aimed at an internal audience, such as LiU Card.

Translation of LiU-specific terms

For official translations of departments, divisions, offices, titles and so on at Linköping University, see Översättningar/Translations.

Writing names of other organisations

When you write names of organisations outside the university, you should follow their own practice if it is known. The booklet *Utrikes namnbok* from the Ministry for Foreign Affairs provides guidance.

Translations of general educational terms

For translations of general educational terms, see the online dictionary of the Swedish Council for Higher Education. If a discrepancy should arise between the dictionary and any decision of Linköping University’s executive management, the latter will take precedence.

Sometimes it helps the understanding of the text to add the Swedish name or term in parentheses. This depends on the target group and how well known the Swedish word is.

For translation in general, we invite you to use the dictionaries available through the University Library subscriptions (see [Links and literature](#)).

Style guide

Basic policy

All official communication from Linköping University is to be written using British English standards. For questions relating to spelling, punctuation, capitalisation, numerals, word division, quotations, etc., we recommend the New Oxford Style Manual and The Economist Style Guide. Should a discrepancy arise between the guidelines provided in these works and any decision of LiU's executive management, the LiU-specific policy takes precedence.

LiU has decided to implement some exceptions to the two manuals. These exceptions are described in the body of this policy under the respective subject headings.

STYLE GUIDE

Spelling – British and American

Use British English spelling rather than American English.

'se' rather than 'ze'

British English	American English
analyse, paralyse,	analyze, paralyze,
organisation, recognise,	organization, recognize,
visualise, categorise,	visualize, categorize,
specialise	specialize

Note: The 'ise' spelling form is an exception to Oxford style, but is more common in general British English usage.

'our' rather than 'or'

British English	American English
colour, honour, behaviour,	color, honor, behavior,
labour, neighbour	labor, neighbor

're' rather than 'er'

British English	American English
centre, theatre, kilometre	center, kilometer, theater

Note: An exception to this rule is Visualization Center, as this is a globally established brand name, as well as some other centres at LiU. For names of new centres, LiU recommends "centre".

'ce' versus 'se' endings

British English	American English
practice: noun, practise: verb	practice: noun or verb
licence: noun, license: verb	license: noun or verb

Note: The nouns "advice" and "device" are spelt with a final -ce, while the verbs "advise" and "devise" have -se.

'ogue' versus 'og'

British English	American English
catalogue, dialogue,	Both -ogue and -og
analogue	endings are accepted

'ae' and 'oe' rather than 'e'

British English	American English
anaemia, faeces,	anemia, feces,
oesophagus, oestrogen,	esophagus, estrogen,
but fetus (not foetus)	fetus

Apostrophes

Apostrophes are used either to show possession or to form a contraction. Do **not** use an apostrophe to form plurals. So:

- the Joneses
- the nineties
- PhDs
- ins and outs
- the 1990s
- SOSs
- dos and don'ts
- two wet Februarys
- sixes and sevens
- both Xs
- whys and wherefores
- three Sarahs

Possessive pronouns

Do not use an apostrophe together with possessive pronouns:

- *yours* (not ~~your's~~)
- *its* (not ~~it's~~)
- *hers/his* (not ~~her's~~)
- *theirs* (not ~~their's~~ or ~~theirs'~~)
- *ours* (not ~~our's~~)

Possessive singular

Use *'s* to make a singular noun possessive:

- a master's degree
- CNN's coverage
- nobody's fault
- the toy's lustre
- one's workplace
- Dalarna's history
- Joe's shoe
- a week's time
- the court's decision

Note, though, that using *'s* with a word that ends in *s* can often be avoided by restructuring the phrase:

the catharsis' effect	the effects of the catharsis
the miss's hat	her hat
the scissors' point	the point of the scissors

Note: make sure to use an apostrophe (') and not an accent (´).

Possessive plural

Use *'s* after plural nouns that do not end in *s*:

- the children's clothes
- people's opinions
- women's rights

However, use an apostrophe alone after plural nouns ending in *s*:

- our neighbours' children
- the MPs' salaries
- authors' and printers' dictionary

Contractions

Note that contractions (shortened words) are generally not accepted in academic writing. They should be avoided in formal communication and used sparingly in professional contexts. Contractions are common, however, when quoting spoken language or writing in less formal circumstances.

In a contraction, an apostrophe replaces the missing letters:

- we'll
- I'd
- it's (meaning it is or it has)

Quotation marks

Use single quotation marks only for quotations within quotations.

Example

“When I say ‘immediately’, I mean some time before April,” said the spokesperson.

For the relative placing of quotation marks and punctuation, follow Oxford rules. Thus, if an extract ends with a full stop or question mark, put the punctuation before the closing inverted commas.

Example

His maxim was that “love follows laughter.” In this spirit came his opening gambit:
“What’s the difference between a buffalo and a bison?”

If a complete sentence in quotes comes at the end of a larger sentence, the final stop should be inside the inverted commas.

Example

The answer was, “You can’t wash your hands in a buffalo.” She replied, “Your jokes are execrable.”

When a quotation is broken off and resumed after such words as “he said”, ask yourself whether it would naturally have had any punctuation at the point where it is broken off. If the answer is yes, a comma is placed within the quotation marks to represent this.

Example

“If you’ll let me see you home,” he said, “I think I know where we can find a cab.”

The comma after “home” belongs to the quotation and so comes within the inverted commas, as does the final full stop. But if the words to be quoted are continuous, without punctuation at the point where they are broken, the comma should be outside the inverted commas.

Example

“My bicycle”, she assured him, “awaits me.”

Italics

Use italic type sparingly for emphasis in text. Italics should be used to offset titles and subtitles of:

- Books
- Newspapers and periodicals
- Films and plays
- TV and radio series
- Paintings and works of art
- Collections of verse or songs
- Some foreign words

Individual chapters, journal articles, song and poem titles should be set in single quotation marks. (For academic texts, special rules apply.)

Foreign words & place names

Non-English words that have not become integrated into the English language should be written in italic type. This includes Swedish words. Do not, however, italicise proper names in a foreign language. A clarifying translation should, if provided, be written in parentheses.

Example

- The Swedish Tax Agency can help you acquire a *personnummer* (personal identification number).
- We will meet on the boat to Vaxholm.

If a country or major city has a commonly known English name, use it:

- Brussels (not ~~Bryssel~~)
- Florence (not ~~Florens~~)
- Gothenburg (not ~~Göteborg~~)
- Munich (not ~~München~~)
- Vienna (not ~~Wien~~)

Numbers

Never start a sentence with a figure; write the number in words instead. Use words for simple numerals from one to ten inclusive, except: in references to pages; in percentages (e.g. 4%); and in sets of numerals, some of which are higher than ten.

Example

Deaths from this cause in the past *three* years were *14, 9* and *6*.

Always use numbers with units of measurement, even for those less than ten: *4 metres*, but *four cows*.

It is occasionally permissible to use words rather than numbers when referring to a rough or rhetorical figure (such as *a thousand curses*, *a hundred years of solitude*). In all other cases, though, use figures for numerals from 11 upwards.

- First to tenth centuries, the 11th century
- 20th century, 21st century
- 20th-century ideas
- In 100 years' time
- A 29-year-old man
- A man in his 20s
- 20th anniversary

The Thirty Years' War is an exception. Also, write ordinal numbers in words, for example the *First World War*.

Thousands and decimals

Use a comma as thousands separator and a full stop to indicate a decimal:

1,000	(one thousand)
1,000,000	(one million)
1.5	(one and five tenths)

Swedish	English	Numeric
tio	ten	10
tusen	thousand	1,000
miljon	million	1,000,000
miljard	billion	1,000,000,000
biljon	trillion	1,000,000,000,000

Currency

When writing an amount of currency in words, place the number first – just as we do in the spoken language. On the other hand, when using a three-letter ISO currency code, such as SEK, EUR, GBP, USD, write the code first, followed by a fixed space and then the number. For symbols such as €, £, \$, the symbol precedes the number, with no space in between.

Example

- One hundred Swedish crowns
SEK 100 or 100 kr
- Twenty pounds
GBP 20, £20 (but 5p for five pence)
- Seventy-five dollars
USD 75, \$75 (but 10¢ for 10 cents)
- Fifty-seven euros
EUR 57, €57
- One thousand yen
JPY 1,000, ¥1,000

Commas

Use commas as an aid to understanding. Too many in one sentence often indicates that the sentence is unclear and should be rewritten.

It is not always necessary to put a comma after a short phrase at the start of a sentence if no natural pause exists (e.g. *When night fell he fell too.*) but a breath, and so a comma, is needed after longer passages:

Example

When day broke and he was able at last to see what had happened, he realised he had fallen through the roof and into the Big Brother house.

Use two commas, or none at all, when inserting a clause in the middle of a sentence. Thus, do not write:

- Use ~~two commas, or none at all~~ when inserting... or
- Use ~~two commas or none at all~~, when inserting...

Similarly, two commas or none at all are needed with constructions like:

- And, though he denies it, he couldn't tell a cornflake from a cornflake...
- But, when Bush comes to Shuv, he'll find it isn't a town, just a Hebrew word for "return".

American states: Commas are essential after the names of American states when these are written as though they were part of an address.

Example

"Kansas City, Kansas, proves that even Kansas City needn't always be Missouriible" (Ogden Nash).

If the clause ends with a bracket, but it is not the end of a sentence, the bracket should be followed by a comma.

For sense: Commas can alter the sense of a sentence. Writing *Mozart's 40th symphony, in G minor*, with commas indicates that this symphony was written in G minor. Without commas, *Mozart's 40th symphony in G minor* suggests he wrote 39 other symphonies in G minor.

Lists: With lists do not put a comma before *and* at the end of a sequence of items unless one of the items includes another *and*. Thus:

Example

The doctor suggests an aspirin, half a grapefruit and a cup of broth. But he ordered scrambled eggs, whisky and soda, and a selection from the trolley.

Question marks: Do not put commas after question marks, even when they would be separated by quotation marks:

Example

"May I have a second helping?" he asked.

Capitalisation

Capitalise the names of the days, months, festivals and holidays.

Example

- Tuesday
- Good Friday
- New Year's Day
- March
- Christmas Eve
- Easter
- Ramadan
- The Fifth of November

Sentence case

Capitalise the first letter of a word that begins a sentence or a collection of words acting as a sentence and any proper nouns.

Example

- He wanted to visit the Van Gogh Museum.
- She replied, “No more are left.”

Headings

Use sentence case for headings and captions. Proper nouns are always capitalised, regardless of context.

Example

- Creativity breeds innovation
- Teach in India on exchange

Titles of work and printed material

Title case may be used for printed matter and in formal contexts. When using title case, capitalise the first letter of the first word as well as all nouns, pronouns, adjectives, verbs and adverbs, but not articles, conjunctions or prepositions. The titles of books in English, newspapers, films and works of art should be capitalised using title case. For newspapers and journals, do not capitalise “the” if the title is longer than one word.

Example

- Creativity Breeds Innovation
- The Lord of the Rings
- I read the New York Times yesterday.
- A Recipe for Good Health
- Charlie and the Chocolate Factory
- Have you read The Spectator today?

Degree names and courses

Capitalise the official name of a degree.

Example

I have a Master of Science in Science for Sustainable Development from Linköping University.

In running text, do not capitalise the degree.

Example

You need a bachelor’s degree in physics to get the job.

Job titles or titles of rank

Capitalise job titles or titles of rank when they are used to refer to a specific, actual person or that directly follow the person’s name (as in a signature). Abbreviations of titles should be written without full stops. (Note that this is a partial deviation from Oxford style, but is preferred for its simplicity and prevalence in common usage.)

Example

- Vice-Chancellor Helen Dannetun
- Therese Winder, Senior Coordinator
- Per Jensen, Professor

Do not capitalise titles that are used in a descriptive manner.

Example

Stina Matsson, professor at Linköping University, plans to retire next year.

Proper nouns

Proper nouns differ from common nouns in that they refer to a specific thing, rather than a general category of things. Proper nouns include Stockholm, Johan, World War I, Google, the Great Wall of China, etc. Common nouns for these same terms are city, person, war, corporation and wall.

Proper nouns are always capitalised. Common nouns are only capitalised when using title case.

Days, holidays, seasons and time

Capitalise the first letter in each word for days of the week, months, holidays and time zones. Do not capitalise seasons:

- Wednesday
- New Year’s Day
- January
- Christmas Eve
- Central European Time
- autumn

Organisations and regions

Capitalise the first letter in each word of an organisation's or region's name. Capitalise also a shortened version of a proper noun when it is used as a synonym for a specific person or organisation in an official sense:

- Linköping University
- the European Union
- the Board (Board of Directors)

but

- a technical university

Places

Capitalise names of places and landmarks. Do not capitalise compass directions, unless they refer to a recognised political or geographical region:

- the Venice of the North
- the Nordic countries
- the Royal Palace
- Africa
- the West

Dates

Write dates according to the European standard of day, month, year:

Example

19 October 2017

Month	Abbreviation
January	Jan.
February	Feb.
March	Mar.
April	Apr.
May	May
June	June
July	July
August	Aug.
September	Sep.
October	Oct.
November	Nov.
December	Dec.

Day of the week

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Abbreviation

Mon.

Tue.

Wed.

Thur.

Fri.

Sat.

Sun.

Acknowledgements

The Style guide part of English Language Guidelines is based on Karolinska Institutet's use of English language policy.

Examples from The Economist Style Guide have been used to clarify certain rules.

False friends and typical errors

False friends

False friends are words or phrases in two languages that look or sound familiar but differ in meaning. This can cause difficulties when you use a foreign language, since you are likely to identify words or phrases wrongly.

Examples of confusing English words for Swedes:

- actual (*faktisk*) – aktuell (*present, current*)
- also (*också*) – alltså (*therefore, thus*)
- civil engineer (*väg- och vattenbyggnadsingenjör*) – civilingenjör (*Master of Science in Engineering*)
- eventually (*till slut, så småningom*) – eventuellt (*possibly*)
- physician (*läkare*) – fysiker (*physicist*)
- semester (*[studie]halvår, termin, framför allt i amerikansk engelska*) – semester (*vacation, holiday*)
- wrist (*handled*) – vrist (*ankle*)

Avoid using British and American terms and expressions that may cause misunderstandings. For example, *quite* is usually similar to *altogether, entirely* or *very* in America, while in Britain *quite* usually means *fairly, moderately* or *reasonably*.

Another example is the usage of *offensive* (as an adjective). In British English *offensive* means *rude*, while it tends to mean *attacking* in American English.

Typical errors of Swedes writing in English

1. Singular subject with plural verb, and plural subject with singular verb.
He eat a banana: they eats cake.
2. Putting the main clause after a subordinate clause.
Subordinate clauses can be placed first, of course, and often are. This is particularly true if the subordinate

clause contains the main thrust of the sentence. But Swedes do it far too often, and in sentences for which it is inappropriate.

From the gradient of the line, the inertia can be determined.
It should be:

The inertia can be determined from the gradient of the line.

3. Putting the verb very late in the sentence (and generally complex sentence structures).
Immune dysregulation with a systemic TH2 inflammation response that results in reductions in filaggrin levels in cultivated cells also influences AD.
4. Long qualifiers between the article (or demonstrative pronoun) and the noun
I have been given a situated in another part of the hotel bedroom.
NgR1 is down-regulated during these identified by fMRI periods.
5. Comparisons – using unnecessarily complex structures:
The buildings in England are older compared with the buildings in Spain.
This can be rewritten:
The buildings in England are older than the buildings in Spain.
6. Too frequent use of Latin abbreviations, e.g., i.e., etc.
Englishmen use these abbreviations, of course, but far less frequently than Swedish writers writing English.
7. Using “circa” or “c:a” instead of “approximately” or “around”.
8. Using far too many exclamation marks!
9. Writing telephone numbers in the wrong way.
The International Post and Telecommunications Union recommends a plus symbol, omitting the leading zero in the area code, and grouping as follows:
+46 8 162380, for six-digit numbers
+46 8 784 5320, for seven-digit numbers
+46 8 5582 1643, for eight-digit numbers.

Grouping in pairs is very Swedish.

10. Using “already” as an adverb with a date:

~~It was realised already in the 1960s that capitalism harms the environment.~~

It should be:

It was realised as early as the 1960s that capitalism harms the environment.

11. Forgetting to exchange a decimal comma for a decimal point.

~~Some of our master’s courses have a duration of 1,5 years.~~

It should be:

Some of our master’s courses have a duration of 1.5 years.

12. Forgetting to exchange points or spaces used as thousands separators for commas.

- ~~We received a grant of SEK 100 000.~~
- ~~They offered to sell it to us for 10.000 kronor.~~

Links and literature

Links

See liu.se/insidan/kommunikationsstod/sprakguider for an updated list of links.

Literature

- *A university grammar of English with a Swedish perspective*, Maria Estling Vannestål. Studentlitteratur, (2015).
- *New Oxford Style Manual*, Oxford University Press, Oxford (2016).
- *Style Guide*, The Economist. Economist Books, London (2015).

ÖVERSÄTTNINGAR/TRANSLATIONS

Organisation

FAKULTETER, INSTITUTIONER ETC.
FACULTIES, DEPARTMENTS, ETC.

Linköpings universitet och dess fakulteter

Svenska	Engelska
Linköpings universitet	Linköping University
Universitetsstyrelsen	University Board
Universitetsledningen	University Management
Internrevision	Internal Audit
Ledningsråd	Advisory Council
Forskningsråd	Research Council
Utbildningsråd	Educational Council
Samverkansråd	Cooperation Council
Filosofiska fakulteten	Faculty of Arts and Sciences
Medicinska fakulteten	Faculty of Medicine and Health Sciences
Tekniska fakulteten (Tekniska högskolan)	Faculty of Science and Engineering (Institute of Technology)
Utbildningsvetenskap	Faculty of Educational Sciences

Observera att Linköpings universitet inte ska översättas då man syftar på den juridiska personen, till exempel om man anger parterna i ett för övrigt engelskspråkigt avtal.

Linköping University and its faculties

English	Swedish
Linköping University	Linköpings universitet
University Board	Universitetsstyrelsen
University Management	Universitetsledningen
Internal Audit	Internrevision

Note that "Linköpings universitet" is not to be translated when referring to a legal entity. This is the case, for example, when specifying the parties to a contract.

English	Swedish
Advisory Council	Ledningsråd
Research Council	Forskningsråd
Educational Council	Utbildningsråd
Cooperation Council	Samverkansråd
Faculty of Arts and Sciences	Filosofiska fakulteten
Faculty of Educational Sciences	Utbildningsvetenskap
Faculty of Medicine and Health Sciences	Medicinska fakulteten
Faculty of Science and Engineering (Institute of Technology)	Tekniska fakulteten (Tekniska högskolan)

Institutioner

Svenska	Engelska
Institutionen för beteendevetenskap och lärande (IBL)	Department of Behavioural Sciences and Learning
Institutionen för biomedicinska och kliniska vetenskaper (BKV)	Department of Biomedical and Clinical Sciences
Institutionen för datavetenskap (IDA)	Department of Computer and Information Science
Institutionen för ekonomisk och industriell utveckling (IEI)	Department of Management and Engineering
Institutionen för fysik, kemi och biologi (IFM)	Department of Physics, Chemistry and Biology
Institutionen för hälsa, medicin och vård (HMV)	Department of Health, Medicine and Caring Sciences
Institutionen för kultur och samhälle (IKOS)	Department of Culture and Society
Institutionen för medicinsk teknik (IMT)	Department of Biomedical Engineering
Institutionen för systemteknik (ISY)	Department of Electrical Engineering

Svenska	Engelska
Institutionen för teknik och naturvetenskap (ITN)	Department of Science and Technology
Institutionen för Tema (TEMA)	Department of Thematic Studies
Matematiska institutionen (MAI)	Department of Mathematics

Departments

English	Swedish
Department of Behavioural Sciences and Learning	Institutionen för beteendevetenskap och lärande (IBL)
Department of Biomedical and Clinical Sciences	Institutionen för biomedicinska och kliniska vetenskaper (BKV)
Department of Biomedical Engineering	Institutionen för medicinsk teknik (IMT)
Department of Computer and Information Science	Institutionen för datavetenskap (IDA)
Department of Culture and Society	Institutionen för kultur och samhälle (IKOS)
Department of Electrical Engineering	Institutionen för systemteknik (ISY)
Department of Health, Medicine and Caring Sciences	Institutionen för hälsa, medicin och vård (HMV)
Department of Management and Engineering	Institutionen för ekonomisk och industriell utveckling (IEI)
Department of Mathematics	Matematiska institutionen (MAI)
Department of Physics, Chemistry and Biology	Institutionen för fysik, kemi och biologi (IFM)
Department of Science and Technology	Institutionen för teknik och naturvetenskap (ITN)
Department of Thematic Studies	Institutionen för Tema (TEMA)

UNIVERSITETSFÖRVALTNINGEN UNIVERSITY SERVICES

Universitetsförvaltningen och dess avdelningar

Svenska	Engelska
Universitetsförvaltningen	University Services
Fastighetsavdelningen	Properties Division
HR-avdelningen	Human Resources Division
Internationaliserings-, forskningsstöds- och sam- verkansavdelningen	International Affairs and Collaborations Division
IT-avdelningen	IT Division
Kommunikations- och marknadsavdelningen	Communications and Marketing Division
Planerings- och ekonomi- avdelningen	Planning and Finance Division
Rättsavdelningen	Legal Division
Studentavdelningen	Student Division

University Services and its divisions

Swedish	English
University Services	Universitetsförvaltningen
Communications and Marketing Division	Kommunikations- och marknadsavdelningen
Human Resources Division	HR-avdelningen
International Affairs and Collaborations Division	Internationaliserings-, forskningsstöds- och samverkansavdelningen
IT Division	IT-avdelningen
Legal Division	Rättsavdelningen
Planning and Finance Division	Planerings- och ekonomi- avdelningen
Properties Division	Fastighetsavdelningen
Student Division	Studentavdelningen

ÖVRIGT – OTHER

Svenska	Engelska
Linköpings universitet Holding AB (LiU Holding)	Linköpings universitet Holding AB (LiU Holding)
LiU Innovation	LiU Innovation

English	Swedish
Linköpings universitet Holding AB (LiU Holding)	Linköpings universitet Holding AB (LiU Holding)
LiU Innovation	LiU Innovation

Observera att Linköpings universitet Holding AB inte ska översättas då det syftar på en juridisk person.

Note that "Linköpings universitet Holding AB" is not to be translated as it refers to a legal entity.

Befattningar, titlar och funktioner

Positions, titles and functions

Befattningar, titlar och funktioner

Svenska	Engelska
Adjungerad adjunkt	Adjunct assistant lecturer
Adjungerad professor	Adjunct professor
Adjungerad universitetslektor	Adjunct senior lecturer
Administrativ chef	Head of administration
Administrativ direktör	Director of administration
Administratör	Administrator
Amanuens	Teaching assistant
Applikationsexpert	Applications expert
Arkivarie	Archivist
Avdelningschef	Head of division
Bibliometriker	Bibliometric analyst
Bibliotekarie	Librarian
Biblioteksassistent	Assistant librarian
Biomedicinsk analytiker	Biomedical laboratory scientist
Biträdande professor	Associate professor
Biträdande universitetsdirektör	Deputy university director
<i>Rättelse</i> Biträdande universitetslektor	Assistant professor
Chefsforskare	Principal researcher

Svenska	Engelska	
Chefsjurist	Chief legal adviser	
Controller	Controller	
Dekan	Dean	
Director Musices	Director musices	
Docent	Docent	
Doktorand	PhD student	<i>Rättelse</i>
Doktorandtjänst	PhD position	<i>Rättelse</i>
Ekonom	Financial officer	
Ekonomibitråde	Catering staff	
Expert	Expert	
Fastighetsekonom	Property financial adviser	
Forskare	Researcher	
Forskarutbildningsstudie- rektor	Director of doctoral studies	
Forskningsassistent	Research assistant	
Forskningsdirektör	Director of research	
Forskningsingenjör	Research engineer	
Forskningskoordinator	Senior research coordinator	
Forskningssköterska	Research nurse	
Föreståndare	Head of ...	
Förste bibliotekarie	Senior librarian	
Förste forskningsingenjör	Principal research engineer	
Grafisk formgivare	Graphic designer	
Gästadjunkt	Visiting assistant lecturer	
Gästforskare	Visiting researcher	
Gästlektor	Visiting senior lecturer	
Gästlärare	Visiting lecturer	
Gästprofessor	Visiting professor	
HR-direktör	Director of human resources	
HR-konsult	HR manager	
HR-specialist	HR specialist	

Svenska	Engelska
Ingenjör	Engineer
Inredningsarkitekt	Interior designer
Internationell direktör	Director international affairs
Internrevisor	Internal auditor
IT-direktör	Chief information officer
IT-tekniker	Computer technician
Junior universitetslektor	Lecturer
Jurist	Legal specialist
Kanslichef	Head of faculty office
Kommunikationsdirektör	Director of communications
Kommunikatör	Communications officer
Koordinator	Senior coordinator
Kurator	Counsellor
Lokalplanerare	Facilities planner
Lokalvårdare	Cleaning service staff
Planerings- och ekonomi-direktör	Planning and finance director
Postdoktor	Postdoc
Prefekt	Head of department
Pre-pressoperatör	Prepress operator
Prodekan	Pro-dean
Professor	Professor
Professor emeritus	Professor emeritus
Proprefekt	Deputy head of department
Projektledare	Project manager
Prorektor	Deputy vice-chancellor
Psykolog	Psychologist
Psykoaterapeut	Psychotherapist
Redovisningschef	Accounting manager
Registrator	Registrar
Rektor	Vice-chancellor

Svenska	Engelska
Rektorsråd	Vice-chancellor's adviser
Rektorssekreterare	Vice-chancellor's secretary
Samordnare	Coordinator
Samverkansdirektör	Director of collaboration
Sjuksköterska	Nurse
Statistiker	Statistician
Studentvägledare	Student adviser
Studieadministrativ chef	Head of study administration
Studierektor	Director of studies
Studievägledare	Study adviser
Systemadministratör	Systems manager
Systemarkitekt	Systems designer
Systemexpert	Systems expert
Systemförvaltare	Systems administrator
Systemingenjör	Systems engineer
Systemutvecklare	Systems developer
Säkerhetschef	Security manager
Tekniker	Technician
Teknisk chef	Technology manager
Telefonist	Switchboard operator
Tentamensvakt	Invigilator
Timlärare	Part-time teacher
Universitetsadjunkt	Assistant lecturer
Universitetsarkitekt	University architect
Universitetsdirektör	University director
Universitetslektor	Associate professor
Universitetsråd	Vice-chancellor's adviser
Upphandlare	Procurement specialist
Upphandlingschef	Procurement manager
Utbildningsdirektör	Director of higher education
Utbildningsledare	Faculty programme director

Rättelse

Svenska	Engelska
Utredare	Analyst
Vetenskaplig redaktör	Scientific editor
Veterinär	Veterinarian
Vicerektor för samverkan	Deputy vice-chancellor for external relations and innovation
Vicerektor för utbildning	Deputy vice-chancellor for education
Webbmaster	Webmaster
Ämnesföreträdare	Subject representative
Överbibliotekarie	Chief librarian

Positions, titles and functions

English	Swedish
Accounting manager	Redovisningschef
Adjunct assistant lecturer	Adjungerad adjunkt
Adjunct senior lecturer	Adjungerad universitets- lektor
Adjunct professor	Adjungerad professor
Administrator	Administratör
Analyst	Utredare
Applications expert	Applikationsexpert
Archivist	Arkivarie
Assistant lecturer	Universitetsadjunkt
Assistant librarian	Biblioteksassistent
<i>Errata</i> Assistant professor	Biträdande universitetslektor
<i>Errata</i> Associate professor	Biträdande professor Universitetslektor
Bibliometric analyst	Bibliometriker
Biomedical laboratory scientist	Biomedicinsk analytiker
Catering staff	Ekonomibitråde
Chief information officer	IT-direktör

English	Swedish
Chief legal adviser	Chefsjurist
Chief librarian	Överbibliotekarie
Cleaning service staff	Lokalvårdare
Communications officer	Kommunikatör
Computer technician	IT-tekniker
Controller	Controller
Coordinator	Samordnare
Counsellor	Kurator
Dean	Dekan
Deputy head of department	Proprefekt
Deputy university director	Biträdande universitets- direktör
Deputy vice-chancellor	Prorektor
Deputy vice-chancellor for education	Vicerektor för utbildning
Deputy vice-chancellor for external relations and innovation	Vicerektor för samverkan
Director international affairs	Internationell direktör
Director musices	Director Musices
Director of administration	Administrativ direktör
Director of collaboration	Samverkansdirektör
Director of communications	Kommunikationsdirektör
Director of doctoral studies	Forskarutbildningsstudie- rektor
Director of higher education	Utbildningsdirektör
Director of human resources	HR-direktör
Director of research	Forskningsdirektör
Director of studies	Studierektor
Docent	Docent
Engineer	Ingenjör
Expert	Expert
Facilities planner	Lokalplanerare

English	Swedish
Faculty programme director	Utbildningsledare
Financial officer	Ekonom
Graphic designer	Grafisk formgivare
Head of ...	Föreståndare
Head of administration	Administrativ chef
Head of department	Prefekt
Head of division	Avdelningschef
Head of faculty office	Kanslichef
Head of study administration	Studieadministrativ chef
HR manager	HR-konsult
HR specialist	HR-specialist
Interior designer	Inredningsarkitekt
Internal auditor	Internrevisor
Invigilator	Tentamentsvakt
Lecturer	Junior universitetslektor
Legal specialist	Jurist
Librarian	Bibliotekarie
Nurse	Sjuksköterska
<i>Errata</i> Part-time teacher	Timlärare
<i>Errata</i> PhD student	Doktorand
PhD position	Doktorandtjänst
Planning and finance director	Planerings- och ekonomi- direktör
Postdoc	Postdoktor
Prepress operator	Pre-pressoperatör
Principal research engineer	Förste forskningsingenjör
Principal researcher	Chefsforskare
Procurement manager	Upphandlingschef
Procurement specialist	Upphandlare
Pro-dean	Prodekan
Professor	Professor

English	Swedish
Professor emeritus	Professor emeritus
Project manager	Projektledare
Property financial adviser	Fastighetsekonom
Psychologist	Psykolog
Psychotherapist	Psyko-terapeut
Registrar	Registrator
Researcher	Forskare
Research assistant	Forskningsassistent
Research engineer	Forskningsingenjör
Research nurse	Forskningsköterska
Scientific editor	Vetenskaplig redaktör
Security manager	Säkerhetschef
Senior coordinator	Koordinator
Senior financial officer	Ekonomiintendent
Senior librarian	Förste bibliotekarie
Senior research coordinator	Forskningskoordinator
Statistician	Statistiker
Student adviser	Studentvägledare
Study adviser	Studievägledare
Subject representative	Ämnesföreträdare
Switchboard operator	Telefonist
Systems administrator	Systemförvaltare
Systems designer	Systemarkitekt
Systems developer	Systemutvecklare
Systems engineer	Systemingenjör
Systems expert	Systemexpert
Systems manager	Systemadministratör
Teaching assistant	Amanuens
Technician	Tekniker
Technology manager	Teknisk chef

English	Swedish
University architect	Universitetsarkitekt
University director	Universitetsdirektör
Veterinarian	Veterinär
Vice-chancellor	Rektor
Vice-chancellor's adviser	Rektorsråd
Vice-chancellor's adviser	Universitetsråd
Vice-chancellor's secretary	Rektorssekreterare
Visiting assistant lecturer	Gästadjunkt
Visiting lecturer	Gästlärare
Visiting professor	Gästprofessor
Visiting researcher	Gästforskare
Visiting senior lecturer	Gästlektor
Webbmaster	Webbmaster

Campus och byggnader

Campuses and buildings

CAMPUS/CAMPUSES

Campusområden

Svenska	Engelska
Campus Norrköping	Campus Norrköping
Campus US	University Hospital Campus
Campus Valla	Campus Valla
Malmstens Linköpings universitet (Campus Lidingö)	Malmstens Linköping University (Campus Lidingö)

Campuses

English	Swedish
Campus Norrköping	Campus Norrköping
Campus Valla	Campus Valla
Malmstens Linköping University (Campus Lidingö)	Malmstens Linköpings universitet (Campus Lidingö)
University Hospital Campus	Campus US

BYGGNADER / BUILDINGS

Campus Valla, Linköping

Svenska	English
A-huset	A Building
B-huset	B Building
C-huset	C Building
Campushallen	Campushallen Building
CBR3	CBR3 Building

Svenska	English
CBR5	CBR5 Building
D-huset	D Building
E-huset	E Building
Fysikhuset	Fysikhuset Building
Galaxen	Galaxen Building
HusEtt	HusEtt Building
Hus I	I Building
Kårallen	Kårallen Building
Key	Key Building
Studenthuset	Studenthuset
Temahuset	Tema Building
Terra	Terra Building
Zenit	Zenit Building
Ångströmhuset	Ångström Building

University Hospital Campus, Linköping

At the University Hospital Campus, building and entrance numbers are used to describe where to find a specific location.

Example

Student Affairs office: Building 001, entrance 62

Campus Norrköping, Norrköping

Svenska	English
Bomullsspinneriet	Bomullsspinneriet Building
Gropen	Gropen Building
Kopparhammaren	Kopparhammaren Building
Kåkenhus	Kåkenhus Building
Kårhuset Trappan	Kårhuset Trappan Building
Spetsen	Spetsen Building
Täppan	Täppan Building



FOR MORE INFORMATION:

[liu.se/insidan/
kommunikationsstod/
sprakguider](https://liu.se/insidan/kommunikationsstod/sprakguider)