STYLE GUIDE FOR TRANSLATING SCRATCH, WITH DUTCH AS EXAMPLE LANGUAGE

INTRODUCTION

This document describes some hints as well as guidelines for people who want to help translating Scratch. The example language used in this document is Dutch. It therefore also contains some specific guidelines for the Dutch language.

CHANGELOG

Since we distribute this document via Github, we may not always update the filename after a change. So here you can see whether you still have the most recent version.

| Date	Change
2020-05-17	Added language independent hints. And minor other updates
2020-05-22	Translated the Dutch Transifex UI strings (highlighted with yellow) into English and added some further Transifex wishes and some extra guidelines.

READ THE GENERAL MATERIAL

Start with reading the general material at https://github.com/LLK/scratch-l10n/wiki

MAKE SETTINGS IN TRANSIFEX

At least make the following setting.

Click the head in the right top corner → Notifications → Notification Settings → Messages / Project & Language Activity

Ticking all the boxes is easiest, but at least make sure to tick:

1. When an announcement is posted
2. When you received a new message
3. When an issue is opened, resolved, or reopened, or you're mentioned in a comment
4. When a resource file is updated or autofetch for a resource failed.
5. When resources are added or removed from projects
6. When new content is detected for a live project

In this way you do not have to regularly log in to Transifex to see whether there is material to be translated.

Here are some language independent hints:

- Look below the untranslated string. Sometimes there are developer remarks in light grey that can be helpful in translating. Unfortunately it is not so often that the developer has put those remarks in.

- The most difficult part of the translation job is that it is done mostly out of context. And the smaller the sentence, the more difficult it is, since e.g. a single word could in English be a noun or a verb and also in a variety of tenses, but when translating it all these may have a different translation in the target language. Sometimes you can guess from adjacent words in the same file. Sometimes you can try to look it up in the project. In general, think deeply before making the translation in such cases and imagine other contexts that could be applicable.

- When making translations that refer to items on the website, you will have to look up how they are translated there. For example, if something is offending, people can use the *Report* button. When translating that into Dutch, it could have been called *Rapporteren*, however if you look at the actual button it is called *Melden*, which is also completely correct. So in the sentence where you have to translate the *Report* button, you will have to use *Melden* and the only way to find out is by actually looking it up on the web site. In some cases it is clear where it refers to, but there will also be cases where you have no clue where it could refer to. In that case just pick a translation and when you later on the website see a strange translation let a reviewer know to change it.

- Carefully look at interpunction and spaces, especially surrounding links.

- Sometimes we get strings to translate like:
  chat room,chat room project,chat project,cloud chat,cloud chat room
  Don't be tempted to add spaces before the comma. These strings will most likely end up somewhere where those blanks would not look good.

- Stay close to the original text. If the text has the word *people*, you should translate it for Dutch into *mensen*. Even if in the particular context they would always be Scratchers or students, don't write *Scratchers* or *leerlingen*, even if you think that this would have been better.

- That being said, also make sure that translations will be well readable in the target language. So sometimes you have to take some liberty in the translation. Changing the order of words in the sentence is often something that is needed to make it more readable.

- If you make remarks and certainly if your raise issues, please do so in English, because the coordinators who must take care of them may not be fluent in the target language.

- Keep Twitter hashtags untranslated. For example, *#ScratchAtHome* should stay as is rather than translating it into *#ScratchThuis* which would be a perfect translation, but to connect to the right discussion, you should use the untranslated hashtag.

- If a double quote is to be inserted, it must be escaped with a backslash, so \" is used because a quote by itself will signal the end of the string and it will actually generate an invalid file. Curly quotes, " and ", can be used without escaping.

- Do not add a new line if it was not in the original string. It will not work.

- English is a compact language. Other languages often need more characters. In some cases translations will overflow the available space. Please try to be as concise as possible, but of course still clear for children and at their level.
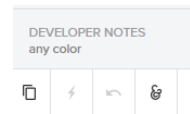
USAGE OF THE GLOSSARY

Especially until you are familiar with the style that is used, please check the glossary (*woordenlijst*).

If a word is not in the glossary feel free to add. Unfortunately if the same type of word (verb, noun etc.) has multiple translations into the target language, the glossary fails. The convention for *Dutch* is that we add the other potential translations in the comments field.

Do NOT put two translations in the same string, like for *download* put in *downloading, binnenhalen*. In that case, when ever Transifex sees the word download, it will be complaining that it misses the substring *downloading, binnenhalen* in the translation.

Note that the same glossary is applicable to all projects (provided the authoring team has made the right settings).

Getting warnings in Transifex are very common. But often the flagged translations are still correct. For example, in Dutch we translate *Account Settings* into a single term *Accountinstellingen*. But we have also the word *Account*, which is also *Account* in Dutch and that is in the glossary. So now it complains in a sentence where *Account Settings* has been used that the word *Account* is not in the translation.

SOME RULES FOR SOME FREQUENT WORDS IN DUTCH

1. The Dutch translation team uses everywhere *je, jouw* etc. rather than *u, uw* for the translation of *you, your*
2. We use *leerkracht* for anyone who is teaching
3. We use *leerling* rather than *student* for the one who is being taught. So *student* is also translated as *leerling.*
4. We use *je kan* rather than *je kunt.*
5. We use Dutch rather than Flemish. Although Flemish may often be understandable by adults, it is not logical for children.
6. Do not translate:
   a. *Scratch*
   b. *Scratch Day*
7. If you encounter English strings that are outdated, e.g. a conference of two years ago, then just copy the English. In that way we make sure that it does not count as an untranslated string and also that others are not tempted to waste time on translating legacy material. The chances for encountering such strings is low as long as we keep up to speed with translating.
8. Translation of times
   If a time is mentioned, e.g. a "webinar at 2pm EST", then leave this time in, but add the equivalent time in CET (Amsterdam time) in brackets and use the common Dutch notation (called military time in USA), so "webinar om 14:00 EST (20:00 CET)". Please note that the date for switching to and from day light saving time is different between USA and Europe, so be very careful in those times of year when the clock changes.
9. Translation of licenses
   If a license is mentioned, e.g. "Creative Commons Share Alike" then add the Dutch name of that license in brackets, so "Creative Commons Share Alike (GelijkDelen)".

TRANSLATION SERVICES SHOW TO BE HELPFULL

Despite criticism about translation services like Google Translate (translate.google.com), it has proven to be quite handy. Some rather prefer Deepl (deepl.com). For a string with many links Deepl seems to be more robust than Google Translate.

Of course sometimes you get garbage, but most often it actually works fine.

There are several ways to use it:

1. Translate entire text and restore links
   a. CTRL-g to copy the source string into the target window.
   b. Select the copied text, press CTRL-x and paste (CTRL-v) it into the source window of the translation service.
   c. Copy the translated text to the clipboard (click the icon).
   d. Paste (CTRL-v) the translated text into the Transifex target window.
   e. Carefully look whether the translation is matching the original sentence and follows the rules for translation into the target language (see above and see the glossary).
   f. If there were links, erase the number in the translated text and click the corresponding link in the source text. The link copies over.
2. Translate piecemeal
   a. CTRL-g as above.
   b. Select a sentence or piece of a sentence without links, copy this to the translation service.
   c. Copy back as described above and make corrections as needed as described above.
   d. Select the next text fragment up to the next link and repeat the process.

WORKFLOW

The general workflow is this:

1. Go to Transifex
2. Click Dashboard → All projects → *Dutch* (in this example) → View projects
3. Look for a project that does not show 100%. But **DO NOT** take the Scratch Website (Legacy) project, because that is largely outdated and useless to translate. The few strings that may be added will be taken care of by the review team.
4. Click the project
5. Look for a resource that does not have a 100% marking
6. Click the *Translate* button
7. Click the *Untranslated* link on top of the page
8. Start translating, when done with a string click *Save Translation*
9. When you are done, click the *Unreviewed* link on the top of the page and copy the URL into an email or save it in a document.
10. Continue till you are finished or tired.
11. Send the email with links to the review team and in some cases the coordinator of the language as well. You can in Transifex find the reviewers / coordinators via Teams → Scratch translators → *n* members to *language.* For Dutch please send to:
    a. Cobie van de Ven
    b. Chris Dorna
    c. Joek van Montfort
    d. Hans de Jong
    Include in the message an indication that these are the strings to be reviewed. We will then within a few days take care of it. The email is needed because we do not get announcements when something is ready for review (the change request for an email in that case has been made to Transifex) and we do not so often inspect the entire set of material.
12. You can now wait till you get an email from Transifex when there are new strings to be translated.

NO FEEDBACK WHEN CORRECTIONS ARE MADE

In case a reviewer makes corrections, the translator will normally not be notified. This is because there is no efficient system for it. However we will contact you if we see the same issue popping up multiple times.

And be sure that we are grateful for your work even if we do not give feedback!

TRANSIFEX WISHES

Transifex is a great tool, but there are some wishes open. They are listed here so that you do not have to bring them up again.

1. Allow a word / type combination to have multiple translations, as in some languages the same word has a different translation depending on the context.
2. Get an email if new translations are ready for review.
3. Better handling of response to emails. Now replies often go unnoticed.
4. Implement a process flow by which translators can propose new items for the Glossary, which reviewers can then review and approve, after which the term is locked. Would also be good to be able to trace where the word has been used so that the context can be understood and potentially the earlier made translation be updated.
5. Make it possible for reviewers to simply exclude the translations they made themselves so that they will not accidentally review them as well.
6. Include an option to feedback to translators when a change in the translation was made by a reviewer. As reviewer, I would like that when I made a correction and approved the translation, I can check a box to say whether or not to notify the translator. Then the translator should get the original string, the updated string, plus a message that I can fill in to specify why I made the change.

WISHES TOWARDS SCRATCH TEAM

There are also a wishes towards the Scratch team.

1. The out of context translation means that we sometimes find strange translations in the editor and website when we look at them (although not quite as many as I had feared). Then comes the other out of context problem: finding back the string in Transifex.
    One solution that has been suggested is to add a "language" that actually displays the string number in Transifex. Adding the resource name would be even better, but may be a problem spacewise. The project is normally obvious, so that can be left out. If we then find a string with a wrong translation, we can switch the language to this special one, look for the number and make a correction.
2. It would help a lot if for each string the context field in Transifex contained a link to the page where the string appears. Of course this is not always possible if it is a string that is e.g. an error message, but often it would help a lot. The translator can then just open the page and see much more about the context.
3. Clarity when something is published
    It would help to know when a string is made life, so that we can go check whether an earlier issue is now solved or how a newly translated page looks in real life.