

BILINGUAL ADMINISTRATIVE TEXTS IN SLOVENIAN ISTRIA: AN OVERVIEW OF ABBREVIATIONS

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Abstract Administrative texts in the bilingual area of Slovenian Istria feature several abbreviations that are transferred from the majority language (Slovenian) into the minority language (Italian) with either their expanded or abbreviated forms. When transferring abbreviated linguistic features into the target language, the translator's task is to decide whether to expand the abbreviated form or add it to the target text although there is no corresponding expanded or abbreviated form in the source text, and to decide which translation strategy to use. Analyses show that, when translating abbreviations that denote general concepts, there are usually no major translation problems, whereas translations of abbreviations for academic degrees show various tendencies, such as cases of untranslated titles (in various lists of officially authorized persons in some municipal administrations), the source-oriented strategy, the target-oriented strategy, general or neutral translations, and some rare cases of pragmatically less adequate translations. The most frequently adopted approach in the texts studied is general or neutral translation, which might be ascribed to the fact that there is insufficient uniformity in terminology.

Keywords:
bilingualism,
expansion,
translation,
academic title,
absence of
guidelines

1 Introduction

Slovenian Istria is a multiethnic territory in which the coastal municipalities of Koper, Piran, Izola, and Ankaran are recognized as bilingual areas by the Slovenian constitution,¹ guaranteeing equal rights to Slovenian and Italian. Furthermore, the equal rights of both languages are recognized by various acts, such as Article 4 of the Public Administration Act (*Zakon o državni upravi*, 2002), paragraph 1, Article 28 of the Public Sector Salary System Act (*Zakon o sistemu plač v javnem sektorju*, no date), and Articles 5 and 45 of the Courts Act (*Zakon o sodiščih*, 1994).² Equality is also ensured by various decrees; for example, the Decree on Administrative Operations (*Uredba o upravnem poslovanju*, 2018). Its Article 5 determines that “in the areas of self-governing local communities where, in addition to Slovenian, the official languages are also Italian or Hungarian, the components of documents, authorities’ stamps, and forms are also in Italian or Hungarian” (cf. also Benedetti 2015; Mulec 2015).

In addition to the recognition of bilingualism at the national level, the right to use both languages is also granted at the level of individual municipalities; that is, in the statutes of the bilingual municipalities (Paolucci 2020). Members of the indigenous linguistic minorities in ethnically mixed territory are entitled to the translation of institutional texts into their language, as established by the London Memorandum of 1954. Therefore, the translation of both institutional texts and various news is carried out at the municipal level, and the translation of these documents is guaranteed (Paolucci & Lenassi 2021).

In the not-too-distant past, all the information relevant to the four bilingual communities of Slovenian Istria was predominantly accessible through printed media, and there were no significant problems with their availability, as stated by Pipan (2007, p. 233). Now this information is (obviously) even more easily accessible through municipal web pages—which, however, present different degrees of the

¹ See Article 64 on the Special Rights of the Indigenous Italian and Hungarian Ethnic Communities in Slovenia; Article 61, which refers to the expression of ethnic affiliation; Article 11, which states that “in those municipalities where Italian or Hungarian ethnic communities reside, Italian or Hungarian shall also be official languages”; and Article 4, which defines the official language in administration: “Slovenian shall be the official language of administration. In those municipalities where Italian or Hungarian indigenous ethnic communities reside, the official languages of the administration shall also be Italian and Hungarian, respectively.”

² For detailed information about the acts cited above and previous studies on the legal aspects of bilingualism, see Benedetti (2015, pp. 22–23) and Kompara, Lenassi, and Paolucci (2022).

presence and absence of translated documents into Italian. Namely, as revealed through an analysis of the web pages of the four bilingual municipalities, there are some inconsistencies in presenting and translating information, such as notifications that are missing or notifications that do not follow the flow of Slovenian, some submenus with blank spaces where Italian text is expected, irretrievable or non-existent administrative forms in Italian, a disorganized cluster of information, and incongruities in providing titles and subtitles of some texts as well as in supplying some statutory documents in Italian (Kompara Lukančič, Lenassi, & Paolucci 2022).

For the Croatian part of Istria, where bilingualism is recognized by various laws at the national level and by statutes of individual administrative units, it has already been determined by Lalli Pačelat, Brkić Bakarić, and Matticchio (2020, p. 826) that only 37% of official documents are available in Italian. This information emerged from a bilateral project between Slovenia and Croatia entitled *Official Bilingualism in Slovene and Croatian Istria: The Case of Translations of Administrative Texts* carried out in 2018 and 2019. The project was organized with the aim of studying official bilingualism in Istria based on translations of administrative texts from Croatian and Slovenian into Italian. In addition to studies based on Croatian and its renderings into Italian, the project also included research on some aspects of municipal websites and various documents from Slovenian bilingual municipalities, some of which have already been presented (Paolucci 2020; Paolucci & Lenassi 2021; Kompara Lukančič, Lenassi, & Paolucci 2022). Some other aspects are described below in this article.

The analyses carried out by the Croatian project members show that it is necessary to develop and use translation tools and language sources adapted to Italian as a minority language to facilitate and accelerate translation, thereby allowing for better equal use of Italian as a minority language. As already mentioned, the study pointed out that not all types of texts are translated, which results in a partial application of bilingualism (Lalli Pačelat, Brkić Bakarić & Matticchio 2020; Lalli Pačelat & Matticchio 2021). The COVID-19 pandemic has highlighted translation difficulties, as analyzed in a study by Matticchio and Melchior (2021, 2022), who emphasize that relevant information such as provisions relating to precautionary behavior by residents was present, yet even in these brief communications it was possible to identify inconsistent translations.

The translation difficulties and incongruences categorized in Lalli Pačelat and Matticchio (2021, pp. 282–283) for Croatian Istria indicate the need to elaborate and standardize Italian terminology related to the Croatian legal system, which requires careful descriptive and normative terminological work that, in addition to standardization of terminology, also provides for the creation of a terminology database and of other specialized resources and tools, as already recognized by Lalli Pačelat and Brkić Bakarić (2019), who identified the need to create appropriate parallel corpora.

A very similar problem regarding terminological issues in the bilingual area of Istria has already been recognized for the Slovenian part of the region by Paolucci (2017, 2020), who determined a lack of uniformity in terminology. As a consequence, there is a relatively high degree of variability in translations of some terms that are of vital importance in any community; for example, *zdravstveni dom* ‘health center’, *vrtec* ‘preschool’, *upravna enota* ‘administrative unit’, and so on (Paolucci 2020). Specifically, the analyses showed that in the bilingual texts studied more acceptable options are often provided. The translator’s choice of an option depends on a number of parameters that need to be respected in the translation process to avoid terminological inconsistencies and—as a consequence—misinterpretation by the intended audience; that is, the Italian linguistic community in Slovenian Istria.

1.1 Abbreviations

One linguistic feature often present in administrative texts is abbreviations, which are “known to produce reading errors, especially when they are used by specialized writers to communicate to non-specialized readers” (François et al. 2020). Therefore, some studies suggest a limited use of abbreviated lexical elements. Thus, for example, the text written by the working group promoted by the Institute of Theory and Techniques of Legal Information and the Accademia della Crusca—one of the main points of reference for research on Italian, (Alfieri et al. 2011), whose aim is to propose rules and suggestions for writing administrative documents—recommends that the use of abbreviations and acronyms be limited because they are often obvious to the text’s author, but not transparent to the reader.³ For administrative texts to be clear to all recipients, it is preferable to use abbreviations and acronyms sparingly

³ See also the U.S. Government Publishing Office (2016, p. 221), which states that “abbreviations and letter symbols are used to save space and to avoid distracting the reader by use of repetitious words or phrases.”

(Cortelazzo & Pellegrino 2014; Williams 2005); if they are employed to make a text smoother and eliminate repetitions, it is important to utilize them properly and to apply homogeneous criteria for writing. A limited use of abbreviated forms is also recommended in *Nomotehnične smernice* (Legal Drafting Guidelines; Služba Vlade Republike Slovenije za zakonodajo 2018, p. 96)⁴ for Slovenian used in regulations.

As for the nomenclature of abbreviated lexical units, many researchers report differences between various studies (Mattiello 2012, p. 152; Gualdo & Telve 2014, pp. 113–115; Caon 2016, p. 11; Kompara Lukančič 2018, pp. 8–10; Lengar Verovnik 2018, pp. 23–24). According to some authors (e.g., Mattiello 2012), abbreviations are considered to be various forms of shortened lexical items, whereas others (e.g., Comar 2003) define them as lexical formations consisting of some parts of the expanded forms. As such, they may be formed by the initial letter(s) of a word (Italian *n.* for *numero* ‘number’ or *tab.* for *tabella* ‘table’; Slovenian *g.* for *gospod* ‘Mr.’ or *odg.* for *odgovor* ‘reply’), of the first and last letter(s) (Italian *ca* for *circa* ‘approximately’ or *Sig.ra* for *Signora* ‘Ms’; Slovenian *dr.* for *doctor* ‘Dr.’), or of selected consonants (e.g., Slovenian *mrd.* for *milijarda* ‘billion’ or the capitalized Italian equivalent *Mrd* for *miliardo* ‘billion’). The second one (cf. Comar 2003) is also the definition that is followed in this contribution, which implies that acronyms (e.g., *PIN* ‘personal identification number’), clippings (e.g., *info* ‘information’), blends (e.g., *smog* ‘smoke + fog’), signs (e.g., %, €), symbols (e.g., *m* ‘meter’, *t* ‘time’), and formulae (e.g., H_2O , $NaCl$) are not considered in this text.

The orthographic sign indicating that a term has been shortened is usually a period, which can be either final,⁵ as seen in most of the examples cited in the previous

⁴ According to the Government Office of the Republic of Slovenia for Legislation (Služba Vlade Republike Slovenije za zakonodajo 2018, p. 96), in principle, acronyms and abbreviations are not used in the texts of regulations. Exceptionally only abbreviations whose use in regulations is established and familiar to everyone may be used; for example, symbols of measurement units (*ha*, *m²*, *kg*) and abbreviations such as *npr.* (for *na primer*) ‘for example’, *itd.* (for *in tako dalje*) ‘et cetera’, or *št.* (for *številka*) ‘number’. Where, when citing a publication, the Official Gazette is written in parentheses, the abbreviation shall also be used to indicate the type of the Official Gazette: Official Gazette of the SRS ‘Socialist Republic of Slovenia’, Official Gazette of the RS ‘Republic of Slovenia’, and—in relation to the determination of the expiry of use—also still the Official Gazette of the SFRJ ‘Socialist Federal Republic of Yugoslavia’. When referring to the state organ with its full name, the words *Republic of Slovenia* shall be written in parentheses, the acronym (RS) shall not be used. Also, when citing certain elements in regulations, the abbreviations denoting structural units of the Official Gazette are not used; for instance *čl.* (for *člen*) ‘article’, *par.* (for *paragraf*) ‘paragraph’, *št.* (for *točka*) ‘point’, *al.* (for *alinėja*) ‘indent’, and *Ur. l.* (for *Uradni list*) ‘Official Gazette’.

⁵ In some cases, the final period can be omitted if the abbreviated word in Italian contains the initial and final letter (e.g., *ca* for *circa* ‘approximately’; Alfieri et al. 2011, p. 30). See also Serianni and Castelvechi (2015, p. 50): if the shortening process reduces the remaining letters to two or three units, the period is placed at the end (*dr.*, *cf.*) or is suppressed (*dr.*, *cf.*). This is the case of the aforementioned numeral *Mrd* for *miliardo* ‘billion’ which is written without a period in formal texts. In Slovenian, the final period is eliminated if the abbreviation denotes a school grade (*odl*

paragraph, or internal (e.g., in Italian *Sig.ra* ‘Ms’ or *P.zza* for *Piazza* ‘square’). In Slovenian, the internal period is used in coordinate and subordinate compound words such as *l.r.* for *lastnoročno* ‘handwritten’ (Bizjak Končar & Dobrovoljc 2015, pp. 270–271).

As far as linguistic consistency⁶ is concerned, abbreviations can be either one-offs or conventional and established (Comar 2003, p. 122).

Because it is often recommended that abbreviations be used sparingly in administrative texts (cf. Cortelazzo & Pellegrino 2014; Williams 2005), the objectives of this study are to verify their presence in the bilingual administrative texts studied, determine possible combinations of corresponding abbreviated and/or expanded forms in both languages, and consider possible issues regarding the translations of shortened items into the target language.

2 Analyzed texts

This study analyzed ninety documents in Slovenian and their translations into Italian, all available on the webpages of the four bilingual municipalities. The documents, which are accessible either in pdf format or as Word documents, cover invitations to various meetings and amendments to the agenda of meetings, forms or applications for the issue of various municipal permits, lists of confirmed candidates for elections and election reports, lists of officially authorized persons in municipal administrations (i.e., informative texts), and decrees, additions to decrees and mayoral decisions (i.e., normative texts). The texts are bilingual within one text, with the following variants: a) a short section in the source language is followed by the corresponding translated section, and then this alternation of the two languages is repeated until the end of the text; or b) the entire source language text is followed immediately by the entire target language text in the same document. Alternately, there are two separate documents, one in the source language and one in the target language, which can be easily cognitively linked by readers because the numbering of the two texts and/or their concise title allows readers to quickly identify the interconnection between the two documents.

for *odlično* ‘excellent’) or a musical label deriving from Italian (*pp* for *pianissimo* ‘very quiet’, *f* for *forte* ‘loud’; Pravopis 8.0).

⁶ Žagar Karer (2018, p. 236) explains that “the most important terminological principle is the principle of consistency, according to which the preferred term is the term that is most commonly used in professional texts.”

To determine the degree to which abbreviations are present in both languages, manual annotation and an algorithm for automatic recognition of abbreviations were used (Kompara Lukančič, & Holozan 2011). The next steps consisted of classifying the possible combinations of the presence and absence of the expanded and shortened forms in individual source- and target-language texts to distinguish possible factors that influence the choice of one or both forms, and then determining possible problem areas in translating abbreviations.

3 Abbreviations in the texts studied

In all the texts except for two (i.e., 98%), there were one or more abbreviations⁷ in both languages, but in either language there may be some differences regarding the presence or absence of the short and/or expanded form. The abbreviations found are divided into two groups: general abbreviations (cf. Sections 3.1.1–3.1.5 and details about Appendix 1 in Section 3.1) and abbreviations for academic degrees and professional titles (cf. Section 3.3 and details about Appendix 2 in Section 3.3). The total number of different abbreviations found and their numerical presence in each group is shown in Table 1, which clearly points to a tendency to expand abbreviations in the target language.⁸

Table 1: Number of different abbreviations in the Slovenian and Italian corpus

Abbreviation type	Slovenian	Italian
General	36	27
Academic degrees and professional titles	66	38
Total	102	65

However, despite the general trend toward expansion, there are different possibilities regarding the presence and absence of abbreviated and expanded forms in individual documents, as demonstrated in the following sections. The presentation of possibilities begins with user-friendly pairs, in which both the Slovenian and the Italian terms are at first written with the expansion, followed by the abbreviated form, which is referred to with the umbrella term *short form* in this text. Subsequently,

⁷ The texts in which no abbreviations were found were a call for proposals to appoint a member of the Municipal Recognition Committee and a form (an application for a temporary water connection for agricultural production needs in the municipality).

⁸ Various realizations of one abbreviation in Appendix 1, such as *Št.*, *št.*, *štev.*, are regarded as one abbreviation, whereas the ones in Appendix 2 (e.g., *univ. dipl.* + various disciplines) are treated as different abbreviations to better trace the variety of options in the target language.

various combinations of the presence and/or absence of these forms in both languages are presented to give an overview of the options found within the corpus (Section 3.1.), followed by the illustration of different approaches to the translation of abbreviated lexical items within two texts (Section 3.2) and the description of the situation for academic titles, which are frequently used in the texts analyzed (Section 3.3.).

3.1 Combinations of short and expanded forms in the source and target languages

Based on analyses carried out regarding the tendency to use full and/or short forms in both languages, there are five possible combinations in individual pairs of corresponding texts (i.e., the source text and its translation): 1) the short form followed by the full form in both languages; 2) short forms without expansions in both languages; 3) the short form in the source language, and the expanded equivalent in the target language; 4) the source-language short form with no expansion, which remains unaltered in the target language; and 5) the expanded form in the source language, and the short form only in the target language.

All the abbreviations found in both languages are listed in Appendices 1 and 2, in which multiple short forms are frequently given for one lexical unit, depending on how they are used in the various texts comprising the corpus. For example, the most frequently used abbreviation for *number* can be found in the source texts in a form with a capitalized first letter (*Št.*) to denote the document that is being read, sometimes translated as *N. prot* or *Prot. N.* (for *protocollo numero*, *numero del protocollo* ‘document number’) or in a form with lower-case letters to refer to previous documents (*št.*, *šte.* ‘number, numbers’), whereas the Italian documents offer *N.*, *No.*, *n.*, *nr.* (for *numero* ‘number’) or the plural form *nn.* (for *numeri* ‘numbers’).

Appendix 1 contains general abbreviations that cover characteristic terminology referring to legal documents (e.g., *Odl. US* for *Odlok ustavnega sodišča*, ‘Constitutional Court Decree’, *Ur. l.* for *Uradni list* ‘Official Gazette’), commercial law (i.e., *d.o.o.* for *družba z omejeno odgovornostjo* ‘limited liability company’, *s.p.* for *samostojni podjetnik* ‘sole proprietorship’), a wide variety of terms used to encompass various aspects of life in a municipality (e.g., *šol. leto* for *šolsko leto* ‘school year’, *n.m.* for *nad morjem* ‘above sea

level’), metadiscourse markers (e.g., *npr.* for *na primer* ‘for example’, *ozi.* for *oziroma* ‘or’), and so on.

As Appendix 1 shows, the abbreviations are regularly translated, with the exception of two terms referred to as “absence of translation” and also that two of them are transferred into the target language through the use of an ellipsis instead of the expected alphabetic notation equivalent (i.e., *itd.* for *in tako dalje* ‘and so on’, and *idr.* for *in drugo* ‘and other’). Not surprisingly, these two phenomena that deviate from the anticipated target-language expressions were retrieved for informative texts with no binding legal effect (Paolucci 2020). Finally, this appendix also contains two equivalents, again from informative texts, which in the given context do not correspond to the source language term (i.e., the metadiscursive markers *ozi.* for *oziroma* ‘or’ translated as *o/e* ‘or/and’, and *vendar* ‘but, however’ translated as *ovv.* for *ovvero* ‘or’ instead of *ma, però*).

Appendix 2 lists abbreviations for academic degrees and professional titles in which lexical resources denoting academic degrees in particular have such a variety of translation possibilities (cf. Section 3.3) that they are presented separately from general abbreviations.

3.1.1 Expanded and short forms in both languages

The combination of an expanded form and the corresponding abbreviation is only rarely found in the texts analyzed, which implies that the source-text authors expect the majority of abbreviations to be known to the readers. However, in some rare cases the expansion may be given, as in example (1), which refers to the first occurrence of the condensed form, used again later on in the text to follow the economy principle (Mattiello 2012, p. 149). The text is an application form to be filled out by residents of the municipality that want to use certain services offered by the local community. The full form and its abbreviated version undoubtedly have a user-friendly effect, which can be seen as a characteristic trait of all local abbreviations; that is, abbreviations whose expansions appear in the same text (cf. local and non-local acronyms by Hogan et al. 2021, p. 127; Jacobs et al. 2020, p. 518).

The translated text follows the easy-to-use tendency in the source text, providing the corresponding expanded and short form in Italian:

- (1) Katastrska občina (k.o.)
Comune catastale (c.c.)
'Cadastral municipality'

Among the abbreviations found the corpus, this is the only example in which the expansion and its short form are provided in both languages, which may suggest that in principle source-text producers and translators expect readers to be acquainted with the abbreviated forms.

3.1.2 Short forms without expansions in both languages

In contrast to 3.1.1, abbreviations with no expansion appear quite often in the texts studied. This is, of course, the case of well-known and lexicalized acronyms that may be used to favor textual efficiency (Mattiello 2014, pp. 7–8). All the unexpanded abbreviations identified in the texts are widely known and accepted in both languages and used in both normative and informative texts.⁹

- (2) parc. št. 5559/4, [for *parcela številka*]
particella n. 5559/4 [for *numero*]
'parcel number 5559/4'

zap. št. [for *zaporedna številka*]
n. prog. [for *numero progressivo*]
'sequential number'

v.d. direktorja občinske uprave [for *vršilec dolžnosti*]
Direttore dell'Amministrazione comunale f.f. [for *facente funzioni*]
'acting director of the municipal administration'

L.r. [for *lastnoročno*]
m.p. [for Lat. *manu propria*]

⁹ One of them—*v.d.* (for *vršilec dolžnosti*), pronounced *vede*, 'acting director'—has also undergone lexicalization in the source language:

‘written by one’s own hand’

Ur. l. RS št. 106 [for *Uradni list Republike Slovenije, številka*]

Gazz. Uff. della RS n. 106

‘Official Gazette of the Republic of Slovenia Number 106’

In normative texts, the abbreviations are always used according to the orthographic rules of both languages; that is, with the final period. In informative texts, however, the orthographic principles are sometimes modified; for example, the final period is omitted or the abbreviation composed only of the first letter is capitalized (Goli, Osrajnik, & Fišer 2016, p. 79), as in the following examples from an informative text whose aim is to communicate some basic characteristics of candidates for elections:

(3) *spol/sesso: m/m* [for *moški, maschile*]

‘sex: M’

spol/sesso: ž/f [for *ženski/femminile*]

‘sex: F’

Spol: Ž

Sesso: F

‘sex: F’

Spol: M

Sesso: M

‘sex: M’

Abbreviations can occasionally remain unmodified in the target language. This occurs especially in informative texts if:

- a) the abbreviation denotes the company’s legal form that is an integral part of the company name, as in the following case of a firm that is not headquartered in the bilingual territory of Slovenian Istria:

(4) *pri Delavski hranilnici d.d.* [for *delniška družba*]

presso Delavska hranilnica d.d.

‘at the public limited company Delavska Hranilnica’

- b) the bilingual legal form is already included in the officially registered name of the company located and operating in one of the four bilingual coastal municipalities:
- (5) *Komunala Koper, d.o.o.-s.r.l.* [for *družba z omejeno odgovornostjo, società a responsabilità limitata*]
‘the limited liability company Komunala Koper’

Marjetica Koper, d.o.o.-s.r.l.

‘the limited liability company Marjetica Koper’

However, not all the companies headquartered in the ethnically mixed area of Slovenia use a bilingual designation of their legal form. Article 11 of the Slovenian Companies Act (*Zakon o gospodarskih družbah, 2006*) stipulates that, in areas inhabited by the Italian or Hungarian ethnic communities, Italian or Hungarian may also be used in the company acts (Slov.: *se v aktih . . . lahko uporablja tudi italijanski ali madžarski jezik*). Given the possibility of using a bilingual designation or not, some companies headquartered in the coastal area but operating in a wider region use only the Slovenian designation of the legal form, as in the following example in which only the Italian text provides the corresponding abbreviation in the target language:

- (6) *Soglasje k pozivu . . . Luki Koper d. d., glede*
Consenso all'appello alla società Luka Koper s.p.a in merito alla
‘Consent to the call to . . . Luka Koper d. d., regarding’

At this point, it is necessary to mention that with abbreviated company designations there are no unified criteria on exactly which language components to include in the shortened form of the target language. For example, in one normative text the company *podjetje API arhitekti d.o.o.* and *podjetje Biliving d.o.o.* are translated into the Italian text as *impresa API arhitekti d.o.o. – s.r.l.* and *impresa Biliving d.o.o.-s.r.l.*

A similar tendency can be observed in a formal informative text in which the mayor convenes a meeting of the municipal council:

- (7) *Predlog sklepa o potrditvi sklenjene sodne poravnave med . . . ter družbami Finali Trading, d.o.o. in Finali, d.o.o.*
Proposta di delibera sull'approvazione della transazione giudiziaria condizionale tra . . . e le aziende Finali Trading d.o.o. /s.r.l. e Finali d.o.o. /s.r.l.
 'Proposal for a decision confirming the court settlement concluded between . . . and Finali Trading, d.o.o. and Finali, d.o.o.'

3.1.3 Short form in the source language, expanded equivalent in the target language

Some characteristic and established Slovenian abbreviations may also be found only in the expanded form in the target language, although most of them also have direct abbreviated equivalents in Italian. In such cases, the use or non-use of the short form depends on the translator's judgment of its appropriateness in the given context:

- (8) *Ur. l.* [for *Uradni list*]
*Gazzetta ufficiale*¹⁰
 'Official Gazette'

hišna št. [for *hišna številka*]
numero civico
 'house number'

poštna št. [for *poštna številka*]
codice di avviamento postale
 'postal code'

parc. št. [for *parcelna številka*]
n. particella catastale
 'parcel number'

¹⁰ The use of uppercase and lowercase initial letters varies in the texts analyzed, depending on individual documents and translator's choices. One example of this variation is *Gazzetta Ufficiale*, *Gazzetta ufficiale*, and also *Gazz. Ufficiale*, *Gazz. ufficiale*, *Gazz. Uff.*, and *Gazz. uff.*

k. o. [for *katastrska občina*]

comune catastale

‘cadastral municipality’

s. p. [for *samostojni podjetnik*]

imprenditore individuale

‘sole proprietorship’

roj. [for *rojen/rojena*]

nato/nata

‘born’

ozi. [for *oziroma*]

ovvero

‘or’

Some source-language informative texts may also feature occasional abbreviations that can be easily restored by native-speaker recipients, considering the given communicative circumstances. Understandably, such non-standardized word formations are always expanded in the target language:

(9) osn. kap. [for *osnovni kapital*]

capitale sociale

‘share capital’

Poobl. za vod. upr. postopkov [for *Pooblaščenci za vodenje upravnih postopkov*]

Funzionari autorizzati a svolgere e a decidere

‘Persons authorized to conduct administrative procedures’.

preb/ha [for *število prebivalcev na ha*]

abitanti/ha [for *numero di abitanti per ha*]

‘number of inhabitants per hectare’

3.1.4 Expanded form in the source language, short form in the target language

In some rare cases, the translator chooses to use the abbreviated form although the short-form item is not present in the source language. This is predominantly the case with the abbreviation *str.* (for *strada*) ‘street’ in informative texts:

(10) *Jadranska cesta 16*
Str. dell’Adriatico 16

Ivančičeva cesta 11c
Str. Ivančič Franc-Rudi 11c

and also with the widely used *člen / art.* (for *articolo*) ‘article’ in various normative and informative texts to denote the numerical sequence of articles in decrees, regulations, and so on whose aim is to provide an appropriate legal basis for further actions. The tendency to use the clipped form *art.* can be attributed to the influence of parallel Italian normative texts,¹¹ in which this term is predominantly used in its shortened form.

The same tendency is observed in the frequently used term ‘(document) number’, expressed in Slovenian with the generalized term *Številka: 410-59/2020*, whereas in corresponding Italian parallel documents *numero del protocollo* ‘document number’ with its condensed form usually appears as: *N. prot.: 410-59/2020*.¹²

Regarding the abbreviated form of *numero*, it can be noted here that the translator may decide to use the plural form of the short form or not. This apparent inconsistency in both normative and informative texts may be ascribed to the fact that there are no fixed rules, but merely tendencies. The Treccani webpage (Treccani, 2015) dedicated to Italian specifies that the plural of *numeri* ‘numbers’ can be formed (*può . . . realizzarsi*) using the form *nn.*

¹¹ See Floros (2004), who specifies in the literature review that parallel texts are seen as comparable texts in different languages whose topic, function, and context are constant.

¹² The texts also offer cases with the postmodifying noun in Italian: *Številka: 371-631/2017 / Prot. n.: 371-631/2017* (for *protocollo numero*) ‘Number 371-631/2017’. Both forms, with either the preceding or following noun, are acceptable in Italian.

- (11) *Uradne objave, št. 40/00, 30/01 in 29/03 in Uradni list RS, št. 90/05*
Bollettino uff. n. 40/00, 30/01 e 29/03 e la Gazzetta uff. della RS, n. 90/05
 ‘Official Bulletin numbers 40/00, 30/01, and 29/03 and the Official Gazette of the Republic of Slovenia, number 90/05’

47. člen Odloka o občinskih cestah, Ur. objave štev. 2/04, 35/07, Ur.list RS štev. 40/11

Articolo 47 del Decreto sulle strade comunali, Bollettino Ufficiale, nn. 2/04, 35/07, Gazzetta ufficiale n. 40/11).

‘Article 47 of the Decree on municipal Roads, Official Bulletin, numbers 2/04, 35/07, Official Gazette number 40/11’

An additional example similar to ‘document number’ is the relatively nonspecific term *Telefon* ‘telephone’ used in forms intended for local residents, which is transferred into the target language in the more context-appropriate and precise form *N. di telefono* ‘telephone number’. All the examples given here indicate that the translation has narrowed the semantic field of this term, rendering it less inclusive, which has proven to be an effective translation strategy in a given context.

As seen above, the translator can decide to use an abbreviation to follow the Italian text conventions in parallel texts (as in the case of ‘article’ presented above) or to restrict the semantic field of a particular term by using a hyponym because such a restriction is characteristic in specific genres (as in the previously mentioned examples of ‘document number’ and ‘telephone number’).

3.1.5 Short form only in the target language

Sometimes the translator inserts an abbreviation although no corresponding cue is given in the source text, as in the example below, in which the name of the person that conducted the meeting is written. To follow the established Italian pattern in the parallel texts, the translator added the abbreviation *m.p.* (for Latin *manu propria*) ‘(signed) by one’s own hand’:

- (12) *Ime Priimek, Predsedujoča Občinskega sveta*
Nome Cognome, Presidente dei lavori del Consiglio comunale m. p.
 ‘First Name, Last Name, Chair of the Municipal Council’

Another example of good practice is the inclusion of the honorific *Sig.ra* (for *Signora* ‘Ms’) before a person’s name in the target text. From the pragmatic perspective, the insertion of this apposition contributes to increasing the politeness of communication:

- (13) *Za podžupanjo Občine . . . se imenuje članica občinskega sveta Ime Priimek*
Nella funzione di vicesindaco del Comune di . . . viene nominata la Sig.ra Nome Cognome,
membro del Consiglio del Comune di
‘Member of the municipal council First Name Last Name is appointed as the deputy mayor of the Municipality of . . .’

Last but not least, to demonstrate the translator’s tendency to improve the informative value of texts, mention should be made of the added abbreviation *n.* for *numero* ‘number’, which was omitted in the source text:

- (14) *Dokazilo o plačilu stroškov izpita na področju Občine Piran 01290-0100005871.*
Attestato di pagamento delle spese per la prova sul conto del Comune di Pirano n. 01290-
0100005871.
‘Certificate of payment of the test costs to the Municipality of Pirano’s account 01290-0100005871.’¹³

The translator’s accuracy in adding the expected abbreviation in the target language is particularly evident in two normative texts regarding the spatial plan of two municipalities, in which each source-language text contains fifteen appearances of the abbreviation *št.*, all translated with the abbreviation *n.* With all the short forms of *numero* added where necessary, one Italian translation totals twenty-seven appearances of *n.* and in the other twenty-nine appearances.

- (15) *Grafična vsebina Zasnove komunikacijskega omrežja je v merilu 1:50.000 prikazana na karti 2.4*

¹³ It might happen, however, that some abbreviations may remain unaltered, but this is clearly a case in which the abbreviation has escaped the translator’s attention, probably due to time constraints: *Ur. list RS št. 94/07 / Gazzetta Ufficiale RS št. 94/07* ‘Official Gazette no. 94/07’ or it might happen that the original abbreviation remains in the text next to the translated abbreviation: *Nepremičnine s par. št. 3705/1, k.o. Bertoki / Beni immobili p.c.n. št. 3705/1, c.c. Bertocchi* ‘Real estate with parcel number 3705/1, cadastral municipality of Bertoki’

L'elaborato grafico Pianificazione della rete di comunicazione è illustrata in scala 1:50.000, mappa n. 2.4.

'The graphic report The Design of the Communication Network is shown at a scale of 1:50,000 on map 2.4'

3.2. Different approaches to the expansions and short forms within one text

As far as the length of lexical units is concerned, they may or may not be rendered in the target language in the same way as in the source language, depending on the translator's judgement on their appropriateness in the target text (cf. Sections 3.1.1–3.1.5). This is clearly evident in Table 1, which contains data about abbreviations used in the mayoral proclamation launching the discussion on the municipal budget. The source language text contains 221 words, whereas the translation has 305 words. The extent to which abbreviations are used in the target language shows that the translator opted for the target-oriented strategy, following the tendency for the use of abbreviated forms in parallel Italian texts. This clearly indicates that the adoption of the source or target-oriented strategy also applies to the use or non-use of expanded and abbreviated forms.

In Table 2 it is particularly evident that the target-oriented strategy is followed in the translation of the document number, translated with the hyponym (*Prot. N.*); the word 'article' is abbreviated as in the parallel texts, and the formation of the abbreviated plural form follows the morphological rules of Italian, whereas the conjunction *o*: 'or' is not abbreviated, although a possible abbreviation is *ovv.*

Table 2: Abbreviations in the source and target language (Proclamation)

Slovenian	Italian	English
<i>Številka: 403-02-2</i>	<i>Prot. N.: 403-02-2</i>	document no.
<i>Na podlagi 28. člena</i>	<i>In virtù dell'art. 28</i>	article
<i>Uradni list RS, št. 79/99, 124/00</i>	<i>Gazzetta Ufficiale RS nn. 79/99, 124/2000</i>	nos.
<i>Uradni list RS št. 45/02</i>	<i>Gazzetta Ufficiale RS n. 45/02</i>	number
<i>o</i> :	<i>Ossia</i>	or

Table 2 also shows that uniform criteria for writing abbreviations are used in this particular text in both languages. As already mentioned, it is advisable to follow the same approach through the entire text (cf. the advice to follow the homogenous criteria for writing acronyms and abbreviations by Alfieri et al. 2011, p. 30), but most

often there is a combination of approaches, as shown in Table 3, featuring the abbreviations in a decree amending a spatial plan, in which in the target text the number of the document is abbreviated as *N.* (source-oriented) instead of with the hyponym *Prot. N.* or *N. Prot.* as in the target-oriented strategy, whereas the abbreviation of ‘article’ is present only in the translation (the target oriented-strategy). Also, the plural form *nn.* ‘numbers’ could be used to follow tendencies in Italian parallel texts. The Slovenian text contains 9,378 words, whereas its translation consists of 11,920 words.

Table 3: Abbreviations in the source and in the target language (decree)

Slovenian text	Italian text	English translation
<i>Uradni list RS, št. 33/07, 70/08 – ZVO-1B, 108/09, 80/10 – ZUPUDPP</i>	<i>Gazzetta Ufficiale della RS, n. 33/07, 70/08 – ZVO-1B, 108/09, 80/10 – ZUPUDPP</i>	number
<i>106/2010 popr.</i>	<i>106/10 corr.</i>	corrected
<i>1. člen</i>	<i>Art. 1</i>	article
<i>Architecta d.o.o.</i>	<i>Architecta srl</i>	limited liability company
<i>k.o.</i>	<i>c.c.</i>	approximately
<i>22,0 m nv</i>	<i>22,0 m slm</i>	above sea level
<i>maks. 31,0 m</i>	<i>massimo</i>	maximum
<i>dim.</i>	<i>dim.</i>	dimension
<i>Uradni list SFRJ, št. 30/91</i>	<i>Gazz. Ufficiale della RSFJ, n. 30/91</i>	Gazette
<i>Št.</i>	<i>N.</i>	Number
<i>l.r.</i>	<i>m.p. (Latin)</i>	(signed) by one’s own hand

Sometimes a unified approach in the use of abbreviations in the target text is not followed even in the same sentence, as in (16), in which *uradne, uradni* ‘official’ is at first abbreviated and then not:

- (16) *Na podlagi 4. člena Odloka o izbirni lokalni gospodarski javni službi “upravljanje določenih javnih parkirišč” (Uradne objave, št. 45/01 in Uradni list RS, št. 1/12) in 27. člena Statuta*

Visto l’articolo 4 del Decreto sul servizio pubblico economico facoltativo »gestione di determinati parcheggi pubblici« (Bollettino uff. n. 45/01, nonché Gazzetta ufficiale della Repubblica di Slovenia, n. 1/2012) e l’articolo 27 dello Statuto

‘Pursuant to Article 4 of the Ordinance on optional local public service “management of certain public car parks” (Official Publications, number 45/01

and Official Gazette of the Republic of Slovenia, number 1/12) and Article 27 of the Statute’

3.3 Abbreviations for academic titles

Sandrini (cited in Lalli Pačelat & Matticchio 2021, p. 281) states that translating from a majority language into a minority language—when the source text and the target text are used in the same context and when there is no transition from one language and culture to another, but rather a transition from one language to another within the same culture, subject to the same legal, school, political, and health system—is very complex. In this case, it is necessary to use different approaches to the translation of terminology (p. 281). As Lalli Pačelat and Matticchio (2021, p. 281) point out, some recent studies of Slovenian and Croatian texts clearly confirm the tendency to specific approaches in the translation of legal terminology of Slovenian Istria (Paolucci 2017, 2020, 2021) and in Croatia for the terminology of administration (Lalli Pačelat et al. 2020).

Due to differences in the education systems and, consequently, in academic titles between Slovenia and Italy, in some texts academic titles remain untranslated, following the Lisbon Recognition Convention or, specifically, the *Revised Recommendation on Criteria and Procedures for the Assessment of Foreign Qualifications* (2010), in which the Article 24 states: “As a rule, titles of foreign qualifications should be provided in the original language without translation.”¹⁴ In the corpus at hand, the tendency of not translating academic titles is observed in some lists of names; for example, in the list of authorized civil servants responsible for certain areas of public administration, in lists of persons responsible for various projects, and so on. However, if the academic title is a part of a text, it is always translated:¹⁵

¹⁴ A detailed list of Slovenian academic titles and their abbreviations is available on the website of the Legal Information System of the Republic of Slovenia (*Seznam znanstvenih naslovov in njihovih okrajšav* 2015).

¹⁵ An interesting exception is presented by an informative text in the form of a call for tenders newsletter, a genre that is not included in this analysis. The case is interesting because the web page with the news is managed by the Italian linguistic minority. In the news one can read about a document that ‘was prepared by the real estate appraiser and construction expert First Name Last Name, BS in civil engineering’ (*ga je izdelal cenilec stvarnega premoženja in izvedenec gradbene stroke Ime Priimek, univ. dipl. inž. grad. / è stato definito dal perito del patrimonio reale e esperto del settore edile, univ. dipl. inž. grad. Nome Cognome*) (<https://cancapodistria.org/sl/2022/08/19/razpisna-dokumentacija-javnega-razpisa-za-oddajo-poslovnega-prostora-kavarne-skupnosti-italijanov-santorio-santorio-koper-v-najem/>).

- (17) *izdelovalec je podjetje Pia studio d.o.o. Portorož, vodja projekta Ime Priimek, univ. dipl. inž. arh.* [for *univerzitetna diplomirana inženirka arhitekture*]¹⁶
realizzato da Pia studio d.o.o – S.r.l. Portorož –Portorose, responsabile del progetto Nome Cognome, dott.ssa [for *dottoressa*] *in architettura*
 ‘prepared by Pia Studio d.o.o. Portorož, project manager First Name Last Name, bachelor of science in architecture’

As can be seen in (17), the translator opted for the short form *dott.ssa* (for *dottoressa*) ‘female doctor’ to denote the title awarded after receiving the bachelor’s degree according to the Italian education system. The selection of this term confirms that the translator decided in favor of the target-oriented translation strategy, with a clear domestication effect (cf. Ožbot 2021, pp. 83–96). The text is written for informative purposes with no binding nature for the recipients, and therefore the target-oriented strategy is preferable to make the text better perceived by a wider audience (Paolucci 2020, p. 115). In the corpus at hand, the tendency to prefer domestication is evident in all the academic titles that are translated into Italian as *dott.* for males and *dott.ssa* for females to indicate someone with a bachelor’s degree¹⁷ (cf. Appendix 2).

In contrast to the target-oriented strategy, one finds cases of the source-oriented strategy as a result of literal translations, with an explicit foreignization effect. Paolucci (2020, pp. 129–130) claims that this strategy is recommended in normative texts, containing binding provisions for recipients. The adoption of this strategy in normative texts not only highlights the source language and legal system, but also the intention of the legislator. In the case at hand, such an approach is evident in translations of titles containing the element *univ. dipl.* (for *univerzitetni diplomirani*) to refer to a bachelor’s degree obtained in the pre-Bologna system presented in the list of professional titles for bachelor’s programs accredited before June 11th, 2004 (*Seznam strokovnih naslovov po dodiplomskih študijskih programih, akreditiranih pred 11. 6. 2004* 2015). This is sometimes translated into Italian as *laur. universitario in* (for *laureato universitario in* ‘university graduate in’) followed by the name of the discipline, resulting in a term not familiar to a wider Italian-speaking community in Italy.

¹⁶ The academic title valid for undergraduate programs accredited before June 11th, 2004 (*Seznam strokovnih naslovov po dodiplomskih študijskih programih, akreditiranih pred 11. 6. 2004* 2015).

¹⁷ For the Italian School system, see *Italian Qualifications Framework* (2011).

In between the two strategies, one finds an approach that could be called neutral or general because the translator chooses an intermediate option that covers both the source- and target-oriented approach. In this approach, regardless of the designation in Slovenian for denoting a bachelor's degree (*univ. dipl.*, *dipl.*), the translator's choice is the generic *laur.* or *laurea*, *laureato*, *laureata* plus the name of the discipline; for example, architecture, economics, and so on. At this point, it is necessary to specify that when the terms *univ. dipl.* and *dipl.* are used in the same document the translator usually distinguished between the two titles, referring to the first one with the source-oriented *laur. univ. in economia* and the second one with the neutral *laur. in economia*.

Summing up, there are no uniform tendencies in translating academic titles. Thus, for example, somebody that received a degree in economics and business is usually referred to with the abbreviations presented in Table 4:

Table 4: Abbreviations for 'bachelor of economics' in the corpus

Slovenian	Italian
<i>univ. dipl. ekon.</i> ¹⁸	<i>laur. univ. in economia</i>
<i>dipl. ekon.</i>	<i>laurea in economia</i>
<i>dipl. ekonomist</i>	<i>dott. in economia</i>
<i>univ. dipl. oec.</i> ¹⁹	
<i>dipl. ekon. (un.) spec.</i>	

Table 4 shows that no distinction is made to denote a specialization after the bachelor's program (*dipl. ekon. (un.) spec.*), probably because in the Bologna system there is no adequate correspondence to this pre-Bologna title (*Stopnje in ravni visokošolske izobrazbe*, 2020). As far as the use of the term *un/UN* is concerned to denote Slovenia's research-oriented bachelor's program (cf. School of Economics and Business, n.d.a) as opposed to the applied bachelor's program, (cf. School of Economics and Business, n.d.b) it is necessary to specify that the corpus contains only three cases in which it is clearly indicated that the person completed the research-oriented bachelor's program in business and economics, or *diplomirani ekonomist (UN)*, whereas there was no indication regarding the applied bachelor's program in business administration, or *diplomirani ekonomist (VS)*, which may suggest

¹⁸ The extended forms in this table are: *univ. dipl. ekon.* = *univerzitetni diplomirani ekonomist*, *dipl. ekonomist* = *diplomirani ekonomist*, and *dipl. ekon. (un.) spec.* = *univerzitetni diplomirani ekonomist, specialist*.

¹⁹ The abbreviation *oec.* is no longer used, but it was found in the case of a person that graduated from the Faculty of Economics and signed a document to be used in the municipal administration. Compare, for example, *dr. rer. oec.* (for *doctor rerum oeconomicarum* 'PhD in Economic Sciences'; Fran Pravopis, no date).

that in practice the short form indicating the distinction between the research-oriented and applied bachelor's program is only rarely used.

Another point of interest in this study concerns academic titles containing the designation *inženir* 'engineer' (usually abbreviated as *inž.* or *ing.*), for which inconsistencies occur especially if one first checks the Italian terms and then observes the Slovenian situation (Table 5):

Table 5: Equivalents for titles containing the word *inženir* 'engineer' in the corpus

Slovenian	Italian
<i>univ. dipl. ing.</i> <i>univ. dipl inž.</i> <i>dipl. ing.</i>	<i>laurea in ingegneria</i> <i>laurea univ. in + disciplina</i> <i>ingegnere</i> <i>ing.</i>
<i>inž. strojništva</i>	<i>ingegnere meccanico</i>

Table 5 shows that the title translated as *ingegnere* corresponds to both *univ. dipl. ing.* 'BS' and *inž.* 'BS', but this equivalence is invalid because the Slovenian terms refer to two different levels of education. The first one refers to the pre-Bologna system, which in the Bologna system changed into *dipl. ing.* as explained in documents about the degrees and levels of higher education (*Stopnje in ravni visokošolske izobrazbe*, 2020) to denote a research-oriented bachelor's degree, whereas the second one applies to the title obtained for an applied bachelor's degree (*Analiza stanja na področju višjega strokovnega izobraževanja*, no date).

In addition to the previously presented possibilities of non-translation, the source- and target-oriented strategies, and generalization, there is another one that can be found only occasionally and can be defined as a pragmatically less adequate expression in the given context, although it occurs in an informative text (cf. Table 6). This involves equivalents such as *sociologo* 'sociologist', *legale* 'legal counsel', *assistente sociale* 'social worker', and *psicologa* '(female) psychologist', which in the target language do not correspond to the academic degrees present in the source language, but rather to terms generally used to denote trained professionals in specific disciplines.

Table 6: Some examples of less adequate translations

Slovenian	Italian	English
<i>dipl. sociolog (UN)</i>	<i>sociologo</i>	bachelor of arts in sociology
<i>univ. dipl. pravnik</i> <i>univ. dipl. prav.</i>	<i>legale</i>	bachelor of law
<i>univ. dipl. soc. del.</i> <i>univ. dipl. soc. dela</i> <i>univ. dipl. socialna delavka</i> <i>mag. soc. dela</i>	<i>assistente sociale</i>	bachelor of arts in social work
<i>univ. dipl. psihologinja</i>	<i>psicologa</i>	bachelor of arts in psychology

Regarding the use of short and/or expanded forms for academic degrees in the target language, Table 1 (cf. Section 3) indicates that the expanded form is favored, mostly because the translators tend to predominantly (in 64% of cases) use general or neutral Italian equivalents, which are mostly realized as *laurea/laureato/laurata* plus the discipline. With the expanded version, more transparency is offered to the text recipient (Alfieri et al. 2011) and, with the general or neutral translation approach, the specific features of two different educational systems are not expressed, which means that potential inconsistencies that might be caused by a lack of uniformity in terminology (Paoluci 2017, 2020) are avoided.

4 Conclusion

Abbreviations are very frequent linguistic features in administrative texts in Slovenian Istria, appearing in almost all the texts analyzed (i.e., in 98 % of texts), following the principle of economy in language and well-established text-typological communication conventions in the genre (Lenassi 2020).

Regarding their presence in both languages, the study shows that they may or may not be rendered in the target language in the abbreviated way, following the shortened pattern in the source language. The use of the short form and/or its expansion in the target language is conditioned by various factors, of which just a few have been presented, and therefore further research would be needed to identify more precise trends and parameters in this field.

As far as the translation of abbreviations is concerned, the analyses show that translating general abbreviations does not present major problems because in most cases they are terms that are commonly accepted and usually abbreviated in both languages. If there are some cases of one-offs in the source language, they are understood from the context and adequately transferred into the target language with the corresponding expanded form. Translations show expected expressions, with some examples of good practice, such as added abbreviations, to increase the accuracy of the information provided, and some instances of hyponymy that appropriately narrow the semantic field of a translated term.

In contrast to general abbreviations, the abbreviations for academic degrees already pose some challenges in the source language because of the coexistence of titles acquired in either the pre-Bologna or Bologna programs, which may result in some possible inconsistencies in translations; for example, *ingegnere* to refer to both a research-oriented bachelor's degree and to an applied bachelor's degree. Furthermore, analyses show that there are five different orientations in translating abbreviated academic degrees: the source-oriented strategy, the target-oriented strategy, general or neutral equivalents, some rare cases of pragmatically less appropriate equivalents in given contexts, and, in accordance with the Lisbon Recognition Convention, some untranslated degrees, mostly in various lists of names. The analyses also demonstrate that, when translating abbreviated qualifications, translators most frequently opt for expansions in the target text to achieve transparency, as suggested by some studies, and for general or neutral equivalents, which might be ascribed to the fact that there is insufficient uniformity in terminology for the bilingual region of Slovenian Istria (Paolucci 2017, 2020).

In the light of the analyses carried out, it can be concluded that the translation process for a minority language community poses various challenges regarding shortened lexical units because in the absence of adequate public commissions (Paolucci & Lenassi 2021, p. 291) there are no universally agreed-upon sets of actual guidelines on which to ground one's decisions for which approaches and strategies to favor in order to guarantee the most adequate expression in certain communicative situations. In a variety of cases, there are several possible terminological options in the target language depending on various parameters that one should be aware of to provide the most appropriate and unequivocal option in the target language.

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Appendix I: General abbreviations

Slovenian texts	Italian texts
Člen	Art. (for articolo)
čl. (for člen)	Articolo
datum oddane vloge	data present. domanda (for data della presentazione della domanda)
davčna št. (for številka)	codice fiscale
d.o.o. (for družba z omejeno odgovornostjo)	s.r.l. (for società a responsabilità limitata)
GSM	Cell. (for cellulare)
fiz. (for fizična) oseba	GSM
ident. št. (for identifikacijska številka)	<i>absence of translation</i>
idr. (for in drugo)	n. ID (for numero identificativo)
ipd. (for in podobno)	... (<i>ellipsis</i>)
itd. (for in tako dalje)	o altro
k.o. (for katastrska občina)	ecc. (for eccetera)
l.r. (for lastnoročno)	etc. (for et cetera)
M., m. (for moški)	... (<i>ellipsis</i>)
matična št. (for številka)	c.c. (for comune catastale)
max. (for maksimalno)	m.p. (for Lat. manu propria)
n.m. (nad morjem)	M., m. (for maschile)
npr. (for na primer)	Codice di immatricolazione
n.pr. (for na primer)	massimo
Odl. US (for odlok Ustavnega sodišča)	s.l.m. (for sul livello del mare)
osn. kap. (for osnovni kapital)	ad esempio
oz. (for oziroma)	ad es. (for ad esempio)
p.c. (for podružnična cerkev)	p. es. (for per esempio)
parc. št. (for parcelna številka)	quali
popr. (for popravek)	Sentenza della Corte Costituzionale
preb. (for prebivalci)	capitale sociale
reg. št. (for registrska številka)	o
roj. (for rojen, rojena)	ovvero
s.p. (for samostojni podjetnik)	o/e
sprem. in dop. (for spremenjen in dopolnjen)	ossia
šol. leto (for šolsko leto)	ovv. (for ovvero)
Št., št., štev. (for številka)	chiesa succursale
Številka	p. c. n. (for particella catastale numero)
	particella catastale n. (for numero)
	ret. (for rettifica)
	rettifica
	in seguito
	corr. (for correzione)
	abitanti
	n. (for numero) targa
	nato, nata
	imprenditore individuale
	I.A. (for imprenditore autonomo)
	mod. ed int. (for modificato ed integrato)
	anno scol. (for anno scolastico)
	N., No., n., nr. (for numero)
	nn. (for numeri)

Slovenian texts

tel. (for telefon)
 tel. št. (for telefonska številka)
 tar. št. (for tarifna številka)
 vendar
 Ulica
 Uradne objave
 U. O.

 Uradni list RS
 Ur. list RS
 Ur. l. RS
 UL RS

 zap. št. (for zpredna številka)
 Ž., ž. (for ženski)
 ž.c. (for župnijska cerkev)

Italian texts

Prot. n. (for Protocollo numero)
 N. prot. (for Numero del protocollo)
 tel. (for telefono)
 numero di telefono
absence of translation
 ovv. (for ovvero)
 Str. (for strada)
 Bollettino ufficiale
 Bolletino uff.
 B.U.
 Gazzetta ufficiale della Repubblica di Slovenia
 Gazzetta Ufficiale della Repubblica di Slovenia
 Gazzetta ufficiale RS
 Gazzetta ufficiale della RS
 Gazzetta Ufficiale della RS
 Gazzetta uff.
 Gazz. Uff. della Repubblica di
 Slovenia
 Gazz. uff. della RS
 Gazz. uff. RS
 Gazz. Uff. RS
 G.U. della RS
 n. prog. (for numero progressivo)
 F., f. (for femminile)
 chiesa parrocchiale

Appendix 2: Abbreviations for academic degrees and professional titles

Slovenian texts	Italian texts
abs. (for absolvent) geologije	laureando in geologija
dipl. druž. (un.) (for diplomirani družboslovec; univerzitetni študijski program)	laurea in sociologia
dipl. ekon. (for ekonomist)	laurea in economia
dipl. ekon. (un.) spec. (for ekonomist, univerzitetni študijski program, specializacija)	laureata in economia
dipl. ekonomist	laurea in economia
dipl. inž. (for diplomiran inženir) navtike	dott. (for dottore) in ingegneria nautica
dipl. inž. (for diplomirani inženir) prometne tehnologije	ing. (for ingegnere) dei trasporti
diplomiran inženir tehnologije prometa	dott. in ingegneria delle tecnologie del trasporto ing. elett. (for ingegnere elettrotecnico)
dipl. ing. elekt. (for diplomirani inženir elektrotehnike)	laurea in ingegneria meccanica navale
dipl. ing. ladijskega strojništva	laurea in ingegneria navale
dipl. ing. navtike	laurea ing. tecnologie trasporti
dipl. ing. za tehnologijo transporta	laurea in geografia
dipl. geograf	laur. (for laureato/laurea) in ingegneria civile
dipl. inž. grad. (for diplomirani inženir gradbeništva)	laurea in ingegneria edile
dipl. inž. gradbeništva	laurea in tecnologie dei trasporti
dipl. inž. tehnologije prometa	
dipl. kulturologinja in soc. antrop. (for socialna antropologinja)	laurea in scienze dei trasporti laurea cultural. sociol. antrop. (for antropologia culturale e sociale)
dipl. marketinga (for diplomant marketinga)	laurea in marketing
dipl. m. s. (for diplomirana medicinska sestra)	laurea in infermieristica
diplomiran organizator turizma	dott. (for dottore) in organizzazione del turismo laur. scienze turistiche (for laurea/laureato in scienze turistiche)
dipl. org. tur. (for diplomirani organizator turizma)	laurea in economia aziendale
dipl. posl. (for poslovni) ekonomist	dott.ssa (for dottressa) in scienze sociali
diplomirana socialna delavka	sociologo
dipl. sociolog (UN) (for univerzitetni študijski program)	laureata in organizzazione amministrativa
dipl. upravna organizatorka	laurea organizz. (for organizzazione amministrativa)
dipl. upr. org. (for diplomirana upravna organizatorka)	laur. sc. amministrative (for laurea in scienze amministrative)
dipl. upravni organizator	laurea in scienze dell'amministrazione
dipl. varstvoslovec	laurea in scienze della protezione
direktorica izvajanja zdr. zav. (for zdravstvenega zavarovanja)	direttrice della prestazione delle assicurazioni sanitarie
dr. (for doktor) znanosti geopolitike in geoeconomije	dott. (for dottore) di ricerca in geopolitica e geoeconomia
ing. oblikov. tekstila in oblačil	ing. designer di tessuti e abiti
inž. (for inženir)	ingegnere

Slovenian texts	Italian texts
inž. strojništva	ingegnere meccanico
inštruktor prakt. (for praktičnih) vsebin	istruttore di applicazioni pratiche
magister ekonomskih znanosti	dott. mag. scienze economiche
magistra ekonomije	dott. magistrale in economia
magister farmacije	dott. magistrale in farmacia
mag. dr. veterinarske medicine (for magister doktor)	dott. (for dottore) magistrale di medicina veterinaria
mag. politologije	dott. mag. in scienze politiche
mag. pravnih ved	master in giurisprudenza
mag. prava	laurea magistrale in giurisprudenza
mag. prof. inkluzivne pedagogike (for magister profesor)	dott. (for dottore) magistrale in pedagogia inclusiva
mag. soc. (for magister socialnega) dela	assistente sociale
magister socioloških znanosti	dott. mag. (for dottora magisrale in) scienze sociologiche
mag. upr. ved (for magister upravnih ved)	master in scienze amministrative
mag. veterine (for magister veterine)	dott. (for dottore) magistrale in veterinaria
	dott. mag. (for dottore magistrale) in veterinaria
	laurea magistrale
mag. (for magister) znanosti	dott. mag. in org. (for dottore magistrale in organizzazione)
mag. znan. org. (for magister znanosti organizacijskih) ved	
namestnica dir. veterin. amb. (for namestnica direktorja veterinarska ambulanta)	vicedirett. ambulat. veter. (for vicedirettrice dell'ambulatorio veterinario)
oblik. (for oblikovanje) in urejanje splet. (for spletnih) potralov	realizzatore siti web e portali
poobl. za vod. upr. postopkov (for pooblaščenci za vodenje upravnih postopkov)	funzionari autorizzati a svolgere e a decidere
samost. ref. (for samostojni referent) obdelave zav. (for zavarovalnih) pogodb	referente autonomo assicurazione
strok. sod. (for strokovni sodelavec)	coll. tec. (for collaboratore tecnico)
univ. dipl. (for univerzitetni diplomirani) ekonomist	dott. in economia
univ. dipl. ekon. (for ekonomist)	laureato in economia
	laurea in economia
	laur. univ. (for laurea universitaria) in economia
	laureato in geografia
	laurea in geografia
	laureato in microbiologia
	laurea in ingegneria
	laurea ing. tecnologie trasporti (for laurea in ingegneria delle tecnologie dei trasporti)
	laurea in tecnologie dei trasporti
	ingegnere
	laur. univ. in architettura
	laurea in architettura
	laur. univ. in ingegneria civile
	laurea in scienze forestali
	laurea in scienze della difesa
univ. dipl. inž. grad. (for gradbeništva)	
univ. dipl. inž. gozdarstva	
univ. dipl. obramboslovec	
univerzitetni diplomirani pedagog	

Slovenian texts	Italian texts
univerzitetni diplomirani pravnik	dott. (for dottore) in pedagogia
univ. dipl. prav. (for pravnik)	dott. in giurisprudenza
	laurea in giurisprudenza
	laur. univ. in giurisprudenza
univ. dipl. polit. (for politolog)	legale
univ. dipl. politologinja	laur. univ. in scienze politiche
univ. dipl. psihologinja	laureata in scienze politiche
	psicologa
univ. dipl. socialna delavka	laureata in scienze sociali
	laurea in scienze sociali
	laurea in servizio sociale
	assistente sociale
univ. dipl. soc. (for sociolog)	laurea in soc. (for sociologia)
upr. teh. (for upravni tehnik)	tecnico amministrativo
v.d. (for vršilec dolžnosti)	f.f. (for facente funzioni)
viš. med. tehnik (for višji medicinski tehnik)	laureato in infermieristica
viš. upr. del. (for višji upravni delavec)	ufficiale amministrativo superiore
višja svetovalka za gosp. in tur. (for gospodarstvo in turizem)	consulente sup. economia e tur. (for consulente superiore per l'economia e per il turismo)
višji med. (for medicinski) tehnik	laureato in infermieristica
vodja reševanja zav. (for zavarovalnih) primerov	res. per la ris. degli inf. (for responsabile per la soluzione *risoluzione degli infortuni)

