



# RingCentral Localization Style Guide

## Romanian

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### Revision History

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Every time the Style Guide is updated, please use the table below to note the changes. This will help others who review/add to the Style Guide to monitor changes made.

Date	Title of changed or new section	Description
05.10.2024		Initial version

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## General Overview

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The purpose of this Localization Style Guide for RingCentral is to set basic style, grammar, punctuation, and terminology guidelines to ensure top language quality content in Romanian.

In general, your main goal as a translator is to produce the most natural-sounding translation. It is important you capture RingCentral content's intended meaning and transfer it into natural language that is best suited to a wide Romanian-speaking audience. Avoid literal transposition of the English syntax in Romanian: most of the times, sentences need to be rewritten with an adapted syntax. Try to balance faithfulness to the source and readability in the target language.

As a rule, please use a clear and precise style. The translation should be easily understood and should not read like a translation. Put yourself in the reader's place, and determine whether the output is clear and fluent, as well as consistent and accurate.

Avoid heaviness, ambiguity, repetitions and Anglicism. Also, avoid enriching the text excessively.

***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.

## Software Localization

### **Buttons**

Buttons should typically be translated as verbs; generally, the imperative form is used. Be concise, avoid using articles or prepositions and go straight to the point. Depending on the project-specific requirements, pay particular attention to possible character/space limitations.

English	Incorrect translation	Correct translation
Add categories	Adăugare categorii	Adăugați categorii
Go to Profile's page and click press the Add categories button	Accesați pagina profilului și dați clic pe butonul Adăugare categorii	Accesați pagina profilului și dați clic pe butonul Adăugați categorii
Remember to press the OK button save all the changes	Nu uitați să apăsați pe butonul În regulă pentru a salva toate modificările	Apăsați pe butonul OK pentru a salva toate modificările
If you wish to revise the document, you will have to download it	Dacă doriți să revizuiți documentul, va trebui să îl descărcați	Descărcați documentul pentru a-l revizui

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

In many cases, product/application names are trademarked, thus not localizable; 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 Romanian Market***

Sometimes you may need to replace English examples by Romanian 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***

Use 2<sup>nd</sup> person plural (Formal) (dvs.)

Be sure you use the proper tone as in the source text. We can sound friendly and approachable without using terms that are TOO colloquial, such as:

English: Use the chat feature to talk to your friends.

Romanian correct: Folosiți funcția de chat pentru a discuta cu prietenii.

Romanian incorrect: Folosiți funcția de chat pentru a sta la taclale cu prietenii.

If you don't understand the source, raise queries.

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 friendlier parts in order to provide better understanding.

Please use an appropriate style for technical texts and documents:

- **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
- **Correct:** content and numbers should be free of mistakes
- **Idiomatically correct:** use of correct verbs, metaphors, expressions, etc. so that text does not sound like a translation
- **Complete:** do not leave out content (words, phrases, whole paragraphs)
- **Keep an eye on the target reader:** use an appropriate tone

These are a few basic guidelines:

- Start by going through the English text and interpret it before translating. Ensure that you understand the overall meaning of the source document. Query any concepts that may be difficult to translate.
- Beware of differences of register and tone between the localised language and American English. Use natural language.
- Avoid literal translations. The target language must flow naturally as if written originally in that language.

- Identify areas where language specific standard texts should be used (system requirements, legal text, etc.)

## ***Cross-references***

You might encounter cross-references in some technical document.

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 shall 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.
- See graphic 12.1 “[*title of graphic*]”

Examples of a key phrase for external cross-references:

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

## ***Politically Correctness***

### **Politeness**

In general, the style should be formal and polite appropriate for business communication.

English	Incorrect translations	Correct translation
Please enter your user name.	Bagă-ți numele de utilizator	Introduceți numele de utilizator

### **Gender**

Gender is also a sensitive matter as shown in the examples. As far as gender is concerned, Romanian usually gives priority to masculine forms, unless differently needed based on a specific context. As a rule, whenever possible, try to rephrase the translation in such a way as to not need to specify both gender forms.

English	Incorrect translation	Correct translation
Be our friend and tell everybody about our new product	Fiți prietenul(a) nostru(astră) și spuneți-le tuturor despre noul nostru produs	Să fim prieteni! Spuneți-le tuturor despre noul nostru produs
As a user, you have access to the following features	Ca utilizator(are), aveți acces la următoarele funcții	Ca utilizator, aveți acces la următoarele funcții

As shown in the first example, it is advisable to avoid gendered adjectives whenever possible.

Please note that, in English, sometimes “they” is used as a generic third-person singular pronoun.

## Passive voice

Whenever possible, avoid the passive voice, which is too formal and wordy, and 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.)

English	Incorrect translation	Correct translation
All details are provided in this topic.	Toate detaliile sunt furnizate în acest subiect	În acest subiect, puteți găsi toate detaliile
Some new features are detailed in this white paper.	Anumite funcții noi sunt detaliate în această carte albă	Această carte albă detaliază anumite funcții noi

## Use of Possessives

Use of possessives is quite common in English. Do not transfer the extensive use of English possessive adjectives to target. When translating them, be aware of the following:

- In some cases, “our” refers to a subject in the third person.
- Simple articles can often replace possessive adjectives.

English	Incorrect translation	Correct translation
You can edit <i>your</i> files on either <i>your</i> computer, or <i>your</i> mobile device.	Dvs. puteți să editați fișierele dvs. fie pe computerul dvs., fie pe dispozitivul dvs. mobil.	Puteți să vă editați fișierele fie pe computer, fie pe dispozitivul mobil.

## Articles

For the proper use of articles, please refer to standard Romanian grammar rules.

## Translation of the –ing form

The –ing form can be translated in different ways, based on context, such as a verb, a noun, an infinitive clause, etc.

In Romanian the –ing form is typically translated as gerund, although the use of gerund is not always recommendable. In Romanian the gerund is not correct when it is used to describe an action occurring after or as a consequence of another one or when it acts like an adjective.

Gerunds used in English headings and titles should never be translated as gerunds, but rather use a noun form (see Titles, Header and Section names). Alternatively, use verbal forms consistently.

English	Incorrect	Correct
Our controllers come with a cache protecting your data integrity.	Controlerele noastre vin cu un cache protejându-vă integritatea datelor.	Controlerele noastre au un cache care vă protejează integritatea datelor.
By accessing this web site, you agree to the terms and conditions.	Accesând acest site web, sunteți de acord cu termenii și condițiile.	Dacă accesați acest site web, sunteți de acord cu termenii și condițiile.
Getting started	Începând	Noțiuni introductive
Introducing RingCentral	Prezentând RingCentral	Vă prezentăm Ring Central

## Conciseness

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

English	Incorrect translation	Correct translation
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## RingCentral Localization Style Guide

This means you can access from now on the full content.	Aceasta înseamnă că, de acum înainte, veți putea accesa întregul conținut.	De acum, puteți accesa întregul conținut.
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## Repetitions

Besides standard grammar rules, when localizing software or documentation you should consider that repetitions are acceptable in English but might not in Romanian. Do not hesitate to use pronouns or other “tricks” in order to avoid them.

English	Incorrect translation	Correct translation
To delete a <i>file</i> from your computer, select the <i>file</i> from the right pane and click Delete.	Pentru a șterge un fișier de pe computer, selectați fișierul din panoul din dreapta și dați clic pe Ștergeți.	Pentru a șterge un fișier de pe computer, selectați-l din panoul din dreapta și dați clic pe Ștergeți.

## False friends

Please be careful with the so-called "false friends" and with literal translations that can have a different meaning from the source. Here are some of the most common examples:

English	Incorrect translation	Correct translation
Abort	Avorta	Anula
Actually	Actual	De fapt
Assume	Asuma	Presupune
Billion	Bilion	Miliard
Consistent	Consistent	Consecvent
Fabric	Fabrică	Material/țesătură
Library	Librărie	Bibliotecă
Resume	Rezuma	Relua
Support	Suporta	Sușține

## Capitalization

See Romanian extensive capitalization rules in DOOM 3.

In Romanian, when it comes to titles, only the first letter of the first word is capitalized.

For example:

Romanian correct: Prezentare generală a tabelelor

Romanian incorrect: Prezentare Generală a Tabelelor

When the title contains a term that is a proper noun, a name of a brand, feature, app etc., then that term is also capitalized.

For example:

Romanian: Prezentare generală a tabelelor Excel

Despre pagina Prezentare generală

(Here, Prezentare generală is the name of a page)

The same general rule applies to UIs, as well as to table headers.

For example:

English: Main Menu

Romanian correct: Meniu principal

Romanian incorrect: Meniu Principal

Note: Romanian does NOT capitalize the name of days and months.

Romanian correct: 12 iulie

Romanian incorrect: 12 Iulie

Romanian correct: Ajung sâmbătă

Romanian incorrect: Ajung Sâmbătă

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

These are some examples where capital letter is necessary:

- Proper names, product names, geographical names.
- The first word after a period, an exclamation mark, a question mark, after an ellipsis (when the sentence starting after the ellipsis is different or a repetition of the previous sentence).
- After a colon only when the sentence is a quote, when it is an explanatory sentence (in enumerations) or when the sentence is a note, notice, advertisement or warning.
- In title case, nouns and adjectives of organizations (United Nations), bodies, departments (Internal Affairs), awards, and events.

English makes extensive use of capitalization. The same might not apply in Romanian, where only the first word should be capitalized.

In addition, contrary to English, lower case is needed for nationalities, languages, religions, days of the week, months, season names, currencies, job titles in Romanian.



English	Incorrect translation	Correct translation
On Tuesday is not available	Nu e disponibil Marți	Nu e disponibil marți
It will be ready by July.	Va fi gata până în Iulie	Va fi gata până în iulie
1 US Dollar	1 Dolar SUA	1 dolar SUA
Users who speak Polish	Utilizatorii care vorbesc Poloneză	Utilizatorii care vorbesc poloneză
Our friend is French	Prietenul nostru este Francez	Prietenul nostru este francez

In titles, headings, UI options, etc., only the first word of the string should be capitalized:

English	Incorrect translation	Correct translation
How To Ensure a Smooth Transition	Efectuarea unei Tranziții fără Probleme	Efectuarea unei tranziții fără probleme
XXX Terms And Conditions	Termenii și Condițiile XXX	Termenii și condițiile XXX
Page Layout	Dispunerea Paginii	Dispunerea paginii
Model Name	Numele Modelului	Numele modelului

An exception to this is legal texts, where capitalization conveys a specific meaning and must be retained in the translation.

English	Incorrect translation	Correct translation
This agreement (the "Agreement") is a binding agreement	Acest contract („contractul”) este un acord cu efecte juridice	Acest contract („Contractul”) este un acord cu efecte juridice
Install and use a copy of the Software.	Instalați și folosiți o copie a software-ului	Instalați și folosiți o copie a Software-ului

Note: Sometimes whole paragraphs are written with all upper case, and that formatting must be preserved as these conventions may have legal implications.

## ***Special symbols***

Here is a list of the ASCII codes for the most common used quotes in Romanian.

Code	Symbol
Alt+0147	“
Alt+0148	”
Alt+0171	«
Alt+0187	»

## ***Spelling***

Do not forget to run the spell-checker when you have completed your translation.

Use new (standard) Romanian extended characters, specifically ș Ș, ț Ț

## ***Punctuation***

### **Decimal and thousand separators**

Use comma to separate decimals, use a full-stop to separate thousands.

Examples:

English: \$2,550.00, 1.12% ,18.5km, 10,000

Romanian: 2.550,00 USD, 1,12%, 18,5 km, 10.000 etc.

### **Spacing**

Ensure consistent use of spaces in target documents, even if the source document is inconsistent. Remove double spaces and be particularly aware of non-breaking spaces around tags.

In Romanian, measurement units are separated from the value by a space (preferably a non-breaking space).

Examples:

Romanian: 15 mm, 240 kg

The percentage symbol % is usually not separated by a space (3%).

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

In Romanian there is no space before any punctuation sign.

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

Use non-breaking spaces to prevent certain expressions to be separated at the end of a line, such as numbers + measurement units, software names and versions, etc. To obtain such a space, press Ctrl + Shift + Space bar in MS Word or use Alt+0160.

## **Use of punctuation**

### **Comma**

A comma is used when a natural pause is heard, but use of comma is quite subjective. There are, though, some guidelines to be followed in Romanian:

- In an enumeration, each element should be separated by a comma. The last element of the enumeration is preceded by a conjunction and no comma.
- In a sentence, the subject should not be separated by a comma from the predicate.
  - A vocative particle must be always preceded and/or followed by a comma ("Bună ziua, Ion!").

### **Period**

A period is used to end a sentence, a paragraph or an abbreviated word. When a sentence is placed between brackets or quotes, the period is placed outside. 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

As a rule, try to avoid using colons, as English makes a wider use of them. Prefer commas wherever possible.

The colon is commonly used to introduce new sentences (enumerations, explanations, notices, advertisements, warnings). Uppercase should follow headings like "Avertisment", "Atenție", "Pericol", "Notă", etc. when the statement is a full sentence.

## Semi-colon

Semi-colons are used in Romanian within a sentence in order to separate the sentences or groups of sentences that are syntactically independent, but semantically related. As a rule, avoid the use of semi-colons. Start a new sentence instead.

## Exclamation mark

Exclamation marks are not as common in Romanian as they are in English. Avoid using exclamation marks unless it is really necessary, as per voice and style. When they appear in groups (!!!), you should keep only one.

## Hyphen/En dash (-), Em dash (—)

The hyphen (-) is used to divide words between syllables, to link parts of a compound word, to connect the parts of an inverted or imperative verb form, to articulate loanwords with ends differing from their pronunciation (e.g. site-ul, mouse-ul), etc. It is **not** preceded or followed by space.

The en dash (–) is used to structure the sentence, has the role of a parentheses and is used to isolate elements that are not essential to the meaning of the sentence, for example, explicative appositions. It is preceded and followed by space.

The em dash (—) is only used in specific cases (linie de dialog)

Example:

Romanian:

Apoziția reprezintă o explicație, izolată în enunț prin semne de

punctuație, care are rolul de a suplimenta – din punct de vedere semantic – un mesaj.

### **Round and square brackets**

In Romanian round brackets are commonly seen, and square brackets are only used when round brackets already appear on the sentence. However, bear in mind that often square brackets are used to define tags.

### **Quotation marks**

Romanian uses Alt+0132 for opening quotation mark („) and Alt+0148 for closing quotation mark (”).

In software strings, the Romanian quotation marks do not need to be escaped.

Romanian: Accesați secțiunea „Contul meu”.

<b>Code</b>	<b>Symbol</b>
Alt+0132	„
Alt+0148	”

### ***Style to use in bulleted lists***

A list is a series of items written, mentioned or considered one following another. The items are written together in a meaningful grouping or sequence, arranged in rows.

Lists can be introduced by lead-in phrases or clauses, introduced by constructions ended with a colon.

As a standard rule, in both bulleted lists and numbered lists, list items end with a semicolon (except for very short items, with no verb) and are not capitalized (except for proper nouns).

Exception: If the items in the list are very short items, with no verb, such as single words or phrases with no internal punctuation, put a comma at the end of each item. As a rule of thumb, these lists include simple items, that could dwell in a sentence, as an enumeration.

Example:

Romanian:  
act de identitate,  
cerere,  
dosar cu şină.

For longer list items with no verb, follow the standard punctuation for lists.

These rules apply for lists that are introduced by a sentence that ends in a colon (:)

Example:

Romanian:

Pentru a vă actualiza numărul de mobil, aşteptăm să ne trimiteţi:  
numărul preferat, cu prefixul ţării;  
numele complet, aşa cum apare în actul de identitate;  
data expirării cardului de credit adăugat în profil.

If the list item contains more than one sentence, the first sentence starts with a small letter and the last sentence ends with a full stop. All the other sentences follow regular editing rules.

Example:

Romanian:

numele trebuie să fie vizibil pe document;  
imaginile încărcate trebuie să fie clare şi lizibile. Nu folosiţi bliţul când fotografiaţi documentele. Bliţul creează o pată de lumină care poate acoperi informaţii importante.  
verificaţi dacă toate cele patru colţuri ale documentelor sunt vizibile în fotografiile încărcate.

There are lists that are not introduced by constructions ended with a colon, which usually include standalone items. These lists have the status of articles or paragraphs and follow the regular text editing standards and punctuation. Even when semantically introduced by a sentence in the text, if that sentence does not end with a colon, the list items will start with a capital letter and end with a full stop.

Example:

Romanian:

Pentru a începe, selectaţi Profiluri.  
Selectaţi „Plată” din contul dvs.  
Selectaţi opţiunea de plată pe care doriţi să o actualizaţi.  
Modificaţi, apoi, când aţi terminat, atingeţi „Salvaţi”.

## ***Meta descriptions and meta titles***

- Meta descriptions have a maximum of 155 characters (including spaces and punctuation). The rule of thumb for meta descriptions is for it to not be shorter than 50 characters or longer than 155 characters. As long as the description accurately describes the content of the page and follows that rule of thumb, we should be okay.
- Meta titles have a maximum of 55 characters (including spaces and punctuation).
- Follow title case capitalization/formatting rules.
- Separate "RingCentral" from the rest of the meta title with a horizontal bar:

Visual Voicemail | RingCentral.

- Use an en dash (–) to separate keywords/keyword phrases: Virtual PBX – Cloud PBX | RingCentral.

## ***Abbreviations***

Abbreviations should be avoided whenever possible, but you may need to abbreviate words in item such as UI options. Preferably, standardized abbreviations should be used.

Examples of common abbreviations:

<b>Extended Version</b>	<b>Abbreviation</b>
Statele Unite ale Americii	SUA
Etcetera	Etc.
Regatul Unit	UK
Maxim	Max.
Minim	Min.
Pentru	Pt.
Telefon	Tel.
Număr	Nr.
Pagin	Pag.
De exemplu	De ex.
Uniunea Europeană	UE



## Acronyms

Translation of acronyms depends on RingCentral project-related requirements, and should always be investigated to confirm their localizability. Acronyms should not have plural endings.

Here are some examples of how to approach the translation of acronyms:

Description	English	Romanian	Guidelines
<i>Acronym is before its expansion</i>	<i>Acronym is before its expansion</i>	<i>Acronym is before its expansion</i>	<i>Acronym is before its expansion</i>
HPFS (High Performance File System)	HPFS (High Performance File System)	HPFS (High Performance File System)	HPFS (High Performance File System)
<i>The expansion comes before its acronym</i>	<i>The expansion comes before its acronym</i>	<i>The expansion comes before its acronym</i>	<i>The expansion comes before its acronym</i>
Desktop Publishing (DTP)	Desktop Publishing (DTP)	Desktop Publishing (DTP)	Desktop Publishing (DTP)
<i>The acronym is not followed by its expansion</i>			<i>The acronym is not followed by its expansion</i>

## ***Numbers***

Numbers should be written in full:

- When used as nouns
- When at the beginning of a sentence
- When appearing alone and representing simple quantities, usually the numbers up to 9.
- 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 point.

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***

Units of measure should be separated from the preceding number by a non-breaking space, e.g. 533 MHz.

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 following table for reference.

<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 Romanian equivalents:

English	Translation	Abbreviation
Kilometer (Km)	kilometru	km
Meter	metru	m
Decimeter	decimetru	dm
Centimeter	centimetru	cm
Millimeter	milimetru	mm
Liter	litru	l
Deciliter	decilitru	dl
Centiliter	centilitru	cl
Milliliter	mililitru	ml
Ton	tonă	t
Kilogram	kilogram	kg
Pound	livră	lb
Gram	gram	g
Decigram	decigram	dg
Centigram	centigram	cg
Milligram	miligram	mg
Kilobyte	kilobyte	KB
Megabyte	megabyte	MB
Gigabyte	gigabyte	GB
Gigabit	gigabit	Gb
Inch	inch	in
Feet	picioare	ft
Mile	milă	mi

Gallon	galon	gal
Millisecond	milisecundă	ms
Second	secundă	s
Minute	minut	min
Volt	volt	V
Watt	watt	W
Hertz	hertz	Hz
Megahertz	megahertz	MHz
Celsius degree	grade Celsius	°C
bits per second	biți pe secundă	b/s

## ***Percentages***

Percentages are usually written in figures followed by the symbol %. No blank spaces should be used between the figure and the symbol, e.g.: 37%.

## ***Date and time***

The correct date order for Romanian is DD.MM.YYYY (day first).

### **Date format**

If a month needs to be abbreviated, use the first three letters and end in a period, except for September (Sept.).

Romanian correct:	12.03.2023, 12 martie 2023, 12 mar. 2023
Romanian incorrect:	3/12/23, 12 Martie 2023, 12 Mart. 2023

Please also note that November is abbreviated as nov., to create no confusion with “noi” (which is a pronoun).

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

ianuarie	ian.
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## RingCentral Localization Style Guide

februarie	feb.
martie	mar.
aprilie	apr.
mai	mai
iunie	iun.
iulie	iul.
august	aug.
septembrie	sept.
octombrie	oct.
noiembrie	nov.
decembrie	dec.

## **Time formats**

The correct time format for Romanian is: 04:00, 16:00 (use 24-hour format, without am/pm)

## ***Currency***

Currency symbols are placed after the numeral and preceded by a non-breaking space, with two decimal figures 135,80 €).

Romanian uses ISO codes for currency

- Canadian dollar (\$): Use with numerals: 100 CAD.
- European currency (€): Use 100 EUR, not: €100 EUR.
- Great Britain pound (£):: 100 GBP, not: £100 GBP.
- US dollar (\$): Use with numerals: 100 USD.

## ***Specific expressions***

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

<b>English</b>	<b>Romanian</b>
About	Despre
as shown in figure xx	după cum se arată în figura xx
For more information on xx, see xxx.	Pentru mai multe informații despre xx, consultați xxx.
N/A (Non Available)	Indisponibil
Please note that	Rețineți
Refer to xx for instructions on xxx.	Consultați xx pentru instrucțiuni despre xx
registered trademark	marcă comercială înregistrată
Troubleshooting	Depanare
Trademark	Marcă comercială
User's Guide	Ghid de utilizare
want (to), would like	dori
we recommend...	vă recomandăm
Follow these steps to xxx	Urmați acești pași pentru a xxx



## ***Miscellaneous***

### **Trademarks and Product Names**

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 your language. Note that, unless otherwise indicated, you shall use trademark and registered trademark symbols only on the first mention in the translated version of your content.

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## Copyright Information, Footer, Publication Dates

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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.
- If software has not been translated, please use bilingual format, i.e. English first, followed by target in brackets.
- Use bold type to reference on-screen instructions, commands, menu items, or buttons: Tap the Transfer icon.

When necessary, 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.
- Unless needed for clarity, don't capitalize web or email addresses. Learn more at [ringcentral.com](http://ringcentral.com).
- Do not include www or http/s in URLs.
- If a URL comes at the end of the sentence, use a period after. Be sure the period is not part of a hyperlinked URL.
- 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 Teléfono: +1-888-528-RING (7464) o **+1**-650-472-4100

## ***Third-party products and trademarks***

If a term is not listed in this section, check the common and industry-specific terms section. Note that unless otherwise indicated, use trademark and registered trademark symbols only on the first mention.

### **Adobe products and trademarks**

Adobe trademarks list:

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

Acrobat Professional®	Creative Suite®	InDesign®
Acrobat Reader®	Dreamweaver®	Photoshop®
Adobe®	Flash®	
Creative Cloud®	Illustrator®	

### **Apple products and trademarks**

Apple trademarks list:

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

Product icons guidelines:

<https://developer.apple.com/softwarelicensing/agreements/files/iPhone-iPad-Icons-Guidelines.pdf>

Apple®	Apple Watch®	FaceTime®	iPad®	iPod touch®	MacBook®	Mac OS X®
Apple Calendar	Apple Watch Sport®	iCal®	iPad Air®	iTunes Store®	MacBook Air®	Mac Pro®
Apple Pay™	App Store™	iMac®	iPad mini™	Mac®	MacBook Pro®	Safari®
Apple TV®	Beats™ Headphones	iOS®	iPhone®	Mac App Store	Macintosh®	Siri®

## Google products and trademarks

Google trademarks list:

<http://www.google.com/permissions/trademark/trademark-list.html>

Android™	Gmail™	Google Apps for Business™	Google Chromebook™	Google for Work	YouTube™
Chromecast™	Google+™	Google Apps for Work Deprecated. Now G Suite.	Google Chrome OS™	Google Hangouts™	
Google	Google Analytics™	Google Calendar™	Google Docs™	Google Plus	
Google™ search	Google Apps™	Google Chrome™	Google Drive™	Google Sheets™	

## Microsoft products and trademarks

Microsoft trademarks list:

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Microsoft, Windows, and 365 are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

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Internet Explorer®	Microsoft Office 365™	Microsoft® Word	
Microsoft®	Microsoft Outlook®	Skype™	
Microsoft Excel®	Microsoft PowerPoint®	Skype™ for Business	

## Salesforce products and trademarks

Salesforce trademarks list:

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

## **salesforce.com/assets/pdf/misc/salesforce\_Trademark\_Usage\_Guidelines.pdf**

[insert Salesforce trademark] is a trademark of Salesforce.com, inc., and is used here with permission.

Desk, Desk.com™	Dreamforce®	Salesforce®, Salesforce.com®
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### **Uncategorized products and trademarks**

4121222AOL®	Evernote®	Intel®	Okta Opera	Twitter	Yelp
Ars 00Technica	Facebook®	Intel® Core™	Pinterest	Tumblr	YouTube™
BlackBerry ®	Firefox®	JIRA®	Polycom®	UNIX®	Zendesk®
Box	Flick®, Glassdoor ®	Kapost	Reddit	Vimeo	
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CNET Desk, Desk.com	inContact ®	Linux®	SlideShare	Wikipedia ®	
Dropbox™  [When using our brand materials, please include the statement: "Dropbox and the Dropbox logo are trademarks of Dropbox, Inc."]	Instagram	Netflix®	Snom	Yealink	

## ***Units of measure and spacing***

Romanian uses metric system, not imperial.

Units of measurement are separated from the value by a space (preferably non-breaking)

Romanian:

20 cm

5 °C

The percentage isn't separated by a space.

Romanian:

10%

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## **Reference Material**

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*For general Romanian grammar/punctuation rules and spelling of words, you can refer to DOOM 3*

<https://doom.lingv.ro/>

Another useful source is: <https://publications.europa.eu/code/ro/ro-4100600.htm>

<https://dexonline.ro/>

Microsoft Database

<https://msit.powerbi.com/view?r=eyJrIjoiODJmYjU4Y2YtM2M0ZC00YzYxLWE1YTktNzFjYmYxNTAxNjQ0IiwidCI6IjcyZjk4OGJmLTg2ZjEtNDZhZi05MWFjLTJkN2NmDExZGI0NyIsImMiOiV9>

EU Termbase

<https://iate.europa.eu/home>