



RingCentral
Localization Style Guide
German

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Style Guide History

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August 17, 2015	1.0	<i>Localization Style Guide Adaptation for German</i>	<i>Gabi Franz</i>
August 5, 2016	2.0	<i>Rules for quotation marks, ellipsis, hyphen, n-dash, m-dash</i>	<i>GER linguist</i>
June 20, 2017	3.0	<i>Date and time, Conciseness / Fluency, Repetitions, Units of Measure, Hyphen (-) / n dash (–) / m dash (—)</i>	<i>GER linguist</i>
August 3, 2020	4.0	<i>SG revamp: Updated structure for improved overview; added sections: form of address, English imperatives, countries; deleted sections: Translation of the –ing for, Capitalization, Articles, Round and square brackets</i>	<i>DE linguist</i>

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 German.

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

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 and Tone

Our style

In general, your main goal as a translator is to capture the source meaning and produce the most natural-sounding translation that is best suited for a wide German-speaking audience. 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.

Readability is key:

- Use German syntax: Avoid literal transposition of the English syntax into German. Adapt the syntax if necessary to improve readability, e.g. split long-winded sentences up into smaller parts.
- Accurate and concise (exact): Avoid ambiguities, unnecessary repetitions and superfluous filler words.
- Clear and coherent (readable): Target reader should be able to easily understand the text.
- Objective: Use neutral language. Do not insert your own opinion, avoid colloquial or slang words. Always be politically correct and aim for bias-free language.
- Idiomatically correct: Use appropriate verbs, metaphors, expressions, etc. so that text does not sound like a translation.
- Keep an eye on the target reader: Use an appropriate tone depending on the audience.
- Try to avoid overtly long and complex compounds whenever possible. (Note: this is to be understood as a recommendation and must be reconsidered on a case-by-case basis. In certain situations longer compounds cannot be avoided. The goal is to maximize intelligibility and usability.)

Form of address (du vs. Sie)

For RingCentral content please always use the formal "Sie". However, please do not use stiff language ("Beamtendeutsch"), but keep it polite, informative and friendly.

Conciseness / Fluency

English can be quite verbose. Check the context, concentrate on the meaning and render it in a clear way.

- Avoid the excessive usage of „Verwenden Sie... um zu...“.
- Avoid starting a sentence with „Um...“ or „Beispielsweise“.
- Avoid bloated expressions like „haben Sie die Möglichkeit...“.

English	Incorrect translation	Correct translation
Your Name, Your Email Address, Your Company Name	Ihr Name, Ihre E-Mail-Adresse, der Name Ihrer Firma	Name, E-Mail-Adresse, Firmenname
This means you can now...	Das bedeutet, dass Sie jetzt...	Sie können jetzt ...
Use the Network Settings tab to set the IP address.	Verwenden Sie die Registerkarte „Netzwerkeinstellungen“, um die IP-Adresse festzulegen.	Legen Sie die IP-Adresse auf der Registerkarte „Netzwerkeinstellungen“ fest.
For example, the Settings folder contains:	Beispielsweise enthält der Ordner „Einstellungen“ Folgendes:	Der Ordner „Einstellungen“ enthält beispielsweise Folgendes:
To close the Editor, click OK.	Um den Editor zu schließen, klicken Sie auf OK.	Klicken Sie auf OK, um den Editor zu schließen.

English Imperatives

In English, imperatives are heavily used in Marketing texts. In German, this is less common and often sounds like an order. Please avoid the overuse of imperatives and try to rephrase. Note that this refers to descriptive texts and marketing content. When used in instructions, please do use imperatives.

English	Incorrect translation	Correct translation
Discover the new features	Entdecken Sie die neuen Funktionen	Hier erfahren Sie mehr über die neuen Funktionen
Find out more ...	Finden Sie mehr heraus ...	Sie können unter xxx mehr über yyy erfahren
Communicate with your family and friends	Kommunizieren Sie mit Ihrer Familie und Ihren Freunden	Mit xxx können Sie mit Ihrer Familie und Freunden sprechen // Mit xxx ist die Kommunikation mit Familie und Freunden ganz einfach
Learn about the basic options	Lernen Sie mehr über die Grundfunktionen	So lernen Sie mehr über die Grundfunktionen

Order of presented information

Present information in an order that makes most sense for the reader. It should be clear right from the start what the sentence is about.

English	Incorrect translation	Correct translation
Contact us if you need further info.	Kontaktieren Sie uns, um weitere Informationen zu erhalten.	Wenn Sie weitere Informationen benötigen, wenden Sie sich an uns.
Click on "Open Settings" in the User Panel.	Klicken Sie auf "Einstellungen öffnen" in der Systemsteuerung.	Klicken Sie in der Systemsteuerung auf "Einstellungen öffnen".

Repetitions

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

English	Incorrect translation	Correct translation
To delete a file from your computer, select the file from the right pane and click Delete	Um eine Datei von Ihrem Computer zu löschen, wählen Sie die Datei im rechten Fensterbereich aus und klicken dann auf „Löschen“.	Wenn Sie eine Datei vom Computer löschen möchten, wählen Sie sie im rechten Fensterbereich aus und klicken Sie dann auf „Löschen“.

The settings are used for configuring elements of the local user interface of a device. These elements include ports, a certificate...	Mit den Einstellungen werden die Elemente der lokalen Benutzeroberfläche eines Geräts konfiguriert. Zu diesen Einstellungen gehören Ports, ein Zertifikat ...	Mit den Einstellungen werden die Elemente der lokalen Benutzeroberfläche eines Geräts konfiguriert, darunter Ports, ein Zertifikat ...
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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
<p>actual</p> <p>What you type here is what will display in the top of the browser window (not on the actual page itself).</p>	<p>aktuell</p> <p>Der hier eingegebene Text wird oben im Browserfenster (und nicht auf der aktuellen Seite selbst) angezeigt.</p>	<p>tatsächlich, eigentlich, selbst</p> <p>Der hier eingegebene Text wird oben im Browserfenster (und nicht auf der Seite selbst) angezeigt.</p>
<p>make sure</p> <p>Under Network Setup make sure Proxies is selected.</p>	<p>sicherstellen</p> <p>Stellen Sie sicher, dass unter „Netzwerkeinrichtung“ die Option „Proxys“ ausgewählt ist.</p>	<p>darauf achten, sich vergewissern, müssen</p> <p>Achten Sie darauf, dass unter „Netzwerkeinrichtung“ die Option „Proxys“ ausgewählt ist.</p> <p>OR:</p> <p>Unter „Netzwerkeinrichtung“</p>

		muss (die Option) „Proxys“ ausgewählt sein.
want GPS drains the battery quickly so you'll want to use it only for a limited time.	wollen, möchten Die GPS-Funktion belastet den Akku stark, daher möchten Sie diese Funktion nur kurz nutzen.	sollten Die GPS-Funktion belastet den Akku stark, daher sollten Sie diese Funktion nur kurz nutzen.
for several minutes	für mehrere Minuten	mehrere Minuten lang

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
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Before you use this new feature, we recommend that you import config file from the configuration folder.	Bevor Sie diese neue Funktion verwenden, wird empfohlen, dass Sie die Konfigurationsdatei aus dem Konfigurationsordner importieren.	Vor der Verwendung dieser neuen Funktion sollten Sie die Konfigurationsdatei aus dem Konfigurationsordner importieren.
This is the URL for the host specified by the value of the ClientHost property.	Dies ist die URL für den Host, der vom Wert der Eigenschaft „ClientHost“ angegeben wird.	Dies ist die URL für den vom Wert der Eigenschaft „ClientHost“ angegebenen Host.
Later on you can enable and disable the function without restarting.	Später kann die Funktion ohne Neustart aktiviert bzw. deaktiviert werden.	Später können Sie die Funktion ohne Neustart aktivieren bzw. deaktivieren.

Use of possessive pronouns

Do not transfer the extensive use of English possessive pronouns into German.

English	Incorrect translation	Correct translation
You can edit your files on either your computer, or your mobile device.	Sie können Ihre Dateien auf Ihrem Computer oder auf Ihrem Mobilgerät bearbeiten.	Sie können die Dateien auf dem Computer oder Mobilgerät bearbeiten.
Enter your password in your browser.	Geben Sie Ihr Kennwort	Geben Sie Ihr Kennwort

	in Ihrem Browser ein.	im Browser ein.
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Political Correctness

Politeness

While in general English is more informal than German, it may sometimes tend to be “over polite”. Instructions given to the user often begin with “Please”. German 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.	Geben Sie bitte Ihren Benutzernamen ein.	Geben Sie Ihren Benutzernamen ein.

Gender

German usually gives priority to masculine forms, unless differently needed based on a specific context. Try to find neutral forms where possible, though, and avoid male/female stereotypes. 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.	Der Kundendienst wird sich mit dem Kunden bzw. der Kundin in Verbindung setzen und ihn bzw. sie informieren.	Der Kundendienst wird sich mit dem Kunden in Verbindung setzen und ihn informieren. [It's clear that this refers to male and female clients equally.]

Inviting your friend will give both you and your friend a bonus. Your friend can...	Für die Einladung erhalten sowohl Sie als auch Ihr Freund einen Bonus. Ihr Freund kann...	Für die Einladung erhalten sowohl Sie als auch Ihr Freund bzw. Ihre Freundin einen Bonus. Ihr Freund kann... [Adding the female form once and using only the male form subsequently is a possible compromise.]
For example, a doctor or a lawyer tends to pay...	So bezahlt beispielsweise ein Arzt oder ein Rechtsanwalt...	So bezahlen beispielsweise Ärzte oder Rechtsanwälte... OR: So bezahlt beispielsweise ein Arzt oder eine Rechtsanwältin... [Using plural or explicitly using the female form are good solutions for bias-free language.]

Terminology

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>
- 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

English	Incorrect translation	Correct translation
custom welcome message	benutzerdefinierte Begrüßungsnachricht	individuelle/persönliche Begrüßungsnachricht [Try to find alternatives to "benutzerdefiniert" to make it sound more natural: „individuell“, „maßgeschneidert“, „speziell“]
PIN number TCP/IP protocol	PIN-Nummer TCP/IP-Protokoll	PIN TCP/IP [Avoid redundancy. PIN = Personal Identification Number, IP = Internet Protocol, so „number“ and „protocol“ are redundant.]
...or not Specifies if the extension should be enabled or not.	Gibt an, ob die Erweiterung aktiviert oder nicht aktiviert wird.	Gibt an, ob die Erweiterung aktiviert wird. ["oder nicht" can be left out in most cases.]

click / save / print	anklicken, abspeichern, ausdrucken	klicken (auf xxx), speichern, drucken
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Preferred phrasing

English	German
About XYZ	Informationen zu ...
as shown in figure xx	... wie in Abbildung xx dargestellt
For more information on xxx, see xxx.	Weitere Informationen zu xxx finden Sie in xxx.
N/A (Non Available)	k. A. / n. v. / – (= keine Angabe / nicht vorhanden / n-dash)
Please note that	Beachten Sie, dass ... Beachten Sie Folgendes: ... (Can sometimes just be left out.)
Refer to xxx for instructions on xxx.	xxx wird in xxx erläutert.
want (to), would like	möchte

we recommend...	Sie sollten ...
Follow these steps:	Gehen Sie so vor:
Contact [support].	Wenden Sie sich an [den Support].
Are you sure you want to [delete the file]?	Möchten Sie [die Datei] wirklich [löschen]?

Product names and trademarks

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.

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.

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

3rd party trademark lists:

- Adobe: adobe.com/misc/pdfs/adobe_trademark_database_external.pdf
- Apple: apple.com/legal/intellectual-property/trademark/appletmlist.html
- Google: <http://www.google.com/permissions/trademark/trademark-list.html>
- Microsoft: microsoft.com/en-us/legal/intellectualproperty/Trademarks/EN-US.aspx
- Salesforce: http://www.sfdcstatic.com/assets/pdf/misc/salesforce_TM_list.pdf

Content-type specifics

UI

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	Öffnen Sie die Datei Öffne Datei	Datei öffnen
Show selected only	Zeige nur ausgewählte an	Nur ausgewählte anzeigen
Cancel	Abbruch	Abbrechen

Help articles

References to UI options

In regards to the use of UI options in help articles, 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: Klicken Sie auf Datei öffnen.

- 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: Klicken Sie auf Open File (Datei öffnen).

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

Index entries

In German, first level index entries should always be capitalized and second level entries should be capitalized as necessary. Within an index entry, a comma can be added if needed. Keep the entries as short as possible and enclose denominators in brackets where needed.

English	Incorrect translation	Correct translation
Servers	Server	Server
add	Hinzufügen	hinzufügen
delete	Löschen	löschen
Add New option	Neu hinzufügen	Neu hinzufügen
data center	Option Rechenzentrum	(Option) Rechenzentrum

Cross-references

You might encounter cross-references in technical documents. Cross-references mention other parts of text or other documents, and can be either “internal” (References to chapters, sections, headings or titles within the file or within the document you are translating) or “external” (References to titles of other documents that you are not translating or have been already translated in a previous project).

For consistency reasons, please be sure to check any cross-references. Translation of document titles 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.

Key phrases for internal cross-references:

English	German
Refer to section [...]	Weitere Informationen finden Sie im Abschnitt [...].
For more information see chapter [...] in this document	Weitere Informationen finden Sie im Kapitel [...] dieses Dokuments.
See also table [...] below	Siehe Tabelle [...] unten
See graphic 12.1 “[title of graphic]”	Siehe Abbildung 12.1 “[Name der Abbildung]”
For more information, see user manual “[title]”.	Weitere Informationen finden Sie im Benutzerhandbuch “[Titel]”.

Marketing

[More details will follow]

E-Mails

[More details will follow]

Legal

Copyright Footer

Please use the the following translation if there are no other project-specific instructions.

English	German
©2015 RingCentral, Inc. All rights reserved. RingCentral, RingCentral Office, RingCentral Meetings, and	©2015 RingCentral, Inc. Alle Rechte vorbehalten. RingCentral, RingCentral Office, RingCentral

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.	Meetings und das RingCentral-Logo sind eingetragene Marken der RingCentral, Inc. Alle anderen in diesem Dokument aufgeführten Kennzeichen, Marken und Logos sind Marken ihrer jeweiligen Besitzer.
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Capitalization

In legal texts, capitalization conveys a specific meaning and must be retained in the translation. Since nouns are capitalized in German, this situation will occur rarely, but please keep an eye on this just in case.

English	Incorrect translation	Correct translation
This individual agreement (the "Individual Agreement") is a binding agreement...	Dieser individuelle Vertrag (der „individuelle Vertrag“) ist ein bindender Vertrag...	Dieser individuelle Vertrag (der „Individuelle Vertrag“) ist ein bindender Vertrag ...

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

Linguistics

Spelling

Run the spell-checker before delivering your translation. If possible, copy the translated word into Word to be able to use the grammar checker, too.

Use the Duden as a reference.

Punctuation

Spacing

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

Non-breaking space

(Ctrl + Shift + Space bar in MS Word or Alt+0160)

Use a non-breaking space in the following cases:

- Between a number and a value: 10 GB, 20 €, 50 cm
- In dates: 12. Juli 2020
- In abbreviations: z. B., d. h.
- a number and a associated word: 5 Benutzer, 30 Minuten

Important: Do not use non-breaking spaces in software files.

Comma

Remember that in contrary to English there is no comma before the last element of an enumeration.

English	Incorrect translation	Correct translation
Huey, Dewey, and Louie	Tick, Trick, und Track	Tick, Trick und Track

Period

- Use full stops for complete sentences.
- Do not use full stops in headings, titles and after captions for illustrations, tables etc.
- Do not use full stops if a sentence ends with an abbreviation, an interrogation or exclamation mark, ellipsis, or colon.

Colon

English makes a wider use of colons. In German, use them whenever it sounds natural to do so. Remember that the word after the colon must be capitalized if it's a complete sentence.

English	Incorrect translation	Correct translation
Open the Create Package wizard: click the Package tab.	Öffnen Sie den Assistenten zur Paketerstellung: Klicken Sie auf die Registerkarte Paket.	Öffnen Sie den Assistenten zur Paketerstellung, indem Sie auf die Registerkarte Paket klicken.
The Category column displays two entries: Status and Configuration.	In der Spalte Kategorie werden zwei Einträge angezeigt, Status und Konfiguration.	In der Spalte Kategorie werden zwei Einträge angezeigt: Status und Konfiguration. OR: In der Spalte Kategorie werden die beiden Einträge Status und Konfiguration angezeigt.
Example: a compressed file.	Beispiel: Eine komprimierte Datei.	Beispiel: eine komprimierte Datei.
Example: the file is compressed.	Beispiel: die Datei ist komprimiert.	Beispiel: Die Datei ist komprimiert.

Semi-colon

Semicolons are less common in German than in English: they are mainly used to separate items in an enumeration, when using only commas would be confusing. As a rule, avoid the use of semicolons. Use a comma or start a new sentence instead.

English	Incorrect translation	Correct translation
Categories include: computers, laptops, and mobile devices; operating systems, applications, and mobile apps; network, routers, and firewalls.	Es gibt folgende Kategorien: Computer, Laptops und Mobilgeräte; Betriebssysteme, Anwendungen und mobile Apps; Netzwerke, Router und Firewalls.	Es gibt folgende Kategorien: Computer, Laptops und Mobilgeräte, Betriebssysteme, Anwendungen und mobile Apps, Netzwerke, Router und Firewalls.
Note the information in the Username and Password fields; you will need them later for logging in.	Notieren Sie sich die Angaben in den Feldern "Benutzername" und "Kennwort"; Sie benötigen Sie später zur Anmeldung.	Notieren Sie sich die Angaben in den Feldern "Benutzername" und "Kennwort", Sie benötigen Sie später zur Anmeldung. OR: Notieren Sie sich die Angaben in den Feldern "Benutzername" und "Kennwort". Sie benötigen Sie später zur Anmeldung.

Question mark

As a rule, avoid question marks in headers, as they are much less used in German than in English.

English	Incorrect translation	Correct translation
What do you want to do? [heading]	Was möchten Sie tun?	Ziel
What is RingCentral?	Was ist RingCentral?	Informationen zu RingCentral

Exclamation mark

Exclamation marks are not as common in German as they are in English. Sometimes it is better to remove them. Do not use several exclamation marks (!!!). One is enough. Do not use them in buttons.

English	Incorrect translation	Correct translation
File not found!	Die Datei wurde nicht gefunden!	Die Datei wurde nicht gefunden.
Be careful!!!	Vorsicht!!!	Vorsicht!

Ellipsis (...)

If there is ellipsis at the end of a sentence, there must always be a non-breaking space inserted between after the text and before the ellipsis.

Hyphen (-) / en-dash (–) / em-dash (—)

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

Incorrect use	Correct use	Note
Windows–Betriebssystem 500–MB–Festplatte RingCentral Benutzer	Windows-Betriebssystem 500-MB-Festplatte RingCentral-Benutzer	Use a hyphen for compounds
6-2=4 // 6 - 2 = 4	6 – 2 = 4	Use an en-dash as minus sign
RingCentral - die perfekte Lösung!	RingCentral – die perfekte Lösung!	Use an en-dash where it replaces a colon or comma
Mo bis Fr, 8 - 16 Uhr Seite 1-4	Mo bis Fr, 8–16 Uhr Seite 1–4 Wir sind von Montag bis Freitag für Sie da.	use an en-dash for indicating ranges and use “bis” in flow text
Aktivieren — Klicken Sie auf diese Option, um den Server zu aktivieren.	Aktivieren: Klicken Sie auf diese Option, um den Server zu aktivieren.	Use a colon instead of a dash here

Quotation marks

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

- Generally, use “straight double upper quotes”.
- Use „typographic quotation marks”(ALT+0132, ALT+0147) for printed documents.

- Only use single quotes if software requirements or other constraints make it necessary, e.g. in order to not break builds or cause other technical issues.
- Punctuation should be placed outside the quotes unless you quote an entire sentence.

Prepositions

Please use the following standard prepositions (according to Microsoft preposition guidelines).

English	Incorrect translation	Correct translation
migrate to	migrieren auf migrieren nach	migrieren zu
import from/to	importieren von/nach	importieren von/in
export to	exportieren zu	exportieren nach
integration with	Integration mit	Integration in
update/upgrade to	aktualisieren zu	aktualisieren auf
change to	ändern zu	ändern in
compatible with	kompatibel zu	kompatibel mit
click (on) something	anklicken	klicken auf

connect to	verbinden zu	verbinden mit
in the toolbar	in der Symbolleiste	auf der Symbolleiste
on the menu / network / Internet / web	auf dem Menü / Netzwerk / Internet / Web	im Menü / Netzwerk / Internet / Web
on a page / web site / web page / screen	in einer Seite / Website / Webseite / einem Bildschirm	auf einer Seite / Website / Webseite / einem Bildschirm
number of (files etc.)	Anzahl an	Anzahl von

Abbreviations

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

- Shorten a word by at least two letters, abbreviation should end with a consonant and end with a period.
- If the word has a double consonant, abbreviate after the second consonant.

Acronyms

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

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

Description	English	German	Guidelines
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The acronym is well known and established in German and practically considered a word on its own, spelling out the term is not necessary.	CD DSL PIN SMS	CD DSL PIN SMS	Use the acronym only.
The acronym might be known in German, spelling out the term is useful.	CSV (Comma Separated Values) DRM (Digital Rights Management)	CSV (Comma Separated Values, kommasetrennte Werte) DRM (Digital Rights Management, digitale Rechteverwaltung)	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)	die US-amerikanische Organisation zur Koordinierung der Entwicklung freiwilliger Normen ANSI (American National Standards Institute)	Use a descriptive translation, followed by the acronym and the spelled out term in brackets

The acronym is not well known or not commonly used in German.	ISP	Internet-Dienstanbieter OR: ISP (Internet Service Provider, Internet-Dienstanbieter)	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, einmalige Anmeldung)	Don't hesitate to reverse the order where you see fit.

URLs

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

Lists

- Complete sentences: If the bulleted items are complete sentences (with a conjugated verb), capitalize the first word and use a full stop at the end.

Folgende Situationen sind möglich:

- Der Server befindet sich im Netzwerk.
- Der Server befindet sich außerhalb des Netzwerks.

- Phrases/ single words: Do not use a full stop.

Der Server kann sich an folgenden Stellen befinden:

- im Netzwerk
- außerhalb des Netzwerks
- Incomplete sentences: If the list items are not full sentences and depend syntactically on the introductory sentence, each element should start with a lowercase letter and end with a semicolon. End the last item with a period.

Sie müssen die Software installieren, wenn

- sich der Server im Netzwerk befindet;
- sich der Server außerhalb des Netzwerks befindet;
- von Mobilgeräten auf den Server zugegriffen wird.

Internationalization

Numbers

Use a full stop as thousand separator and a comma for the decimal separator.

Use a thousand separator for numbers with four or more digits: 1.500, 20.000

Units of Measure

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

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
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.

Percentages

Percentages are usually written in figures followed by the symbol %, separated by a non-breaking space: 37 %

Date and time

Adapt date and time formats to German standards. The short format should be separated by periods. Recommended formats:

Short date: DD.MM.YYYY. Example: 24.12.2015

Long date: dddd, d. MMMM yyyy. Example: Sonntag, 1. Januar 2016

The standard time format is hh:mm:ss. The 24-hour clock format should be used.

English format	German format
11:30 PM	23:30 Uhr
8AM to 8PM	8 bis 20 Uhr
8-June-2014	8. Juni 2014
2000-04-05	2000-04-05 (international format, not very common)

Currency

Currency symbols are placed after the numeral separated by a non-breaking space, with two decimal figures.

145,80 €

Please check with your PM or Language Team if foreign currency should be localized in your project.

Countries

Please use this country list when translating country names. In lists, please use an alphabetical order.

Address, email and phone numbers

In general, please follow the principles outlined below:

- 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:

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

Adaptation to German Market

Where appropriate, English examples need to be localized/adapted to the German audience.

English	German
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'.	Wenn Sie zum Beispiel nach "*ung" suchen, werden in der Knowledge Base alle Artikel angezeigt, die Wörter wie "Handhabung", "Haltung" oder "Wirkung" enthalten. Mit dem Suchbegriff "?unde" finden Sie Inhalte mit dem Wort "Kunde" or "Runde".

Heather and Joe are looking for a chat tool for their business.	Karin und Thomas sind an einem Chat-Tool für ihr Unternehmen interessiert.
on a national level	[depending on the context, might need to be adapted] in den USA, in Deutschland...