Uzbek (Latin) Style Guide

Contents

What's New?

New Topics

The following topics were added:

- n/a

Updated Topics

All sections of this Uzbek Style Guide was reviewed and updated.

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This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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 Uzbek 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 language 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 Uzbek 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

Men, Aripov Rustam Xolmatovich, Toshkent shahrida 1975 yilda tug'ilganman. 1981 yilda birinchi sinfga bordim. Beshinchi sinfda boshqa maktabga o'tdim. U yerda juda ko'p do'stlar orttirdim. Bizning sinfimiz eng namunali sinf edi. Maktabni tugatib, O'zbekiston Davlat Jahon Tillari Universitetiga ingliz filologiyasi fakultetiga yuqori ball to'plab grant asosida o'qishga kirdim. Bu mening hayotimda eng quvonchli voqea bo'lgan edi. Talabalik davri boshlandi va bu davr xotiramdagi eng baxtli paytlar bo'lib qolgan. Universitetni tugatgach, Vatanim oldidagi burchimni ado etish uchun harbiy xizmatda bo'ldim. Harbiy xizmatdan so'ng universitetimga ingliz tili o'qituvchisi sifatida ishga joylashdim. Bu yerda men 5 yil ishladim. Shu vaqt ichida uylandim va asal oyini ona yurtim O'zbekistonning Samarqand, Buxoro, Xiva, Urganch va Xorazm kabi qadimiy va afsonaviy shaharlarida o'tkazdik. Shu go'zal shaharlarningmashhur ko'chalarida rafiqam bilan ko'p aylandik, yodgorliklarni va diqqatga sazovor joylar va manzaralarni ko'zdan kechirdik. Bu onlar ikkalamiz uchun eng qadrli va unutilmas kunlar bo'ldi.

Keyin Amerika Qo'shma Shtatlariga malaka oshirish uchun bir yilgao'qishga yuborildim. U yerda men hamkasblar bilan tajriba almashdim. Safar muddati oxirlab qolganda, bir kuni men turgan yotoqxonaning qorovuli menga bir xat berdi. Men juda hayron bo'ldim, chunki men Vatanimda qolgan qarindoshlarim va do'stlarim bilan elektron pochta orqali xat yozishib turar edik. Manzil quyidagicha edi: O'zbekiston, Toshkent, 100069, Navoiy ko'chasi, 5 uy, 3 xona, Aripova Shahnozadan.

Bu xat mening onajonimdan edi. Men tezda xatni ochdim va turgan joyimda o'ynashni boshladim, chunki onam mening suyukli rafiqam egizaklar – Xasan va Xusanlarni dunyoga keltirgani haqida yozgan ekan. Endi men baxtli ota bo'ldim. Yonimdagi do'stlarim meni tabriklashdi. Men darrov uyga +998 (71) 395-86-85 telefon raqamiga qo'ng'iroq qildim va oilaa'zolarim bilan uzoq suhbatdabo'ldim va imkoni boricha tezroq qaytishga va'da berdim.

Va mana anchadan beri kutgan kun ham keldi. Men yurtimga qaytdim va o'zimni juda baxtiyor his etdim, chunki men endi sevikli oilam bag'ridaman, qiziqarli va sevimli ishimni davom ettiraman.

Aripov Rustam Xolmatovich tarjimai xoli

2006 yil 10-oktyabr 18:00da yozilgan

Recommended Reference Material

Use the Uzbek language and terminology as described and used in the following publications.

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.

1. M. Asqarova, X. Abdurahmonov "O'zbek tili grammatikasining praktikumi", Toshkent: "O'qituvchi", 1981 yil

2. X. Abdurahmonov, A Rafiyev "O'zbek tilini amaliy grammatikasi", Toshkent: "O'qituvchi nashriyoti", 1992 yil

3. F. Kamol tahriri ostida "Hozirgi zamon o'zbek tili", Toshkent: O'zbekiston Fanlar Akademiyasi nashriyoti, 1957 yil

4. E. Qilichev "O'zbek tilining amaliy grammatikasi", Toshkent: "O'qituvchi nashriyoti", 1992 yil

5. H. Jamolxonov "Hozirgi o'zbek adabiy tili", Pedagogika universiteti o'zbek tili va adabiyoti fakultetining bakalavriat bosqichi uchun darslik, Toshkent, 2002 yil

Informative References

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

1. Usmonova va boshqalar, "O'zbek tili" darslik, Toshkent: "O'qituvchi" nashriyoti, 1981 yil
2. U.Lafasov, A.Ismoilov, A.Madvaliyev, "O'zbek tili" darslik, Toshkent: "O'qituvchi" nashriyoti, 2000 yil
3. O'. Shokirov, M. Alimjonova, "O'zbek tili" darslik, Toshkent: "O'qituvchi" nashriyoti, 2004 yil

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	Uzbekistan
Lower-case characters	a,b,d,e,f,g,h,i,j,k,l,m,n,o,p,q,r,s,t,u,v,x,y,z,o',g',ch,sh,ng
Upper-case characters	A,B,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,X,Y,Z,O',G',Ch,Sh,Ng
Characters in caseless scripts	n/a
Extended Latin characters	n/a
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.
Total number of characters	29
Unicode codes	0041, 0042, 0044, 0045, 0046, 0047, 0048, 0049, 004A, 004B, 004C, 004D, 004E, 004F,0050, 0051, 0052, 0053, 0054, 0055, 0056, 0058, 0059, 005A, 004F+2018, 0047+2018, 0043+0048, 0053+0048, 004E+0047.
Notes	n/a

Date

Country/region	Uzbekistan
Calendar/Era	Gregorian
First Day of the Week	Dushanba (Monday)
First Week of the Year	The week that contains 1st of January.
Separator	.(Period)
Default Short Date Format	dd.MM.yyyy
Example	17.03.2011
Default Long Date Format	yyyy yil d-MMMM
Example	2011 yil 3-mart

Country/region	Uzbekistan
Additional Short Date Format 1	dd.MM.yy
Example	17.03.11
Additional Short Date Format 2	MMMM yyyy
Example	mart 2011
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	4
Leading Zero in Day Field for Long Date Format	No
Leading Zero in Month Field for Long Date Format	No
Number of digits for year for Long Day Format	4
Date Format for Correspondence	d MMMM yyyy
Example	17 mart 2011 yil
Notes	n/a
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

Country/region	Uzbekistan
	name)
	y is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

Time

Country/region	Uzbekistan
24 hour format	Yes
Standard time format	HH:mm:ss
Standard time format example	09:25:43; 15:10:31; 23:45:19
Time separator	Colon :
Time separator examples	22:34:05
Hours leading zero	Yes
Hours leading zero example	07:30:45
String for AM designator	n/a
String for PM designator	n/a
Notes	Short time format: HH:mm Short time format example: 09:25; 15:10; 23:45

Days

Country/region: Uzbekistan

Day	Normal Form	Abbreviation
Monday	dushanba	Du
Tuesday	seshanba	Se
Wednesday	chorshanba	Ch
Thursday	payshanba	Pa
Friday	juma	Ju
Saturday	shanba	Sh

Day	Normal Form	Abbreviation
Sunday	yakshanba	Ya

First Day of Week: dushanba

Is first letter capitalized?: No

Notes: The day names are capitalized when they are used in the calendar and separately, but if they are coming in the middle of the sentence they are not capitalized.

Months

Country/region: Uzbekistan

Month	Full Form	Abbreviated Form	Long Date Form
January	yanvar	Yan.	yanvar
February	fevral	Fev.	fevral
March	mart	Mar.	mart
April	aprel	Apr.	aprel
May	may	May	may
June	iyun	Iyn	iyun
July	iyul	Iyl	iyul
August	avgust	Avg.	avgust
September	sentyabr	Sen.	sentyabr
October	oktyabr	Okt.	oktyabr
November	noyabr	Noy.	noyabr
December	dekabr	Dek.	dekabr

Is first letter capitalized?: No

Notes: The month names are capitalized when they are used in the calendar and separately, but if they are coming in the middle of the sentence they are not capitalized.

Numbers

Country/region	Uzbekistan
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
List separator	;

Note: List separator is used as a delimiter of the items in the list. Sometimes full stop is also used as a separator list.

English example	Uzbek example
The Sorting rules for Uzbek: 1. The upper case of a character comes before the lower case. 2. Non-alphabetical characters sort before the letters of the alphabet. 3. Digits sort after the non-alphabetical characters and before the letters of the alphabet.	O'zbek tili uchun saralash qoidalari: 1. Bosh harf bilan boshlangan so'zlar kichik harf bilan boshlangan so'zlardan oldin keladi; 2. Alifboda mavjud bo'lmagan belgilar alifbodagi harflardan avval keladi; 3. Raqamlar alifboda mavjud bo'lmagan belgilardan keyin, lekin alifbodagi harflardan esa oldin keladi.

Phone Numbers

Country/region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Uzbekistan	998	Yes	3;4;5	The area code is usually put in brackets. The telephone number parts are separated with hyphens. (E.g. (71) 244-93-40. Where 71 is the area code for Tashkent, 244-93-40 is the telephone number.)	8; 9; 10	(#####) #-##-##; (####) ##-##-##; (###) ###-##-##

Country/region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Uzbekistan	5; 6; 7	###-##-##; ##-##-##; #-##-##	9	(##) ###-##-##	10; 11; 12(E.g. for Ireland this would be 10)	+998 (####) ###-##-##; +998(####) ##-##-##; +998 (####) #-##-##

Notes: n/a

Addresses

Country/region: Uzbekistan

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

Address Format:

The address should be written in the following format:

Name of the addressee (name, patronymic (if the addressee is an individual), surname; Dative case should be used)

Name of the street, number of the house, number of the apartment

Name of the city (village, etc.)

Name of the region (county, district, republic)

Country

Postal index (always 6 digits)

Example Address:

Asqar Xatamovich Mirzayev

Amir Temur ko'ch., 24/23
Toshkent, O'zbekiston,

100002

Local Postal Code Format: xxxxxx

Notes:

- The address of the sender is written according to the same format. Name of sender should be in Genitive case.
- Address is positioned on the right side of the envelope; the return address is written in the upper left corner.

Currency

Country/region	Uzbekistan
Currency Name	So'm
Currency Symbol	n/a
Currency Symbol Position	n/a
Positive Currency Format	1 256 347
Negative Sign Symbol	-
Negative Currency Format	-1 256 347
Decimal Symbol	,
Number of Digits after Decimal	2
Digit Grouping Symbol	space
Number of Digits in Digit Grouping	3
Positive Currency Example	1 256 347,00 so'm
Negative Currency Example	-1 256 347,00 so'm
ISO Currency Code	UZS
Currency Subunit Name	tiyin

Currency Subunit Symbol	n/a
Currency Subunit Example	55 tiyin

Digit Groups

Country/region: Uzbekistan

Decimal Separator: ,

Decimal Separator Description: Comma

Decimal Separator Example: 15,45 soniya qoldi; 325,55 so'm to'lash kerak

Thousand Separator: Space

Thousand Separator Description: Space

Thousand Separator Example: 14 400

Notes: A period is used in the numbers of versions, e.g., Windows XP, Internet Explorer 6.

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	Kilometr	Km
	Meter	Metr	M
	Decimeter	Detsimetr	Dm
	Centimeter	Santimetr	Sm
	Millimeter	Millimetr	Mm
Capacity	Hectoliter	Gektolitr	Gl
	Liter	Litr	L
	Deciliter	Detsilitr	Dl
	Centiliter	Santilitr	Sl
	Milliliter	Millilitr	Ml
Mass	Ton	Tonna	T
	Kilogram	Kilogramm	Kg
	Pound	Funt	n/a

Category	English	Translation	Abbreviation
	Gram	Gramm	Gr
	Decigram	Detsigramm	n/a
	Centigram	Santigramm	n/a
	Milligram	Milligramm	Mg
English Units of Measurement	Inch	Dyum	n/a
	Feet	Fut	n/a
	Mile	Milya	n/a
	Gallon	Gallon	n/a

Notes:

Temperature is always measured using Celsius scale. All other temperature scales (e.g. Fahrenheit) must be recalculated into Celsius in the localized products.

- The standard way to display temperature is: **x°C** (x is the temperature, then goes the degree sign and then the capital Latin letter C).
- If the temperature is below zero, then the minus sign (-) is displayed before the temperature. However, if the temperature is equal or above zero, the plus sign (+) is optional and is rarely used.
  Example: **-45°C, 0°C, 35°C**

Percentages

The percent sign (%) in documentation (including online documents) should be separated from the number with a non-breaking space: 10 %. The space before the percent sign is not used in software and in references to the user interface in documentation.

Sorting

Sorting rules	The Sorting rules for Uzbek: 4. The upper case of a character comes before the lower case. (e.g., Kitob - the city - will go before the word "kitob"(a book)) 5. Non-alphabetical characters (i.e. symbols like @ ! #) sort before the letters of the alphabet. 6. Digits sort after the non-alphabetical characters and before the letters of the alphabet. 7. Words are sorted according to the first letter; in the case the first letters are the same the words are sorted according to the second letter; and so forth — if the letters are the same the words are sorted according to the next letter; a word that happens to be the initial part of another word shall go first (e.g., badal, badan, badarg'a).

	Uppercase Letter	Decimal Code	Lowercase Letter	Decimal Code
Character sorting order	A	65	a	97
	B	66	b	98
	D	68	d	100
	E	69	e	101
	F	70	f	102
	G	71	g	103
	H	72	h	104
	I	73	i	105
	J	74	j	106
	K	75	k	107
	L	76	l	108
	M	77	m	109
	N	78	n	110
	O	79	o	111
	P	80	p	112
	Q	81	q	113
	R	82	r	114
	S	83	s	115
	T	84	t	116
	U	85	u	117
	V	86	v	118
	X	88	x	120
	Y	89	y	121
	Z	90	z	122
	O'	n/a	o'	n/a
	G'	n/a	g'	n/a
	Ch	n/a	ch	n/a
	Sh	n/a	sh	n/a
	Ng	n/a	ng	n/a
	'	145		
	,	146		
Examples of sorted words	@ 1 Aaron			

	andere
	chaque
	chemin
	cote
	Czech
	irdisch
	lie
	lire
	llama
	luck
	lye
	myndig
	pint
	pylon
	Sietla
	subtle
	symbol
	verkehrt
	vox
	yen
	yuan
	yucca
	zoo
	Zviedrija
	zysk
	zzlj
	zzlz
	zznj
	zznz

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.

# Grammar, Syntax & Orthographic Conventions

Adjectives

In Uzbek, adjectives should be handled in the following manner:

Possessive adjectives

The frequent use of possessives is a feature of English language. In Uzbek, possessive adjectives are translated as pronouns. And sometimes possessive adjective may not be written, because it is enough understandable for Uzbek user due to the possessive affix at the end of the noun.

Example:

English example	Uzbek example
Please open My computer	(+) Iltimos, Mening kompyuterimni oching
Do you want your application to close?	(+) Ilovang iz yopilishini istaysizmi?
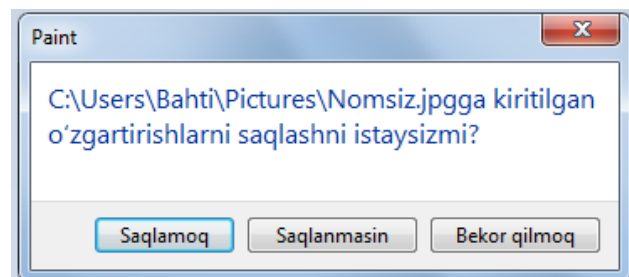
Articles
This section does not apply to Uzbek.

Capitalization

In Uzbek capitalization is used very sparingly therefore follow the rule: capitalize only when you have to.

Note! Capitalization of source term doesn't necessarily mean that this term have to be capitalized in Uzbek.
Example: MAPI (Messaging Application Programming Interface — (+) xabarlar uchun amaliy dasturlash interfeysi)

Ethnicity and nationality words are not capitalized (e.g. Uzbek – (+) o'zbeklar) if it is not the first word of the name.

What to capitalize?

- Names of user interface elements (commands, menus, dialog box titles), program names, etc.
  Only the first word is capitalized, e.g., **Tarmoq kuzatuvchisi, Tashqi chegaralar**
    - When referred to names of user interface elements should always be marked by font style (e.g. bold) or, if that is not possible, enclosed in quotes.
    - Acronyms
- Proper names
- There are several names in which all words are capitalized:
    - country and state names (O'zbekiston Respublikasi, Amerika Qo'shma Shtatlari),
    - political names (Oliy Majlis, Vazirlar Mahkamasi). If you are sure that all the words should be capitalized, do it.
    - The word "Internet" is capitalized in Uzbek.

Do not capitalize
- Month names and day names (avgust, seshanba)
- The term "Web" is not capitalized (vebga ulanish)
- Languages and nationalities, and adjectives derived from them are not capitalized. (yaponcha interfeys, fransuzlar, rus tili)

English example	Uzbek example
unknown software exception\r\n	(+) Noma'lum dasturiy ta'minot istisnosi
acquired	(+) o'zlashtirilgan
Log off user	(+) Foydalanuvchining tizimdan chiqishi
Edit...	(+) O'zgartirmoq...

Compounds

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

Example:

English examples	Uzbek example
Internet Accounts	(+) Internet hisob qaydnomasi
Logon script processing	(+) Ssenariylash jarayonlariga kirish
Workgroup Administrator	(+) Ishchi guruh ma'muri
Internet News Server Name	(+) Internet yangiliklari serveri nomi
Website	(+) Veb-sayt

Gender

This section does not apply to Uzbek.

Genitive

Microsoft product names are usually trademarked and remain unlocalized. Product names and non-translated feature names are considered proper nouns and are used without definite or indefinite articles in English. For instance, attaching a genitive "s" to trademarked product names is not feasible as it could be interpreted as a modification of such names. Additions to a product or component name are either added with a hyphen or a periphrastic construction needs to be used. For example, instead of expressing a possessive relationship by using the genitive marker "s" in English, a periphrastic construction should be used:

- (-) Microsoft's products
- Microsoft products
- Products by Microsoft

Modifiers

This section does not apply to Uzbek.

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 Uzbek 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.

In Uzbek English loan words are remained as they are, but used with Uzbek case endings.

Example:

English example	Uzbek example
Delete it from server.	(+) Buni serverdan o'chirib tashlang.
Enter a password to log into the server.	(+) Serverga kirish uchun parolni kiriting.
DNS cannot resolve the server IP address.	(+) DNS IP-manzil serverini hal qila olmayapti.
Verify the name of the server's certificate.	(+) Server sertifikati nomini tekshiring.

Inflection

Case names (Uzbek)	Case endings (Uzbek)
Bosh kelishik	-
Qaratqich kelishigi	-ning
Tushum kelishigi	-ni
Jo'nalish kelishigi	-ga
O'rin-payt kelishigi	-da
Chiqish kelishigi	-dan

Plural Formation

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

Example:

English example	Uzbek example
Websites	(+) Veb-saytlar
Proxys	(+) Proksilar

Prepositions

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many translators omit them or change the word order.

US-English expression	Uzbek expression	Comment
migrate to a city	(+) shaharga ko'chmoq	There are no prepositions in Uzbek language. Affixes are used instead of them.
migrate from a city	(+) shahardan ko'chmoq	There are no prepositions in Uzbek language. Affixes are used instead of them.
import to overseas	(+) chet elga import qilmoq	There are no prepositions in Uzbek language. Affixes are used instead of them.
import from overseas	(+) chet eldan import qilmoq	There are no prepositions in Uzbek language. Affixes are used instead of them.
export to overseas	(+) chet elga eksport qilmoq	There are no prepositions in Uzbek language. Affixes are used instead of them.
export from overseas	(+) chet eldan eksport qilmoq	There are no prepositions in Uzbek language. Affixes are used instead of them.
update toa newer version	(+) yangiroq versiyaga yangilamoq	There are no prepositions in Uzbek language. Affixes are used instead of them.
upgrade toa newer version	(+) yangiroq versiyaga ko'tarmoq	There are no prepositions in Uzbek language. Affixes are used instead of them.
change to text	(+) matnga o'zgartirmoq	There are no prepositions in Uzbek language. Affixes are used instead of them.
click on button	(+) tugmachaga chertmoq	There are no prepositions in Uzbek language. Affixes are used instead of them.
connect to Internet	(+) Internetga ulanmoq	There are no prepositions in Uzbek language. Affixes are used instead of them.
welcome to wizard	(+) ustaga xush kelibsiz	There are no prepositions in Uzbek language. Affixes are used instead of them.

Pronouns

Pronoun in Uzbek language is one of a class of words that serves to replace a noun phrase that has already been or is about to be mentioned in the sentence or context.

Punctuation

Please follow the following basic rules for the use of punctuation marks in Uzbek. And make sure to include a space after commas and periods.

Comma

US English uses a period as the decimal separator, while many other languages use a comma. In Uzbek a **comma** is used. 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.

English example	Uzbek example
5.25 cm	(+) 5,25 sm
5 x 7.2 inches	(+) 5 x 7,2 dyum
Letter Landscape 11 x 8.5 in	(+) Letter albom 11 x 8.5 in

Colon

A colon after alerting words like "Attention", "Warning", "Caution" should be replaced with an exclamation mark.

Remember that regular text may not be capitalized after a colon in Uzbek. Such capitalization is considered to be a language error. It does not apply to lists and direct speech.

English example	Uzbek example
Warning:	(+) Diqqat!

Notes and examples formatting

Single in-text notes/examples are introduced by "Eslatma", "Misol" followed by a full stop.

English example	Uzbek example
Note: For more information, see Chapter 1.	(+) **Eslatma**. Qoʻshimcha maʼlumotlar uchun, 1-boʻlimga qarang.

The lists of notes/examples are introduced by "Eslatma", "Misol" followed by a colon.

English example	Uzbek example

Notes
    1. Note text
    2. Note text
	(+) **Eslatma**:
	    1. Eslatma matni.
	    2. Eslatma matni.

Dashes and Hyphens

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form.

Example:

(+) Veb-hujjat, veb-sayt

En Dash

The en dash is used as a minus sign, usually with spaces before and after.

Example:

(+) Oʻzbekiston – Vatanim manim.

The en dash is also used in number ranges, such as those specifying page numbers. No spaces are used around the en dash in this case.

Example:

(+) 1–15 betlar

Em Dash

The em dash should only be used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence. In Uzbek language Em Dash is written the sam as En Dash.

Ellipses (Suspension Points)

Keep in mind the following when using ellipses/suspension points: Make sure that there is no any space before ellipse.

Example: (+) Microsoft Outlook dasturi ishlatilmoqda...

Period

At the end of each sentence commonly a period is used.

Note: The Period isn't put in abbreviation of the measurement units.

Example: sm, kg

Please adhere to the following guidelines when determining whether to include a period at the end of a list or table entry:
- If bulleted items are complete sentences: each ends with a period.
- If bulleted items continue an introductory clause: do not use a period.
- For items in a list (chapters, sections, products, system requirements, etc.) that are neither sentences nor continuations of sentences, do not use a period.
- If your translation is longer than the US text, or if you split your translation into several independent sentences, use common sense and insert a period if it improves the Uzbek style.
- Never put a period after just one word.

The same convention applies to instruction lists, captions, and callouts.

Quotation Marks

In the documentation normally chevrons are used, inside chevrons curly quotation marks are used, e.g. «"Ha" tugmachasi».

There is no rule for what type of quotation marks to use. As it is easier, use straight quotations when translating. ("Olgʻa" tugmachasini cherting.)

Note: Period stands outside the chevrons.

In the software and on Web-pages use straight quotation marks (same as in English).
Note: DO NOT use single quotation marks, also in software strings.

Parentheses

In Uzbek, there is no space between the parentheses and the text inside them.

Example: Fayllarni yakuniy jildga (Mening videolarim) koʻchirishuchun Enter tugmasini bosing.

Singular & Plural

If plural noun comes after a number, translation in Uzbek will be in singular. If plural noun comes without a number it will be translated into Uzbek will be in plural.

English example	Uzbek example
5 computers	(+) 5 kompyuter
computers	(+) kompyuterlar
3 drivers	(+) 3 drayver
drivers	(+) drayverlar

Split Infinitive

This section does not apply to Uzbek.

Subjunctive

This section does not apply to Uzbek.

Symbols & Non-Breaking Spaces

- Use a non-breaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.
- If non-breaking spaces cannot be used (in Help files, for example) it is also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.

Syntax

This section does not apply to Uzbek.

Verbs

Sometimes an English verb can be used as loan word in the target language. Such loan words usually follow the syntactic and morphological rules of the target language. For the sake of exposition, let us assume that the verbs in red below are not translated in Uzbek.

English example	Uzbek examples	Uzbek examples	Uzbek examples
chat	(+) chatlashadi	chatlashdi	chatlashyapti
format	(+) formatlaydi	formatladi	formatlayapti
ping	(+) pinglaydi	pingladi	pinglayapti

Continuous operations are usually expressed in English with a gerund, which should be translated into Uzbek also as a gerund.

English example	Uzbek example
Sending a file…	(+) Faylni yuborish…
Downloading an application…	(+) Ilovani yuklab olish…

Word Order

In error messages, describe the action the user is supposed to take before the purpose of the action. Phrases like "To skip creating your startup disk, click Cancel" should be rephrased as "Click Cancel to skip creating your startup disk". Avoid personified inanimate subjects and try to replace active constructions with passive ones where possible.

English example	Uzbek example	Explanation
Setup encountered an error while creating your startup disk. Setup cannot find the remote	(+) Ish boshlash diskini yaratish jarayonida o'rnatish ustasi xatoga duch keldi.	Avoid personified subjects if the context allows for omission (e.g. Setup encountered/Setup cannot ... in

English example	Uzbek example	Explanation
computer. Setup cannot get disk information.	(+) O'rnatish ustasi masofadagi kompyuterni topa olmaydi. (+) O'rnatish ustasi disk ma'lumotlarini ola olmaydi.	Setup error messages). Rephrase and change the word order. In many cases, a passive construction may be possible.
Remove any existing settings to free space.	(+) Har qanday mavjud sozlanmalarni bo'sh joyga ko'chiring.	Generally, describe the action before the purpose instead of the other way around.
Attempt to remove current directory	(+) Joriy katalogni ko'chirishga urinish	Use a passive construction instead of "Attempt to ..."

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.

Style - Consistency and Idiomaticity

Consistency and the adaptation of the product to the local language (idiomaticity) play an equally important role for localization. The language in Microsoft products should have the "look and feel" of a product originally written in Uzbek, using idiomatic syntax and terminology. At the same time, the language must maintain a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

Fluency, readability and intelligibility are essential to the success of any localized product. In practice, this means that if there is a more idiomatic way of structuring a given sentence, use the Uzbek word order instead of translating word by word, as long as the key message is conveyed.

Tone

The tone of the Uzbek translation should mimic the tone of the source product, but should also be respectful. Any word forms that are specific to a particular dialect should be avoided. Generally speaking, the localized text will be as if it was originally written in Uzbek. Try to avoid wordiness and word-by-word translation. At localization tone should be accurate, encouraging, insightful, objective and User-focused.

Voice

When addressing the user, use "Siz". It is capitalized. Pronoun "Siz" should be omitted, if it is put on the personal affixes of verb. (E.g. Siz tugmachani bosing – WRONG; Tugmachani bosing – CORRECT)
It is not allowed to use swear, religious or racist words. This address can be used as in one person, so and group of people, without reference to gender, number. In some cases it is better to use Passive voice or rephrase the sentence in a way which suits the context.)

English example	Translation example
You are now connected to the Internet.	(+) Siz hozir Internet tarmog'iga ulangansiz.

Localization Guidelines

This section contains guidelines for localization into Uzbek.

General Considerations

Abbreviations

Common Abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. This can be done in the following ways:

- Use a non-breaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.
- If non-breaking spaces cannot be used (in Help files, for example) it is also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.

List of common abbreviations:

Expression	Acceptable Abbreviation
Hokazo	(+) h. k.
Boshqalar	(+) boshq.

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).

English	Uzbek	Full Translation
IP-address	(+) IP-manzil	(+) Internet bayonnomasi manzili
OLE	(+) OBJT	(+) Obyektlarni bog'lash va joylash texnologiyasi
VPN	(+) VSHT	(+) virtual shaxsiy tarmoq
RAM	(+) TXQ	(+) tezkor xotira qurilmasi
ROM	(+) DXQ	(+) doimiy xotira qurilmasi
DMBS	(+) MBBT	(+) ma'lumotlar bazalarini boshqaruv tizimlari

Caution: Do not include a generic term after an acronym or abbreviation if one of the letters in the acronym stands for that term. Even though this might occur in the US-English version, it should be "corrected" in the localized version. The following examples show the redundancy in red for English terms:

- (-) RPC call
- (-) HTML language
- (-) TCP/IP-Protocol
- (-) PIN Number

Uzbek examples:

- (-) EHM mashinalari
- (-) BMT tashkiloti
- (-) CD disk
- (-) DVD disk

Localized Acronyms

In online help or documentation, spell out the words that comprise an acronym or abbreviation the first time that acronym is used in the text. You should include the language-specific translation, the US term, and the acronym as in the following example:

- (+) Ma'lumotlardan erkin foydalanish obyektlari (Data Access Objects, DAO)
- (+) ActiveX ma'lumotlar obyektlari (ActiveX Data Objects, ADO)

Unlocalized Acronyms

The following list contains examples of acronyms and abbreviations that are considered commonly understood; these acronyms and abbreviations should not be localized or spelled out in full in English:

- ANSI (American National Standards Institute)
- ISO (International Standards Organization)
- ISDN
- DOS
- DSL
- CD
- DVD

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.

Frequent Errors

This section does not apply to Uzbek.

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 Uzbek.

Standardized Translations

This section does not apply to Uzbek.

Unlocalized Items

Trademarked names 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.

Word	Comment
Adapter	All these words are written the same way in Uzbek language as in English, but pronunciation is different and can take all Uzbek affixes.
Audio	
Bit	
Demo	
Dialog	
Disk	
Format	
Internet	
Login	
Media	
Model	
Modem	
Monitor	

Word	Comment
Multimedia	
Normal	
Portal	
Printer	
Start	
Server	
Signal	
Spam	
Virus	
Video	
Server	
Signal	
Spam	
Virus	
Video	
Server	
Signal	
Spam	
Virus	
Video	
Server	
Signal	
Spam	
Virus	

Using the Word Microsoft

In English, it is prohibited to use MS as an abbreviation for Microsoft.

1. In Uzbek the word Microsoft is not translated in both localized and unlocalized product names.

2. The word "Microsoft" is translated as Maykrosoft or Maykrosoft korporatsiyasi when referring to Microsoft Corporation or its products descriptively in text.

Example:

English example	Translation example
More Games from Microsoft	(+) Maykrosoftning boshqa o'yinlari
© Microsoft Corporation. All rights reserved.	(+) © Maykrosoft korporatsiyasi. Barcha huquqlar himoyalangan.
Microsoft Windows Live	(+) Microsoft Windows Live
For more information, search the Microsoft Knowledge Base online.	(+) Ko'proq ma'lumotni Microsoft bilimlar manbaidan topishingiz mumkin.

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

Commands

Command names should be consistently translated in all localized products, the same US term should have identical translation in all localized applications.

Command names translated as verbs, e.g. **Save** (**Saqlamoq**), **New** (**Yaratmoq**), **Print** (**Chop etmoq**), always in the infinitive.
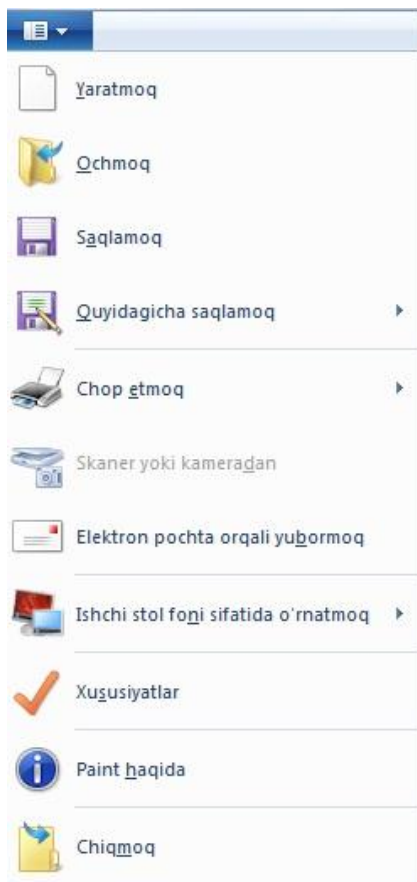
Check Boxes And Radio Buttons

If the check boxes or radio button names doesn't form a list, they may be capitalized. For instance:

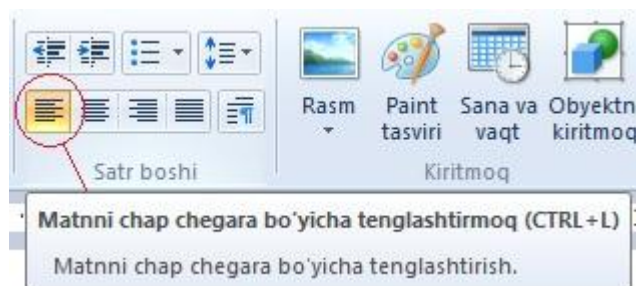In the screenshot below, you see an example of tooltip explaining what will happen after pressing the button:

Messages

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 selected items (for example in Computer below).

Uzbek Style in Status bar Messages

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

| Name	Uzbek Name	Category	English Status Bar message	Uzbek Status Bar message
Edit	(+) Tahrirlamoq	menu	Contains editing commands	(+) Tahrirlash buyruqlaridan tashkil topadi
Copy to Folder...	(+) Quyidagi jildga nusxa ko'chirmoq	menu	Copies the selected items to a new location	(+) Tanlangan elementlardan yangi joylashuvga nusxa ko'chiradi
New	(+) Yaratmoq	command	Creates a new document	(+) Yangi hujjat yaratadi

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 Uzbek version. Use one standard translation as in the examples below:

English term	Correct Uzbek translation
Press F1 to get Help	(+) Yordam olish uchun F1ni bosing
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) Xotira yetarli emas
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) %1ga kiritilgan o'zgartirishlar saqlansinmi?
Do you want to save changes to %1?	

Error Messages

What Is An Error Message?

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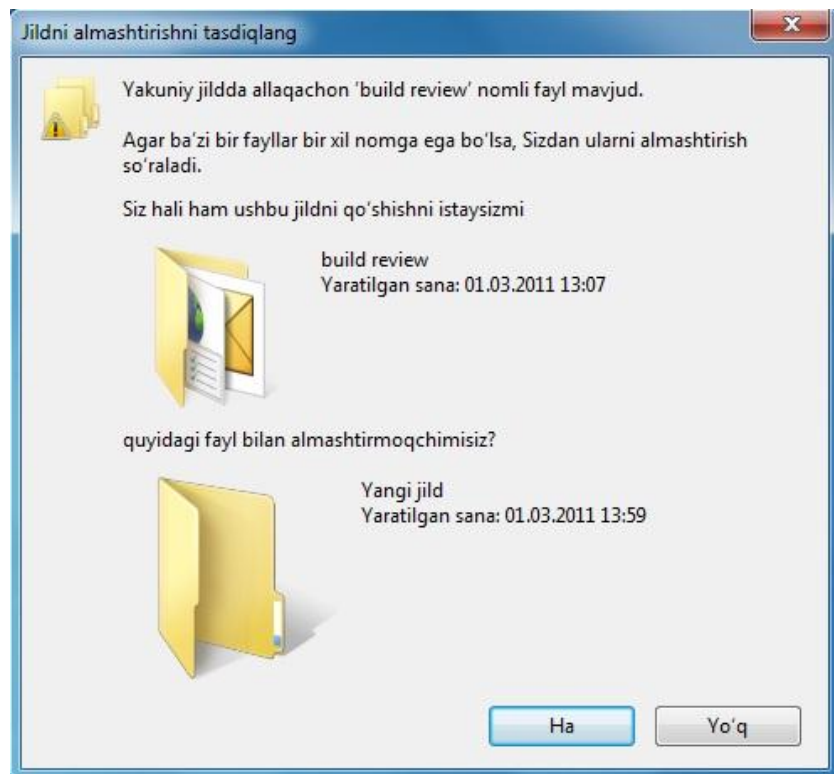
Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.
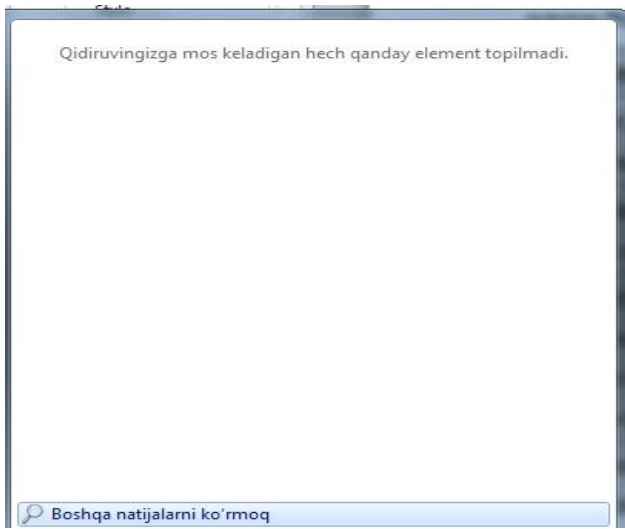
Uzbek Style in Error Messages

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.

English	Translation	Example	Comment
Cannot … Could not …	… bo'lmadi	(+) Faylni yuklab olib bo'lmadi	
Failed to … Failure of …	… bajarib bo'lmadi	(+) Yuklashni bajarib bo'lmadi	
Cannot find … Could not find … Unable to find … Unable to locate …	… topib bo'lmadi	(+) Rasmni topib bo'lmadi	
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Xotira yetarli emas		
... is not available ... is unavailable	… foydalanib bo'lmaydi	(+) Ilovadan foydalanib bo'lmaydi	

Qidiruvingizga mos keladigan hech qanday element topilmadi.

🔍 Boshqa natijalarni ko'rmoq

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 "3" or "512"

%c means "f" or "s"

%s means "source"

Examples of error messages containing placeholders:

"Checking Web %1!d! of %2!d!" means "Checking Web 3 of 5".

"INI file "%1!-.200s!" section" means "INI file "source" section".

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.

Access Keys/Hot keys

Bekor qilmoq   Ctrl+Z

Qirqib olmoq   Ctrl+X

Nusxa ko'chirmoq   Ctrl+C

Qo'shib qo'ymoq   Ctrl+V

Yo'q qilmoq   Del

Topmoq...   Ctrl+F

Keyingisini topmoq   F3

Almashtirmoq...   Ctrl+H

O'tmoq...   Ctrl+G

Barchasini belgilamoq Ctrl+A

Vaqt/Sana   F5

Access keys — *Shortcut 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	Yes	Any letter of the Uzbek alphabet can be used as a hotkey
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	Yes	Any letter of the Uzbek alphabet can be used as a hotkey
Extended characters can be used as hotkeys	Yes	Any letter of the Uzbek alphabet can be used as a hotkey
An additional letter, appearing between brackets after item name, can be used as hotkeys	No	
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	Yes	

Hot Key Special Options	Usage: Is It Allowed?	Notes
No hotkey is assigned when no more characters are available (minor options only)	No	

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

Shortcutkeys are keystrokes or combinations of keystrokes 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	Uzbek Command	Uzbek Shortcut key
General Windows Shortcut keys			
Help window	F1	Yordam oynasi	F1
Context-sensitive Help	Shift+F1	Kontekstga oid yordam	Shift+F1
Display pop-up menu	Shift+F10	Qalqib chiquvchi menyu	Shift+F10
Cancel	Esc	Bekor qilish	Esc
Activate\Deactivate menu bar mode	F10	Menyu satri rejimini faollashtirish/o'chirish	F10
Switch to the next primary application	Alt+Tab	Keyingi birlamchi ilovaga o'tish	Alt+Tab
Display next window	Alt+Esc	Keyingi oyna	Alt+Esc

US Command	US English Shortcut Key	Uzbek Command	Uzbek Shortcut key
Display pop-up menu for the window	Alt+Spacebar	Oyna uchun qalqib chiquvchi menyuni ko'rsatish	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Faol tobe oyna uchun qalqib chiquvchi menyuni ko'rsatish	Alt+-
Display property sheet for current selection	Alt+Enter	Joriy belgilash uchun xususiyatlar varag'ini ko'rsatish	Alt+Enter
Close active application window	Alt+F4	Faol ilova oynasini yopish	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Ilova ichidagi boshqa oynaga o'tish	Alt+F6
Capture active window image to the Clipboard	Alt+PrntScrn	Faol oyna rasmini buferga saqlash	Alt+PrntScrn
Capture desktop image to the Clipboard	PrntScrn	Ishchi stol rasmini buferga saqlash	PrntScrn
Access Start button in taskbar	Ctrl+Esc	Vazifalar panelidagi Start tugmasiga kirish	Ctrl+Esc
Display next child window	Ctrl+F6	Keyingi tobe oynani ko'rsatish	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Keyingi ilovali panelni ko'rsatish	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Topshiriqlar menejeri va tizim initsializatsiyasini ishga tushirish	Ctrl+Shift+Esc
File Menu			
File New	Ctrl+N	Fayl yaratish	Ctrl+N
File Open	Ctrl+O	Faylni ochish	Ctrl+O
File Close	Ctrl+F4	Faylni yopish	Ctrl+F4
File Save	Ctrl+S	Faylni saqlash	Ctrl+S
File Save as	F12	Faylni quyidagidek saqlash	F12
File Print Preview	Ctrl+F2	Faylni chop etishdan avval dastlabki ko'rib chiqish	Ctrl+F2
File Print	Ctrl+P	Faylni chop etish	Ctrl+P
File Exit	Alt+F4	Fayldan chiqish	Alt+F4

US Command	US English Shortcut Key	Uzbek Command	Uzbek Shortcut key
Edit Menu			
Edit Undo	Ctrl+Z	Bekor qilish	Ctrl+Z
Edit Repeat	Ctrl+Y	Qaytarish	Ctrl+Y
Edit Cut	Ctrl+X	Qirqib olish	Ctrl+X
Edit Copy	Ctrl+C	Nusxa ko'chirish	Ctrl+C
Edit Paste	Ctrl+V	Qo'shib qo'yish	Ctrl+V
Edit Delete	Ctrl+Backspace	Yo'q qilish	Ctrl+Backspace
Edit Select All	Ctrl+A	Barchasini tanlash	Ctrl+A
Edit Find	Ctrl+F	Topish	Ctrl+F
Edit Replace	Ctrl+H	Almashtirish	Ctrl+H
Edit Go To	Ctrl+B	O'tish	Ctrl+B
Help Menu			
Help	F1	Yordam	F1
Font Format			
Italic	Ctrl+I	Kursiv	Ctrl+I
Bold	Ctrl+G	Quyuq	Ctrl+G
Underlined\Word underline	Ctrl+U	Tagiga chizilgan\So'zning tagiga chizish	Ctrl+U
Large caps	Ctrl+Shift+A	Katta harflar	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Katta harflar kichik shriftda	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	Markaz bo'yicha	Ctrl+E
Left aligned	Ctrl+L	Chap tomonga tenglashtirilgan	Ctrl+L
Right aligned	Ctrl+R	O'ng tomonga tenglashtirilgan	Ctrl+R
Justified	Ctrl+J	Kenglik bo'yicha	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

This section does not apply to Uzbek.

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