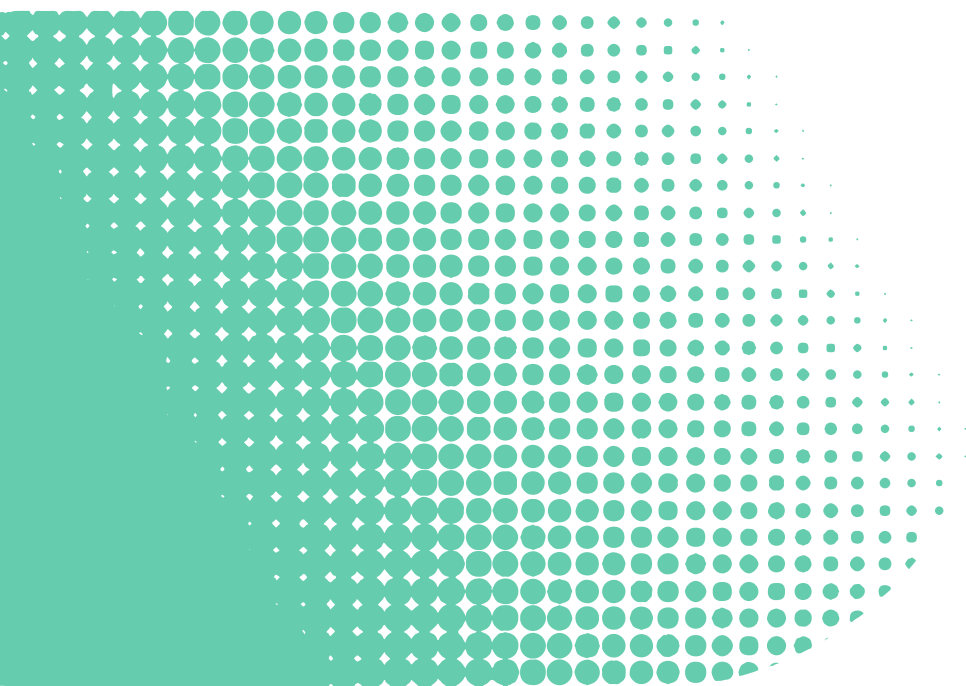




# Anglicisation Checklist

**August 2024**



## Americanisation

This service covers lexical changes and the restructuring of sentences to ensure the text is as compelling to the British reader as it is to the original writer.

Anglicisation deals with such changes as simple spelling and grammar conventions, right through to identifying appropriate idiom, syntax and phraseology changes in relation to the style of your original text.

Conversion of tables, figures, numbers, names and abbreviations is also considered and will be verified.

*We refer you to our terms and conditions of business; please ask us if you need a copy.*

It is often worthwhile establishing which terminology the audience or recipients of your document would prefer. Many British terms have become so mainstream that they are recognisable worldwide, while others may cause confusion and require further explanations/clarifications.

We advise that you consider the following points when communicating with us about your requirements:

- What is the subject matter of the text?
- When will the text be available?
- In which format will you supply the text?
- Who is your intended audience?
- Is any reference material available, e.g. a glossary of terms?
- Do you have a style sheet or guide?
- How many pages or words are there?
- What page size should be used - US A4, UK A4, etc.
- When is your deadline?
- Do you require amendments to be inserted electronically or hand-written on a hard copy?
- Do you have any additional or special instructions?