



Terminology Kit 2013

This kit was prepared by the Terminology Unit of the Government Translation Service (GTS)
as a complement to the Quality Standards

Introduction

This document is to be used as a complement to the Quality Standards. The Quality Standards and the Terminology Kit are available online on the Translation Tracking System (TTS) and in the Suppliers' Corner section of ONTERM (<http://www.sse.gov.on.ca/mgs/onterm/en/Pages/SuppliersCorner.aspx>). The Terminology Kit provides guidelines on terminology research and a list of resources in the following categories: Ontario Government, Federal Government, Quebec Government and Other Resources.

1. Ontario Government

1.1. General Guidelines

Official Government Names

The Official Names Ontario database on the ONTERM website (www.ontario.ca/terminology) is to be consulted for Ontario Official Government Names. For a list of the types of designations that are considered to be Official Government Names, please refer to the following web page: http://www.sse.gov.on.ca/mgs/onterm/en/Pages/db_names.aspx

If you do not find what you are looking for in ONTERM, consult the Terminology Unit. You may contact the Terminology Unit by using the Terminology Request Form on ONTERM, by email (at onterm@ontario.ca), by telephone (416 327-2723) or by fax (416 327-5541). Note that TERMIUM, INFO-GO, ministry websites and reference documents are NOT to be used as sources of Official Ontario Government Names.

Ontario legislation may contain Official Government Names which differ from those in ONTERM. The inconsistency does not necessarily point to an error in either ONTERM or the legislation. An entity may have both a legal and a commonly used name. Contact the Terminology Unit if you are unsure which name to use in your text.

If you notice any discrepancies between the official names in ONTERM and those found on the ministry web pages or in the reference documents provided by the client, please contact the Terminology Unit for clarification.

Preferred Program-Related Terms

Relevant legislation and ministry or agency lexicons are your primary sources for Preferred Program-Related Terms.

ONTERM provides access to Ontario government glossaries (see section 1.2.1. for a link to the web page), while the Translation Tracking System (TTS) provides access to the Ministry of Community and Social Services and the Ministry of Children and Youth Services' internal bilingual lexicon. Note that this internal lexicon is only for use within the Ontario Public Service (OPS) and for consultation by the Government Translation Service (GTS) translation and proofreading suppliers.

For a link to Ontario statutes, regulations and bills, see section 1.3. below. Should you find a discrepancy between the legislation and the lexicons, please notify the Terminology Unit.

Ontario Geographic Names (including provincial parks and conservation reserves)

The GeoNames Ontario database on the ONTERM website is to be consulted for Ontario geographic names. For any inquiries regarding Ontario geographic names, please contact Jeff Ball, Geographic Names Specialist, Provincial Georeferencing Unit, Ministry of Natural Resources, Peterborough (telephone: 705 755-2134, email: jeff.ball@ontario.ca).

1.2. Terminology and Linguistic Resources

1.2.1. ONTERM

The ONTERM website is the central point of access for Ontario Official Government Names, Ontario geographic names and Ontario glossaries and style guides. Suppliers should familiarize themselves with the website at the beginning of the contract.

The website includes the following main sections:

- ONTERM Databases search which provides access to the Official Names Ontario database and the GeoNames Ontario database
- Reference Lists (www.sse.gov.on.ca/mgs/onterm/en/Pages/rl_index.aspx)
- Ontario Glossaries (www.sse.gov.on.ca/mgs/onterm/en/Pages/glossaries.aspx)
- Style Guides (www.sse.gov.on.ca/mgs/onterm/en/Pages/styleguides.aspx)
- Terminology Request Form (www.sse.gov.on.ca/mgs/onterm/en/Pages/TRF_open.aspx)

The Official Names Ontario database is the central and authoritative repository of Ontario official government names in English and French. The database is updated regularly in response to client requests for official names and terminology.

The GeoNames Ontario database is the central and authoritative repository of Ontario geographic names. The database includes names of natural features such as lakes and rivers and names of administrative features such as municipalities and counties. To learn more about the French language guidelines for specific uses (maps, texts and road signs), please refer to the *Linguistic Treatment of French Geographic Names in Ontario* page of ONTERM (www.sse.gov.on.ca/mgs/onterm/en/pages/lingtreat.aspx).

The Terminology Request Form allows users to send requests for Ontario Official Government Names not found on the ONTERM site. Terminology requests should be sent at the beginning of a translation project to allow the Terminology Unit sufficient time for research. Deadline (date and time) and context (nature of text, client ministry, source document and, whenever possible, TTS job number) should be provided. The Terminology Unit may also be contacted by email (onterm@ontario.ca), by telephone (416 327-2723) or by fax (416 327-5541).

The FAQ page (<http://www.sse.gov.on.ca/mgs/onterm/en/Pages/FAQ.aspx>) and Technical Help page (http://www.sse.gov.on.ca/mgs/onterm/en/Pages/TRF_help.aspx) provide details on how to submit the form, tips such as best practices to submit terminology requests and advice on what to do in case of urgent terminology questions.

1.2.2. French and English Style Manuals

Here is some additional information regarding the style manuals referred to in the Quality Standards:

French

Guide de rédaction et de communication du gouvernement de l'Ontario. Please refer to the latest version of the guide on ONTERM (<http://www.sse.gov.on.ca/mgs/onterm/en/Pages/styleguides.aspx>).

Le français au bureau. Noëlle Guilloton and Hélène Cajolet-Laganière, Office québécois de la langue française, Les publications du Québec, 6th edition, 2005.

For more information on this publication, please consult the OQLF website

http://www.oqlf.gouv.qc.ca/ressources/publications/publications/publications_vedettes.html.

Samples of letters and administrative documents, taken from *Le français au bureau*, are also available in Word format at:

<http://www2.publicationsduquebec.gouv.qc.ca/documents/fab/fab.php>.

La féminisation au gouvernement de l'Ontario. Please refer to the online version of this guide on ONTERM (<http://www.sse.gov.on.ca/mgs/onterm/en/Pages/styleguides.aspx>).

English

The Canadian Style: A Guide to Writing and Editing. Translation Bureau, Public Works and Government Services Canada, 2nd edition, 1997.

For more information on this publication, please consult the Translation Bureau's website (<http://www.btb.gc.ca/btb.php?lang=eng&cont=791>). An online version of the Guide is also available at <http://www.btb.termiumpius.gc.ca/tpv2guides/guides/tcdnstyl/index-eng.html?lang=eng>.

English to French Legal Translation

Guide fédéral de jurilinguistique législative française (JLF). Groupe de jurilinguistique française, Department of Justice, Canada. October 2006.

A collection of articles dealing with issues in the drafting of French legislative texts. Available online on Justice Canada's website <http://www.justice.gc.ca/fra/min-dept/pub/juril/index.html>.

French to English Legal Translation

Legistics. English Legislative Language Working Group, Department of Justice, Canada.

A collection of articles dealing with issues in the drafting of English legislative texts.

Available online on Justice Canada's website (<http://canada.justice.gc.ca/eng/dept-min/pub/legis/index.html>).

English Correspondence Style Guide

Correspondence Style Guide. Correspondence Council of Ontario, Fourth Edition, 2012.

An internal Ontario government style guide posted on the Translation Tracking System (TTS) site. Note that this style guide is only for use within the OPS and for consultation by GTS translation and proofreading suppliers.

1.3. Legislation

For Ontario statutes, regulations and bills, the following sources are to be consulted:

E-Laws/Lois-en-ligne (<http://www.e-laws.gov.on.ca>): This website contains consolidated versions of most of Ontario's public statutes and regulations. New source law is usually published on e-Laws within two business days of enactment. As of November 20, 2008, copies of source laws and consolidated laws accessed from e-Laws are official copies of the law, unless accompanied by a disclaimer.

For titles of current legislation, see the *Table of Current Consolidated Public Statutes on e-Laws* (http://www.e-laws.gov.on.ca/html/tables/publicstatutes/elaws_t pu st tpbs.htm). This list contains the titles of the Revised Statutes of Ontario, 1990 and the annual Statutes of Ontario, from January 1, 1991 to date and is updated on a regular basis.

Ontario Bills Online (<http://www.ontla.on.ca>): First, second and third reading versions of government bills, private members' public bills and private bills introduced in the Ontario Legislature during the current session or previous sessions can be found on the Legislative Assembly's website (under Bills & Lawmaking). Bills are posted within 48 hours of being tabled.

The Legislative Assembly's website (<http://www.ontla.on.ca>) gives up-to-date information regarding bills and legislation. This site is particularly useful for consulting current bills and bills from previous sessions.

The Ontario Gazette (<http://www.ontariogazette.gov.on.ca>): The online version of this publication is a good source of information on regulations.

1.4. Publications

The Terminology Unit does not provide titles of publications. The following are some useful sources:

The "Contact Person for Content Questions/Clarifications" provided on the Instructions to Suppliers form, in TTS, is the first contact for questions related to government publications.

English and French titles of Ontario government publications can be verified on the Publications Ontario website (<https://www.publications.serviceontario.ca/>), or by calling Publications Ontario at 416 326-5300 or 1-800-668-9938 (toll free) and selecting the Ontario Government Publications option.

Titles of publications and other materials may also be obtained from ministry or agency communications and public relations branches or by searching individual ministry or agency websites.

The Ministry of the Environment (MOE) has an online catalogue available from the following page: <http://www.ene.gov.on.ca/environment/en/resources/index.htm>.

Forms

The Government of Ontario Central Forms Repository (<http://www.forms.ssb.gov.on.ca>) provides access to current forms available to the public. The forms on this site are available in English and French, with only a few exceptions (identified as such). Some forms are bilingual while others have separate English and French versions. The forms usually have the same reference number, regardless of the language, and are followed by an E for English or F for French. To find the French version of a form, use the search feature of the French-language interface. For OPS forms not listed on the site, check directly with the contact person or check with the Ontario Shared Services Contact Centre (tel.: 416 326-9300 for Toronto local calls

and out-of-province calls, 1 866 979-9300 for toll-free calls within Ontario; email: AskOSS@ontario.ca).

INFO-GO Services and Offices Directory

The INFO-GO website (<http://www.infogo.gov.on.ca/infogo/mainPage.do>) provides access to public information from the Government of Ontario's database of services, offices, employees and telephone numbers. INFO-GO is a valuable tool for general information, but it must NOT be used as a source of Official Government Names or Preferred Program-Related Terms.

2. Federal Government

2.1. Terminology and Linguistic Resources

TERMIUM Plus®, the federal government data bank, is available free of charge on the Internet (<http://www.btb.termiumpius.gc.ca>). TERMIUM Plus gives access to a variety of online resources, such as: *The Canadian Style*, *Le guide du rédacteur*, the *Lexique analogique*, the *Juridictionnaire* and the *Dictionnaire des cooccurrences*.

Note that TERMIUM must NOT be used as a source of Ontario Government Names since the Ontario government information it contains may be outdated.

The Translation Bureau website also provides free online access to some of its terminology bulletins and glossaries, under its Publications section (<http://www.btb.gc.ca/btb.php?lang=eng&cont=307>).

The federal government's Terminology Service (SVP Service) offers terminology and linguistic advice. Requests may be sent by email to Bureaudelatraduction.TranslationBureau@tpsgc-pwgsc.gc.ca.

2.2. Legislation

The Consolidated Statutes of Canada and the Consolidated Regulations of Canada can be found on the Justice Laws website (<http://lois-laws.justice.gc.ca/eng/index.html>). There is also a link to this site through e-Laws.

The Canadian Legal Information Institute website (<http://www.canlii.org/>) offers one-window access to Canadian federal and provincial statutes, regulations and legislative information.

2.3. Publications

Library and Archives Canada provides free access to information about its holdings through Amicus (<http://www.collectionscanada.gc.ca/amicus/006002-122-e.html>) – for the Library collection, and Archives search (<http://www.collectionscanada.gc.ca/lac-bac/search-recherche/arch.php?Language=eng>) – for the Archives collection.

The Library and Archives of Canada client services, including reference services, may be accessed from the following web page: <http://www.collectionscanada.gc.ca/010/index-e.html>.

Titles of federal government forms and services may be checked online at: <http://canada.gc.ca/forms-formulaires/e-services-eng.html>. Other forms, publications and materials may also be obtained directly from the library and publication services of federal government departments.

3. Quebec Government

3.1. Terminology and Linguistic Resources

Le grand dictionnaire terminologique (GDT) of the Office québécois de la langue française is available free of charge on the Internet (<http://www.granddictionnaire.com>).

The Office québécois de la langue française (OQLF) offers other linguistic and terminology services, as listed on its website (<http://www.oqlf.gouv.qc.ca/index.html>); e.g., free online access to a number of documents, including glossaries and vocabularies, is available from the Bibliothèque virtuelle web page (<http://www.oqlf.gouv.qc.ca/ressources/bibliotheque/>).

Telephone consultations are offered for terminology and linguistic issues (1 900 565-8899, a service charge applies). See: <http://www.oqlf.gouv.qc.ca/coordonnees.html>.

The Banque de dépannage linguistique provides online access to general articles on French grammar, spelling, punctuation, general vocabulary and abbreviations (<http://www.oqlf.gouv.qc.ca/ressources/bdl.html>).

Information on terminology and linguistic publications of the Office québécois de la langue française is listed on the Office website (<http://www.oqlf.gouv.qc.ca/ressources/publications/>).

3.2. Legislation

The Quebec government portal for laws and regulations (<http://www.justice.gouv.qc.ca/francais/sites/lois/quebec.htm>) and the Quebec government publications website (<http://www3.publicationsduquebec.gouv.qc.ca/loisreglements.en.html>) offer access to Quebec legislation free of charge.

Légis Québec (<http://legisquebec.gouv.qc.ca>), a paid subscription service offered by Les Publications du Québec, offers improved access to Quebec statutes and regulations, including a toggle feature for easy switching between French and English texts.

The Canadian Legal Information Institute website (<http://www.canlii.org/>) offers one-window access to Quebec statutes, regulations and legislative information.

3.3. Publications

For titles of Quebec government publications, consult the Quebec government publications catalogue (<http://www.publicationsduquebec.gouv.qc.ca/fre/categories/catalogue>).

4. Other Resources

4.1. TransSearch

TransSearch (<http://tsrali3.com/>) is an online tool, available by subscription, which allows users to access and query two extensive corpora: the Hansard database and the Canadian Courts rulings database. The Hansard database is made up of a bilingual corpus (“bitexte”) of the House of Commons and the Canadian Senate debates and is particularly useful for searching common phrases and idiomatic expressions. The Canadian Courts rulings database is a bilingual corpus (“bitexte”) of court decisions and is a good source of legal terminology. TransSearch also includes bilingual corpora of texts from the International Labour Organization.

4.2. WeBiText

WeBiText (<http://www.webitext.com/bin/webitext.cgi>) is a multilingual translation tool, available free of charge, which retrieves equivalents of words and expressions in pre-defined and/or user-specified websites used as bilingual corpora in various language combinations. The user selects the source and the target languages, and then selects a site among those that support the two selected languages. The tool includes bilingual corpora from the Government of Canada and provincial governments, including a small corpus of some websites from the Government of Ontario.

4.3. Names of Associations

Grey House Publishing Canada publishes a comprehensive directory of associations in Canada. The latest edition, *Associations Canada 2013*, is available in a print or online version. For more information, consult the Grey House Publishing Canada website (<http://circ.greyhouse.ca>) or email them at: info@greyhouse.ca. The directory is a useful source of information, but you may need to contact the associations directly to confirm official French names.

4. 4. Resources for Legal Translators

The Michel Bastarache law library on the University of Moncton's website (<http://www.umoncton.ca/umcm-bibliotheque-droit/node/143>) provides a detailed list of linguistic tools.