



# RingCentral Localization Style Guide DUTCH

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## Style Guide History

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Date	Version	Changes	Author
May 26th 2020	0.0	Localization Style Guide Template Creation	Nathalie Lauwerier
June 7th 2020	1.0	Localization Style Guide Template Rework and Updates	Nathalie Lauwerier
July 26th 2021	1.1	Spacing around tags Product names official translations	NL specialist

## ***What's New?***

Last Updated:

*(This section will contain detailed update changes for further versions)*

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## General Overview

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This Style Guide is intended to help translators, reviewers and proof-readers to maintain unified style, avoid ambiguities, and understand expectations to ensure good language quality content in Dutch.

This Guide addresses general translation issues and specifics for the Dutch language. The Guide is not a complete list of rules or grammar. It focuses on ambiguities, customization and frequent errors.

In general it is important you capture RingCentral content's intended meaning and transfer it into businesslike and clear language that is best suited to a wide Dutch-speaking audience. Avoid literal translations. Translating literally without paying attention to Dutch rules for style and idioms can result in sentences that are hard to understand.

As a rule, translations should be well-formed grammatically, contain correct spellings, adhere to common use of terms, titles and names, and be intuitively acceptable. A native speaker should at all times be able to sensibly interpret the translations.

***Important:*** *If any of the topics developed in this style guide conflict with RingCentral approved terminology lists, instructions or reference material provided, the client's specific instructions should take precedence over this document.*

## ***Style Guide Conventions***

Throughout RingCentral Localization Style Guide, the main subjects will be illustrated with examples (the incorrect translation in red and the correct option in green).

This is the example in source language.

This is the example of the incorrect translation.

This is the example of the correct translation.

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## Software Localization

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### **Buttons**

Buttons should typically be translated as verbs. Generally, the infinitive form is used. Be concise, avoid using articles or prepositions and go straight to the point. Translations of buttons do not end in a period, unless they consist of more than one sentence.

English	Incorrect translation	Correct translation
Open File	Open het bestand	Bestand openen
Cancel	Annuleer	Annuleren

### **Names of RingCentral Products, Applications and Features**

In many cases, product/application names are trademarked, thus not to be localized. However, it is paramount that before translating any product, application, third party or feature names you check your reference material and linguistic instructions, including terminology lists.

### **Adaptation to Dutch Market**

Sometimes you may need to replace English examples by Dutch equivalents. The explanation about the use of wildcards is a good example of text in need of localization/adaptation:

*Two wildcard operators are supported:*

*\* will match any combination of characters*

*? will match any single character*

*For example, searching on '\*ing' will select any knowledge base items that contain 'fishing', 'hunting', 'ring' or 'drinking'. Searching on '?ing' will return knowledge base items containing the word 'ring'.*

*In addition, there is an implicit '\*' added to the end of all keywords so that searching on 'print' will also select 'printer' and 'printing'.*



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## Linguistic Overview

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### ***Style and Tone***

Important here to note is the following with regard to how the user should be addressed:

The target audience are businesses so the style and tone should be appropriate for business. Use **Formal addressing of people: u/uw (you/your)**.

Overall, our register should be professional and welcoming. Try to make it business casual. Be precise and clear, consistent and natural. Rephrase sentences that are not clear enough, and rework sentences that sound like a translation. Do not hesitate to break up long English sentences into smaller parts in order to provide better understanding.

Even though we use the formal address, try to avoid an unnecessarily formal or pompous tone. Please refrain from using words that add formality without adding meaning, like 'tevens', 'met ingang van', 'betreffende'...

### **Overview of Style Expectations**

**For most product UI, Support Content (Support site, KB Articles) and Customer Training Materials:**

- **Accurate and concise (exact):** no ambiguities or mistranslations
- **Clear and coherent (readable):** target reader should understand the text easily
- **Objective:** neutral, do not insert your own opinion, avoid colloquial or slang words, be always politically correct, aim for bias-free language
- **Correct:** content and numbers should be free of mistakes
- **Complete:** do not leave out content (words, phrases, whole paragraphs)
- **Keep an eye on the target reader:** The tone of American documentation and software is often paternalistic. In your translation, avoid a condescending, childish or overly familiar tone and treat the reader as an adult and a professional. Strive for clarity without resorting to unnecessary repetition. Downplay humor and keep the tone business-like.

**For Marketing Content, E-mails, Product Guides, PR letters, Customer Proposals and selected UI components:**

All of the above requirements should be met. For these components excellent language quality content in Dutch is expected. So there are some additional requirements:

- **Idiomatically correct:** use of correct verbs, metaphors, expressions, etc. so that text does not sound like a translation
- **Avoid literal translations.** Translating literally without paying attention to Dutch rules for style can result in sentences that are hard to understand. Try to balance faithfulness to the source and readability in the target language.
- **Avoid the passive voice** and the use of the word 'men'. It is too formal and wordy. Use the active form to improve readability. Passive voice is only advised in specific texts like legal and official documents (e.g. privacy policies, terms of a contract, NDAs, etc.)
- **Use of Possessives.** Possessive adjectives are typically used frequently in English, but in RingCentral translations, the use of the second-person possessive, as in "uw bestanden" is to be avoided. Simple articles can often replace possessive adjectives.

### ***Cross-references***

You might encounter cross-references in some technical documents.

Cross-references mention other parts of text or other documents, and can be either "internal" or "external":

#### **Internal Cross-references**

References to chapters, sections, headings or titles within the file or within the document you are translating. (Do not forget that one document might be part of a larger translation kit.)

#### **External Cross references**

References to titles of other documents that you are not translating or have been already translated in a previous project. In these instances, please check whether this text or document has been localized before, and match the relevant translations, unless otherwise specified by project-specific instructions.

**Tip:** Cross-references have to be referenced consistently throughout your translation as well as throughout all files. Translation of document titles (external cross-reference) might be included in the terminology list or the reference material. If you are unable to retrieve this information, please contact the Project Management team or your Language Lead. If, on the other hand, the document has not been translated before, please leave as in source language.

Cross-references normally include the following standard or similar phrases:

Key phrases for internal cross-references:

- Refer to section [...]
- For more information see chapter [...] in this document
- See also table [...] below.

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- See graphic 12.1 “[title of graphic]”

Examples of a key phrase for external cross-references:

- o For more information, see user manual “[title]” of previous product.
- o See also previously published user guide “[title]”

## Political Correctness

### Politeness

English may sometimes tend to be “over polite”. Instructions given to the user often begin with “Please”.

Dutch does not require the same caution. Do not hesitate to be more direct and use the imperative form or similar constructions where appropriate.

English	Incorrect translations	Correct translation
Please enter your user name.	Gelieve uw gebruikersnaam in te voeren.	Voer uw gebruikersnaam in.

**Commented [1]:** High Quality Expectations: focus on readability

**Commented [2R1]:** This requirement is a standard quality expectation for Dutch content that would be left out at a level 2 but not at level 3. It is not a must-have but a nice-to-have. Dutch language is very direct and most linguists would correct this automatically. I want to put it here though because it is something that can easily be checked in post edit.

**Commented [3R1]:** Hi Nathalie, yes, for quality level 3, we can try to avoid “please” in target.

**Commented [4]:** High Quality Expectations: focus on readability

### Gender

Where the English uses “it, they or them” without having to use a gender, some “gendered” languages, such as Dutch, often need to choose between a feminine or masculine form. To promote diversity and inclusion we should try to avoid gendered sentences. Translators should do their best to use gender-neutral writing as much as possible. When referring to persons, if possible use words like ‘deze’ and ‘die’ instead of ‘hij’ or ‘zij’. Try to find a good balance between bias-free language and fluency.

English	Incorrect translation	Correct translation
The service team will contact the customer and inform him/her.	Het serviceteam neemt contact op met de klant en informeert hem/haar.	Het serviceteam neemt contact op met de klant en informeert deze.
Ask your network administrator if he can adapt your computer for the application.	Vraag de netwerkbeheerder of hij/zij uw computer voor de toepassing geschikt kan maken.	Vraag de netwerkbeheerder of deze uw computer voor de toepassing geschikt kan maken.

**Commented [5R4]:** Also here I feel the expectation is not really phrased as a ‘must’ since ‘Try’, ‘do their best’ is used, meaning it is not a hard requirement but something I would like to be part of the light post editing?

**Commented [6R4]:** Hi Nathalie, Agree. Will share this with our NL linguists.

## Articles

For the proper use of articles, please refer to standard Dutch grammar rules regarding articles in <https://onzetaal.nl/taaladvies/lidwoord/> or refer to the official word list <https://woordenlijst.org/#/>

Here are some particular cases for some which de and het are possible. This is what we want to use for RingCentral translations:

- het touchscreen
- het account
- de display
- de webinar
- de whitepaper
- de badge

Please don't hesitate to contact the RingCentral Dutch language lead when encountering other nouns that can have both de/het to know which choice RingCentral is taking. That way we can ensure consistency.

## Conciseness / Fluency

English sometimes uses additional words to express concepts. Check the context, concentrate on the meaning and render it as clearly as you can.

Keep the following guidelines into account:

**For most product UI, Support Content (Support site, KB Articles) and Customer Training Materials:**

- Avoid bloated expressions like „die het mogelijk maken...“.
- Avoid overly long or complex compounds. Unintuitive compounds are ultimately an intelligibility and usability issue.

**For Marketing Content, E-mails, Product Guides, PR letters, Customer Proposals and selected UI components:**

- "Please" and "sorry" are not translated.
- "Successfully" should not be included in the Dutch translation.
- Avoid starting a sentence with „Om...“.
- Avoid starting a sentence with „Bijvoorbeeld“.

**Commented [7]:** High Quality Expectations: focus on readability

**Commented [8R7]:** I feel this whole part is important. I split the guidelines up based on the components. The ones I left for level 3 are required for usability.

**Commented [9R7]:** OK, agreed

**Commented [10]:** High Quality Expectations: focus on readability

**Commented [11R10]:** I feel this whole part is important. I split the guidelines up based on the components. The ones I left for level 3 are required for usability.

**Commented [12R10]:** OK, agreed

**Commented [13]:** High Quality Expectations: focus on readability

**Commented [14R13]:** I feel this whole part is important. I split the guidelines up based on the components. The ones I left for level 3 are required for usability.

**Commented [15R13]:** OK, agreed

**Commented [16]:** High Quality Expectations: focus on readability

**Commented [17R16]:** I feel this whole part is important. I split the guidelines up based on the components. The ones I left for level 3 are required for usability.

**Commented [18R16]:** OK, agreed

## Overtranslation

Overtranslation should be avoided. Overtranslation is the use of unnecessary words where a less verbose version of the text would be equally clear. A common example would be the use of 'met behulp van' where 'met' works just as well.

## Literal Translations

Translating literally without paying attention to Dutch rules for style and idiom can result in sentences that are hard to understand and thus higher the risk of mistranslation. In some cases, literal translations may also be ungrammatical. Here are some of the most common examples:

English	Incorrect translation	Correct translation
You may also find it easier to write complex formulas if parts of those formulas contain named, shorter formulas.	<i>U kunt het ook gemakkelijker vinden om complexe formules te schrijven als onderdelen van die formules benoemde, korte formules bevatten.</i>	<i>Complexe formules zijn ook eenvoudiger samen te stellen als ze bestaan uit kleinere formules die een naam hebben.</i>
When you have finished selecting your product, click the Next button..	<i>Wanneer u het product geselecteerd hebt, klik op de knop Volgende.</i>	<i>Klik op de knop Volgende als u het product hebt geselecteerd.</i>
GPS drains the battery quickly so you'll want to use it only for a limited time.	<i>Omdat de GPS de batterij snel kan ontladen, wilt u deze slechts een beperkte tijd gebruiken.</i>	<i>Omdat de GPS de batterij snel kan ontladen, kunt u deze maar een beperkte tijd gebruiken.</i>

## Terminology and Word Choice

### Technical Terms

- Regarding technical terms, the RingCentral Glossary is your first and binding source.
- For terms not listed in the glossary stick to Microsoft standard terminology where applicable:  
(<https://www.microsoft.com/en-us/language>)

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- Use available online resources like Wikipedia, administrator web pages, large IT vendor portals etc.
- In case of doubt check back with your PM or Language Lead.

### General Word Choice

*This section will be complemented by the Language Lead when common word choices are noticed that need to be corrected regularly.*

English	Incorrect translation	Correct translation

### Capitalization

Dutch capitalization differs from the English one, so please follow the Dutch rules.

Always adhere to the following guidelines:

- When referring to UI elements, always use Uppercase.
- The first word following a colon should not be written with a capital in Dutch, unless there is more than one sentence after the colon. In that case, the first word should be written with a capital.
- In sentences and headings, only use uppercase at the beginning of the sentence.

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- Even if titles and headings are fully capitalized in English, follow the Dutch rules. An exception to this are legal texts, where capitalization conveys a specific meaning and must be retained in the translation.

Ex:

This individual agreement (the "Individual Agreement") is a binding agreement...

Deze individuele overeenkomst (de 'Individuele Overeenkomst') is een bindende overeenkomst...

- Product names follow the source capitalization.
- Please also use accents on uppercase letters to avoid pronunciation problems: **GEÏNTEGREERD**, **GEÛPLOAD**, **BELGIË**.
- Use lowercase in months, days and currencies.

### **Spelling**

Do not forget to run the spell-checker when you have completed your translation. If possible, copy the translated word into Word to be able to use the grammar checker too.

### **Punctuation**

#### **Spacing**

Brand name tags need to be separated from the preceding or following text with a space.

English documents often include double spaces after full stops. Run a controlled search and replace them by single spaces in Dutch.

Use non-breaking spaces to prevent certain expressions to be separated at the end of a line, such as people's names, numbers, software names and versions, etc. To obtain such a space, press Ctrl + Shift + Space bar in MS Word or use Alt+0160. Do not use non-breaking spaces in software files, though.

#### **Use of punctuation**

Please follow the Dutch punctuation rules as described [here](#) or by any other official Dutch references.

#### **Comma**

Use a comma in situations where a sentence would otherwise be too long or complicated, or where omission of the comma could cause confusion. Do not use

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the comma to separate two sentences. Consult Schrijfwijzer, the link above or other official resources for more information on how the comma is used in Dutch.

### Period

A period is used to end a sentence, a paragraph or an abbreviated word.

Please consider the following uses of the period in Dutch when translating RingCentral content into Dutch:

- Acronyms and units of measurement are not spelled with periods.
- The period is used as a separator in the following situations:
  - Thousands (but not in years, postal codes, phone numbers etcetera)  
ex: 1.000.000
  - Dutch bank account numbers (Not Belgian)
  - Version numbers
- Do not use full stops after headings and titles, after columns in a table, or after captions used with illustrations, tables etc., unless the expression considered is a full sentence.
- Do not use full stops if a sentence ends with an abbreviation, an interrogation or exclamation mark, ellipsis, or colon.

### Colon

Try to avoid using colons, esp in marketing related content.

Use colons to introduce lists and at the end of a sentence that introduces a procedure.

Remember that if a colon is followed by more text, the first word after the colon does not get a capital, if the item following the colon is a single sentence.

### Semicolon

As a rule, semicolons are preferably avoided. In case semicolons are used, make sure Dutch punctuation rules with regard to the use of the semicolon are respected. After a semicolon a complete sentence must follow, with a personal form.

For marketing and PR content semicolons should never be used. Cut the sentence in two smaller ones to enhance readability.

### Ellipsis (...)

The use of the ellipsis in Dutch is extensively described [here](#).

What is important to know is that in front and behind an ellipsis in general there is a space. However, if a word is aborted, there is no space in front. Unless the hyphen is in parentheses, the hyphen does not have a period at the end of a sentence. The third period is then the end of the sentence.

Commented [19]: Focus on Readability

Commented [20R19]:

Commented [21]: Focus on Readability

Commented [22R21]: Rewritten as to reflect the expectation at level 3

Commented [23R21]: OK, agreed

Commented [24]: Focus on Readability

Commented [25R24]: Rewritten as to reflect the expectation at level 3

Commented [26R24]: OK, agreed



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When ellipsis dots are used in English, they must be used in Dutch as well.

English	Incorrect translation	Correct translation
Installing software...	Installeren van software	Installeren van software ...

### Hyphen (-) / n dash (–) / m dash (—)

#### - Use of normal hyphen (-)

=> to connect the components of certain compounds.

*NOTE!! Please consult the Taalunie rules regarding the use of hyphens in compounds in Dutch as it tends to get complicated and the logic is sometimes challenging.*

=> to separate words across a line break

=> as an ellipsis marker for a component that has been omitted. It cannot be used for ellipsis of a whole word and the ellipsed component should be a word part of equal value, not a separate word.

=> in cases where a word or word combination cannot be broken down in the location of the hyphen (a non-breaking hyphen).

=> The hyphen is also used as the minus sign.

Examples:

Incorrect use for RC	Correct use for RC
PowerPoint presentatie	PowerPoint-presentatie
hard en software	hard- en software
pagina's 15 18	pagina's 15-18

#### - Use of n dash and m dash:

Do not use the En or Em-dash. Replace En or Em dashes that appear in English text by commas or brackets.

Incorrect use RC	Correct use for RC
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De aard van de gegevens in de cel – tekst, een getal of een formule – heeft invloed op de uitlijning ervan	De aard van de gegevens in de cel (tekst, een getal of een formule) heeft invloed op de uitlijning ervan.
--	---

### Round and square brackets

- Use round brackets:

=> For further explications which would otherwise disrupt the sentence. The first letter is a lower case unless the sentence in parentheses is an independent sentence.

=> When adding the full form of an acronym. See below for more info on the use of acronyms.

=> The area code of phone numbers is written between brackets.

- Use of square brackets: For detailed rules, please follow the [Taaladvies](#) guidelines.

=> Square brackets are sometimes used for indicating variables or for indicating additional information within round brackets.

Examples
Vul de gevraagde gegevens (getallen) op de stippellijn in.
XML (Extended Markup Language)
Afdrukken (optioneel)
(090) 123 45 67
Geef het pad op (UNC-pad [intern] of URL [extern]) en klik vervolgens op Opslaan.

### Quotation marks

- Only **single straight quotation marks** are used. Unlike in the English source texts, we use single quotation marks to mark names of chapters, sections and appendixes of manuals.

But please note: don't use single quotes around placeholders even if the placeholders are enclosed with quotes in English source.

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- Double quotes are only used for direct quotations.
- In English, file names and other variables are often placed between single quotation marks. In Dutch, we omit these.
- Please consult [Taaladvies](#) for the use of quotation marks in combination with other punctuation marks.

Examples
Wilt u de wijzigingen in Profiel opslaan?
Het kantoor was zogenaamd 'tijdelijk' gesloten.

Note: do not use abbreviations like "zo'n" or "'t"

### ***Apostrophe***

Please use straight apostrophes consistently in the translations, instead of curly apostrophes.

### ***Enumerations***

The items of an enumeration are usually preceded by a bullet or a sequential number. Use the same format in your translation as in the original text.

### **Complete sentences**

The sentence introducing the enumeration ends with a colon. Each part of the enumeration starts with a capital letter and ends with a period (or question mark).

De volgende gevallen zijn mogelijk:

- De server bevindt zich in het netwerk.
- De server bevindt zich buiten het netwerk.

### **Phrases/words**

If the parts of an enumeration consist of a single word or a small group of words, the punctuation marks may be omitted altogether.

De server kan zich op de volgende locaties bevinden:

- binnen het netwerk
- buiten het netwerk

### Parts of sentences

If the enumeration consists of phrases or parts of sentences, then the sentence introducing the enumeration ends with a colon. Each part of the enumeration starts with a lowercase letter and ends with a semicolon. Only the last part of the enumeration gets a period.

U moet de software installeren als:

- de server zich in het netwerk bevindt;
- de server zich buiten het netwerk bevindt;
- de server toegankelijk is vanaf mobiele apparaten.

### Abbreviations

Do not use abbreviations in body text. Expressions such as 'met betrekking tot' and 'ten aanzien van' must be written in full instead of being abbreviated to, respectively, 'm.b.t.' and 't.a.v.'.

Abbreviations are only used when absolutely necessary, except for units or when there are space issues. Make sure to be consistent and do not abbreviate a term in some sentences and spell it out in other sentences.

With regard to text length the use of abbreviations and the omission of articles and prepositions in on-screen text is only allowed in exceptional situations. If there is insufficient space, articles and prepositions can often be omitted first, without the text losing content or clarity. However, do not use this 'telegram style' if it is not necessary.

### Acronyms

In Dutch acronyms are thought of as 'letterwoorden' and 'initiaalwoorden'.

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In the [Woordenlijst.org](https://woordenlijst.org) you can find a detailed description and examples of letterwoorden and initiaalwoorden.

- **The most important rule** is that we write an initiaalwoord or a letterwoord without any periods. We follow the capitalization of the abbreviated words. If an organisation uses a notation that deviates from this rule, we follow their notation. This often applies to names of products and standards, so that capitals are copied and used.
- **The second important rule applies to compounds and derivatives.** For letterwoorden without capitals (and as letterwoorden or initiaalwoorden become more accepted, the capitalization disappears), the hyphen or apostrophe disappears when it is included in the compound or derivative. For letterwoorden that do have capitals, and for initiaalwoorden, the rule is that the capital and apostrophe are retained.

Examples:

pincode  
cd-romstation  
btw-tarief  
pc-gebruiker  
AOW'er  
tv-kijker  
RAM-geheugen

- When an acronym makes its first appearance in the text, we recommend spelling it out. Put the full term between brackets, immediately after the acronym. After this initial clarification, the acronym can be used without the full term.
- If the acronym refers to a term that is not normally translated into Dutch, then only give the full English term. If the term that the acronym refers to does have a generally accepted translation, use the acronym followed by the Dutch term. In both cases, use only the acronym once the term has been clarified.

Example:

OLE (objecten koppelen en insluiten)

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- For detailed guidelines on the spelling of acronyms in compounds, please follow the guidelines as described in [Taaladvies](#).

Examples:

LAN-verbinding

btw-tarief

- Acronyms that require no explanation include: ADSL MS-DOS GUI pc ASCII ANSI EGA VGA PCI ROM UNIX TCP/IP cd-rom dvd-rom
- Very few acronyms are localized in Dutch. Most of these are names or organizations or countries.

Examples: VK, VSA, VAE, EU, VN. If the name of a country or organization that consists of multiple words is localized, then so is the acronym for it.

## Numbers

Numbers should be written in full:

- When used as nouns.
- When appearing alone and representing simple quantities, usually the numbers up to 12.
- In expressions like “in the 80s”.

Dates, large numbers, ages, document references (paragraph, page, etc.) should be written as numbers. Remember to replace the decimal point by a comma and the thousand separator by a dot.

English	Incorrect translation	Correct translation
0.25	0.25	0,25
1,254.28	1,254.28	1.254,28
18,567	18,567	18.567
8,990,500	8,990,500	8.990.500

Note: Avoid mixing numerical and alphabetical forms.

## Units of Measure

By law, the Netherlands uses the metric system. Pounds, miles, inches, feet and gallons have no legal meaning and are to be avoided as much as possible.

If the content includes units of measures that do not apply to your locale, for example imperial system ones, you might be instructed to either add converted value of the system that applies to your locale first and leave the original one in brackets, or to convert the value into its metric equivalent, based on the project requirements. Use the table below for reference.

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Units of measure should be separated from the preceding number by a non-breaking space, e.g. 15 °C.

<b>Imperial</b>	<b>Metric</b>
1 inch (", in)	2,54 cm
1 foot (ft.)	30,48 cm
1 yard (yd.)	91,44 cm
1 mile (m, ml)	1,609 km
1 pint (pt.)	0,57 l
1 quart (qtr.)	1,136 l
1 gallon (g, gal)	4,546 l
1 ounce (oz.)	28,349 g
1 pound (lb.)	453,59 g
1 stone (st)	6,348 kg
1 ton (t)	1 016 kg

Note: monitor sizes are always expressed in inches and represent, therefore, one of the few exceptions.

Here is a list of some current units of measure and their Dutch equivalents:

<b>English</b>	<b>Dutch</b>	<b>Abbreviation</b>
Kilometer (Km)	Kilometer	km
meter	meter	m
decimeter	decimeter	dm
centimeter	centimeter	cm
millimeter	millimeter	mm
liter	liter	l
deciliter	deciliter	dl
centiliter	centiliter	cl
milliliter	milliliter	ml
ton	ton	t
kilogram	kilogram	kg
pound	pond	Pfd.
gram	gram	g
decigram	decigram	dg

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centigram	centigram	cg
milligram	milligram	mg
kilobyte	kilobyte	kB
megabyte	megabyte	MB
gigabyte	gigabyte	GB
gigabit	gigabit	Gbit
inch	inch	"
feet	voet	'
mile	mijl	m
gallon	gallon	gal
millisecond	milliseconde	ms
second	seconde	s
minute	minuut	min
Volt	Volt	V
Watt	Watt	W
Hertz	Hertz	Hz
Megahertz	Megahertz	MHz
Celsius degree	graden Celsius	C
bit per second (bps)	bit per seconde	bit/s
kilobit per second (kbps)	Kilobit per seconde	kbit/s
megabit per second (Mbps)	megabit per seconde	Mbit/s
gigabit per second (Gbps)	Gigabit per seconde	Gbit/s
byte per second (Bps)	Byte per seconde	B/s
kilobyte per second (kBps)	Kilobyte per seconde	kB/s
megabyte per second (MBps)	megabyte per seconde	MB/s
gigabyte per second (GBps)	gigabyte per seconde	GB/s
points	punten	Pnt.

Note: After abbreviations of units of measurement - according to official Dutch standards - there is no period.



## Percentages

The percent sign is %, as in 99% for example, without a leading space.

## Date and time

### • Date

- Default Short Date Format: d-m-yy

In the short date format, the month (without leading zero), the day (without leading zero) and the year (without century) are displayed in numbers.

Ex: 5-10-20

- Default Long Date Format: dddd d mmmm yyyy

In the default long date format, the names of the days are optional and the name of the month is spelled out completely. The years are written in four numbers. The names of the workdays and months start with a lower case. Please use abbreviations listed below

Ex: dinsdag 26 mei 2020 OR 26 mei 2020

The name of the months, in extended and abbreviated forms should be as follows:

januari	jan
februari	feb
maart	maa
april	apr
mei	mei [no abbreviation]
juni	jun
juli	jul
augustus	aug
september	sep
oktober	okt
november	nov
december	dec

The name of the days, in extended and abbreviated forms should be as follows:

maandag	ma
dinsdag	di
woensdag	wo
donderdag	do
vrijdag	vr
zaterdag	za
zondag	zo

## • Time

Please consult [Taaladvies](#) for detailed rules.

- In a general context, the fully written form uur is preferred. Uur can be abbreviated to u. Uur or u. are written after the numbers, not between them.  
Ex: De vergadering begint om 8.30 uur.  
Openingstijden: 9.30 - 12.30 u.; 13.30 - 18.30 u.
- In technical and scientific texts the symbols h, min and s are common. These symbols have been internationally agreed and laid down in an ISO standard. They are written between the figures: 17 h 03 min 16 s.
- The symbol h is also common in general language for speed indications, next to u (without a period).  
Ex: Hij reed met een snelheid van 150 km/h.

## Currency

Currency amounts can be written in three ways:

€ 23,50

23,50 €

EUR 23,50

50 cent

The first variant with the Euro sign is preferred. The Euro sign is followed by a space.

## Specific expressions

Here are some examples and suggestions on how to translate some recurrent expressions.

**Commented [27]:** These expressions should be added to the glossary if they are not standard in Dutch.

**Commented [28R27]:** These expressions are purely meant as examples to give the linguists an idea of what we consider good choices for our purposes. I will make sure to add the examples that are terms to the glossary. Expressions will not be added to the glossary since we would like to keep it as a list of terms.

**Commented [29R27]:** OK, thanks.

## RingCentral Localization Style Guide – Dutch

*This section will be updated by the Language Lead.*

English	Dutch
About XYZ	Over ...
as shown in table xx	zoals weergegeven in tabel xx
For more information on xxx, see xxx.	Voor meer informatie over xxx, kunt u xxx raadplegen.
Please note that	Houd er rekening mee dat...
Refer to xxx for instructions on xxx.	Raadpleeg xxx voor instructies over xxx.
registered trademark	geregistreerd handelsmerk
troubleshooting	probleemoplossing
trademark	handelsmerk
User's Guide	Gebruikershandleiding
Follow these steps to xxx	Volg deze stappen om xxx
Contact [support].	Neem contact op met [support].
Are you sure you want to...?	Weet u zeker dat u... wilt...?

## Prepositions

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many linguists omit them or change the word order. For UI terminology, the use of prepositions can sometimes cause problems. For that reason, please consult the [Microsoft Language Portal](#) for use of prepositions for Dutch UI content.

A few examples:

English	Correct translation
migrate to	migreren naar
import from/to	importeren uit/in
export to	exporteren naar
integration with	integratie met
update/upgrade to	bijwerken/bijwerken naar
change to	wijzigen in
compatible with	compatibel met
click (on)	klikken
connect to	verbinden met
in the toolbar	in de werkbalk
on the Web	op internet
on the menu	in het menu
on a page	op een pagina

**Commented [30]:** Any expressions should be added to the glossary if they are not standard in Dutch.

**Commented [31R30]:** These are not examples of terms, but examples of correct use of prepositions. So they won't be added to the glossary. I gave them as an example because they are often translated incorrectly, meaning using the wrong preposition. The goal of a glossary is correct term translations.

**Commented [32R30]:** OK, thanks.

## Miscellaneous

### Trademarks and Product Names

Application/product names are often trademarked and are therefore rarely translated. Occasionally, feature names are trademarked, too (e.g. IntelliSense™). Before translating any application, product, or feature name, please verify that it is in fact translatable and not protected in any way.

RingCentral has a number of registered and unregistered trademarks and trademarked phrases. Please refer to the most updated version of the approved RingCentral term list for Dutch. Note that, unless otherwise indicated, you will use trademark and registered trademark symbols only on the first mention in the translated version of your content.

For third party products mentioned in RingCentral content, please do research to determine whether an official, approved trademarked translated version is available: otherwise, use as in source.

According to the Groene boekje, compounds with brand names are concatenated without hyphens, just as is the case with compounds with proper names (example Philipslamp). This also applies to the final part of a multi-part compound. The capitalization is retained in the compound. However, to improve readability we do use the hyphen in Dutch RingCentral content. Cfr Schrijfwijzer: *'Als het eerste deel een merknaam is, kan er een streepje komen om de naam beter te laten uitkomen.'*

Below are some useful links:

Adobe trademarks list:

[adobe.com/misc/pdfs/adobe\\_trademark\\_database\\_external.pdf](https://adobe.com/misc/pdfs/adobe_trademark_database_external.pdf)

Apple trademarks list:

[apple.com/legal/intellectual-property/trademark/appletmlist.html](https://apple.com/legal/intellectual-property/trademark/appletmlist.html)

Google trademarks list: [http://www.google.com/permissions/trademark/trademark-list.html](https://www.google.com/permissions/trademark/trademark-list.html)

Microsoft trademarks list:

[microsoft.com/en-us/legal/intellectualproperty/Trademarks/EN-US.aspx](https://microsoft.com/en-us/legal/intellectualproperty/Trademarks/EN-US.aspx)

Salesforce trademarks list:

[http://www.sfdcstatic.com/assets/pdf/misc/salesforce\\_TM\\_list.pdf](https://www.sfdcstatic.com/assets/pdf/misc/salesforce_TM_list.pdf)

As a general rule, for product names from the third parties, it's correct to follow the localized equivalence in official websites if there's one.

## **Copyright Information, Footer, Publication Dates**

Copyright notices tend to be standard texts. Please make sure you receive instructions on whether an official and approved translated version of the below is available.

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## **References to links**

Whenever source files include references to URLs, translators should query if said link has a local version, and modify the document accordingly. If not, the relevant URL will be left as it appears in the source English text.

## **References to UI Options**

In regards to UI option translation for software projects, instructions may vary based on RingCentral project-specific guidelines. However, in general, please adhere to the following:

- If software has been translated, please match the relevant translation memory or string list provided with the translation package.  
Example: **Klik op Bestand openen.**
- If software has not been translated, please use bilingual format, i.e. English first, followed by target in brackets. Put the translation outside the formatting.  
Example: **Klik op Open File** (Bestand openen).

When Microsoft terminology or Microsoft UI items are quoted, please refer to Microsoft approved terminology for your language on the MS Portal:  
<http://www.microsoft.com/Language/en-US/Default.aspx>

## ***Addresses and Phone Numbers***

In general, please follow the principles outlined below:

- Translate country and city names based on your country/region's conventions.
- Localize address formats, if necessary, based on your country/region's conventions.
- If source only includes toll free numbers and US numbers, please add an international country code to the local number for international users, as shown below:

### **Source:**

RingCentral, Inc. (Belmont/HQ) 20 Davis Drive, Belmont, California 94402 Phone: 888-528-RING (7464) or 650-472-4100

### **Target:**

RingCentral, Inc. (Belmont/HQ) 20 Davis Drive, Belmont, California 94402 Phone: 888-528-RING (7464) of +1-650-472-4100

## ***Recommended Dutch Language References***

[Taaluniversum - Standaardtaal](#) - If you want to write a text without language or spelling mistakes that would distract the attention of your reader? You want to know whether a word or an expression is common throughout the language area? Or do you have questions about the syntax of sentences? Then you will find a clear and reliable answer here.

[Microsoft language Portal](#)

The [Taalunie Woordenlijst](#) - For spelling and spelling rules. The Woordenlijst Nederlandse Taal (Dutch Language Glossary) is also available in book form known as the Groene Boekje (Green Booklet).

The [Genootschap Onze Taal](#) has a Language Advice Service, which answers questions about the Dutch language, and also provides information about Dutch through conferences, electronic newsletters, books and a website.