LIP 3.0 Bosnian (Cyrillic) Style Guide

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1. Introduction to the Bosnian (Cyrillic) Style Guide

Welcome to the Bosnian (Cyrillic) Style Guide. You will use this Style Guide to help you make choices about how to translate the words and phrases in the files and documents you have been asked to translate.

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. A question mark (?) denotes a translation example that can be used but should be avoided if possible. All translation examples in this document are only intended to illustrate the point in question and are not a source of approved terminology. Please check for approved translations in the Microsoft glossaries.

This section contains the following topics:
- What's New
- About this Style Guide
- Recommended Bosnian (Cyrillic) Reference Material

1.1. What's New

It is important to point out that in comparison with the previous version of the Style Guide for Bosnian practically all sections are new. Exceptions are sections: 1.3.1., 1.3.2., 5.8. that are taken from the previous Style Guide and they are only updated with new information, and sections 5.1., 5.2., 5.3., 5.4., 5.5., 5.6., 5.7., 5.9., 5.10., 5.11., 2.12., 5.13., 5.14. that are taken from the previous version of Style Guide integrally.

All other sections, practically all Stile Guide is new without previous versions.

1.2.   About this Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Bosnian (Cyrillic) Microsoft products with general linguistic guidelines and standard conventions. These conventions address the needs of the translators who work on software and Help localization; they are easy to follow and applicable for all types of components to be localized.

The Style Guide covers the areas of formatting, spelling, typographic conventions, and grammatical conventions, as well as the use of standardized terminology and the topic of socio-cultural issues and language quality. This Style Guide also gives you a general idea of the reasoning behind the conventions whenever possible.

You are using this Style Guide to localize a user interface within a software application; therefore, the examples provided in this Style Guide relate to the process of localizing text and content for software.

We welcome your feedback, questions, and concerns regarding the Style Guide.

1.3. Recommended Bosnian (Cyrillic) Reference Material

The references in this Style Guide are divided into normative references, which must be adhered to at all times, and informative references, which provide additional information, context, and so on. This section of the Style Guide contains the following topics:

- Informative References

1.3.1. Informative References

The following informative references provide supplementary and comparative information, background details, and so on; these references are for your information only and do not supersede the information found in this Style Guide or in the normative references.

- Рјечник босанског језика; Чедић-Хајдаревић-Кадић-Кршо-Ваљевац, Институт за језик, Сарајево, 2007.
- Рјечник Хрватскога језика; Анић, Нови Либер, Загреб, 1991.
- Информатички енциклопедијски рјечник; Паниан, Еуропаперс холдинг д.о.о., Загреб, 2005.
- Џепни речник компјутерских ИТ скраћеница; Брзуловић, Компјутер библиотека, Чачак, 2003.
- Велики енглеско-хрватски рјечник; Бујас, Накладни завод Глобус, Загреб, 2001.

2. Language Quality Criteria

This section of the Style Guide will help you understand quality criteria ratings and how they have been applied to this Style Guide. This section contains the following topics:

- Localization and Language Quality
- Accuracy, Consistency, and Clarity
- User Target Group

2.1. Localization and Language Quality

Localization is more than the process of simply translating a product for a specific international market. Localization includes the adaptation of the product to the language, standards, and cultural norms of a particular country or region, as well as the accommodation of the requirements and expectations of a specific target group. Language, gestures, images, symbols, values, and norms can vary significantly from one country or region to the next.

Therefore, localizers must be thoroughly familiar with both the culture of the original language and that of the target language.

2.2.   Accuracy, Consistency, and Clarity

As the accuracy and consistency of localized language within a product increases, the clarity of the overall language use increases as well. By translating terms consistently within a software user interface, and across multiple similar product interfaces, you will help the people using the product understand the interface.

Inconsistencies in the interface are the most obvious obstacles to an efficient use of the localized product. In order to produce a consistent localization, you must use only one translation for each concept, and you must use that translation consistently each time the concept appears in the product. Your translations must be consistent and clear to avoid confusing the people who use the product.

2.3. User Target Group

The people who will use computers with a Language Interface Pack (LIP) installed are largely novice computer users. Therefore, the LIP content should be localized to accommodate the requirements of novice computer users who depend heavily on the localized terminology in their software to understand how to use that software.

3. Style and Tone Considerations

This section of the Style Guide contains the following topics:

- Bias-Free Language
- Consistency versus Idiomaticity
- Tone and Voice

When we talk about bias-free language, idiomaticity, tone and voice of the language expression we talk and consider topics belonging to linguistic stylistics. In that respect we can recommend the following books:

- Стилистика; Марина Бакаршић-Катнић, Љиљан, Сарајево, 2001.
- Граматика и стилистика стилских фигура; Милош Ковачевић, Другари, Сарајево, 1991.

3.1. Bias-Free Language

Biased language that refers to women or racial, ethnic, and other minority groups ranges from patronizing representations, stereotypes, and often well-intended "euphemisms" to obviously offensive expressions. Avoid introducing this type of language into your translations. This section provides specific examples that will help you use bias-free language and contains the following topics:

- Gender Bias
- Rephrasing Recommendations
- Ethnic and Racial Bias

3.1.1. Gender Bias

You should always recognize your audience's sensitivity to male and female stereotypes. Instead of stressing gender differences or reinforcing stereotypical distinctions between men and women, use language that is as neutral as possible. The neutral approach also applies to the localization of scenarios, comparisons, examples, illustrations, and metaphors.

Create a balance when assigning roles and functions to men and women (active vs. passive roles, leading vs. secondary roles, technical vs. non-technical professions, and so on). Scenarios, pictures, metaphors, and comparisons should be based on areas and attributes common to both genders.

Instead of using phrases which mention the two genders separately, use a general term that includes both genders such as "људи", or "особе".

In Bosnian "људи", "особе" are gender neutral terms but it should be very careful because in modern language it is tendency to create both terms, for example: for English "users" in Bosnian we have both forms "корисница/корисник".

Avoid writing sentences that refer to a single person whose gender is unknown. You can often avoid this situation by rewriting the sentence to make the subject plural.
For example:
instead: (-) Унеси податке у листу!   use: (+) Унесите податке у листу!
In cases where a reference to a single person is impossible to avoid, do not use "он или она," "њега/њему или њу/њој," or "његов или њен". The language in Microsoft products should sound natural, as if part of a spoken conversation. Also, generally avoid the use of slashes to combine both genders (although sometimes exceptions are made - see table below).

Use the following strategies to avoid the use of overtly gender-based expressions:

Linguistic method	Example	Context
Use a Neutral noun	(+) људи, особе, стручњак, експерт	Concept descriptions, explanations
Combine both genders by means of a slash	(+) он/она, она/он	**Only** in exceptional cases such as License Terms, sometimes in tables (headers or column/row titles, for example)

3.1.2. Rephrasing Recommendations

As Bosnian (Cyrillic) distinguishes gender on nouns and pronouns, a US-English source text has to be paraphrased or restructured to avoid any overt mentioning of gender on the noun.

Examples:

- A custom dictionary can only be used by the user who created it.
- A custom dictionary can only be used by the person who created it.
- (+) Кориснички дефиниран рјечник може користити једино корисник који га је креирао.
- (+) Кориснички дефиниран рјечник може користити једино особа која га је креирала.

- All users who use this feature.
- All who use this feature.
- (+) Сви корисници који користе ову функцију.
- (+) Сви који користе ову функцију.

- Even if you understand little about statistics, Microsoft Excel offers you...
- (+) Чак и ако нисте статистичар, Microsoft Excel Вам нуди...
- (+) Чак и ако мало знате о статистици, Microsoft Excel Вам нуди...

- Some of the best snapshots could be made because the photographer...
- Some of the best snapshots could be made because the person who took the photo...
- (+) Неки од најбољих снимака су могли бити направљени јер фотограф...
- (+) Неки од најбољих снимака су могли бити направљени јер је особа која је снимала...

- If you have fun, your friends and relatives will be...
- If one is having fun, friends and relatives will be...
- (+) Ако се добро проводите, Ваши пријатељи и рођаци ће бити…
- (+) Ако се неко добро проводи, пријатељи и рођаци ће бити…

- Create an appealing and secure shopping environment for your customers.
- Create an appealing and secure shopping environment for your clientele.
- (+) Креирајте привлачно и сигурно куповно окружење за своју кориснике.
- (+) Креирајте привлачно и сигурно куповно окружење за своје клијенте.

3.1.3. Ethnic and Racial Bias

Ethnic or racial slurs are easy to identify and avoid. It is more difficult, however, to avoid involuntary bias, which includes the use of expressions or names that are considered inappropriate by the group that is represented by the expression or term.

As a rule, the group and its members should be represented in the manner in which they refer to themselves, which means using the name that the group itself uses. These names are subject to change resulting from altered awareness within the specific culture or a change of consciousness within the group itself, so that terms used in the past may no longer be acceptable. If in doubt, you need to research the most current sources on the name of the group.

Ethnic and racial bias should always be avoided in scenarios, examples, and other illustrations.

3.2.   Consistency versus 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 Bosnian (Cyrillic), 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 Bosnian (Cyrillic) word order instead of translating word by word, as long as the key message is conveyed.

3.3. Tone and Voice

The tone of the Bosnian (Cyrillic) 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.

Language expression should be impersonal with neutral expressions and forms regarding gender so form of personal pronoun for second person plural ''Ви'' is recommended. ''Ви'' is used in formal way of addressing, expressing respectfulness, and it is neutral regarding the gender. With ''Ви'' we use second person plural of the verbs used in the expression. Of course ''Ви'' can be omitted but in such cases it is indicated by the used form of the verb (second person plural). In the case that ''Ви'' is omitted usually verb forms (second person plural) is put at the beginning of the sentence as in examples:

(+) Ви сте конектовани на интернет.   (+) Конектовани сте на интернет.

In imperative forms neutral ton is archived using the imperative of second person plural of the target verb as in examples:

(+) Копирајте ово!
(+) Упишите ову шифру!

For all doubts concerning tone issue of the language, translator should consult books stated in chapter 3. of this Style Guide.

4. Localization Guidelines

This section of the Style Guide describes all of the general localization guidelines that apply to Bosnian (Cyrillic).

This section contains the following topics:

- Acronyms and Abbreviations
- Capitalization
- Compounds
- English Terminology and the Bosnian (Cyrillic) Language System
- Error Messages
- Help and Documentation Guidelines
- Measurements and Numerals
- "My" Terminology
- Negation
- Prepositions
- Product/Component Names and Copyright Information
- Punctuation
- System Messages
- UI References
- US-specific information
- Version Numbers

4.1. Acronyms and Abbreviations

Use the common abbreviations listed in this section, but avoid extensive use of abbreviations. Do not abbreviate such words as "and," "or," "something," "someone," or any other word that users might not recognize. If you have any doubt, spell out the word rather than using an abbreviation.

This section contains the following topics:
- Acronyms
- Common Abbreviations
- Measurement Abbreviations

4.1.1. Acronyms

The term acronym refers to words that are made up of the initial letters of the major parts of a compound term if they are pronounced as a new word. Some well-known examples of acronyms are WYSIWYG (What You See Is What You Get), OLE (Object Linking and Embedding), or RAM (Random Access Memory).

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 and Bosnian terms.

<u>English</u>   <u>Bosnian</u>

- (-) RPC call   (-) JNI Интерфејс
- (-) HTML language   (-) TCP/IP – Протокол
- (-) TCP/IP-Protocol   (-) LBA Адреса
- (-) PIN Number   (-) VBA Апликација

4.1.1.1. Localized Abbreviations and 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:

- (+) Средства приступа подацима (Data Access Objects, DAO)
- (+) ActiveX објекти података (ActiveX Data Objects, ADO)

In the user interface, there is usually not enough space for all three terms (US term, language-specific translation, and the acronym); only in wizards, the acronym can easily be spelled out and localized on first mention. If there are space constraints or there is no "first" occurrence, it is up to you to judge to the best of your knowledge whether the acronym or abbreviation can be left as is or should be spelled out and localized.

You should also consider that different users will have different levels of knowledge about a product. For example, an Italian Exchange user will understand "DL," but the average Italian Windows user might not understand "DL" and would need to see "lista di distribuzione" (distribution list) instead. Try to be consistent within a product with your use of acronyms and initializations.

Note: Although the English acronym cannot generally be derived from the language-specific translation, creating a new acronym derived from the language-specific translated term is not an option. For example, do not replace an English acronym with a language-specific acronym; instead, leave the English acronym or abbreviation intact, as in the following examples "where DLL" and "DPI" are correctly rendered as "DLL" and "DPI":

Language	English example	Acceptable translation
Hausa	Application Initialization DLL	Farawa Afilikeshon DLL
Kiswahili	DPI Scaling	Urekebishaji DPI
Bosnian	Starting HDD	(+) покретање HDD-a

4.1.1.2. Unlocalized Abbreviations and Acronyms

Many abbreviations and acronyms are standardized and remain untranslated. They are only followed by their full spelling in English if the acronym needs to be explained to the speakers of a different language. In other cases, where the acronym is rather common, adding the fully spelled-out form will only confuse users. In these cases, the acronym can be used on its own.

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

If you are unsure what an acronym or abbreviation stands for or refers to, please contact the Moderator responsible for this Style Guide.

4.1.2. Common Abbreviations

The following table lists common Bosnian (Cyrillic) expressions and their associated, acceptable abbreviations.

Bosnian example	Acceptable abbreviation
напримјер	(+) нпр.
година	(+) г.
лице	(+) л.
мушки род	(+) м. (могуће и м. р.)
средњи род	(+) н. (могуће и с. р.)
женски род	(+) ф. (могуће и ж. р.)
тачка	(+) т.
број	(+) бр.
и друго	(+) и др.
глагол	(+) гл.
и слично	(+) и сл.
множина	(+) мн.
примјер	(+) пр.
доктор	(+) др.
и тако даље	(+) итд.
ет цетера (и тако даље)	(+) етц.
једнина	(+) јд.
сингулар	(+) сг.
то јест	(+) тј.
такозвани	(+) тзв.
босански	(+) бос.
бошњачки	(+) бош.
и даље	(+) и д.
испореди	(+) исп.
редни број	(+) ред. бр.

Additional guidelines:
- 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.

4.1.3. Measurement Abbreviations

In addition to common measurements such as km, m, cm, mm, and so on, the abbreviations in the following table are used in the product user interface and in technical documentation.

Measurement	English abbreviation	Bosnian (Cyrillic) abbreviation	Comment/Example
Gigabyte	GB	GB	Конфигурација са 100 GB хард диска.
Gigabit	Gbit	Gb	1 билион информационих битова јесте 1 Gb.
Kilobyte	KB	KB	Слика је велика 150 KB.
Kilobit	Kbit	Kb	Хиљаду битова јесте 1 Kb.
Megabyte	MB	MB	Инсталирана меморија (RAM): 2,00 GB.
Megabit	Mbit	Mb	1.024 килобита је 1 Mb.
Terabyte	TB	TB	1.024 Gb = 1 TB
Terabit	Tbit	Tb	Трилион битова јесте 1 Tb.
Bits per second	Bit/s	Bps	Use same type for similar measurements, e.g. frames per second => F/s
Megabits per second	Mbit/s or Mbps	Mbps	100 Mbps мрежна конекција
Kilobits per second	Kbit/s or Kbps	Kbps	Брзина пријеноса података је 320 Kbps.
Bytes per second	B/s	B/s	Модем 28800 B/s
Megabytes per second	MB/s	MB/s	Како претворити 1Mpbs u 1MB/s.
Kilobytes per second	KB/s	KB/s	Првобитна брзина CD уређаја је била 150 KB/s.
Point	Pt.	Pt.	No plural form
Inch	"	"	" is acceptable in Packaging and tables, but not in body text.
Megahertz	MHz	MHz	Процесор: Интел Пентиум 1 CPU 60 MHz
Hertz	Hz	Hz	AC 220V 50 Hz

4.2. Capitalization

If the first word in the English source string is capitalized, the corresponding first word in the target language should also be capitalized, for example:

English example	Bosnian (Cyrillic) example
Save as	(+) Спремити као

If the word in the English source string is not capitalized, the corresponding first word in the target language should also not be capitalized, unless language-specific rules specify different capitalization.

Some strings are concatenated "at run-time" and you will occasionally find strings that seem to lack a subject or simply start in the middle. Be careful not to start such strings with an upper-case letter, unless the spelling rules of your language require it, for example:

English example	Bosnian (Cyrillic) example
plugged into PS/2 mouse port	(+) укопчан на PS/2 миш порт

Example of a string:
is trying to connect to this computer. If you allow, you will be disconnected, but you can resume later. Do you want to allow this connection?\r\n

As a general rule, when we talk about capitalizing in Bosnian, it can be said that personal names, official names, first word in the title and sentence and words of respect are capitalized. It should be pointed out the adjectives ending in –ски derivated of domestic and foreign names or adjectives ending on –ов/-ев, -ин derivated from personal names denoting general characteristic are written by small later as in examples: шекспирски, гетеовски. Small letters should be used for names of historical periods, religions, social and political movements and cardinal points of the compass.
Of course, translators should consult orthographic manuals stated in chapter 1.3.1. of this Style Guide.

English example	Bosnian (Cyrillic) example
unknown software exception\r\n	(+) непозната грешка у софтверу\r\n
acquired	(+) достигнут
Log off user	(+) Одјава корисника
Edit...	(+) Уреди...

Many more nouns and verbs are capitalized in the English source string than would normally be expected. You should not try to mimic the capitalization in the source strings, but use your knowledge of the spelling conventions of Bosnian (Cyrillic) to decide which words in a string to capitalize and which to leave lower-case. Over-capitalization is awkward and leads to inconsistencies in the UI, for example:

English example	Bosnian (Cyrillic) example
In Case Your Users Need Help	(+) Ако ваши корисници требају помоћ

Should an English noun be capitalized in the source string and be translated by two words in the target language, be consistent in capitalizing either words, or neither word, or capitalize one word and not the other. Be consistent in the application of spelling rules, for example:

English example	Bosnian (Cyrillic) example
Datasheet	(+) Информациона листа
Printing Options	(+) Опција за штампање

Names of commands, menus, dialog box titles, program names can be written according to English original, either with low or uppercase and translators will decide what is the most appropriate model of writing according to the corresponding context, for example:

English example	Bosnian (Cyrillic) example
View	(+) Преглед
Select All	(+) Означити све
Open Office	(+) Отворити Office

4.3. Compounds

Noun and verb compounds are a frequent word formation strategy in English. Product user interfaces, online help, and documentation contain a number of such examples. However, not all languages use compounding to create complex word meanings.

This is not a forming model that is used in Bosnian. This is, in Bosnian, expressed by noun attribute as regards possessive adjective is used in the way that possessive adjective is made by putting corresponding endings (ски, ска, ско) on the general noun, for example:

(+) то је компјутер*ски* програм

(+) то је компјутер<u>ска</u> игра

(+) то је компјутер<u>ско</u> провјеравање

Besides this forming model, possessive genitive can be used. It is noun attribute in genitive and is used to empress belonging according to ownership, authorship, and possession of something and similar, for example:

(+) администратор груп*е*

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided by verbally expressing the relationship among the various compound components. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

English examples	Bosnian (Cyrillic) example
Internet Accounts	(+) рачуни интернет**а**
Logon script processing	(+) процесирање улазног**а** запис**а**
Workgroup Administrator	(+) администратор радн**е** групе
Internet News Server Name	(+) име сревера интернет вијести

This section contains the following topics:
- <u>Compounds with Product or Component Names</u>
- <u>Compounds with Acronyms, Abbreviations or Numerals</u>

4.3.1. Compounds with Product or Component Names

The compounds below contain both, product and component names. The product names are marked in red. Product names are usually trademarked and, therefore, must remain unchanged. Additions to a product or component name are added with a hyphen or, if that is not appropriate, you need to create a periphrastic construction.

They should be incorporated in a language system of Bosnian language as much as it is possible but have in mind that they should stay easily recognized in the context in which they appear and with the established practice in the Bosnian language.

Translators should consult books stated in chapters 1.3.1. and 3. of this Style Guide in the case, they are not sure how to act in a specific cases.

English example	Bosnian (Cyrillic) example
Windows password	(+) Windows шифра
Microsoft Word document	(+) Microsoft Word документ
Microsoft SQL Server Database	(+) Microsoft SQL Server база података
Microsoft BackOffice product family	(+) Microsoft BackOffice породица производа
ActiveX Control	(+) ActiveX контрола

Note: The major product groups use the following unlocalized product portfolio names; these are considered product names and are always used without a hyphen or article in any language:

- Microsoft Office System
- Microsoft Windows Server System
- Windows Mobile

4.3.2. Compounds with Acronyms, Abbreviations or Numerals

Compound abbreviations can be declinable and some of them can take part in further word formation. When abbreviation is declinable, slash is used for binding grammatical suffix and abbreviation as it can be seen in examples:

(+) МУП-а

(+) САД-а

When we deal with numbers that are incorporated in compound expression with the function of stating precisely the main component of the compound, they act according to Bosnian language forming models.

In this respect, when we deal with both categories: compound abbreviations and numbers in compound expressions translators should consult grammars stated in 1.3.1. chapter of this Style Guide and dictionaries stated in 1.3.2. chapter of this Style Guide.

The compounds below contain either an abbreviation or a numeral followed by a component name. The abbreviation or numeral is marked in red in the English example. The Bosnian (Cyrillic) example below show how such constructions should be translated.

English example	Bosnian (Cyrillic) example
CD-ROM drive	(+) CD-ROM уређај
2-D gridlines	(+) 2-D мрежна линија
24 bit color value	(+) вриједност боје 24 bit-a
3.5 Floppy	(+) 3,5 флопи
51/4-inch Floppy	(+) 51/4 инчни флопи
35mm slides	(+) 35 mm слајдови

4.4. English Terminology and the Bosnian (Cyrillic) Language System

The influx of English into other languages has significantly increased in recent years. Some speaker communities welcome this trend, while others resist it. Microsoft must guard against taking a stance in this debate and, therefore, use the terminology that is most widely used in the computer press and among users. This terminology usage naturally depends on the target market of each product (technical products are bound to contain more specialized language, which usually means more English terminology).

While it is acceptable to use English terms if they are indeed the industry standard in your country or region, you should also research current industry standards. For example, stylistic anglicisms are still a major translation mistake (see section on anglicisms below).

When incorporating English terms, you must follow the spelling, grammar, and syntax rules of your language. Sometimes English words get incorporated as a whole into other languages, but most often the English word gets "phonologized" and integrated into the target language. If you are sure that there is no Bosnian (Cyrillic)-specific equivalent for an English loan word and decide to incorporate an English word instead, please check with your translation lead and other team members. In many languages the spelling of incorporated loanwords is not documented and it is important that English loan words are spelled consistently in the target language.

The most important guidelines for the use of English terminology in your language system are outlined in the following sections:
- Anglicisms
- Nouns
- Verbs and Verb Forms

4.4.1. Anglicisms

Anglicisms often sneak into sentence structure and word usage.

The following examples from German and Italian illustrate "direct translations" with syntactic and lexical mistakes that you should try to avoid in your own translations. The text marked in red in the target language highlights the wrong choice.

English example	Anglicism in target language	Correct example
For several minutes	(-) für mehrere Minuten	(+) mehrere Minuten lang
Middle East	(-) Mittlerer Osten	(+) Naher Osten
For more information please contact ...	(-) Für weitere Informationen kontaktieren Sie ...	(+) Um weitere Informationen zu erhalten, wenden Sie sich an ...
assume	(-) assumere	(+) supporre
fatal error	(-) errore fatale	(+) errore irreversibile
resolved invalid	(-) risolto invalido	(+) risolto non valido

Similar situation we have in Bosnian, for example:

English example	Anglicism in Bosnian language	Correct example
group administrator	(-) групни администратор	(+) администратор групе
with Media Player	(-) са Media Player	(+) Media Player-ом
take part	(-) узети учешће	(+) учествовати
Middle East	(-) Средњи Исток	(+) Блиски Исток

4.4.2. 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 Bosnian (Cyrillic) 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 Bosnian language as a general rule we can say that dependently of the position in the sentence and the function it performers in it, a loan word will be treated as a domestic word (all rules of noun class words will be applied), and it can be seen from the table bellows.

English example	Bosnian (Cyrillic) example
Delete it from server.	(+) Обриши то са сервера.
Enter a password to log into the server	(+) Унеси шифру за логирање на сервер!
DNS cannot resolve the server IP address	(+) DNS не може разријешити серверову IP адресу.
Verify the name of the server's certificate	(+) Провјери назив серверове потврде!

In Bosnian language, there is tendency to transform loan words in such as way that they will fit to our language model. If we can say that there is a model for that, than we can say that in majority cases English word is a base (more precisely its pronunciation) on which Bosnian language endings indicating number are added, for example: English "files" will be adopted in Bosnian in this way: file is pronounced as [fail], its pronunciation value becomes the word base for all noun class ending in Bosnian, so we will have in Bosnian фајлови as a plural form of English files. As number endings differ according to grammatical gender it is important to indicate that generally words ending on consonant are considered as masculine words, words ending on vowel –a are considered as feminine words, and words ending on vowel –e are considered as neuter words. Monosyllabic masculine nouns take –ов, -ев before the plural endings and this plural is called the "long plural". Apart from this infix, their plural endings are the same as in other masculine nouns. So adoption of English loan words is mainly done according to its pronunciation value.

The examples below show how English loanwords inflect for number in Bosnian (Cyrillic).

English example	Bosnian (Cyrillic) example
files	(+) фајлови
Web cameras	(+) Web-камере
Downloads	(+) преузимање
Proxies	(+) проксији
Administrators	(+) администратори

4.4.3. Verbs and Verb Forms

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 Bosnian (Cyrillic).

In Bosnian we will use a pronounced version of the loan word and use it on the same way as if it is a domestic word as can be seen from the table bellows:

English example	Bosnian (Cyrillic) examples	Bosnian (Cyrillic) examples	Bosnian (Cyrillic) examples
chat	(+) чатам	(+) чатао	(+) чатање
crawl	(+) кролам	(+) кролао	(+) кролање
debug	(+) дебагирам	(+) дебагирао	(+) дебагирање

4.5. Error Messages

Microsoft created the following guidelines in an effort to standardize error messages, which are often inconsistent and not always understandable even in English. 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. The messages cover a wide range of topics (for example, prompting the user to insert a disk in the disk drive, or informing the user of an error that requires rebooting the computer).

New localizers frequently ask for help with error messages. The main principles for translation are clarity, comprehensibility, and consistency.

The most important guidelines for the use of English terminology in your language system are outlined in the following sections:
- Standard Phrases
- Articles and Possessive Pronouns
- Negation
- Placeholder Text
- Syntactic Ordering
- Verbs

4.5.1. Standard Phrases

Error messages written in US-English are occasionally inconsistent. As you localize the software into Bosnian (Cyrillic), you should ensure that you use a standard phrase for error messages that have the same meaning and purpose in the US-English version.

The following table provides US-English examples of inconsistent error messages and their corresponding, standardized Bosnian (Cyrillic):

English phrase	English example	Bosnian (Cyrillic) example
Cannot	File could not be found	(?) Фајл није могао бити нађен
Could not	File cannot be found	(+) Фајл се не може наћи
Failed to …	Failed to connect	(+) Није се успио конектовати
Failure of …	Failure to connect	(+) Неуспјех при конектовању
Cannot find …	Cannot find driver software	(+) Не може пронаћи драјвер софтвера
Could not find …	Could not find driver software	(+) Није могао пронаћи драјвер софтвера
Unable to find …	Unable to find driver software	(+) Није у стању пронаћи драјвер софтвера
Unable to locate …	Unable to locate driver software	(+) Није у стању лоцирати драјвер софтвера
	Not enough memory	(+) Нема довољно меморије
	Insufficient memory	(+) Недовољно меморије
	There is not enough memory	(+) Нема довољно меморије
	There is not enough memory available	(+) Нема довољно меморије на располагању
… is not available	The command is not available	(+) Команда није доступна
… is unavailable	The command is unavailable	(?) Команда је недоступна

4.5.2. Articles and Possessive Pronouns

Many error messages in English vary with regard to the use of articles, demonstrative and possessive pronouns. Please be consistent in how you deal with such variation in Bosnian (Cyrillic).

Generally "the" can be translated as "тај", "this" can be translated as "овај", "your" can be translated as "Ваш". "Ваш" may be written with lower-case in order to avoid over capitalization. When translating such sections, translator should be very careful and pay attention to the whole context in which message appears.

English example	Bosnian (Cyrillic) example	Explanation
File already exists The file already exists This file already exists	(+) Фајл већ постоји (+) Тај фајл већ постоји (+) Овај фајл већ постоји	In complete sentences, use determiners consistently even if the US string does not.
Not enough memory to complete this operation.	(+) Нема довољно меморије за обављање ове операције.	No need to use a demonstrative construction, unless it is important in context.
Windows Vista cannot start your system. If the problem persists, contact your network administrator.	(+) Windows Vista не може покренути ваш систем. Ако се тај проблем настави, контактирајте вашег администратора мреже.	Avoid using possessive marker "your" unless ownership is important in context.

4.5.3. Negation

Many error messages alert the user to the fact that an action could not be completed or that an item could not be found. Be consistent in how you convey such messages in Bosnian (Cyrillic).

There is no general rule about that how to use negation in error messages. The translators should have in mind that they have to convey the main idea expressed in an error message box. In Bosnian language sentence word order is not so strictly determined so it can be warmly recommended to put the idea of the message at the beginning of the sentence. English sentence: "File not found" can be translated into Bosnian as:

(+) Фајл није пронађен

but also as:

(+) Није пронађен фајл.

In the first sentence main point of meaning is on "file", and in the second one the main point of meaning is on the fact that it is not found. Translators should have this in mind in translating process.

English example	Bosnian (Cyrillic) example	Explanation
File not found. File was not found. The file was not found.	(+) Фајл није пронађен. (+) Фајл није био пронађен. (+) Тај фајл није био пронађен.	Use one basic syntax for all negative sentences.
Not enough memory.	(+) Нема довољно меморије.	not enough = insufficient
Wrong file type.	(+) Погршна врста фајла	wrong = incorrect
Incorrect MS-DOS version.	(+) Неодговарајућа MS-DOS верзија	
Invalid file type.	(+) Недозвољена врста фајла	Invalid =illegal
An illegal setting name has been entered.	(+) Недозвољен назив за подешавање је уписан.	
%1 has a bad format.	(+) %1 има недозвољен формат.	Use "invalid" instead of "bad", unless the meaning is physically broken.
Object doesn't support current locale setting.	(+) Објект не подржава постојеће подешавање у односу на мјесто.	Use standard word order (i.e., be aware where the negative maker is placed in sentence)

4.5.4. Placeholder Text

Error messages contain placeholder text that will be filled in by the operating system when the message is shown to users. The following table provides examples of error messages with placeholder text, and the final error messages that users will see:

Placeholders in English error messages	Final error message text that users will see
%d minute(s) remaining	3 minute(s) remaining
Dialing %s...	Dialing business phone
The disk in drive %c: cannot be formatted.	The disk in drive C: cannot be formatted.

When localizing error messages containing placeholders, find out what text will replace the placeholder when the user sees the error message. This process is necessary because you must ensure the resulting sentence will be grammatically correct when the placeholder is replaced with a word or phrase. Most source strings have instructions that detail what text will replace the placeholder.

In the English source string, placeholders are found in the position where they would naturally occur in that language. Since in English numerals typically precede the noun, the numeral placeholders typically precede the noun in the source strings. If the numeral follows the noun it modifies in Bosnian (Cyrillic), you have to move the placeholder after the noun. See the examples from Yoruba below:

English examples	Yoruba examples
in %d days	ní àwọn ọjọ́ %d
%d minutes	Ìsẹ́jú %d

The letters and symbols used in placeholder text convey a specific meaning. Please refer to the following table for examples of placeholder text and corresponding error message text that users will see.

Placeholder text	Error message text that users will see
%d, %ld, %u, and %lu	Number (such as 3 or 512)
%c	Letter (such as "f" or "s")
%s	String (such as "Click here to continue.")
"Checking Web %1!d! of %2!d!"	"Checking Web <number> of <number>"
"INI file "%1!-.200s!" section"	"INI file "<string>" section"

If your language has agreement between adjectives and nouns, and the noun is a placeholder, it can be important to know what exact string will be in the placeholder, so that a preceding adjective can be inflected accordingly. The wording of most source strings has already been adjusted to avoid such localization issues and a syntactic construction has been chosen in which a placeholder is not modified by an adjective. However, be mindful of such issues when localizing software. In some languages there is also agreement between a noun subject and the verb and it is a case with Bosnian and translators have to bear in mind that agreement of a noun subject and the verb has to be taken in consideration in translating process in order to avoid ungrammatical sentences.

English example	Message User will see	Bosnian (Cyrillic) example
Replace invalid %s?	Replace invalid data? Replace invalid file?	(+) Замијенити недозвољен %s?
%s already exists	File already exists Name already exists	(+) %s већ постоји
%s is now set as your personal contact.	Regina is now set as your personal contact Mr. Kim is now set as your personal contact	(+) %s је сада постављен као Ваш лични контакт.
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(+) %s престао радити и затворио се

4.5.5. Syntactic Ordering

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.

When we talk about syntactic ordering in error messages in respect of Bosnian language, practically we can recommend the same things that are apostrophized in 4.5.3. when we explained the strategy that should be applied in a process of negation in error messages. The new thing that should be pointed out is the fact that passive construction and the use of passive generally are not so common in Bosnian. Passive is something that we tend to avoid in Bosnian. Of course there are situations when it had to be used like this, for example:
(+) Компјутер је укључен, али нема слике.
instead of possible active form:
(?) Компјутер се је укључио, али нема слике.

Furthermore, it can be said that these two stated sentences are not absolutely same in the meaning. This is what translations should have in mind.

English example	Bosnian (Cyrillic) example	Explanation
Setup encountered an error while creating your startup disk. Setup cannot find the remote computer. Setup cannot get disk information.	(+) Подешавање је наишло на грешку за вријеме креирања системског диска. (+) Подешавање не може пронаћи удаљени рачунар. (+) Информација са диска се не може добити.	Avoid personified subjects if the context allows for omission (e.g. Setup encountered/Setup cannot … in 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.	(+) Отклонити сва постојећа подешавања како бисте ослободили простор.	Generally, describe the action before the purpose instead of the other way around.
Attempt to remove current directory	(+) Уклањање постојећег директорија је покушано.	Use a passive construction instead of "Attempt to …"

4.5.6. Verbs

Be consistent in how you translate verbs in error messages. If it is grammatical to omit the predicate "be" in your language, you can omit it in error messages, but you should be consistent in your usage across all error messages. Be concise without changing the meaning of the source string.

The usage of verb in error message is recommended in Bosnian. In order of consistency and sort of some connection to the original product following of the English model is recommended, of course according to Bosnian model language and having in mind the context in which the verb is used and respecting possibility to express main meaning. In the table below are some examples, but it can't be taken as a rule, for example: rephrase "is" with "have" have to be done very carefully because in expression: "the file is an unknown graphic format" it is possible in Bosnian to rephrase "is" with "have" but in expression: "user is unknown" it is impossible. Perhaps, translating doctrine in message errors should be profiled according to the type of the meaning instead suggested instructions based only on formal structural principles. So translators are warmly recommended to consult grammars stated in 1.3.1 chapter and dictionaries stated in 1.3.2. chapter of this Style Guide.

English example	Bosnian (Cyrillic) example	Explanation
The document is too large. Document too large.	(+) Документ је предуг. (?) Предуг документ.	Be consistent in your usage of the verb "to be".
Access was denied. Access denied.	(+) Приступ је одбијен. (?) Одбијен приступ.	In complete sentences, use verbs and the same tense as in the source string.
The file '%s' is an unknown graphics format.	(+) Фајл има непознат графички формат.	Rephrase "is" with "have" if necessary to produce an appropriate translation.
The application may attempt to convert the graphic.	(+) Апликација вјероватно покушава конвертирати графику.	may + Verb can be rephrased as Verb + possibly
A problem occurred while trying to connect to the network share '%1!s!'.	(+) Појавио се проблем при конекцији на мрежу '%1!s!'.	Shorten and rephrase if necessary to "A problem occurred while connecting to the network share '%1!s!'
The following error occurred: '%1!s!' (error #%2!lx!)	(+) Грешка: '%1!s!' (грешка #%2!lx!)	Shorten this construction where possible, e.g. Error: '%1!s!' (error #%2!lx!).
An unknown error has occurred./ No error occurred.	(+) Непозната грешка/Без грешке	Shorten this construction where possible, e.g. Unknown error. / No error

4.6.   Help and Documentation Guidelines

This section describes how to translate the online Help and documentation associated with the products you are localizing. This section of the Style Guide contains the following topics:

- Headings
- Procedural Syntax

4.6.1. Headings

Headings should convey as much information as possible about the ensuing text to help readers locate information quickly. If in English the heading begins with a gerund, try to use a nominalized form in Bosnian (Cyrillic).

English example	Bosnian (Cyrillic) example
Sending a file	(+) Слање фајлова
Using Styles	(+) Кориштење стилова

4.6.1.1. Capitalization

In English headings, all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (such as "that," "until," and "which") are capitalized. Please do not apply the same principle to Bosnian (Cyrillic) headings. Instead, follow the normal Bosnian (Cyrillic) capitalization rules. The same rule applies to software strings.

English example	Bosnian (Cyrillic) example
Switching Between Windows	(+) Пребацити се из прозора у прозор

4.6.1.2. In Lists and Tables

Whenever possible, headings of lists and tables should consist of one or two words, preferably active nouns. They should be concise, even if the original heading uses a longer phrase.

US heading	Bosnian (Cyrillic) heading
In order to	(+) Како би
Do this	(+) Урадите ово
How to use	(+) Како користити
First do this	(+) Прво урадите ово
Then do this	(+) Потом урадите ово
How to:	(+) Како да:
Walkthrough	(+) Проба

4.6.2. Procedural Syntax

In procedural text, which tells the user to perform certain actions in a certain number of steps, the order in which interface terms are to appear in the translation is usually top to bottom (for example, "menu," "command," "dialog box," "dialog box controls"). This order reflects the sequence in which the action needs to be performed, and it should be maintained unless there are technical reasons preventing it.

This convention is less important in normal body text, which is usually written in a more personal tone and less formal style, thus requiring the translator to be more creative.

English example	Bosnian (Cyrillic) example
On the View menu, click Filter	(+) На менију Преглед, кликните Филтер
On the Tools menu, click Internet Options, and click the Security tab	(+) На менију Алати, кликните Internet опције, и кликните Сигурносни таб

4.6.2.1. Descriptors

Use the descriptor ("menu," "button," "command" and so on) only if the original text uses it or if it is needed for clarifying the position of a term in the interface.

4.6.2.2. Sentences of the type "To do this and that, click on ..."

You may come across procedural instructions of the type "To do this and that, click on ...". You should rearrange such sentences to first mention the action the user needs to do and then the purpose. The reason for putting the action first is that the action usually matters most to the user. However, sometimes it is important to stress the purpose of an action before describing it. In this case, you can start the sentence with the purpose, followed by the action.

English example	Bosnian (Cyrillic) example
To open the shortcut menu, click View Source	(+) Кликните Извор прегледа како бисте отворили мени пречица
To end the install, click Cancel	(+) Кликните Одустани како бисте завршили инсталирање

4.7. Measurements and Numerals

Use numerals for all measurements. This is true whether the measurement is spelled out, abbreviated, or replaced by a symbol. Numerals are also used for coordinates in tables or worksheets and for numbered sections of documents. Avoid beginning a sentence with a numeral.

English example	Bosnian (Cyrillic) example
Envelope 110x230 mm.	(+) коверта 110x230 мм.
5x7 photo paper	(+) фото-папир 5x7
Please type a port number between 1 and 65535.	(+) Молим, упишите број улаза од 1 до 65535.
6 months	(?) 6 мјесеци
	(+) Шест мјесеци

Note: Depending of the context of use both forms (6 мјесеци and Шест мјесеци) can be used and are acceptable, it is not linguistically relevant information! Translators will translate the English original!

4.8. "My" Terminology

"My" terminology is frequently used in US-English interfaces and documentation. The guidelines for Bosnian (Cyrillic) are as follows:

1. The localization of "my" terminology will be decided on a per-product basis. The new trend favors leaving out the possessive pronoun completely (e.g.: "My TV" -> "TV").
2. Terms that have already been used for one product will remain the same for the next product update, if the source remains unchanged. Already established terminology such as "My Computer" in Windows should be maintained for consistency reasons unless otherwise instructed.

4.9. Negation

In English, the basic pattern for negating a sentence is through the use of the negative particle "not" in conjunction with the auxiliary "do". The example sentences below contain the most frequently occurring negative verb phrases in the Windows and Office UI. Please use the provided translations as a reference when localizing the LIP UI.

English example	Bosnian (Cyrillic) example
Is not supported/installed	(+) Није подржан/инсталиран
could not be opened/found	(+) не може бити отворен/нађен
You will not be able to	(+) Нећете моћи (инфинитив)
Is not available	(+) Није доступан

Nouns and adjectives can also have negative meaning through the use of a derivative marker. The following examples show how to do this in Bosnian (Cyrillic).

When we talk about ways of formation of negative nouns and adjectives, we talk about mechanisms of word formation, mainly by prefixation. In prefix formation of adjectives descriptive and relational adjectives take place. In the case we are talking about (negative meaning), we deal with adjectives that are formed according to this pattern:

не	+	adjective	example:	(+) невесео
анти	+	adjective	example:	(+) антиратни
контра	+	adjective	example:	(+) контраобавјештајни
проту	+	adjective	example:	(+) протуратни

When we talk about formation of nouns with negative meaning we talk about word formation by using prefixes with negative meaning according to this pattern:

не	+	noun	example:	(+) небрига
проту	+	noun	example:	(+) протукандидат

English example	Bosnian (Cyrillic) example
non-member	(+) нечлан
undefined	(+) недефиниран
invisible	(+) невидљив
unavailable	(+) недоступан

4.10. Prepositions

Prepositional phrases in English need to be translated according to their context; anglicisms should be avoided.

The proposition "in" in Bosnian "у" can be used in the following meanings:
  a) when we want to say that something is places or is going on inside something, in the borders of something, for example: у граду
  b) when expressing that something is moving towards some place, point, position inside something, getting in some relationship, for example: ићи у град
  c) when we want to express where some action takes place, where the action is directed, where the action of the action takes place: for example: убости у прст
  d) marking inclusion, admission, joining admission, for example: умијешао се у гомилу
  e) direction, orientation towards something, for example: заљубљен у сликарство
  f) admission to some action, for example: поћи у риболов

The proposition "from" in Bosnian "из" can be used in the following meanings:
  a) telling us that one action is coming from something or somewhere, for example: изаћи из собе; пити из чаше
  b) telling us the main cause or reason or believe in something, for example: радим то из љубави

So, translators should have in mind all that is said and translate verse with propositions to and from according to the sense it had to be archived.

The table below contains frequently used verbs and the prepositions that follow them. Please use this table as a reference.

US-English expression	Bosnian (Cyrillic) expression	Comment
migrate to	(+) мигрирати у	
Migrate from	(+) мигрирати из	
import to	(+) увозити у	
import from	(+) увозити из	
export to	(+) извозити у	
export from	(+) извозити из	
update to	(+) ажурирати (у)	
upgrade to	(+) надоградити (у)	
change to	(+) промијенити (у)	
click on	(+) кликнути (на)	
connect to	(+) конектовати на	
welcome to ...	(+) добродошли у	

The examples below contain frequently occurring noun phrases that are preceded by a preposition. Please use this table as a reference.

US-English expression	Bosnian (Cyrillic) expression	Comment
in the toolbar	(+) у алатима	
on the tab	(+) на таб	
on the menu	(+) на менију	
on the net	(+) на мрежи	
on the Internet	(+) на интернету	
on the Web	(+) на Web-у	
on a web site	(+) на web страници	
on a web page	(+) на web страници	

4.11. Product/Component Names and Copyright Information

The general rule is that product names are not translated if they include the word Microsoft and/or are trademarked (for example, Microsoft Draw or Microsoft Graph). The Microsoft PM and/or Subsidiary should always be contacted for final approval before you translate a product or component name.

The terms "Microsoft," "Windows," and "Office" must always remain unlocalized; however, these terms may be transliterated if you receive approval for the appropriate Microsoft PM and Subsidiary. Refer to the section of this Style Guide that discusses trademarks for the complete list of product and component names that must remain in English. Ensure that you apply the chosen product terminology consistently throughout your translation of a set of content or an interface.

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

Product names and non-translated feature names should also be treated as proper nouns in Bosnian (Cyrillic).

English example	Bosnian (Cyrillic) example
Windows Mail shares your Internet Connection settings with Internet Explorer	(+) Windows Mail дијели поставку ваше интернет конекције са Internet Explorer-ом
Website addresses will be sent to Microsoft	(+) Web адресе страница ће бити послане у Microsoft

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The following translations must be used:

English text	Bosnian (Cyrillic) translation
Copyright	(+) ауторско право
All rights reserved	(+) сва права придржана
Microsoft Corporation	(+) Microsoft Corporation

4.12. Punctuation

This section explains how to use Bosnian (Cyrillic)-specific punctuation in place of the US-English punctuation found in the source interface and content. This section of the Style Guide contains the following topics:

- Commas and Other Common Punctuation Marks
- Comma vs. Period in Numerals
- In Lists and Tables
- Quotation Marks

4.12.1. Commas and Other Common Punctuation Marks

Please follow the following basic rules for the use of punctuation marks in Bosnian (Cyrillic). If your language uses a character set that is based on the Latin alphabet, make sure to include a space after commas and periods.

Comma as a punctuation mark is generally used to make reading easier and clear. Generally very closely connected words, expressions and sentences are not separated by commas. Commas also have to be used according to and with the full respect with the meaning of the sentence as commas on different places may change the meaning of the sentence, for example:

(+) Не вриједи радити/Не, вриједи радити!

(+) Молим, лијепо говорите/Молим лијепо, говорите!

(+) То што је речено, мени није јасно/То што је речено мени, није јасно.

It is impossible on this place explain all the rules concerning information about how comma had to be used in Bosnian. On this place, we just can point out some general principles. For all specific problems that translators may face within the localization process, they have to consult orthography reference books stated in section 1.3.1. of this Style Guide. Selected general rules are about problems that are considered as most often that may appear in dialogue boxes.

Comma is always used when two and more same type units are used independently, for example:

(+) Први снијег, тиха прича, лудо дјетињство, паучинаста срећа, сан о лијепом.

(+) У ограђеном дворишту пливају цјепанице, даске, грађа, играчке, ...

Comma is always used when the is a list of units with "и", "ни", "или", "било" put between them with the function of intensifier, for example:

(+) Давно некад био је живот, и дан, и сунце.

(+) Он нема дјевојке, ни родбине, ни нас.

Comma is not used if in the list of units in the sentence only next to the last and last member is binding by constituent and disjunctive conjunction, for example:

(+) Сумња има четири гране: неразумност, страх, колебљивост и потчињавање свему.

(+) Не могу, јер губим част, мир и још нешто више.

Comma is always used between sentence parts with opposite meaning, for example:

(+) Сам и самотан, али савршен у послу који је обављао.

(+) Уморан сам од сазнања да је пуно криваца, а мало окривљених.

Comma is not used between parts of the sentence connected by opposite conjunction if that opposition is only formal, for example:

(+) Подсмјешљиво а мирно му је гледала у очи.

(+) Рат је сурова али поштена борба...

Comma is always used with vocative, for example:

(+) Шта је истина, реци ми, Боже мој?

(+) Камо, срце, на цијелом свијету град раван Сарајеву!

Comma is always used when in a compound sentence; there is a sentence in inversion, for example:

(+) Кад угледа њих двојицу, врисну уплашено и потрча према кући.

(+) Уколико инсистирате на томе, тврдим да ниједан наш службеник...

(+) Гријешим ли према себи, тек тада сам другима прав.

Full stop is used:
1) to indicate the end of a sentence and also is used, 2) after some abbreviations and
3) ordinal numbers and for 4) separating numbers, for example:
(+) На туђим леђима је лако бреме.
(+) нпр.
(+) Види 6. ред одозго на 14. страници.
(+) У тој акцији засађено је 10.000 стабала.

Question mark is used at the end of a sentence to indicate question, for example:
(+) Шта ће глава без мозга?

Exclamation mark is used in sentences in which personal opinion or personal feelings about expressed content of a sentence are expressed. It is also used after vocatives, exclamations and imperatives, for example:
(+) Ко још данас носи право име!
(+) Брате! Не љути се! Не љути се, брате!
(+) Хеј!
(+) Долази овамо!

Colon indicates that something that follows content explanation of the previous text. Colon is also used for listing, between numbers expressing some relation, for example:
(+) Та су жупљанска села лијепа: куће груписане, окречене, воћњаци густи, воде питоме, људи мирни.
(+) Дућан је готов, са свим оним што је тамо било, а било је свашта: соли, гаса, беза, коже, конопаца.
(+) Утакмица је завршена резултатом 2:1 (тј. два према један).
(+) Урадите сљедеће: кликните на мени, притисните размак, кликните на величину слова…

Ellipsis is used on the places where text is deliberately interrupted and where listing is deliberately interrupted, for example:
(+) Није коме је речено...
(+) Различити творбени обрасци за називе становника: Крешевљак, Прачо, Оловчић, Гачанин…

Hyphen is used between compounds of a word, between parts of semi abbreviations, for expressions made of words of near or opposite meaning; it is used for connecting endings with abbreviations, for example:
(+) Котор-Варош
(+) бајрам-намаз
(+) хоћу-нећу
(+) GUI-a

Note: Space is not used before these marks, only after them. In the cases when these marks are used in connection of two elements like in the case of hyphen or in the case of colon example 3, space is used neither before nor after the mark!

Microsoft software situations with punctuation:

Comma:
English: (+) If you change a file name extension, the file might become unusable.
Bosnian: (+) Ако промијените екстензију фајла, фајл би могао постати неупотребљив.

Full stop:

English: (+) Change settings for the files Outlook uses to store e-mail massages and documents.

Bosnian: (+) Промјена поставке у програму Outlook за похрањивање е-пошта порука и докумената.

Question mark:

English: (+) Are you sure you want to permanently delete all the items and subfolders in the "Deleted Items" folder?

Bosnian: (+) Јесте ли сигурни да желите трајно избрисати све наслове и подфасцикле у ''Избрисаним насловима'' фасцикли?

Exclamation mark:

English: (+) Warning!

Bosnian: (+) Упозорење!

Colon:

English: (+) Before:

Bosnian: (+) Прије:

Ellipsis:

English: (+) Cannot find…

Bosnian: (+) Не може наћи...

Hyphen:

English: (+) E-mail Options

Bosnian: (+) е-пошта опција

4.12.2. Comma vs. Period in Numerals

US English uses a period as the decimal separator, while many other languages use a comma. In Bosnian (Cyrillic) a **comma, in Bosnian language "зарез"**, 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	Bosnian (Cyrillic) example
5.25 cm	(+) 5,25 цм
5 x 7.2 inches	(+) 5 x 7,2 инча (5 x 18,29 цм)
Letter Landscape 11 x 8.5 in	(+) Letter положено 11 x 8.5 in (Letter положено 27,94 цм x 21,59 цм)

Notes:

1 inch is 2,54 цм

Letter is a paper format marked in Bosnian language in the same way, as Latter, and its dimensions expressed in centimeters are 21,59 цм x 27,94 цм

Also it can be suggested that when we talk about American standards inches can be left but corresponding centimeter equivalent should be indicated in brackets (). For European measurements it should be recalculated into other metric! Inches are not included in SI system, they are not SI measurement units and as such, as in the rest of the world (with a few exceptions), are not used in Bosnia and should be converted into SI metric units: centimeters, meters and so on.

For thousands, English uses a comma while many other languages use a period (at Microsoft we normally do not use a space for this purpose, but we use a period instead to avoid wrapping problems). In Bosnian (Cyrillic) a **period, in Bosnian language "тачка"** is used. For example:

English example	Bosnian (Cyrillic) example
1,526	(+) 1.526
$ 1,526.75	(+) 1.526,75 $

4.12.3. In Lists and Tables

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 Bosnian (Cyrillic) style.
- Never put a period after just one word.
- The same convention applies to instruction lists, captions, and callouts.

4.12.4. Quotation Marks

Please follow the following basic rules for the use of quotation marks in Bosnian (Cyrillic).

In Bosnian quotation marks that are used are:

„....“ ,   “....” или ''....'', »....«, ”....”

Quotation marks have to be used:

When someone's words are stated literally, for example:
(+) Рекао је: „Морате то урадити!“.

When inside sentence we have someone else's words, for example:
(+) Тачно је та њих речено да ''концентришу у једној књизи информације разасуте по тисућама свезака'', и да су то читаве ''библиотеке у минијатури'', ''кључеви који отварају врата знања нагомиланог кроз вјекове''

When non standard terms are used and when we want to express opposite meaning, or when we want to emphasis one specific meaning of the word, for example:
(+) Вођа банде је био ''златан'' дечко.
(+) Microsoft је ”лоша” компанија.

Note: All of the presented quotation marks can be used in Bosnian!

4.13. System Messages

Messages are sometimes phrased differently in US-English software interfaces even though they have the same meaning. Try to avoid phrasing the same message differently in the Bosnian (Cyrillic) version of the software you are localizing. Use one standard translation as in the following example:

English term	Correct Bosnian (Cyrillic) translation
Press F1 to get Help	(+) Притисните F1 за помоћ
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) Нема довољно меморије
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) Снимити промјне на %1?
Do you want to save changes to %1?	

4.14. UI References

Translating UI items can be a challenge at times, in part because you do not always know the context or the exact function of a particular UI item. This topic is intended to give some general guidelines about UI references.

Always use all available resources to establish the context for UI items. When working with LocStudio EDBs, these resources are the following columns: Instructions, Resource ID, String ID, and sometimes Previous Source and Term Note. If you need more contexts for a string, contact your Engineering Partner.

This section of the Style Guide contains the following topics:
- Access Keys (also known as Hot Keys)
- Checkboxes and Radio Buttons
- Dialog Box Contents and Titles
- Menus, Commands, Buttons, and Other Interface Text
- Status Bar Messages
- Tool Tips and InfoTips
- Welcome Screens

4.14.1. Access Keys (also known as Hot Keys)

"Hot keys" are a combination of keys such as ALT+F or Ctrl+S that move the focus to a menu, command, or control, without using the mouse.

The following table lists special options for hot keys in US-English interfaces and describes whether each option is allowed in Bosnian (Cyrillic):

Hot key special options	Usage: is it allowed?	Notes
"Slim characters", such as *i, l, t, r, f* can be used as hot key Example: *Opt<u>i</u>on*	allowed in Bosnian (Cyrillic)	
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys Note that it can be difficult to see the hotkey underline for these characters Example: *O<u>p</u>tion*	allowed in Bosnian (Cyrillic)	
Extended characters can be used as hotkeys Example: Optión	allowed in Bosnian (Cyrillic)	
An additional letter, appearing (between brackets or not) after item name, can be used as hotkeys Example: *Option <u>w</u> / Option (<u>w</u>)*	allowed in Bosnian (Cyrillic)	
A number, appearing (between brackets or not) after item name, can be used as hotkey Example: *Option <u>3</u> / Option (<u>3</u>)*	allowed in Bosnian (Cyrillic)	
A punctuation sign, appearing (between brackets or not) after item name, can be used as hotkey Example: *Option <u>></u> / Option (<u>></u>)*	allowed in Bosnian (Cyrillic)	

Some very common Access Keys are listed in the following table:

English	Function	Product
Ctrl+A	select all	Windows Office
Ctrl+A	reset all	Windows
Ctrl+B	send to back	Windows
Ctrl+C	reset current	Windows
Ctrl+C	copy	Windows Office SQL
Ctrl+D	delete	Windows Works

Ctrl+D	duplicate	Powerpoint
		PictureIt
Ctrl+D	dial	Windows
Ctrl+D	select domain	Windows
Ctrl+E	open image for editing	Windows
Ctrl+E	attributes	Windows
Ctrl+F	filter	Windows
Ctrl+F	forward	Outlook
Ctrl+F	view bitmap	Windows
Ctrl+F	file transfer	Windows
Ctrl+F	find	Windows
		SQL
Ctrl+F	full screen	Windows
Ctrl+G	go to	Windows
Ctrl+G	grid	Windows
Ctrl+G	paste to page	Windows
Ctrl+G	date	Works
Ctrl+H	replace	Windows
		SQL
		Outlook
Ctrl+H	space	Windows
Ctrl+I	invert colors	Windows
Ctrl+L	rotate left	Windows
Ctrl+L	color box	Windows
Ctrl+L	view log	Windows
Ctrl+M	new slide	Powerpoint
Ctrl+N	new call	Windows
Ctrl+N	new message	Outlook
Ctrl+N	new snapshot	Office
Ctrl+N	next code	Windows
Ctrl+N	new	Windows
		Office
		SQL
Ctrl+N	new connection	Windows
Ctrl+O	options	Windows
Ctrl+O	select code	Windows
Ctrl+O	open	Windows
		Office
		Works
		Visual Studio
Ctrl+P	previous	Windows
		Excel
Ctrl+P	print	Windows
		SQL
		Outlook
		Visual Studio
		Access
		Publisher
Ctrl+R	rotate right	Windows
Ctrl+R	flip/rotate	Windows

Ctrl+R	reply	Outlook
Ctrl+S	sharing	Windows
Ctrl+S	update	Windows
Ctrl+S	save	Windows Office Visual Studio
Ctrl+S	send	Windows
Ctrl+S	setup	Windows
Ctrl+T	toolbox	Windows
Ctrl+T	transfer	Windows
Ctrl+V	paste/insert	Windows SQL Works Outlook
Ctrl+W	stretch/skew	Windows
Ctrl+W	whiteboard	Windows
Ctrl+Y	redo	Windows Office
Ctrl+Y	repeat	Windows Works
Ctrl+Z	undo	Windows Office SQL Works Visual Studio

The following table lists the hot keys that are permissible in Bosnian (Cyrillic). Please note that only single stroke characters can be used.

Hot key character in Bosnian (Cyrillic)	Preferred or allowed?	Case-sensitive?
а	preferred	FALSE
б	preferred	FALSE
ч	preferred	FALSE
е	preferred	FALSE
Ф	preferred	TRUE
Г	preferred	TRUE
х	preferred	FALSE
и	preferred	FALSE
к	preferred	FALSE
л	preferred	FALSE
м	preferred	FALSE
н	preferred	FALSE
о	preferred	FALSE
п	preferred	FALSE
Р	preferred	TRUE
с	preferred	FALSE
ш	preferred	FALSE
т	preferred	FALSE

у	preferred	TRUE
в	preferred	FALSE
з	preferred	FALSE
ж	preferred	FALSE
ф	allowed	TRUE
г	allowed	TRUE
у	allowed	TRUE
р	allowed	TRUE
д	allowed	FALSE
ц	allowed	FALSE
ј	allowed	FALSE
џ	allowed	FALSE
љ	allowed	FALSE
њ	allowed	FALSE
ћ	allowed	FALSE
ђ	allowed	FALSE

4.14.2. Checkboxes and Radio Buttons

In the texts for checkboxes and radio buttons, it is not typical to address the user directly. Using a personal pronoun such as "you," "vous," or "Sie," in languages that use this form of address in checkbox or radio button texts should, therefore, be a relatively rare choice.

Within an interface, a checkbox can be selected or deselected; refer to Figure 1 for a visual example of selected and deselected checkboxes within an interface.
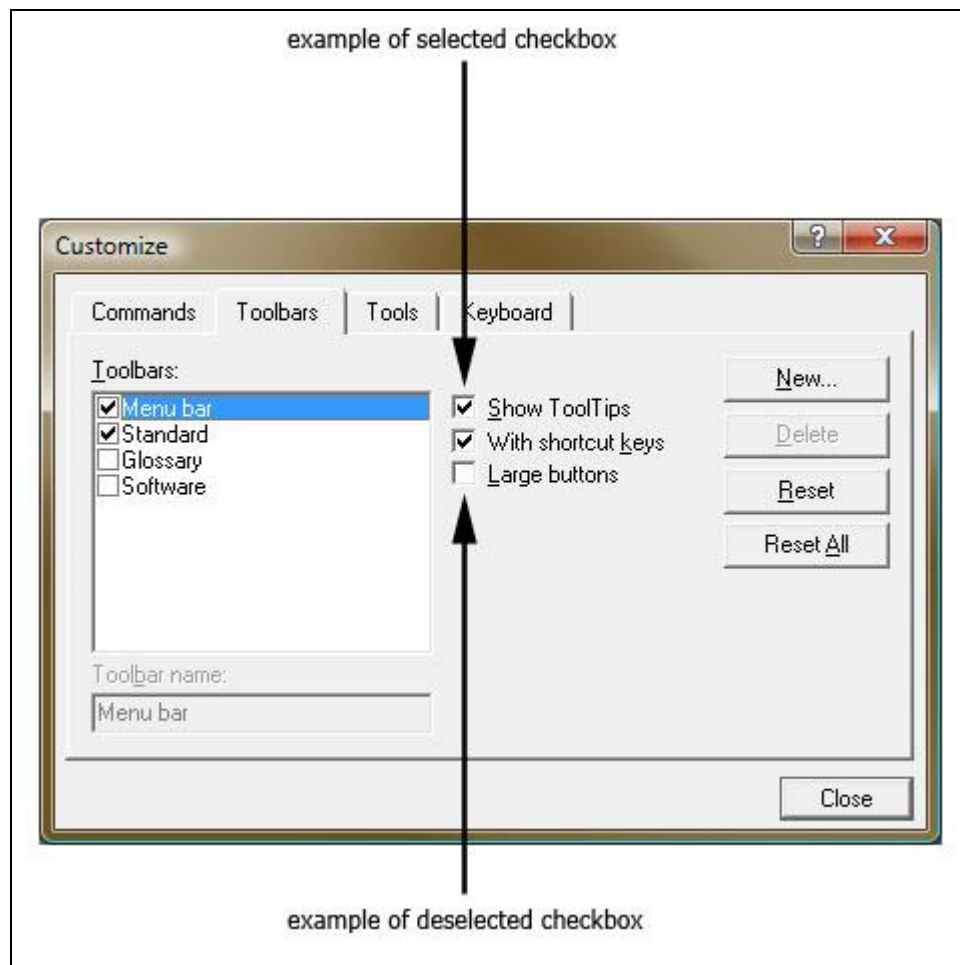
Figure 1. Example of selected and deselected checkboxes.

In addition, a radio button can be selected or deselected; within a list, if one radio button is selected, none of the other radio buttons can be selected. Refer to Figure 2 for a visual example of selected and deselected radio buttons within an interface.
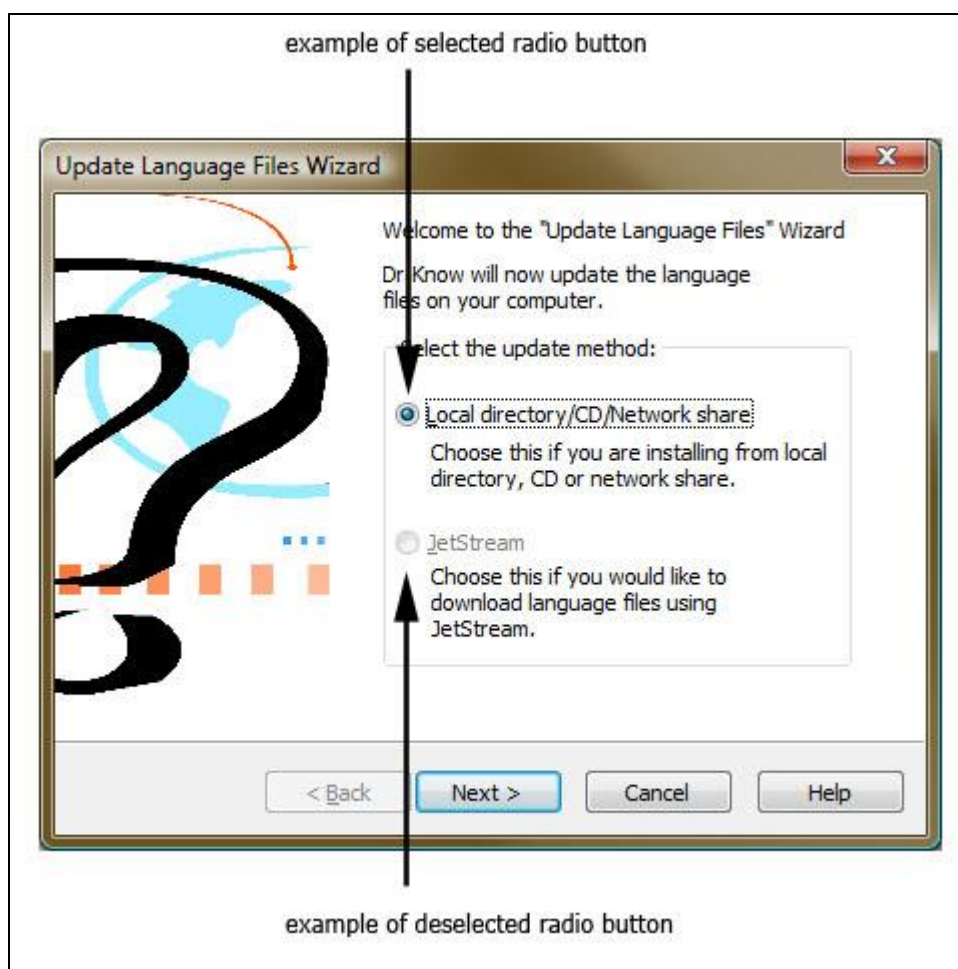
Figure 2. Example of selected and deselected radio buttons.

Punctuation in the source text often indicates whether a string is to be interpreted as a full sentence, but unfortunately this is not always the case. As a general rule, text in checkboxes and radio buttons receive no period at the end. If the period is there in the source text and if the string is a complete sentence, the localized string should also end with a period. A period is also advised if the target string is a complete and complex or long sentence (full sentence with sub-clauses or stretching over several lines).

English example	Bosnian (Cyrillic) example
I accept the license terms.	(+) Прихватам увјете лиценце.
I accept this agreement.	(+) Прихватам овај уговор.
Confirm file format conversion on open	(+) Потврди конверзију формата фајла при отварању

4.14.3. Dialog Box Contents and Titles

When translating dialog box contents, you are expected to use consistent terminology and language style in all dialog boxes and ensure that your translations are consistent with translations in other localized applications. Also, applications that are not currently localized may be localized in the future, and the same translations will be used in those applications. Refer to Figure 3 for a visual example of the **Insert Picture** dialog box and the context in which the dialog is referenced.
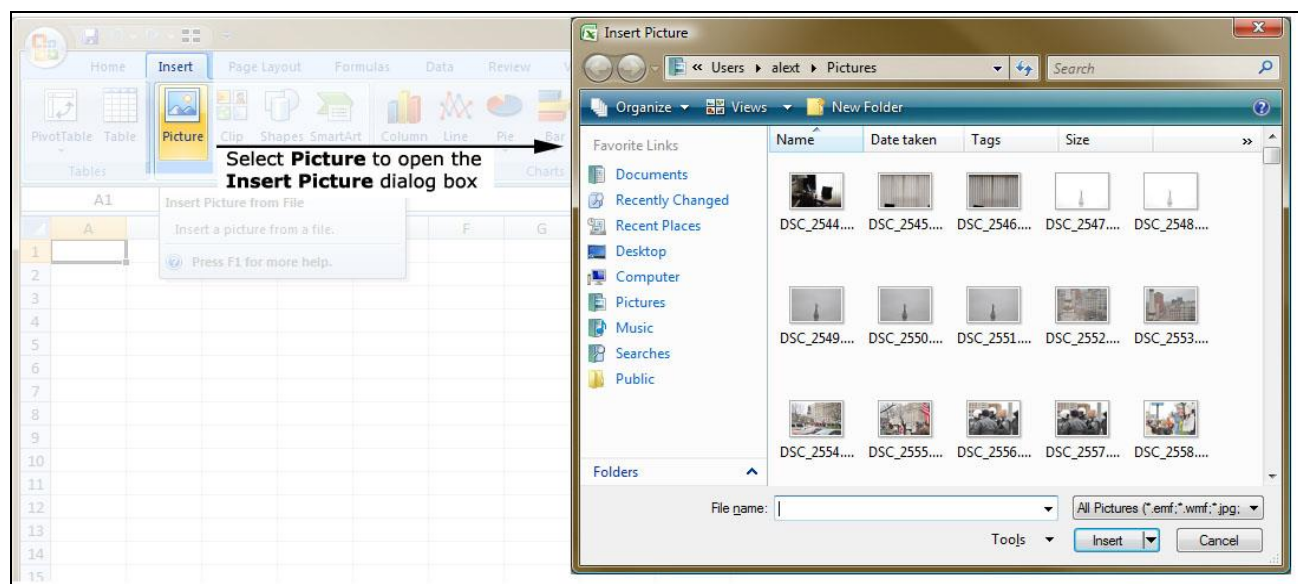
Figure 3. Example of a typical dialog box and the menu context associated with the dialog box.

Dialog box titles should be consistent with the menus items or menu commands that call them. Typically, menus are **nouns**; therefore, dialog titles should be **nouns**. This pattern is usually observed in the source text, and the source text format is decisive here. If the source text does use a headline format ("Doing xyz"), the Bosnian (Cyrillic) equivalent to this format should be used.

English example	Bosnian (Cyrillic) example
Insert Table	(+) Уметање табеле

Use parallel language for dialog box elements that are parallel in function, such as the contents of lists and tables. Ensure that all items are similar in form, and use the same part of speech. For example, translate all items in a list within a dialog box using an infinitive verb, or translate them all as noun/gerund, or translate them all as imperative verbs. Rely on the rules for Bosnian (Cyrillic) to determine how best to translate the contents of box elements such as list and tables dialog.

4.14.4. Menus, Commands, Buttons, and Other Interface Text

When translating menus, commands, and buttons, you should translate a verb as a verb (infinitive or citation form), unless there is a good reason not to do so. Always try to establish whether a word is a noun or a verb, using all available context and material. Some words can be both nouns and verbs (such as "View" in English interfaces), so be sure you know the context in which the word is being used in the interface. If the part of speech is ambiguous, there are often instructions that clarify whether you are dealing with a noun, verb, or adjective in a given context.

English example	Bosnian (Cyrillic) example
Archive [noun]	(+) Архива
Set [verb] Query [noun]	(+) Поставити упитник
View [verb]	(+) Прегледати

4.14.5. Status Bar Messages

A status bar message is information about the active document, a selected command, or any active selected interface item. The 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. Some status bar messages refer to actions being performed or already completed (for example in Microsoft Internet Explorer). Refer to Figure 4 for a visual example of a dialog box.
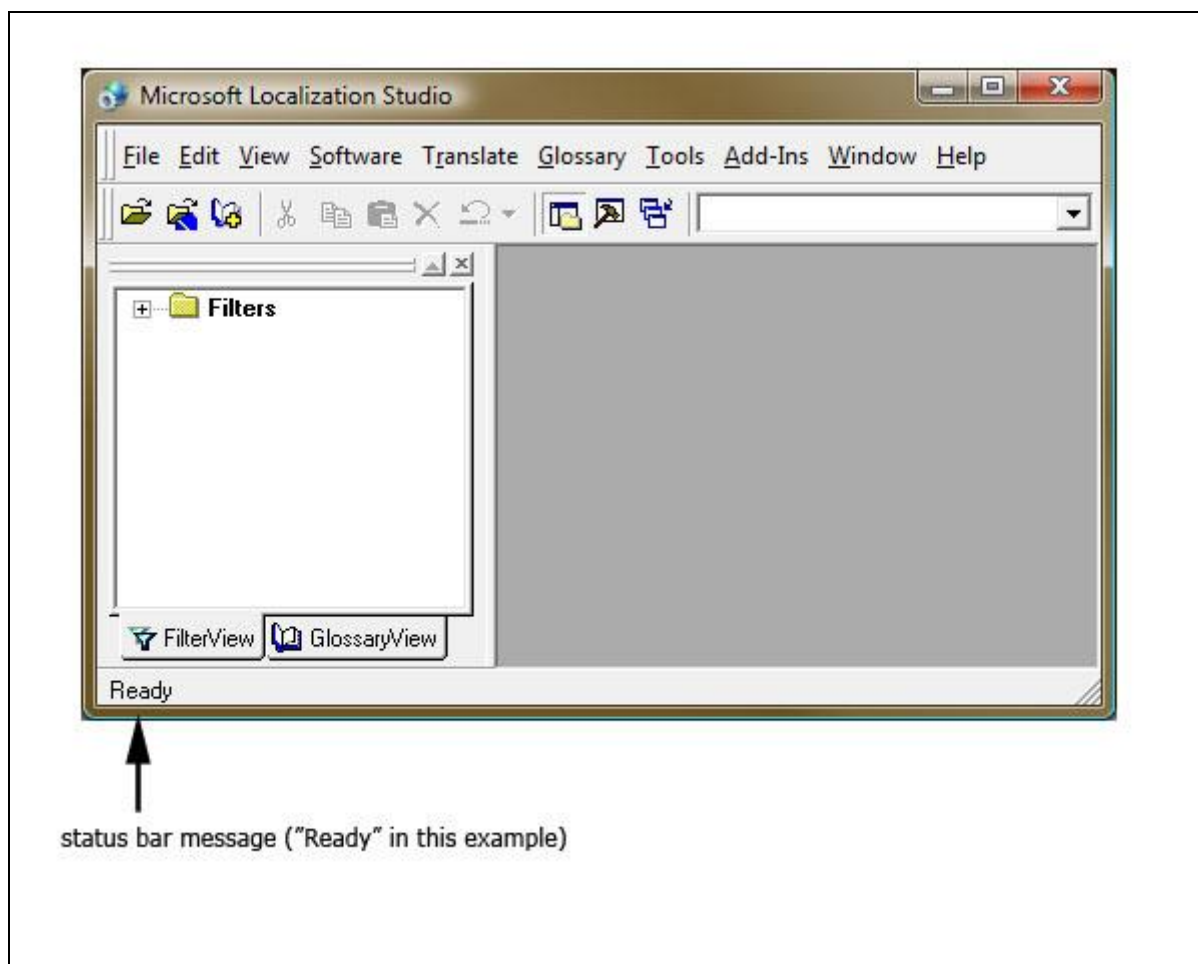
Figure 4. Example of a typical status bar and status bar message.

Messages reporting that a process is executing usually use a verb in the "-ing" form plus three dots after the text. In Bosnian (Cyrillic) you should choose a verb tense and/or aspect that expresses the ongoing nature of the action.

Difficulties can arise if this convention is not kept in the US text and the status or progress message is not immediately recognizable as such (although sometimes the Resource ID will tell). The standard syntax should be applied to status bar messages wherever possible.

English example	Bosnian (Cyrillic) example
Scanning files...	(+) скенира фајл
Opening message…	(+) отвара поруку

Note: Form of the verb that is used indicates process; use of '…' would be highly redundant with this verb form but it can be put here if it so necessary!

4.14.6. Tool Tips and InfoTips

A tool tip is a short description of the icon or function over which the user hovers with the cursor. Tool tips are typically shown in a software interface for a short amount of time.

Tool tips should be short and concise, but helpful to the users. In very many cases, they have exactly the same linguistic form as menus, commands, or buttons, and use an impersonal style without a period. In other cases they serve as short explanations and address the user directly (see, for example, the extended tool tips in Office 2007). You should translate tool tip text using a consistent and usability-centered approach, and you should ensure that consistency is maintained; avoid using multiple different translations for the same tool tip.

English example	Bosnian (Cyrillic) example
Insert Microsoft Excel Worksheet	(+) Убаците/уметните Microsoft Excel радни папир
Click here to begin	(+) За покретање, кликните овдје
No feeds detected on this page (Alt+J)\nFeeds provide updated website content	(+) Сажетак садржаја се не може препознати на овој страници (Alt+J)\nСажетак садржаја обезбјеђује ажурирање садржаја web странице.

InfoTips are similar to tool tips because they appear briefly and explain a specific part of an interface. InfoTips contain short sentences or sentence fragments that describe what an item does or how it can be used.

For items that describe what the user can do with the item (one that users can manipulate upon opening), use verb. This is the most common type of InfoTip.

English example	Bosnian (Cyrillic) example
Analyze items with a spreadsheet application	(+) Анализирај податке радном табелом

For items that have an automatic action (one that requires no user manipulation) upon opening, use verb.

English example	Bosnian (Cyrillic) example
Opens the calendar	(+) Отвара календар

4.14.7. Welcome Screens

There is no guideline for translating Welcome screens within wizards. Complete phrases are just as fine as "Welcome" only. However, the names of Welcome screens should be localized according to one consistent pattern within one product.

Source	Target option 1	Target option 2
Welcome to the Connection Wizard	(+) Добро дошли стручњаку за конекције	(+) Чаробњак за конекције Вам жели добродошлицу

4.15. US-specific information

If the English text contains US-specific information that does not apply to Bosnian (Cyrillic) or Bosnia and Herzegovina, please contact your Engineering Partner to discuss how the US information can be replaced.

4.16. Version Numbers

Version numbers always contain a period (Version 4.2, for example). Please note the following punctuation examples of "Version x.x":

English example	Bosnian (Cyrillic) example
If you are using Word version 7.0 or later...	(+) Ако користите Word верзију 7.0 или каснију
If you are using Microsoft Excel version 6.0 for Windows...	(+) Ако користите Microsoft Excel верзију 6.0 за Windows...

Version numbers are usually also part of version strings, but technically they are not the same.

5. Language Kit – Country- and Language-Specific Information

The Language Kit contains the following topics:

- Address Format
- Characters
- Date Format
- Days
- Decimal Separator
- Holidays
- Key Names
- Measurement Units
- Months
- Names of People
- Sample Text
- Sorting Guidelines
- Telephone Numbers
- Time Format
- Translation Equals Source
- What Language Is It?

Note: In case of doubt or if not included in this Style Guide, always follow first and foremost the grammatical standards established for the local language by the local linguistic authorities.

5.1. Address Format

Country	Bosnia and Herzegovina		
Disclaimer	Please note that the information in this entry should under no circumstances be used in examples as fictitious information.		
Address	**Format** 1. [Title/Honorific] FirstName LastName 2. [CompanyName] 3. Address1 4. [Address2] 5. [CountryCode-] PostalCode City 6. [Country]	**Local Example** проф. Сенахид Халиловић Филозофски факултет Фрање Рачког 1 БА-71000 Сарајево Босна и Херцеговина	**Example Guide** проф. [= Title] Сенахид Халиловић [= FirstName + SecondName] Филозофски факултет [= CompanyName] Фрање Рачког 1 [= StreetName] 71000 Сарајево [= PostalCode + City] Босна и Херцеговина [= Country]
Local Postal Code Format	xxxxx		
Notes	n/a		

5.2. Characters

Country	Bosnia and Herzegovina
Lower-case characters	а, б, ц, ч, ћ, д, џ, ђ, е, ф, г, х, и, ј, к, л, љ, м, н, њ, о, п, р, с, ш, т, у, в, з, ж
Upper-case characters	А, Б, Ц, Ч, Ћ, Д, Џ, Ђ, Е, Ф, Г, Х, И, Ј, К, Л, Љ, М, Н, Њ, О, П, Р, С, Ш, Т, У, В, З, Ж
Characters in caseless scripts	n/a
Extended Latin characters	љ, њ, ђ, ћ, ј, џ
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.
Total number of characters	30
Notes	n/a

5.3. Date Format

Country	Bosnia and Herzegovina
Calendar/Era	Gregorian
First Day of the Week	Monday
First Week of the Year	01.01
Separator	full stop
Default Short Date Format	dd.MM.yy.
Example	17.03.04.
Default Long Date Format	dd. MMMM yyyy.
Example	17. март 2004.
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	dddd, dd. MMMM yyyy.
Example	недјеља, 14. јуни 2009.
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 century for Short Day Format	2
Leading Zero in Day Field for Long Date Format	yes
Leading Zero in Month Field for Long Date Format	yes
Number of digits for century for Long Day Format	2
Date Format for Correspondence	Date, Month, Year
Example	17. март 2004. ; 17. 03. 2004. ; 17. III 2004.
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 name)
	y is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

5.4. Days

Country	Bosnia and Herzegovina	
Normal Form	Monday	понедјељак
	Tuesday	уторак
	Wednesday	сриједа
	Thursday	четвртак
	Friday	петак
	Saturday	субота
	Sunday	недјеља
Abbreviated Form	Monday	пон
	Tuesday	уто
	Wednesday	сри
	Thursday	чет
	Friday	пет
	Saturday	суб
	Sunday	нед
First Day of Week	понедјељак	
Is First Letter Capitalized?	no	
Notes	n/a	

5.5. Decimal Separator

Country	Bosnia and Herzegovina
Separator	,
Description	comma [зарез]
Examples	10,4 mm; 1.123 m; 2,25 KM; 10.000,00 KM
Notes	n/a

5.6. Holidays

Country	Date	English	Bosnian (Cyrillic)	Floating or Fixed Date
Bosnia and Herzegovina	01.01.	New Year	Нова година	Fixed
Bosnia and Herzegovina	01.05.	Holiday of Labour	Празник рада	Fixed
Bosnia and Herzegovina	25.11.	Day of Statehood	Дан Државности	Fixed
Bosnia and Herzegovina	01.12.	Day of the army of Bosnia and Herzegovina	Дан оружаних снага БиХ	Fixed

5.7. Key Names

US-English	Bosnian (Cyrillic)
ALT	ALT
ALT GR	ALT GR
BACKSPACE	BACKSPACE
BREAK	BREAK
CAPS LOCK	CAPS LOCK
CLEAR	CLEAR
COMMAND (Macintosh)	COMMAND (Macintosh)
CTRL	CTRL
DEL	DEL
DELETE (Macintosh)	DELETE (Macintosh)
DOWN ARROW	Смјер надоље
END	END
ENTER	ENTER
ESC	ESC
F1-F12	F1-F12
HOME	HOME
INS	INS
LEFT ARROW	Смјер лијево
NUMPAD ENTER	NUMPAD ENTER
NUM LOCK	NUM LOCK
NUMPAD +	NUMPAD +
NUMPAD -	NUMPAD -
NUMPAD *	NUMPAD *
NUMPAD /	NUMPAD /
NUMPAD 0-9	NUMPAD 0-9
OPTION (Macintosh)	OPTION (Macintosh)
PAGE DOWN	PAGE DOWN
PAGE UP	PAGE UP
PAUSE	PAUSE
PRINT SCREEN	PRINT SCREEN
RETURN (Macintosh)	RETURN (Macintosh)
RIGHT ARROW	Смјер удесно
SCROLL LOCK	SCROLL LOCK
SHIFT	SHIFT
SPACEBAR	SPACEBAR
SYS RQ	SYS RQ
TAB	TAB
UP ARROW	Смјер нагоре

5.8. Measurement Units

Metric system commonly used	Yes		
Temperature	Celsius		
Linear measure	English	Translation	Abbreviation
	Kilometer	километар	км
	Meter	метар	м
	Decimeter	дециметар	дм
	Centimeter	центиметар	цм
	Millimeter	милиметар	мм
Capacity	English	Translation	Abbreviation
	Hectoliter	хектолитар	хл
	Liter	литар	л
	Deciliter	децилитар	дл
	Centiliter	центилитар	цл
	Milliliter	мの ...	

5.9. Months

Country	Bosnia and Herzegovina	
Full Form	January	јануар
	February	фебруар
	March	март
	April	април
	May	мај
	June	јуни
	July	јули
	August	аугуст
	September	септембар
	October	октобар
	November	новембар
	December	децембар
Abbreviated Form	January	јан.
	February	феб.
	March	март
	April	апр.
	May	мај
	June	јун.
	July	јул.
	August	ауг.
	September	септ.
	October	окт.
	November	нов.
	December	дец.
Long Date Format	January	јануар
	February	фебруар
	March	март
	April	април
	May	мај
	June	јуни
	July	јули
	August	аугуст
	September	септембар
	October	октобар
	November	новембар
	December	децембар
Is First Letter Capitalized?	no	
Notes	n/a	

5.10. Names of People

Country	Bosnia and Herzegovina
Disclaimer	Please note that the information in this entry should under no circumstances be used in examples as fictitious information.
Number of first names	1
Middle name usage	No
Last name(s) usage	Yes; hyphen
Initials usage	One capital letter followed by a full stop followed by a space
Notes on names and initials usage	First name, last name if initials same order
Capitalization	All parts of a name are capitalized
Married and maiden names	Most common is to replace or to add
Sorting	No
Most common name format in text	First Name Last Name
Most common name format in lists	Last Name, First Name
Most common last names	Хаџић, Хоџић, Ковачевић, Авдић, Алић, Софтић, Селимовић, Соколовић, Вуковић, Божић, Мујић, Халиловић, Бегић, Хасановић, Капетановић, Тановић, Храсница, Хреновица, Кнежевић, Бошњаклист
Most common male first names	Самир, Амир, Недим, Харис, Аднан, Мухамед, Хасан, Ибрахим, Мустафа, Абдулах, Емин, Фарис, Тарик, Фарук, Бакир, Јосип, Јован, Иван, Златко, Марко
Most common female first names	Лејла, Селма, Алма, Амела, Аида, Елма, Јасна, Јасмина, Амина, Емина, Белма, Ана, Ката, Весна, Дуња, Сања, Мира, Фатима, Мунира, Мара
Notes	n/a

5.11. Sample Text

Sample Text	Ако пошиљалац има академску титулу (*академик, др.* или *мр.*), она се пише испред имена; занимање се наводи послије презимена и одваја се зарезом:

Др. Мумин Муминовић, проф.

71000 Сарајево

Ферхадија 10

Телефон: (033) 444-567

Напомена.

У адреси пошиљаоца (а тако и у адреси примаоца), тј. у насловљавању (а тако и у ословљавању) сувишно је низати титуле различитих нивоа и значења. Тако није потребно писати: *академик проф. др. Мидхат Бегић* јер је *академик* највиша титула, па је достатно навести само њу: *академик Мидхат Бегић;* сувишно је, нпр.: *проф. др. Мумин Муминовић, дипл. ин`. арх.* или *проф. доц. др. прим. Мумин Муминовић, спец. оториноларинголог.*

Такођер није потребно двоструко титулирање (нпр. ако је доктор наука уједно и генерал или министар, титула *др.* писат ће се унутар академске или струковне средине, а *генерал* у војном кругу, *министар* – у саобраћању с државном администрацијом).

Потребно је, дакле, ставити само ону титулу која се односи на ниво којем се обраћамо.

б) Ако је пошиљалац установа, предузеће итд.: пуни назив установе, предузећа итд.; поштански број и мјесто пословања; улица и кућни број; телефон; телефакс; *е*-пошта (уколико га има):

(Извор: непознат)

''Урађено: 11. 08. 09., 11:59''

5.12. Sorting Guidelines

Sorting Rules	1. Capital letters and lowercase letters are equal. No distinction is made between them. 2. č, ć, ž, đ š, are not the same as i c, z, d, s. Dž in Latin dž, nj i lj most commonly represent separate characters. Q after P, W after V, X, Y before Z. 3. Other accented characters are equal with non-accented characters; so é and e are equal. 4. Non-alphabetical characters (i.e. symbols like @ ! #) sort before the letters of the alphabet. 5. Digits sort after the non-alphabetical characters and before the letters of the alphabet.

Character Sorting Order	**Cyrillic alphabet**			**Latin alphabet**		
	А	1040	Capital a	A	65	Capital a
	Б	1041	Capital be	B	66	Capital b
	В	1042	Capital ve	C	67	Capital c
	Г	1043	Capital ghe	Ć	262	Capital c with acute
	Д	1044	Capital de	Č	268	Capital c with caron
	Ђ	1026	Capital dje	D	68	Capital d
	Е	1045	Capital e	Đ	272	Capital d with stroke
	Ж	1046	Capital zhe	Dž	453	Capital Dz-hachek
	З	1047	Capital ze	E	69	Capital e
	И	1048	Capital e	F	70	Capital f
	Ј	1032	Capital j	G	71	Capital g
	К	1050	Capital ka	H	72	Capital h
	Л	1051	Capital el	I	73	Capital i
	Љ	1033	Capital lje	J	74	Capital j
	М	1052	Capital em	K	75	Capital k
	Н	1053	Capital en	L	76	Capital l
	Њ	1034	Capital nje	Lj	456	Capital LJ Ligature
	О	1054	Capital o	M	77	Capital m
	П	1055	Capital pe	N	78	Capital n
	Р	1056	Capital er	Nj	459	Capital NJ Ligature
	С	1057	Capital es	O	79	Capital o
	Т	1058	Capital te	P	80	Capital p
	Ћ	1035	Capital tshe	R	82	Capital r
	У	1059	Capital u	S	83	Capital s
	Ф	1060	Capital ef	Š	352	Capital s with caron
	Х	1061	Capital ha	T	84	Capital t
	Ц	1062	Capital tse	U	85	Capital u
	Ч	1063	Capital che	V	86	Capital v
	Џ	1039	Capital dzhe	Z	90	Capital z
	Ш	1064	Capital sha	Ž	381	Capital z with caron
	а	1072	Lovercase a	a	97	Lowercase a
	б	1073	Lovercase be	b	98	Lowercase b
	в	1074	Lovercase ve	c	99	Lowercase c
	г	1075	Lovercase ghe	ć	263	Lowercase c with acute

д	1076	Lovercase de	č	269	Lowercase c with caron
ђ	1106	Lovercase dje	d	100	Lowercase d
e	1077	Lovercase e	đ	273	Lowercase d with stroke
ж	1078	Lovercase zhe	dž	454	Lowercase dž-hachek
з	1079	Lovercase ze	e	101	Lowercase e
и	1080	Lovercase e	f	102	Lowercase f
j	1112	Lovercase j	g	103	Lowercase g
к	1082	Lovercase ka	h	104	Lowercase h
л	1083	Lovercase el	i	105	Lowercase i
љ	1113	Lovercase lje	j	106	Lowercase j
м	1084	Lovercase em	k	107	Lowercase k
н	1085	Lovercase en	l	108	Lowercase l
њ	1114	Lovercase nje	lj	457	Lowercase lj Ligature
o	1086	Lovercase o	m	109	Lowercase m
п	1087	Lovercase pe	n	110	Lowercase n
p	1088	Lovercase er	nj	460	Lowercase nj Ligature
c	1089	Lovercase es	o	111	Lowercase o
т	1090	Lovercase te	p	112	Lowercase p
ħ	1115	Lovercase tshe	r	114	Lowercase r
y	1091	Lovercase u	s	115	Lowercase s
ф	1092	Lovercase ef	š	353	Lowercase s with caron
x	1093	Lovercase ha	t	116	Lowercase t
ц	1094	Lovercase tse	u	117	Lowercase u
ч	1095	Lovercase che	v	118	Lowercase v
џ	1119	Lovercase dzhe	z	122	Lowercase z
ш	1096	Lovercase sha	ž	382	Lowercase z with caron

Examples of Sorted Words	@
	1
	Aaron
	Andere
	ändere
	chaque
	chemin
	cote
	coté
	côte
	côté
	Czech
	čučēt
	hiša
	irdisch
	lävi
	lie
	lire
	llama
	lòza
	Löwen
	lõug
	luck
	luč
	Lübeck

	lye
	Màšta
	Männer
	mîr
	möchten
	myndig
	pint
	piña
	pylon
	savoir
	sämtlich
	Sietla
	ślub
	subtle
	symbol
	šàran
	Šerbūra
	väga
	verkehrt
	vox
	waffle
	wood
	yen
	yuan
	yucca
	zoo
	Zürich
	Zviedrija
	zysk
	zzlj
	zzlz
	zznj
	zznz
	žal
	žena
	Ženēva

5.13. Telephone Numbers

Country	Bosnia and Herzegovina
International dialing code	387
Area codes used	yes
Number of digits - area codes	2
Separator	space
Number of digits - domestic	9
Digit groupings - domestic	(###) ### ###
Number of digits - local	6
Digit groupings - local	### ###
Number of digits - mobile	9
Digit groupings - mobile	(###) ### ###
Digit groupings - international	+ 387 ## ### ###
Notes	n/a

5.14. Time Format

Country	Bosnia and Herzegovina
24 hour format	yes
Standard time format	HH:mm:ss
Standard time format example	15:10:15
Time separator	colon
Time separator examples	03:24:12
Hours leading zero	yes
Hours leading zero example	03:24:12
String for AM designator	n/a
String for PM designator	n/a
Notes	n/a

5.15. Translation Equals Source

	Word	Comment
Phrases	Active Directory ActiveX Data Objects BACKSPACE CAPS LOCK DELETE ENTER ESC PRINT SCREEN SCROLL LOCK TAB Unicode World Wide Web Windows Explorer Windows Installer WordArt Web Distributed Authoring and Versioning Windows Update Web log Weblog Ethernet JavaScript PivotChart Phising SpyNet Multimedia Content Description Interface n/a n/a n/a n/a n/a	
Notes	n/a	

5.16. What Language Is It?

What Language Is It?	Bosnian is very often mixed up with Serbian and Croatian languages and unfortunately very often is seen not as independent language but as a sort of idiom belonging to Serbian or Croatia language. Differences stated in the table below can serve as a very reliable base for differentiating between those three languages.

Language		Bosnian	Serbian	Croatian
Linguistic feature		Latin	Latin/Cyrillic	Latin
		ijekavian	Ijekavian/ekavian	ijekavian
		form: šta	form: šta/шта	form: što
		form : ko	form: ko/ko	form : tko
		form: općina	form: opština/општина	form: općina
		form: opći	form: opšti/општи	form: opći
		words with kept h duhan, kuhati, suho	words with replaced h with v duvan/дуван, kuvati/кувати, suvo/суво	words with kept h duhan, kuhati, suho
		letter h is not droped in the initial and medial position hrvač	letter h is droped in the initial and medial position rvač/рвач	letter h is not droped in the initial and medial position hrvač
		modal verbs (htjeti, moći) + infinitive	modal verbs (htjeti/хтјети, moći/моћи) + da/да + present	modal verbs (htjeti, moći) + infinitive

	Bosnian primarily uses Latin orthography. Cyrillic is also regarded as orthography used in Bosnian, but in modern and official Bosnian it is not used. Cyrillic is a matter of cultural and historical heritage and its status in Bosnian language orthography is defined by that fact. In Bosnian, there are a lot of loan words from Turkish and oriental languages as well as from German.

Appendix A: Trademarks (® and ™)

The following list of Microsoft Trademarks is provided here for your reference; the list online at http://www.microsoft.com/library/toolbar/3.0/trademarks/en-us.mspx is the authoritative list and should be checked for updates to the information provided here. Note that trademarked names and the name Microsoft Corporation should not be localized.

Trademark	Status	Descriptor
.Net logo	TM	
Access	®	database software
Active Accessibility	®	programming interfaces tools
Active Desktop	®	interface item
Active Directory	®	directory service
ActiveMovie	®	application programming interface
ActiveStore	®	retail technology architecture
ActiveSync	®	technology
ActiveX	®	technologies, platform, controls, scripting, server framework
Advisor FYI	®	personalized financial guidance
Aero	®	desktop experience
Age of Empires	®	video game
Age of Mythology	®	video game
Amalga	TM	software for healthcare
Ask for Genuine Microsoft Software	TM	computer software
Authenticode	®	technology
AutoRoute	TM	road atlas
AutoRoute Express	®	road atlas
AutoRoute Plus	®	professional road atlas
Azurik	®	video game
Bankshot Billiards	®	video game
BattleTech	®	game universe
BitLocker	TM	drive encryption
Bizspark	TM	technology
BizTalk	®	server
Blinx	®	video game

Blood Wake	®	video game
Blue Dragon	TM	video game
Bookdings	®	font
Brute Force	®	video game
BugLight	TM	IT pro technology
Calibri	®	font
Cambria	TM	font
Candara	®	font
Carbonated Games	TM	video games
Cariadings	TM	font
ClearType	®	display technology
Consolas	®	font
Constantia	®	font
Convection	®	font
Convergence	®	conference
Corbel	TM	font
Cortana	®	action figure
Crackdown	®	video game
Crimson Skies	®	video game
DataTips	®	pop-up information
DaunPenh	TM	font
Dexterity	®	software
Digital Anvil	®	video games
Direct3D	®	application programming interface
DirectAnimation	®	application programming interface
DirectBand	®	wireless technology
DirectDraw	®	application programming interface
DirectInput	®	application programming interface
DirectMusic	®	application programming interface
DirectPlay	®	application programming interface

DirectShow	®	application programming interface
DirectSound	®	application programming interface
DirectX	®	application programming interface
DreamSpark	TM	technology
DreamScene	®	visualization technology
Drivatar	TM	AI technology
Encarta	®	multimedia encyclopedia/online encyclopedia
Encarta logo (graphic only)	®	
Ensemble Studios	®	games
Entourage	®	e-mail and personal information manager
ESP	TM	visual simulation platform
Excel	®	spreadsheet software
Exhibition	®	demo disc
Expression	®	design software
Expression Blend	TM	design software
FASA Studio	®	video games
Finty Flush	®	video game
FlexGo	TM	prepaid and subscription technology
Fluent	TM	user interface
Forefront	TM	client security
Forza Motorsport	®	video game
Fox head logo	®	
Freelancer	®	video game
Fringer	®	video game
FRx	®	software
Fuzion Frenzy	®	video game
GameSpring	TM	subscription service
Game with Fame	®	event
Genuine Advantage Logo	®	
Georgia	®	font

Gisha	®	font
Great Plains	®	software
Groove	®	software
Habu	®	gaming mouse
Halo	®	video game
Halo logo	®	
Halo Wars	TM	video game
Halo 2 logo	®	
HDCD	®	audio enhancement technology
HDCD logo	®	
HealthVault	TM	healthcare website technology
HealthVault logo	TM	
Hexic	®	video game
High Road to Revenge	®	video game
Hotmail	®	web-based e-mail service
HotStart	®	technology
Hyper-V	TM	technology
Imagine Cup logo	TM	
Infinite Undiscovery	TM	video game
InfoPath	®	information-gathering program
Inkseine	TM	computer search engine software
IntelliMirror	®	management technologies
IntelliMorph	®	software
IntelliMouse	®	pointing device
IntelliSense	®	technology
IntelliShrink	®	text compression system
Internet Explorer	®	internet browser
Iskoola Pota	TM	font
It's Mr. Pants	®	video game
Jawbreaker	®	video game
JScript	®	development software
Kung Fu Chaos	®	video game
Laser Technology logo	TM	
LifeChat	®	headset
LineDrive	TM	mapping feature
Lionhead	®	video game

Lionhead logo	®	
Lips	®	video game
Live Mesh logo	TM	
Lost Odyssey	TM	video game
MapPoint	®	business mapping software
Marine Mania	®	video game
Master Chief	TM	action figure
Maximum Chase	®	video game
MechAssault	®	video game
MechCommander	®	video game
MechWarrior	®	video game
Mediaroom	TM	multimedia software platform
Mediaroom logo	TM	
MedVault	®	computer software for medical database/storage
Microsoft	®	software
Microsoft Auto logo	TM	
Microsoft Digital by Choice logo	TM	
Microsoft Dynamics	®	business software
Microsoft Dynamics logo	®	
Microsoft eMbedded Visual Tools logo	®	
Microsoft Game Studios logo	®	
Microsoft Internet Explorer logo (graphic only)	®	
Microsoft .NET Connected logo	TM	
Microsoft Points logo	TM	
Microsoft Press	®	books
Microsoft Surface	TM	software and touch computing platform
Microsoft Surface logo	TM	
Midtown Madness	®	video game
Monster Truck Madness	®	video game
MorphX	®	software
Motocross Madness	®	video game
Mozaki	®	video game

MS	®	computer software
MS-DOS	®	operating system
MSDN	®	developer program
MSN	®	network of Internet services
MSN logo (butterfly)	®	
MultiPoint	TM	technology
Natural	® TM	keyboard mouse
Navision	®	software
NavReady	TM	software
Nina	®	font
Ninety-Nine Nights	®	video game
Office logo (puzzle design)	®	
Office logo	®	
OneCare	TM	computer protection and maintenance software and services
OneCare logo	®	
OneNote	®	note-taking program
OpenType	®	font technology
Optical Technology logo	®	
OptiMatch	®	game matchmaking system
Outlook	®	messaging and collaboration client
Outlook Launch Icon (2007)	TM	
OutSmart	®	online game
Passport logo	®	
People Ready	TM	business software
Perfect Dark Zero	®	video game
PerformancePoint	®	business intelligence software
PGR	®	video game
Phantom Dust	®	video game
Photosynth	TM	technology
Photosynth logo	TM	
PinPoint	TM	online business marketplace
PivotChart	®	dynamic views
PivotTable	®	dynamic views

PlayFX	TM	suite of audio enhancement technologies
PlayReady	®	content access technology
PlaysForSure logo	®	interoperability and compatibility logo
Popfly	TM	technology
PowerPoint	®	presentation graphics program
PowerPointLaunch Icon (2007)	TM	
ProClarity	®	business analysis software
Project Gotham Racing	®	video game
Quantum Redshift	®	video game
Rally	TM	device connectivity service
Rare	®	video game
Rare logo	®	
Reader logo	®	
ReadyBoost	TM	technology
ReadyDrive	TM	technology
Reclusa	®	gaming keyboard
Response Point	TM	phone system software
Response Point logo	TM	
Rise of Legends	TM	video game
Rise of Nations	®	video game
Rise of Perathia	®	video game
RoundTable	TM	communications and archival system
RP Stylized	TM	computer hardware/software for voice over IP services
Sabre Wulf	®	video game
SeaDragon	TM	technology
Security Shield logo	®	
Segoe	®	font
Shadowrun	®	video game
SharePoint	®	team services portal server services
ShapeSheet	®	shape extensibility

SideGuide	®		wi-fi access service
SideShow	®		technology
SideShow logo	TM		
SideWinder	®		joystick
	®		game pad
	TM		computer mice
	TM		keyboard
SideWinder logo	TM		
Silverlight	TM		browser plug-in
			browser plug-in development tool
Silverlight logo	TM		
SkyDrive	TM		storage technology
SmartArt	®		graphics
Smarter Hospitality	TM		technology architecture
Smarter Retailing	TM		retail technology architecture
SmartShapes	®		symbols
Sneakers	®		video game
SoftGrid	®		Technology
Softricity	®		Technology
Software Jukebox logo	TM		
Songsmith	TM		Software
Spaces logo	®		
Spaces for our World	TM		social causes program
SportsLounge	TM		streaming technology
Starlancer	®		video game
Starts Here	®		multimedia training series
SteadyState	TM		technology for multiple computers
Sudeki	TM		video game
SuperFetch	TM		memory management technology
SQL Server	®		database software
Tahoma	®		font
Tao Feng	®		video game
Terminal Services RemoteApp	®		network software
The Age of Kings	®		video game
The Code Room	TM		entertainment services

The Hive and Design	TM	
The Time Sweeper	®	video game
TrueSkill	TM	matchmaking ranking
Turn 10	TM	video games
Ultimate Play the Game logo	TM	
Verdana	®	font
Virtual Earth	TM	mapping software
Visio	®	drawing and diagramming software
Visual Basic	®	development system
Visual C++	®	development system
Visual C#	®	development tool
Visual FoxPro	®	database development system
Visual InterDev	®	web development system
Visual J++	®	development system, development system for the Java language
Visual J#	®	development tool
Visual SourceSafe	®	version control system, version control software
Visual Studio	®	development system
Visual Studio logo (graphic only)	®	
Viva Piñata	®	video game
Voodoo Vince	®	video game
Webdings	®	font
Whacked!	®	video game
Win32	®	application programming interface
Windows	®	operating system
Windows Calendar icon	TM	
Windows Cardspace	TM	identity selector
Windows Contacts icon	TM	
Windows DVD Maker icon	TM	
Windows Flare logo	®	
Windows Game icon	TM	
Windows Live	TM	network of internet services

Windows Live Call Button logo	TM	
Windows Live Messenger icon (single)	®	
Windows Live Messenger icon (double)	®	
Windows Live OneCare logo	TM	
Windows logo (aka the flag logo, graphic only)	®	
Windows logo (the 2002 edition)	®	
Windows Mail icon	TM	
Windows Marketplace icon	TM	
Windows Media	®	technologies, player
Windows Media Player Icon	TM	
Windows Meeting Space Icon	TM	
Windows Mobile	®	software
Windows Movie Maker Icon	TM	
Windows NT	®	operating system
Windows Photo Gallery Icon	TM	
Windows PowerShell	TM	command line interface
Windows Server	®	operating system
Windows Server System	TM	integrated server software
Windows Sidebar Icon	TM	
Windows start button	®	
Windows Start logo (design)	®	
Windows Update Icon	TM	
Windows Vista	®	operating system
WinFX	®	application programming interface
Wingdings	®	font
Word Launch Icon (2007)	TM	
WMV/HD logo	®	
Xbox	®	video game system
Xbox 360	®	video game and entertainment system
Xbox Authentic Product logo	®	
Xbox LIVE	®	online game service

Xbox LIVE logo	®	
Xbox "Ring of Light" logo	TM	
Xbox "Sphere" logo	TM	
Xbox "X" logo	®	
XL design (aka the "Microsoft Excel logo")	®	
XNA	®	development platform
XNA logo	TM	
xRank	TM	search feature
Your Potential. Our Passion.	®	
Zoo Tycoon	®	video game
Zune	®	digital media player
Zune logo	TM	