Sindhi (Pakistan) Style Guide

سنڌي طرز تحرير

Contents

What's New?

Last Updated: July 2013

New Topics

The following topics were added:

- Sindhi Style Guide Core and Common Section Version 1

Updated Topics

The following topics were updated:

October, 2011

- Digit groups
- Percentages
- Currency
- Time
- Date
- Days
- Months

January, 2012

- Keys – subsection [Key Names](#) added

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content. It contains information pertaining to all Microsoft products and services.

About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Sindhi Microsoft products with Microsoft-specific linguistic guidelines and standard conventions that differ from or are more prescriptive than those found in language reference materials. These conventions have been adopted after considering context based on various needs, but above all, they are easy to follow and applicable for all types of software to be localized.

The Style Guide covers the areas of formatting, grammatical conventions, as well as stylistic criteria. It also presents the reader with a general idea of the reasoning behind the conventions. The present Style Guide is a revision of our previous Style Guide version with the intention of making it more standardized, more structured, and easier to use as a reference.

The guidelines and conventions presented in this Style Guide are intended to help you localize Microsoft products and materials. We welcome your feedback, questions and concerns regarding the Style Guide. You can send us your feedback via the Microsoft Language Portal feedback page.

Scope of This Document

This Style Guide is intended for the localization professional working on Microsoft products. It is not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has preference or deviates from standard practices for Sindhi localization.

Style Guide Conventions

In this document, a plus sign (+) before a translation example means that this is the recommended correct translation. A minus sign (-) is used for incorrect translation examples.

In Microsoft localization context, the word *term* is used in a slightly untraditional sense, meaning the same as e.g. a segment in Trados. The distinguishing feature of a term here is that it is translated as one unit; it may be a traditional term (as used in terminology), a phrase, a sentence, or a paragraph.

References to interface elements really only refer to translatable texts associated with those interface elements.

Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology. Microsoft Language Portal can be used as reference for approved terminology.

Sample Text

شڪارپور جي جاين جي چا ڳالهه ڪجي، اها جاء به هندن جي دور جي باقيات هئي ۽ هڪ ڪلاسيڪل جاء هئي. اندر وياسين، توفيق اسان لاءِ گهڻو ڪري بوتلون وئي آبو. پوءِ هن پهريان پهريان هڪ اچي ڪاڱر تي نهيل هڪ اسڪيچ ڏيکاريو، جيڪو عجيب ۽ غريب هيو، تصوير ڪي غور سان ڏسبو ته سمجهه ۾ ايندو ته ڏاڙهيءَ سان هڪ همراه آهي، پر اجان غور ڪبو ته ان ڏاڙهيءَ ۾ ئي هڪ عورت نهيل هئي، اصل ۾ ڏاڙهي ئي عورت هئي، ۽ عورت ئي ڏاڙهي هئي. سچ پچ ته اهو سڀ حيران ڪندڙ هيو. مون پهريون پيرو اهڙي شيء ڏني هئي ۽ اها به شڪارپور جي پياري آرٽسٽ توفيق ناڀر جي نهيل. مان انکي غور سان ڏسي رهيو هيس ته توفيق چيو:

سعيده دراني،

گهر نمبر XX، اسٽريٽ XX

XX، اسلام آباد، 44000

فون نمبر: 0300 5555555

21 ڊسمبر 2011ع

Recommended Reference Material

- Oxford English–Sindhi Dictionary, Chief Editor: Siraj-ul-Haque Memon, Oxford University Press, Karachi, Pakistan.
- Sindhi Glossary of Common Words by Microsoft

Normative References

These normative sources must be adhered to. Any deviation from them automatically fails a string in most cases. When more than one solution is allowed in these sources, look for the recommended one in other parts of the Style Guide.

- Oxford English–Sindhi Dictionary, Chief Editor: Siraj-ul-Haque Memon, Oxford University Press, Karachi, Pakistan.
- http://www.crulp.org/sed/ (Online Sindhi Dictionary)

Informative References

These sources are meant to provide supplementary information, background, comparison, etc.

- Oxford English–Sindhi Dictionary, Chief Editor: Siraj-ul-Haque Memon, Oxford University Press, Karachi, Pakistan.
- An English-Sindhi dictionary [Paperback]: Dulamal. Bulchand, University of Michigan Library, USA.

Language Specific Conventions

This part of the style guide contains information about standards specific to Sindhi.

Country/Region Standards

Characters

Country/region	Pakistan
Lower-case characters	n/a
Upper-case characters	n/a
Characters in caseless scripts	آ ا ب ٻ ت ٿ ٽ ث ٺ پ ڦ ج ڄ جھ چ ڇ ح خ د ڌ ڏ ڏ ذ ر ڙ ز س ش ص ض ط ظ ع غ ف ق ک ڪ گ ڳ ڱ ل م ن ڻ و ه ھ ء ي
Extended Latin characters	n/a
Note on alphabetical order	All these characters are used in Sindhi text and Collating Order is Standardized by Sindhi Language Authority
Total number of characters	54
Unicode codes	n/a
Notes	n/a

Date

Country/region	Pakistan
Calendar/Era	Gregorian (localized), Hijri (Arabic Lunar)
First Day of the Week	Monday
First Week of the Year	The week that contains January 1
Separator	/
Default Short Date Format	dd/MM/yy
Example	17/03/11
Default Long Date Format	dddd, dd MMMM, yyyy dd MMMM yyyy
Example	Thursday, 25 August, 2011 25 August 2011

Country/region	Pakistan
Additional Short Date Format 1	N.A
Example	N.A
Additional Short Date Format 2	N.A
Example	N.A
Additional Long Date Format 1	N.A
Example	N.A
Additional Long Date Format 2	N.A
Example	N.A
Leading Zero in Day Field for Short Date Format	yes
Leading Zero in Month Field for Short Date Format	yes
No. of digits for year for Short Day Format	2
Leading Zero in Day Field for Long Date Format	yes
Leading Zero in Month Field for Long Date Format	n/a
Number of digits for year for Long Day Format	4
Date Format for Correspondence	dd/MM/yyyy
Example	17/03/2011
Notes	• If the weekday must be mentioned, the following format is used: [weekday], dd mmmm yyyy.

Country/region	Pakistan
Abbreviations in Format Codes	**d** is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name)
	M is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name)
	y is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

Time

Country/region	Pakistan
24 hour format	No
Standard time format	h:mm:ss tt hh:mm:ss tt H:mm:ss HH:mm:ss
Standard time format example	12:38:37 AM 12:38:37 AM 0:38:37 00:38:37
Time separator	colon (:)
Time separator examples	03:24:12
Hours leading zero	yes
Hours leading zero example	03:24:12
String for AM designator	AM (English Text only)
String for PM designator	PM (English Text only)
Notes	Milliseconds are separated by a comma: 03:24:12,09

Days

Country/region: Pakistan

Day	Normal Form	Abbreviation
Monday	سومر	اگ
Tuesday	اگّارو	ار
Wednesday	اربع	خم

Day	Normal Form	Abbreviation
Thursday	خميس	جمعو
Friday	جمعو	چن
Saturday	چنڇر	آچ
Sunday	آچر	سو

First Day of Week: Monday

Is first letter capitalized?: No

Notes: N.A

Months

Country/region: Pakistan

Month	Full Form	Abbreviated Form	Long Date Form
January	جنوري	جنوري	جنوري
February	فروري	فروري	فيبروري
March	مارچ	مارچ	مارچ
April	اپريل	اپريل	اپريل
May	مَي	مَي	مئي
June	جون	جون	جون
July	جولاء	جولاء	جولائي
August	آگست	آگست	آگسٽ
September	ستمبر	ستمبر	سيپٽمبر
October	آڪتوبر	آڪتوبر	آڪٽوبر
November	نومبر	نومبر	نومبر
December	ڊسمبر	ڊسمبر	ڊسمبر

Is first letter capitalized?: No

Notes: No Abbreviations are used in Sindhi.

Numbers

In Sindhi, numbers are written in two digits. They must be separated by dot (.), Hamza character is used for decimals.

Phone Numbers

Country/region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Pakistan	+92	Yes	3 - 6	None	5 - 8 (+Area Code)	+92 ### #######

Country/region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Pakistan	5 - 8	#######	11	#### #######	10 - 15	+92 ### #######

Addresses

Country/region: Pakistan

Disclaimer: Please note that the information in this entry should under no circumstances be used in examples as fictitious information.

Address Format:

1. Full Name [Title/First Name Middle Name Last Name]

2. Full Address [House Number/Street Number/Mouhalla/Post Office Address/Sector]

5. City [Village/District] Name

6. Postal Code

7. Country

Example Address:

عبدالغفور پٽي
90 گلبرگIII
لاہور
54810
پاکستان

Local Postal Code Format: XXXXX

Notes: Only digits are used in Postal Codes of Pakistani Cities.

Currency

Country/region	Pakistan
Currency Name	Pakistan Rupee - روپیہ
Currency Symbol	Rs

Currency Symbol Position	The currency is always displayed before the amount in English, The currency is always displayed after the amount in Sindhi.
Positive Currency Format	Monetary symbol, number
Negative Sign Symbol	- (minus symbol)
Negative Currency Format	Negative sign, monetary symbol, number
Decimal Symbol	. (dot)
Number of Digits after Decimal	2
Digit Grouping Symbol	, (comma)
Number of Digits in Digit Grouping	3
Positive Currency Example	Rs123,456,789.12
Negative Currency Example	-Rs123,456,789.12
ISO Currency Code	PKR
Currency Subunit Name	Paisa (Not used anymore)
Currency Subunit Symbol	N.A
Currency Subunit Example	N.A.

Digit Groups

Country/region: Pakistan

Decimal Separator: .

Decimal Separator Description: dot

Decimal Separator Example: 95.13

Thousand Separator: ,

Thousand Separator Description: comma

Thousand Separator Example: 123,456,789.,00

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	ڪلوميٽر	Not required
	Meter	ميٽر	Not required

Category	English	Translation	Abbreviation
	Decimeter	ڊيسي ميٽر	Not required
	Centimeter	سينٽي ميٽر	Not required
	Millimeter	ملي ميٽر	Not required
Capacity	Hectoliter	هيڪٽو ميٽر	Not required
	Liter	ليٽر	Not required
	Deciliter	ڊيسي ليٽر	Not required
	Centiliter	سينٽي ليٽر	Not required
	Milliliter	ملي ليٽر	Not required
Mass	Ton	ٽن	Not required
	Kilogram	ڪلوگرام	Not required
	Pound	پائونڊ	Not required
	Gram	گرام	Not required
	Decigram	ڊيسي گرام	Not required
	Centigram	سينٽي گرام	Not required
	Milligram	ملي گرام	Not required
English Units of Measurement	Inch	انچ	Not required
	Feet	فٽ	Not required
	Mile	ميل	Not required
	Gallon	گيلن	Not required

Notes: N.A.

Percentages

Format: percent, space, number; for example, % 60.60.

Sorting

Sorting rules	Non-alphabetical characters (i.e. symbols like @ ! #) sort before the letters of the alphabet. Digits sort after the non-alphabetical characters and before the letters of the alphabet.
Character sorting order	Sorting Order w.r.t. 54 letters of Sindhi language Diphthongs ب - پ – ج are sorted after real single characters like ج، پ، ب.

Examples of sorted words	@ 1 " آچر اڻل باقي ٻِلي پيٽَ تاج ٽَڙو ٿانگو ثاث ثُور پيسا ڦوٽِ جَلدِي ڃيٺ جهالَت چَڪ ڇڳو حَجام خالِص دَرخَواستَ ذاران ڌاڏو ڊِنو ڍانگ ذَخيرو رَواج زَخَم سيِٽَ شَي صادِق ضايَع طاعون	@ 1 " آ ا ب ٻ پ ت ٽ ٿ ث پ ڦ ج ڄ جه چ ڇ ح خ د ذ ڌ د ڊ ذ ر ز س ش ص ض ط

	ظاهِر	ظ
	عَجائب	ع
	غَزَل	غ
	فَرْش	ف
	قائِل	ق
	کُنِيي	ڪ
	کانويلي	ک
	گَرَمُ	گ
	ڳِاڙْهو	ڳ
	گَهَرو	گھ
	لازِمُ	ل
	مصنوعِي	م
	نوعيت	ن
	وائِرڱُ	و
	ٻَجَڱُ	ہ
	هاٽِي	ھ
	يَتِيم خانو	ي

Geopolitical Concerns

Part of the cultural adaptation of the US-product to a specific market is the resolving of geopolitical issues. While the US-product should have been designed and developed with neutrality and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

Sensitive issues or issues that might potentially be offensive to the users in the target country/region may occur in any of the following:

- Maps
- Flags
- Country/region, city and language names
- Art and graphics
- Cultural content, such as encyclopedia content and other text where historical or political references may occur

Some of these issues are relatively easy to verify and resolve: the objective should be for the localizer to always have the most current information available. Maps and other graphic representations of countries/regions and regions should be checked for accuracy and existing political restrictions. Country/region, city and language names change on a regular basis and need to be checked, even if previously approved.

A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, body and hand gestures.

Guideline

As country/region and city names can change, please use the most up-to-date Sindhi list for every release of your product.

Grammar, Syntax & Orthographic Conventions

Adjectives

In Sindhi, adjectives should be handled in the following manner. Adjectives should be deal as whole or all or everyone. (Pronominal)

Example: سَوڪو, جَلدي

Possessive adjectives

The frequent use of possessives is a feature of English language. However in Sindhi, possessive adjectives are handled generally.

Articles

This section does not apply to Sindhi.

Capitalization

This section does not apply to Sindhi.

Compounds

This section does not apply to Sindhi as there are No Specific rules for Sindhi Language.

Gender

"ي" for feminine is used after a masculine name. But there are also some different styles.

Example: مان اخبار نه پڙهندو آهيان (+)

Genitive

This section does not apply to Sindhi.

Modifiers

This section does not apply to Sindhi.

Nouns

Many languages differentiate between different noun classes based on features such as animacy, shape, gender, and so on. English loan words must be integrated into the noun class system of your language. When faced with an English loan word not previously used in Microsoft products, consider the following options:

- **Motivation**: Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of your language?
- **Analogy**: Is there an equivalent Sindhi term that could be used to justify the noun class the noun gets assigned to?
- **Frequency**: Is the term used in other technical documentation? If so, what noun class is it assigned to most often? The Internet may be a helpful reference here.

If the choice of noun class is left up to you, ensure that you provide consistent translations within the Microsoft product. Please consult with your translation team lead and team members to decide what noun class to assign.

English example	Sindhi example
Delete it from server.	(+) هن کي سرور سان ختم ڪريو
Enter a password to log into the server	(+) سرور ۾ داخل ٿيڻ لاءِ فائل نامو داخل ڪريو.
DNS cannot resolve the server IP address	(+) DNS سرور IP پتو حل نه ٿو ڪري سگهي.
Verify the name of the server's certificate	(+) سرور تصديق نامي جي نالي جي تصديق ڪري.

Inflection

The examples below show how English loanwords inflect for number in Sindhi.

English example	Sindhi example
Clients	(+) گراهڪ
Websites	(+) ويب سائيٽون
Downloads	(+) ڊائون لوڊ
Proxys	(+) پراڪسي
Administrators	(+) منتظم

Plural Formation

Singulars are also used as plural and "ات' ,"ايس" and "وں" plural forms like "اخبارين، اخبارات'اخبار"and "وں" in induction form like ـ"اخباروں".

Prepositions

There are no prepositions in Sindhi languages rather than postpositions, deal as all adverbs or particles, which are placed after the noun. However pay attention to the correct use of the preposition in translations. Mostly influenced by the English language, many translators omit them or change the word order.

US Expression	Sindhi Expression	Comment
Service request	(+) خدمات درخواست (-) درخواست خدمات	The translation is opposite of the correct one and is not correct.

Pronouns

Please use the following pronouns in Sindhi text.

(+)هو، ته، تون، توهان، آئون، اسان

Punctuation

Small Dash (-)is used after the end of sentence, it should be noted, Sindhi does not use full stop.

Example (+) مسل کولڻ لاءِ پاس ورڊ داخل ڪريو۔

Comma   ، (Sindhi comma)

Comma is used for separating the words, bringing pauses in sentences.

Example (+) احمد، محمود، قاسم

Colon: (colon)

Use colons to show the following list or names in order. However it should not be used in long sentences

Example: هيٺ ڏيو:

Dashes and Hyphens

Three different dash characters are used in English:

Hyphen

This section does not apply to Sindhi.

En Dash

This section does not apply to Sindhi.

Em Dash

This section does not apply to Sindhi.

Ellipses (Suspension Points)

This section does not apply to Sindhi.

Period

US English uses a period as the decimal separator, while many other languages use a comma. In Sindhi character Hamza� (If Sindhi digits are used in Sindhi Text) or Period. (If English digits are used in Sindhi Text). Do not use a space for this purpose as a space separates the numeral from the abbreviation.

In paper sizes (the last example in the table below) the decimal separator and the abbreviation "in" for inches are kept, since the sizes are US norms and should be represented accordingly.

Examples:

English example	Sindhi example
5.25 cm	(+) 5.25 سينٽي ميٽر
5 x 7.2 inches	(+) 5 x 7.2 انچ
Letter Landscape 11 x 8.5 in	(+) خط افقى 8.5 x 11انچ

Quotation Marks

In US source strings, you may find software references surrounded by English quotation marks. The same as English is followed in Sindhi

Example:

(+) قائداعظم هڪ پيغام ڏنو. "ايمان، اتحاد، تنظيم."

Parentheses

In English, there is no space between the parentheses and the text inside them. Same rule must be followed for Sindhi.

Example:

(+) اهو اختيار چونڊيو جيڪو اهو موثر طريقي سان ڀڻائي ته توهان ڪمپيوٽر چو بند (Shutdown) ڪرڻ چاهيون ٿا

(+) وڌيڪ معلومات لاء (0000000000)

Singular & Plural

In Sindhi the affix ڪهي (Khe) is used in Singular as well as in the Plural form, and it should be placed after formative singular or the plural form of a noun.

For example: (+) گهر ڪهي

Split Infinitive

This section does not apply to Sindhi.

Subjunctive

This section does not apply to Sindhi.

Symbols & Non-Breaking Spaces

This section does not apply to Sindhi.

Syntax

In Complex sentence only the first noun part of the 1st clause remains at first in Sindhi but the second part of the first clause of the English sentence goes at the end of last clause and all the remaining clauses are reversed:
Example:

<div dir="rtl">

(+) اڪبر پنهنجي ملڪ جي نمائندي طور تي، بحيثيت مسلمان، شريڪ ٿيڻ چاهي ٿو.

</div>

Verbs

Continuous operations are usually expressed in English with a gerund, which should be translated into Sindhi. It should be noted that generally the Verb always in the last of structure and adverb in the beginning. Every Infinitive in Sindhi language finishes on ُڻ, which is masculine Noun.

Example: خَرِيَد ڪَرَڻُ, آرامُ ڪَرَڻُ

Word Order

This section does not apply to Sindhi.

Style and Tone Considerations

This section focuses on higher-level considerations for audience, style, tone, and voice.

Audience

Please take the target audience into account when translating Microsoft products. For example, translation of learning materials targeted at new users should be more direct and friendly than that of IT Pro materials, which should be more formal.

For example

<div dir="rtl">

(+) حصيدار بڻايو پنهنجن دوستن ۽ رابطي وارن کي پنهنجي ويبو ۾ .

</div>

Style

Do not use colloquial, slang, local, poetic, rare words and expressions or other words and expressions, which do not belong to standard literary language.

For example

<div dir="rtl">

(+) معاف ڪجو اسين اهو صفحو ظاهر نٿا ڪري سگهون.

</div>

Tone

In general please use formal tone, though in online materials the tone can be friendlier.

For example

رابطا محفوظ نٿا ٿي سگهن. (+)

Voice

In Sindhi, the word "you" is translated for both singular and plural in formal usage. However for informal usages, we have the word "تو" which is used instead of "شما".Like English language, "شما" is used for both genders.

Example:

English	Translation
You are now connected to the Internet.	(+) هاڻي توهان انٽرنيٽ سان جڙيل آهيو

Localization Guidelines

This section contains guidelines for localization into Sindhi.

General Considerations

The localized text should be as if it was originally written in Sindhi. It has to be accurate, correct and clear. To achieve that try to avoid wordiness and word-by-word translation.

Accuracy: As a rule all English text needs to be translated. In some cases though, text can be omitted or added; there should be a specific reason for that and you might need to check it with project team. The translated text will correctly reflect product functionality.

Localization: Localization means that the translated text needs to be adapted to the to the local language, customs and localization standards. For example, in many cases you would need to use Sindhi names rather than English, e.g. Edward — Hamid, New York — Islamabad. Do not translate every word, but use the style that is natural for Sindhi.

Consistency: Please ensure that all terminology is used consistently both within one component and across different components (software, help, documentation). In most cases terminology needs to be consistent also across different products. Moreover please use consistent style and register and translate similar phrases consistently.

Abbreviations

This section does not apply to Sindhi.

Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are WYSIWYG (What You See Is What You Get), OLE (Object Linking and Embedding), or RAM (Random Access Memory).

Localized Acronyms

Acronyms are not common in the Sindhi, although some of the western acronyms have been transliterated in Sindhi. For example: "OPEC" is spelled and pronounced and written in Sindhi as "اوپيڪ". As far as Microsoft's style in this regards is concerned, the acronym should be as it is in English and followed by the translation in the full form. For example, "RAM" should be spelled as is and followed by, "ريم" between parentheses. This is the practice to introduce a term or to give the user the chance and the time to get familiar with a new term which was not long ago absent from any Sindhi dictionary. And this is what we recommend you do with acronyms - and sometimes abbreviations.

Unlocalized Acronyms

However, some acronyms remain in English and are not translated nor transliterated for some or all of the following reasons:

1. The acronym is so well established as an English word that it has been standardized as such.

2. Transliterating an acronym would result in an unacceptable word in Sindhi.

Note: It is acceptable in some cases to present acronyms fully in English in the documentation, followed by its full spelling in English.

For example: ANSI (American National Standards Institute).

When dealing with acronyms that appear in Software UI, like dialogs and menus, spacing constraints should be considered. If the space doesn't permit using the above practice, the English acronym should be used.

For example: ANSI

Applications, Products, and Features

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

In Sindhi, the product names and trademarks should not be translated.

Frequent Errors

The frequent errors should be translated in technical way so the users can understand the error message and steps to fix.

Source	Translation	Fix	Comment
Show or hide an image	- تصوير كي لڪايو يا ڏيكاريو.	(+) نقش كي لڪايو يا ڏيكاريو.	The translation was made on transliteration bases.
To resolve this problem, enter a valid product key.	-هن مسئلي كي حل ڪرڻ لاءِ، هڪ صحيح مصنوعه جي ڪليد داخل ڪريو.	(+) هن مسئلي كي حل ڪرڻ جي لاءِ، صحيح مصنوعه ڪليد داخل ڪريو.	There was miss placement of phrases and words.

Glossaries

You can find the translations of terms and UI elements of Microsoft products at Microsoft Language Portal (http://www.microsoft.com/Language/en-US/Default.aspx).

Recurring Patterns

This section does not apply to Sindhi.

Standardized Translations

There are a number of standardized translations mentioned in all sections of this Style Guide. In order to find them more easily, the most relevant topics and sections are compiled here for you reference.

- The importance of standardization

-
-

Unlocalized Items

Trademarked names and the name Microsoft Corporation shouldn't be localized. A list of Microsoft trademarks is available for your reference at the following location: http://www.microsoft.com/trademarks/t-mark/names.htm.

Using the Word Microsoft

In English, it is prohibited to use MS as an abbreviation for Microsoft. Please follow the same procedure in Sindhi. Microsoft should not be translated or transliterated in any case; it should be retained in English.

Software Considerations

This section refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.

Refer to http://msdn.microsoft.com/library/aa511258.aspx for a detailed explanation of the Windows user interface guidelines (English).

User Interface

Menusand Ribbon

Menu names and Ribbon tabs names should be consistently translated in all localized products; the same US term should have identical translation in all localized applications. If an exception to the rule is necessary, please approve the new translation with the Sindhi Terminologist.

In general, you should always try to translate menu items and Ribbon tabs using nouns in nominative case:

Where it is not possible to use a noun, use verb in the infinitive, or other parts of speech.

Commands

Command names should be consistently translated in all localized products, the same US term should have identical translation in all localized applications. If an exception to the rule is necessary, please approve the new translation with the Sindhi Terminologist.

Command names translated as verbs, e.g. **Save** (محفوظ), **Cut** (ڪٽيو), **Paste** (جوڙيو), always in the infinitive. Many command names are translated as nouns, always in the nominative case, e.g. **List** (فهرست), **Break** (روڪ).

Dialog Box Components

When translating dialog box interface you should remember that you are expected to use consistent terminology and language style in all dialog boxes not only within currently localized application. You also need to ensure that your translations are consistent with translations in other localized applications. This is particularly important when localizing common (identical) dialog boxes found in several applications. An example of such common dialog boxes that often contain the same terminology are dialog boxes **Spelling** (ٻجي).

Dialog Box Titles

Whenever possible, the main titles of the dialog boxes should be translated as nouns.

Dialog Box Options Group Headings

The dialog box options group headings can be grammatically connected to the options they represent.

Dialog Box Tabs

The dialog box tabs are usually nouns, always in the nominative case:

Buttons

The general rule for button names is that verbs are translated as verbs, e.g. **Cut** (ڪٽيو), **Remove** (هٽايو); and nouns are translated as nouns, e.g. **Help** (مدد), **Keyboard** (ڪليدي تختہ); the same applies to other parts of speech, e.g. **General** (عام رواجي).

There are several exceptions though, like **Cancel(**رد ڪرڻ), **New** (نيا).

Drop Down Lists/Tables In Dialog Boxes

The list titles and list elements cannot be grammatically connected and they do not take any inflection to reflect connection between the list title and the elements of that list. Nevertheless try to make them as grammatically connected as possible, for example, adjectives should have the same gender (feminine, neutral or masculine) as the nouns they modify**:**.

Verb Forms

English verbs can be translated either with an imperfective or perfective form of aSindhi verb depending on whether it is a repetitive or a single action. For example, **Update ID** should be translated as تازه ڪريں **ID**.

Messages

Avoiding wordiness

Do not use extra words if they do not add to sentence/string meaning and are not needed to complete grammatical structure of a string.

English example	Sindhi example
Do you want to save this file?	(+)ڇا توهان مسل محفوظ ڪرڻ چاهيو ٿاا؟

Continuous operations

Continuous operations are usually expressed in English with a gerund which should be translated into Sindhi by either a reflexive verb.

English example	Sindhi example
Printing Defaults	طئي ٿيل طباعت (+)
Downloading data	ڪوائف ڊائون لوڊ (+)

Messages are on-line warnings, instructions, or descriptions that inform the user about the product or the conditions that may require special consideration. There are two types of messages: Informative Messages and Interactive Messages.

Informative messages an informative message appears in a message box or in the status bar at the bottom of the screen.

Interactive messages an interactive message usually appears in a message box and requires a response or an action.

It is important not to be too literate when translating messages. Do not forget that you are limited in many ways by the total number of characters allowed in a message. The following table shows two frequently found ambiguities and the work around for a better translation:

English	Sindhi	Rational
Windows cannot open this file	(+) Windowsھي مسل نہ ٿي ڪولي سگهجي	

Status Messages

What is a Status Bar Message?

A status bar message is an informational message about the active document or a selected command as well as about any active or selected interface item. Messages are shown in the status bar at the bottom of the window when the user has chosen a menu, a command or any other item, or has started a function. The status bar messages refer to actions being performed or already complete (for example in Outlook below).
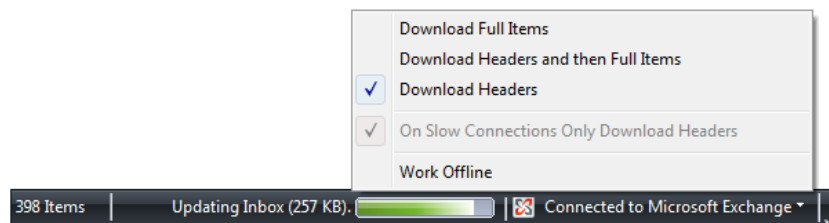
Sindhi Style in Status bar Messages

In English, the status bar messages have different forms dependent on the information they must convey. In *Sindhi*, menu and commands status bar messages should follow the format below.

Name	Sindhi Name	Category	English Status Bar message	Sindhi Status Bar message
Edit	(+) تدوين	menu	Contains editing commands	(+) تدوين ڪاري حڪمن تي ٻڌل آهي.
Copy to Folder...	(+) فولڊر ميں نقل ڪريں...	menu	Copies the selected items to a new location	(+) نئين واقعي جاء تي چوند شين ڪي نقل ڪري ٿو.
New	(+) نيا	command	Creates a new document	نئين دستاويز ڪري ٿو.
			Make object visible?	(+) شيءَ ڪي مرني بٽائڻ آهي؟

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| Name	Sindhi Name	Category	English Status Bar message	Sindhi Status Bar message
			Word is converting the document. Press Esc to stop.	(+) Word دستاويز كي بدلائي رهيو آهي. روڪڻ لاءِ Esc دٻايو.
			Datasheet View	(+) ڪوائف شيٽ منظر
			Done	(+) مڪمل

The importance of standardization

In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Sindhi version. Use one standard translation as in the examples below:

English term	Correct Sindhi translation
Press F1 to get Help	
If you want Help press F1	(+) مدد حاصل ڪرڻ لاءِ F1 دٻايو
To get Help press F1	
Not enough memory	
Insufficient memory	(+) ناڪافي ميموري
There is not enough memory	
Save changes to %1?	
Do you want to save changes to %1?	(+) 1% تي تبديليون محفوظ ڪرڻ چاهي ٿو.

Error Messages

What Is An Error Message?

Here is an example:
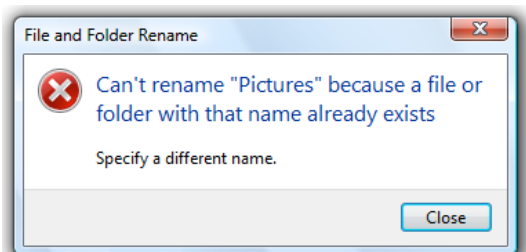
Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

Sindhi Style in Error Messages

It is important to use consistent terminology and language style in the localized error messages, and not just translate as they appear in the US product.

Standard Phrases in Error Messages

When translating standard phrases, standardize. Note that sometimes the US uses different forms to express the same thing.

Examples:

English	Translation	Example	Comment
Cannot … Could not …	(+) نه ٿو ڪري سگهي.. (+) نه ٿو ڪري سگهي....	(+) فائل نه ٿو ڪولي سگهي.... (Present) فائل نه ڪلي سگهيو . (Past)	Please use Present tense examples in the translations
Failed to … Failure of …	(+) ناڪام ٿي ويو بطرف... (+) ناڪام از....		
Cannot find … Could not find … Unable to find … Unable to locate …	(+) ڳولي نه ٿو سگهي. (+) ڳولي نه ٿو سگهيو...... (+) ڳولڻ ۾ نااهل....... (+) ڳولا ڪرڻ ۾ نااهل......	(+)فائل ڍهونڊ نہيں سکتا۔۔ (Present) فائل ڍهونڊ نہيں سکا۔۔(Past) (+)فائل ڍهونڊنے ميں نااہل۔۔۔۔ فائل تلاش کرنے ميں نااہل۔۔۔	Please use Present tense examples in the translations
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) ڪافي ميموري نه آهي (+) ناڪافي ميموري (+) ڪافي ميموري موجود نه آهي (+) ڪافي ميموري دستياب ناهي		Please use Present tense examples in the translations
... is not available ... is unavailable	(+) .... دستياب ناهي (+) .... دستياب ناهي.		Please use Present tense examples in the translations

Error Messages Containing Placeholders

When localizing error messages containing placeholders, try to find out what will replace the placeholder. This is necessary for the sentence to be grammatically correct when the placeholder is replaced with a word or phrase.Note that the letters used in placeholders convey a specific meaning, see examples below:

%d, %ld, %u, and %lu means <number>

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>".

"INI file "%1!-.200s!" section" means "INI file "<string>" section".

Same procedure may be followed for Sindhi.

Keys

The *keyboard* is the primary input device used for text input in Microsoft Windows. For accessibility and efficiency, most actions can be performed using the keyboard as well. While working with Microsoft software, you use keys, key combinations and key sequences.

In English, References to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps).

Key Names

English Key Name	Sindhi (Pakistan) Key Name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	نیچے تیر
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	کاٻو تیر
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	ساڄو تیر
Scroll Lock	Scroll Lock

English Key Name	Sindhi (Pakistan) Key Name
Shift	Shift
Spacebar	Spacebar
Tab	Tab
Up Arrow	تير اوپر
Windows key	Windows ڪليد
Menu Key	مينو ڪليد
Print Screen	Print Screen

Access Keys/Hot keys
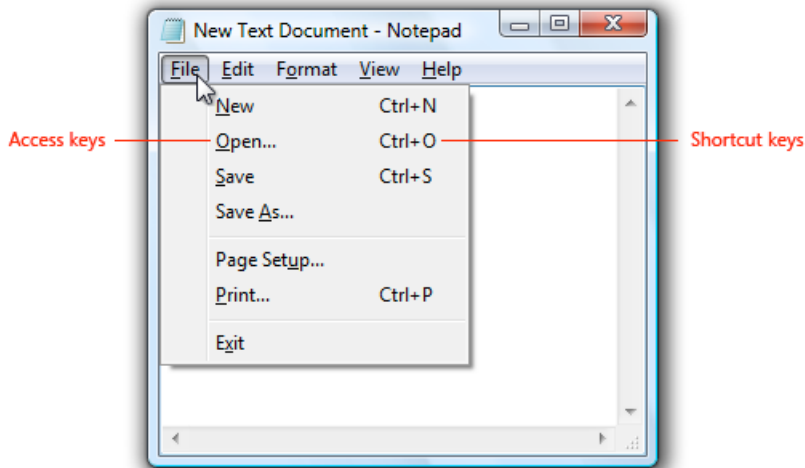
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as I, l, t, r, f can be used as hot key	NO	
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	NO	
Extended characters can be used as hotkeys	NO	
An additional letter, appearing between brackets after item name, can be used as hotkeys	NO	

Hot Key Special Options	Usage: Is It Allowed?	Notes
A number, appearing between brackets after item name, can be used as hotkey	NO	
A punctuation sign, appearing between brackets after item name, can be used as hotkey	NO	
Duplicate hotkeys are allowed when no other character is available	NO	
No hotkey is assigned when no more characters are available (minor options only)	NO	

Additional notes: n/a

Arrow Keys

The arrow keys move input focus among the controls within a group. Pressing the right arrow key moves input focus to the next control in tab order, whereas pressing the left arrow moves input focus to the previous control. Home, End, Up, and Down also have their expected behavior within a group. Users can't navigate out of a control group using arrow keys.

Numeric Keypad

It is recommended that you avoid distinguishing numeric keypad keys from the other keys, unless it is required by a given application. In case which keys to be pressed is not obvious, provide necessary explanations.

Shortcut Keys

Shortcut keys are key strokes or combinations of key strokes used to perform defined functions in a software application. Shortcut keys replace menu commands and they are sometimes given next to the command they represent. In opposition to the access keys, which can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

Standard Shortcut Keys

US Command	US English Shortcut Key	Sindhi Command	Sindhi Shortcut key
General Windows Shortcut keys			
Help window	F1	دريچہ مدد	F1
Context-sensitive Help	Shift+F1	سياق و سباق، حساسيت مدد	Shift+F1

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US Command	US English Shortcut Key	Sindhi Command	Sindhi Shortcut key
Display pop-up menu	Shift+F10	پوپ اپ مينيو ڊسپلي	Shift+F10
Cancel	Esc	منسوخ	Esc
Activate\Deactivate menu bar mode	F10	مينيو بار موڊ فعال/غيرفعال	F10
Switch to the next primary application	Alt+Tab	ايندڙ شروعاتي ايپلي ڪيشن تي سوئچ ڪرڻ	Alt+Tab
Display next window	Alt+Esc	اڳيون دريچہ ڊسپلي ڪرڻ	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	دريچي لاءِ پوپ اپ مينيو ڊسپلي ڪرڻ	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	فعال ٻار دريچي لاء پوپ اپ مينيو ڊسپلي ڪرڻ	Alt+-
Display property sheet for current selection	Alt+Enter	تازين چونڊن لاءِ خواص شيٽ ڊسپلي ڪرڻ	Alt+Enter
Close active application window	Alt+F4	فعال ايپلي ڪيشن دريچہ بند ڪرڻ	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	ايپلي ڪيشن (غير موڊ شڪايت) ۾ اڳئين دريچي تي سوئچ ڪرڻ	Alt+F6
Capture active window image to the Clipboard	Alt+PrntScrn	تختہ تراشہ تي فعال دريچہ نقش گرفت ڪرڻ	Alt+PrntScrn
Capture desktop image to the Clipboard	PrntScrn	تختہ تراشہ تي ڊيسڪ ٽاپ نقش گرفت ڪرڻ	PrntScrn
Access Start button in taskbar	Ctrl+Esc	ٽاسڪ بار ۾ شروع بٽڻ تائين رسائي حاصل ڪرڻ	Ctrl+Esc
Display next child window	Ctrl+F6	اڳيون ٻار دريچہ ڊسپلي ڪرڻ	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	اڳيون ليبل شدہ دريچہ ڊسپلي ڪرڻ	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	ٽاسڪ مئنيجر ۽ نظام اٻتداڪاري جو جاري ڪرڻ	Ctrl+Shift+Esc

US Command	US English Shortcut Key	Sindhi Command	Sindhi Shortcut key
File Menu			
File New	Ctrl+N	نئين فائل	Ctrl+N
File Open	Ctrl+O	فائل کوليو	Ctrl+O
File Close	Ctrl+F4	فائل بند ڪريو	Ctrl+F4
File Save	Ctrl+S	فائل محفوظ ڪريو	Ctrl+S
File Save as	F12	فائل محفوظ ڪريو بطور	F12
File Print Preview	Ctrl+F2	فائل جو ڇپائي پيش منظر	Ctrl+F2
File Print	Ctrl+P	فائل ڇاپيو	Ctrl+P
File Exit	Alt+F4	فائل خارج ڪريو	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	تدوين ڪالعدم ڪريو	Ctrl+Z
Edit Repeat	Ctrl+Y	تدوين ورجايو	Ctrl+Y
Edit Cut	Ctrl+X	تدوين ڪائيو	Ctrl+X
Edit Copy	Ctrl+C	تدوين نقل ڪريو	Ctrl+C
Edit Paste	Ctrl+V	تدوين جوڙيو	Ctrl+V
Edit Delete	Ctrl+Backspace	تدوين هذف ڪريو	Ctrl+Backspace
Edit Select All	Ctrl+A	تدوين تمام چوند ڪريو	Ctrl+A
Edit Find	Ctrl+F	تدوين ڳوليو	Ctrl+F
Edit Replace	Ctrl+H	تدوين بدلايو	Ctrl+H
Edit Go To	Ctrl+B	تدوين تي وڃو بطرف	Ctrl+B
Help Menu			
Help	F1	مدد	F1
Font Format			
Italic	Ctrl+I	اٽالڪ	Ctrl+I
Bold	Ctrl+G	جلي	Ctrl+G
Underlined\Word underline	Ctrl+U	خط ڪشيده/ حرف خط ڪشيده	Ctrl+U
Large caps	Ctrl+Shift+A	وڏا لفظ	Ctrl+Shift+A

US Command	US English Shortcut Key	Sindhi Command	Sindhi Shortcut key
Small caps	Ctrl+Shift+K	ننڍا لفظ	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	وچ	Ctrl+E
Left aligned	Ctrl+L	کاٻي سيڌ	Ctrl+L
Right aligned	Ctrl+R	ساڄي سيڌ	Ctrl+R
Justified	Ctrl+J	سيڌ ڪريو	Ctrl+J

Document Translation Considerations

Document localization may require some specific considerations that are different from software localization. This section covers a few of these areas.

Titles

In English the titles for chapters usually begin with "How to …" or with phrases such as "Working with …" or "Using …", same way should be adopted for Sindhi

General guidelines when translating titles:

- Avoid resorting to literal or word by word translation. The Target should read as original in simple and understandable way.
- Avoid the use of American idioms or Microsoft jargon/acronyms/abbreviations that would not be readily understood in the Sindhi market.
- If something seems to be unsuitable for a market either because it is "too American" or culturally inappropriate, alert your Microsoft PU contact

Consistency

Consistency is very important, and all related titles should be translated consistently. In a few cases it might be advisable to adopt a solution different from the above guidelines, e.g. by using infinitives only, if this ensure better consistency and improved understand ability for the end user.

Recurring patterns

When translating titles there are certain recurrent patterns that you should pay attention to, as indicated below:

A few examples of course titles:

Source	Target
What's New in *<product name>*	(+) نیا کیا ہے در *<product name>*
Getting Started with *<product name>*	(+) شروع در *<product name>*

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Source	Target
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