



RingCentral Localization Style
Guide
Korean

Table of Contents

Table of Contents	2
Style Guide History	4
What's New?	5
General Overview	6
Style Guide Conventions	7
Software Localization	8
Buttons	8
Names of RingCentral Products, Applications and Features	8
Adaptation to Korean Market	8
Linguistic Overview	9
Style and Tone	9
Cross-references	10
Political Correctness	10
Politeness	10
Gender	11
Passive voice	11
Pronouns	12
Articles	12
Translation of the –ing form	12
Conciseness / Fluency	13
Repetitions	13
False friends	15
Terminology and Word Choice	15
Technical Terms	15
General Word Choice	16
Capitalization	17
Index entries	17
Spelling	17
Punctuation	17
Spacing	17
Use of punctuation	18
Comma	18
Period	18

Colon	18
Semi-colon	19
Question mark	20
Exclamation mark	20
Hyphen (-) / n dash (–) / m dash (—)	20
Round and square brackets	21
Quotation marks	22
Apostrophe	22
Style to use in bulleted lists	22
Example 1 – complete sentences	22
Example 2 – phrases/words	22
Example 3 – continued sentences	23
Abbreviations	23
Acronyms	24
Numbers	25
Units of Measure	26
Percentages	28
Date and time	28
Currency	30
Specific expressions	31
Prepositions	32
Miscellaneous	33
Trademarks and Product Names	33
Third Party Trademarks and Product Names	33
Copyright Information, Footer, Publication Dates	34
References to links	34
Addresses and Phone Numbers	35

Style Guide History

Published date	Version	Changes	Author
May 22, 2020	0.0	Localization Style Guide Template Creation	Language Expert
May 26, 2020	1.0	Localization Style Guide Adaptation for Korean	KOR Linguist
June 26, 2021	2.0	Spacing around tags Pronouns (we/us) Product names official translations	KOR Linguist

What's New?

Last Updated:

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

General Overview

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 Korean.

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 Korean-speaking audience. Avoid literal transposition of the English syntax in Korean: 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, ambiguities, 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 infinitive 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
Open File	파일을 열기	파일 열기
Show selected only	선택한 항목만 표시하기	선택한 항목만 표시
Cancel	취소하기	취소

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 Korean Market

Sometimes you may need to replace English examples by Korean 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'.*

Linguistic Overview

Style and Tone

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, aim for bias-free language
- **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

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:

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

Political Correctness

Politeness

Use the “formal but friendly” tone for some content types in Korean. Keep a friendly tone, but not being too colloquial or too rigid.

Use the imperative form in user instructions. However, in this case, a polite tone of voice should be applied.

English	Incorrect translations	Correct translation
Please enter your user name.	사용자 이름을 입력하십시오.	사용자 이름을 입력하세요.

Gender

This section is not relevant because there is no grammatical gender in Korean.

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
Before you use this new feature, we recommend that you import config file from the configuration folder.	새로운 기능을 사용하기 전에 구성 폴더에서 구성 파일을 가져오는 것이 권장되어집니다.	새로운 기능을 사용하기 전에 구성 폴더에서 구성 파일을 가져오는 것이 좋습니다.
This is the URL for the host specified by the value of the ClientHost property.	ClientHost 특성 값으로 지정되어진 호스트의 URL입니다.	ClientHost 특성 값으로 지정된 호스트의 URL입니다.
Later on you can enable and disable the function without restarting.	나중에 다시 시작하지 않고 기능이 활성화 및 비활성화되게 할 수 있습니다.	나중에 다시 시작하지 않고 기능을 활성화 및 비활성화할 수 있습니다.

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:

- 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.	귀하는 컴퓨터 또는 모바일 장치에서 파일을 편집할 수 있습니다.	컴퓨터 또는 모바일 장치에서 파일을 편집할 수 있습니다.
Enter your password in your browser.	귀하의 비밀번호를 브라우저에 붙여넣으십시오.	비밀번호를 브라우저에 붙여넣으세요.

Pronouns

'We' or 'us' can often refer to partner names other than RingCentral. Do not replace 'we' or 'us' (or any other possible pronouns) with RingCentral.

- In most cases, there is no need to translate 'we' for fluency.

English	Incorrect translation	Correct translation
Sorry, we can't access your camera.	죄송합니다. RingCentral은 카메라에 액세스할 수 없습니다.	죄송합니다. 카메라에 액세스할 수 없습니다.

Articles

In most cases, there is no need to translate articles into Korean for fluency and conciseness.

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.

You should use the most appropriate option among those suggested in the following table.

English	Suggestion
Our controllers come with a cache protecting your data integrity	컨트롤러에는 데이터 무결성을 보호하는 캐시가 제공됩니다.

These services can assist with implementations from initial site architecture to implementing a complete farm.	이러한 서비스는 초기 사이트 아키텍처에서 완전한 팜 구현이 가능한 구현을 지원할 수 있습니다.
By accessing this web site, you agree to the terms and conditions.	이 웹 사이트에 액세스하면 이용 약관에 동의하는 것입니다.

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.

English	Incorrect translation	Correct translation
Your Name, Your Email Address, Your Company Name	귀하의 이름, 귀하의 이메일 주소, 귀하의 회사 이름	귀하의 이름, 이메일 주소, 회사 이름
This means you can now...	다시 말해 귀하는 이제...	즉, 이제...
Use the Network Settings tab to set the IP address.	네트워크 설정 탭을 사용하여 IP 주소를 설정합니다.	IP 주소를 설정하기 위해 네트워크 설정 탭을 사용합니다.
To close the Editor, click OK.	편집기를 닫기 위해서는 확인을 클릭하십시오.	편집기를 닫으려면 확인을 클릭하세요.
For example, the Settings folder contains:	예를 들어 설정 폴더에는 다음과 같은 항목이 포함되어 있습니다.	예를 들어 설정 폴더에는 다음이 포함되어 있습니다.

Repetitions

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

English	Incorrect translation	Correct translation
---------	-----------------------	---------------------

<p>To delete a <i>file</i> from your computer, select the <i>file</i> from the right pane and click Delete</p>	<p>컴퓨터에서 파일을 삭제하려면 오른쪽 창에서 삭제를 원하는 파일을 선택하고 삭제를 클릭하십시오.</p>	<p>컴퓨터에서 파일을 삭제하려면 오른쪽 창에서 파일을 선택하고 삭제를 클릭하세요.</p>
<p>The settings are used for configuring elements of the local user interface of a device. <i>These elements include</i> ports, a certificate...</p>	<p>설정은 장치의 로컬 사용자 인터페이스 요소를 구성하는 데 사용됩니다. 로컬 사용자 인터페이스 요소에는 포트, 인증서 등이 있습니다.</p>	<p>설정은 디바이스의 로컬 사용자 인터페이스 요소를 구성하는 데 사용됩니다. 이러한 요소에는 포트, 인증서 등이 있습니다.</p>

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
need to In order to resolve issues, you need to contact the ISP.	~할 필요가 있습니다 문제를 해결하려면 ISP에 문의해야 할 필요가 있습니다.	~해야 합니다 문제를 해결하려면 ISP에 문의해야 합니다.
for more details See the following articles for more information:	더 이상의 정보는 더 이상의 정보는 다음 문서를 참조하십시오.	자세한 내용은 or 자세히 알아보려면 자세한 내용은 다음 문서를 참조하세요. OR: 자세히 알아보려면 다음 문서를 참조하세요.
fix a problem Because how can I fix a problem if I don't know what the root cause of the problem is.	문제를 고치다 문제의 근본 원인을 알아야 문제를 고칠 수 있기 때문입니다.	문제를 해결하다 문제의 근본 원인을 알아야 문제를 해결할 수 있기 때문입니다.

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:
(<http://www.microsoft.com/Language/en-US/Default.aspx>)
- 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

Words should be chosen along the following guidelines:

- Use one term for one concept and use terms consistently. Although the use of synonyms might be more interesting to read, worldwide users might assume that your choice of a different term indicates a subtle distinction in meaning.
- Use one term for one concept and use terms consistently. Although the use of synonyms might be more interesting to read, worldwide users might assume that your choice of a different term indicates a subtle distinction in meaning.
- Use simple, direct words. The text style must be clear, simple, and correct. Use the simplest and most specific word possible. This is especially effective when explaining a complex technical concept or action. Imagine looking over the user's shoulder and explaining how to accomplish the task.

English	Incorrect translation	Correct translation
Apps <i>included with</i> the computer	컴퓨터에 포함된 앱	컴퓨터와 함께 제공되는 앱 "Included with" can be translated literally as "포함된," but "함께 제공되는" is more accurate and fluent for some cases.
PIN <i>number</i> TCP/IP <i>protocol</i>	PIN 번호 TCP/IP 프로토콜	PIN TCP/IP Avoid redundancy. PIN = Personal Identification Number, IP = Internet Protocol, so "number" and "protocol" are redundant.

Capitalization

Korean characters have no upper and lower cases, so there are no capitalization rules for the language. Product names, abbreviations, or acronym from English or other alphabetic languages are capitalized in accordance with their respective rules.

Index entries

All index entries have to be consistent with the terminology used in the document. Keep the entries as short as possible and enclose denominators in brackets where needed.

English	Incorrect translation	Correct translation
Servers add delete Add New option data center	서버 추가하기 삭제 새로 추가 옵션 데이터센터	서버 추가 삭제 새로 추가(옵션) 데이터 센터

Spelling

Do not forget to run the spell-checker when you have completed your translation. If possible, copy the translated word into online Korean Spell-Checker: <http://speller.cs.pusan.ac.kr/>

Punctuation

Spacing

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

In Korean, there is a 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 Korean.

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

Comma

Follow the Korean rules.

Unlike in English, comma is used only when necessary in Korean such as enumerating things. Comma is also used to avoid confusion, but this usage is very limited. Be noted that frequent commas will lower fluency and give the incomplete impression to readers.

English	Incorrect translation	Correct translation
If you do not have an account, register as a new user.	계정이 없는 경우, 새 사용자로 등록하십시오.	계정이 없는 경우 새 사용자로 등록하세요.

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 inside. 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 interrogation or exclamation mark, ellipsis, or colon.

Colon

Use colons sparingly and in accordance with Korean linguistic rules. Please note that Korean translated sentences cannot end with a colon. It is recommended to add "다음," "다음과 같은(이)," or equivalents to the translation for fluent connections between sentences when the English source ends with colons.

But when a colon appears after a word or phrase as in a title or heading, it can be kept as in English.

English	Incorrect translation	Correct translation
Open the Create Package wizard: click the Package tab.	패키지 생성 마법사를 열니다: 패키지 탭을 클릭합니다.	패키지 생성 마법사를 열니다. 패키지 탭을 클릭합니다.
The Category column displays two entries: Status and Configuration .	카테고리 열에는: 상태 및 구성의 두 항목이 표시됩니다.	카테고리 열에는 상태 및 구성의 두 항목이 표시됩니다.

Example: a compressed file.	예: 압축 파일.	예: 압축 파일
Example: the file is compressed.	예: 파일이 압축되었습니다	예: 파일이 압축되었습니다.

Semi-colon

Semicolons are not used in Korean. Instead, Use a comma or start a new sentence for better readability.

English	Incorrect translation	Correct translation
Categories include: computers, laptops, and mobile devices; operating systems, applications, and mobile apps; network, routers, and firewalls.	다음에 포함한 카테고리: 컴퓨터, 랩톱, 모바일 장치; 운영 체제, 응용 프로그램 및 모바일 앱; 네트워크, 라우터 및 방화벽.	컴퓨터, 랩톱 및 모바일 디바이스와 운영 체제, 애플리케이션 및 모바일 앱을 비롯하여 네트워크, 라우터 및 방화벽 등의 범주가 있습니다.
Note the information in the Username and Password fields; you will need them later for logging in.	사용자 이름 및 비밀번호 필드의 정보를 참고하십시오; 나중에 로그인할 때 필요합니다.	사용자 이름 및 비밀번호 필드의 정보를 메모하세요. 나중에 로그인할 때 필요합니다.

Question mark

The full-form question mark " ? " is used for Korean.

English	Incorrect translation	Correct translation
What do you want to do? [heading]	무엇을 하시겠습니까	어떻게 하시겠습니까?
What is RingCentral?	RingCentral이란	RingCentral이란?

Exclamation mark

Exclamation marks are not as common in Korean as they are in English. Sometimes it is better to remove them. When they appear in groups (!!!), you may keep only one.

English	Incorrect translation	Correct translation
File not found!	파일을 찾지 못했습니다!	파일을 찾지 못했습니다.
Be careful!!!	주의!!!	주의!

Ellipsis (...)

Ellipses most often appear in user interface. In general, follow the English usage in Korean. However, when Korean sentence ends with verbs such as "~하세요" or "~합니다" style, use a period instead.

English	Incorrect translation	Correct translation
This can come across as...	이는 다음과 같은 인상을 줄 수 있습니다...	이는 다음과 같은 인상을 줄 수 있습니다.
Downloading updates...	업데이트 다운로드 중	업데이트 다운로드 중...

Hyphen (-) / n dash (–) / m dash (—)

Please see the following examples for the correct use of hyphens (- key). En dashes (ALT+0151) and em dashes are not used in Korean.

Incorrect use	Correct use	Note
Windows–호환	Windows 호환	Remove an en dash*

500-GB 하드 드라이브	500GB 하드 드라이브	
6-2=4	6-2=4	Use a hyphen as minus sign
RingCentral – 완벽한 솔루션!	RingCentral - 완벽한 솔루션!	Use a hyphen where it replaces a colon or comma**
5월 3일 – 6월 22일	5월 3일~6월 22일	Use a tilde for indicating ranges
활성화 — 서버를 활성화하려면 이 옵션을 클릭하십시오.	<p>활성화: 서버를 활성화하려면 이 옵션을 클릭하세요.</p> <p>OR:</p> <p>활성화 - 서버를 활성화하려면 이 옵션을 클릭하세요.</p>	Rather use a colon or a hyphen than an em dash here

*Generally in Korean, **hyphen** is not used between words, so should be often deleted. It also used to indicate the period between dates or points. In this case, Korean should use tilde symbol (~.)

Round and square brackets

Use round brackets for further explications which would otherwise disrupt the sentence, for spelling out acronyms, or for translations of UI items in cases where the UI has not been localized.

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

Examples
경로(UNC 경로 또는 URL)를 지정한 다음 저장 을 클릭하세요.
FTP(File Transfer Protocol)를 사용하여 큰 파일을 업로드할 수 있습니다.
Open File (파일 열기)을 클릭하세요.
저장 경로는 \\[server]\[share] 형식으로 지정됩니다.
경로(UNC 경로 [내부] 또는 URL [외부])를 지정한 다음 저장 을 클릭하세요.

Quotation marks

Quotation marks are used to quote sentences taken from other sources, or to quote titles of other documents.

- Use quotation marks in accordance with Korean linguistic rules. Double quotes are used only for quoting or describing direct conversations in Korean. Use single quotes when quoting someone's unspoken thoughts or introducing/emphasizing concepts.
- For UI, use single quotation marks in Korean translations to indicate UI terms when the UI reference is emphasized in the English source with quotation marks (double or single quotation marks).
- Punctuation should be placed inside the quotes unless you quote an entire sentence.
- Use "straight quotes" for all other texts.

Apostrophe

Korean language does not use apostrophe, so should be often deleted.

Style to use in bulleted lists**Example 1 – complete sentences**

If the bulleted items are complete sentences (with a conjugated verb), each item ends with a period:

가능한 상황:

- 서버가 네트워크 내부에 있습니다.
- 서버가 네트워크 외부에 있습니다.

Example 2 – phrases/words

If the bulleted items are phrases or single words, items shall not be followed by a period:

서버가 있을 수 있는 위치:

- 네트워크 내부

- 네트워크 외부

Example 3 – continued sentences

If the list items are not full sentences and depend syntactically on the introductory sentence, the introductory sentence and each element should be connected fluently. Either full sentence or phrase form is acceptable, but their style should be consistent.

다음과 같은 경우 소프트웨어를 설치해야 합니다.

- 서버가 네트워크 내부에 있는 경우
- 서버가 네트워크 외부에 있는 경우
- 모바일 장치에서 서버에 액세스하는 경우

Abbreviations

An abbreviation is a shortened version of a word or phrase such as vs. for versus, etc. for et cetera. Abbreviations found in English content should be treated the same in Korean unless otherwise they have equivalent common localized versions (e.g. "etc." into "등"). For abbreviations unfamiliar to the public, please use full expression in Korean followed by the acronym in parentheses.

English	Korean	Note
Sound is distorted, fuzzy, crackly, etc.	소리가 왜곡됨/깨끗하지 않음/깨짐 등의 증상이 나타납니다.	"etc." localized into "등"

Acronyms

Translation of acronyms depends on RingCentral project-related requirements, and should always be investigated to confirm their localizability.

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

Description	English	Korean	Guidelines
The acronym is well known and established in Korean and practically considered a word on its own, spelling out the term is not necessary.	CD HTML PIN SMS	CD HTML PIN SMS	Use the acronym only.
The acronym might be known in Korean, spelling out the term is useful.	CSV (Comma Separated Values) DRM (Digital Rights Management)	CSV(Comma Separated Values, 쉼표로 구분된 값) DRM(Digital Rights Management, 디지털 저작권 관리)	Use the acronym followed by first the English and then the translated spelled out term in brackets. (This depends on the target audience, for ex. in an administrator's guide there would be no need to spell out FTP or CSV.)
The acronym is country or otherwise specific.	ANSI (American National Standards Institute)	ANSI(American National Standards Institute, 미국규격협회 또는 해당 협회에서 정한 규격)	Use the acronym followed by the English spelled out term in brackets and add a short Korean explanation rather than a translation.

The acronym is not well known or not commonly used in Korean.	ISP	인터넷 서비스 제공업체	Depending on the context, you might add either of the two in brackets.
		OR:	
		인터넷 서비스 제공업체(ISP)	Decide according to the target audience: You can either omit the acronym and just spell out the term or use the usual pattern.
The spelled out term is followed by an acronym in brackets.	Single Sign On (SSO)	SSO(Single Sign On, 싱글 사인 온)	Don't hesitate to reverse the order where you see fit.

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 keep the decimal point by a dot and the thousand separators by a comma.

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 not be separated from the preceding number.

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.

Imperial	Metric
1인치(" , in)	2.54cm
1피트(ft.)	30.48cm
1야드(yd.)	91.44cm
1마일(m, ml)	1.609km
1포인트(pt.)	0.57L
1쿼트(qtr.)	1.136L
1갤런(g, gal)	4.546L
1온스(oz.)	28.349g
1파운드(lb.)	453.59g
1스톤(st)	6.348kg
1톤(t)	1,016kg

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 Korean equivalents:

English	Korean	Abbreviation
Kilometer (Km)	킬로미터	km
meter	미터	m
decimeter	데시미터	dm
centimeter	센티미터	cm
millimeter	밀리미터	mm

liter	리터	L
deciliter	데시리터	dl
centiliter	센티리터	cl
milliliter	밀리리터	ml
ton	톤	t
kilogram	킬로그램	kg
pound	파운드	lb
gram	그램	g
decigram	데시그램	dg
centigram	센티그램	cg
milligram	밀리그램	mg
kilobyte	킬로바이트	KB
megabyte	메가바이트	MB
gigabyte	기가바이트	GB
gigabit	기가비트	Gbit
inch	인치	"
feet	피트	ft
mile	마일	m
gallon	갤런	gal
millisecond	밀리초	ms
second	초	s
minute	분	min
Volt	볼트	V
Watt	와트	W
Hertz	헤르츠	Hz

Megahertz	메가헤르츠	MHz
Celsius degree	섭씨	°C
bit per second (bps)	초당 비트	bps
kilobit per second (kbps)	초당 킬로비트	kbps
megabit per second (Mbps)	초당 메가비트	Mbps
gigabit per second (Gbps)	초당 기가비트	Gbps
byte per second (Bps)	초당 바이트	bps
kilobyte per second (kBps)	Kilobyte pro Sekunde	KB/s
megabyte per second (MBps)	Megabyte pro Sekunde	MB/s
gigabyte per second (GBps)	Gigabyte pro Sekunde	GB/s
points	Punkt	Pt

Percentages

% symbol can be read as "퍼센트," but use numerals and the percent sign (%) rather than the word as possible unless otherwise specified. When using the symbol, there should be no space between the symbol and the numeral.

English	Incorrect translation	Correct translation
38 %	38 % OR: 38 퍼센트	38% OR: 38퍼센트 (if specifically instructed otherwise)

Date and time

Adapt date and time formats to Korean standards.

Date format, for example, should follow month-day, and not day-month.

The short format would be separated by hyphen, slash, or periods.

Recommended formats:

Short date: *YYYY.MM.DD*. Example: 2020.05.26

Long date: *y년 M월 d일 EEEE*. Example: 2020년 5월 26일 화요일

The standard time format is hh:mm:ss. Use 12-hour format rather than 24-hour.

English format	Korean format
11:30 PM	오후 11:30
8AM to 8PM	오전 8시~오후 8시
8-June-2014	2014-6-8

The name of the months, there is no abbreviated form specified in Korean. Months should always be written in number as follows:

January	1월
February	2월
March	3월
April	4월
May	5월
June	6월
July	7월
August	8월
September	9월
October	10월
November	11월
December	12월

Currency

Currency symbols are placed before the number and without a space.

₩1,000,000.00

Specific expressions

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

English	Korean
About XYZ	XYZ 정보
as shown in figure xx	그림 xx에 표시된 것처럼
For more information on xxx, see xxx.	xxx에 관한 자세한 내용은 xxx을(를) 참조하세요.
N/A (Non Available)	N/A(해당 사항 없음)
Refer to xxx for instructions on xxx.	xxx에 관한 지침은 xxx을(를) 참조하세요.
registered trademark	등록 상표
troubleshooting	문제 해결
trademark	상표
User's Guide	사용자 가이드
we recommend...	...하는 것이 좋습니다.
Follow these steps to xxx	xxx하려면 다음 단계를 따르세요.
Contact [support].	[지원팀]에 문의하세요.
Are you sure you want to [delete the file]?	[파일을 삭제]하시겠습니까?

Prepositions

There are no definite ways of translating prepositions as it could be translated in many different ways. Please use your best judgment and check the fluency to see if you have translated them correctly.

For instance, many translators use '위한' when translating 'for'. Although this is generally considered acceptable, it is not very stylish and fluent in some contexts as follows:

English	Incorrect translation	Correct translation
xxx for Windows 10	Windows 10을 위한 xxx	Windows 10용 xxx
Files will be stored under 'xxx' folder.	파일은 'xxx' 폴더 아래에 보관됩니다.	파일은 'xxx' 폴더에 보관됩니다.

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.

Third Party Trademarks and Product Names

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.

For third party trademarks and products mentioned in RingCentral content, please complete an extensive research to determine whether an official, approved trademarked translated version is available before using as in source.

Below are some useful links:

Adobe trademarks list:

adobe.com/misc/pdfs/adobe_trademark_database_external.pdf

Apple trademarks list:

apple.com/legal/intellectual-property/trademark/appletmlist.html

Google trademarks list:

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

Microsoft trademarks list:

microsoft.com/en-us/legal/intellectualproperty/Trademarks/EN-US.aspx

Salesforce trademarks list:

http://www.sfdcstatic.com/assets/pdf/misc/salesforce_TM_list.pdf

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.

©2015 RingCentral, Inc. All rights reserved. RingCentral, RingCentral Office, RingCentral Meetings, and the RingCentral logo are registered trademarks of RingCentral, Inc. Other third-party marks and logos displayed in this document are the trademarks of their respective owners.

If there is no official and approved translation available please use:

©2015 RingCentral, Inc. 모든 권리 보유. RingCentral, RingCentral Office, RingCentral Meetings 및 RingCentral 로고는 RingCentral, Inc.의 등록 상표입니다. 이 문서에 표시된 기타 타사 상표 및 로고는 해당 소유자의 상표입니다.

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: **파일 열기**를 클릭하세요.
- 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. Be noted that appropriate postposition should be used according to the word in front of parentheses.
Example: **Open File**(파일 열기)을 클릭하세요.

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) or **+1**-650-472-4100