

TRANSLATION-WORD COUNTS

WORD COUNTS: The following guideline should be used for counting English words.

1. Geographical names: The names of cities and other proper geographical names shall not be translated, therefore, not counted as a translated word (e.g. New York should remain New York).

b. Contractions

Contractions shall be counted as two words (e.g. didn't = did not = 2 words).

c. Compound words

Compound words shall be counted as one word.

d. Hyphenated words

Hyphenated words that appear in any generally available English dictionary shall be counted as one word (e.g. age-old = 1 word). Each part of all other hyphenated words shall be counted as separate words.

e. Possessives

Possessives shall be counted as one word.

f. Proper names

Proper names shall not be counted as a translated word; however, titles will be counted (e.g. Richard Riordan = not translated; Chief Executive Officer = 3 words).

g. Abbreviations

Abbreviations for a word, phrase, or expression shall be counted as one word (e.g. Dr. = 1 word).

h. Acronyms

Acronyms will be counted as one word (e.g. AIDS = 1 word).

i. Numbers

Any number consisting of digit or digits shall not be counted, unless there is a difference of appearance due to the translation (e.g. 15 = not counted; when 2,000 is translated = 1 word). Any number that is spelled out shall be counted as separate words (e.g. two hundred twenty = 3 words). Roman numerals will be counted only if there is a change in appearance due to a translation.