ATLAS translations

Americanisation Checklist

October 2026

Americanisation

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

Americanisation 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 are also considered and will be verified.

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

The list below gives some examples of different terminology used in British English and American English:

British English	American English
Bank Holiday	Legal Holiday
Fortnight	Two weeks
Ordinary/extraordinary general meeting (of the shareholders)	regular/special shareholders' meeting
(Memorandum and) Articles of Association	(Articles of Incorporation and) Bylaws
Profit and Loss Account	Income Statement
Chairman	President/Chairman
Managing Director	Chief Executive Officer
Estate Agent	Realtor
Bureau de Change	Currency Exchange
Property	Real Estate
Post Code	Zip Code
Prison	Penitentiary

Stand (for office)	Run (for office)
Unit Trust	Mutual Fund
Cheque	Check
Current Account	Checking Account

It is often worthwhile establishing whether your audience or the recipients of your document would prefer British or American terminology. A British person may understand many US terms and vice versa, 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?
- When is your deadline?
- Do you have any additional or special instructions?