Quechua Style Guide

Contents

What's New?

Last Updated: February 2011

New Topics

This version of the Quechua Style Guide has gone through a major restructure. The topics included are now reordered in an effort to standardize and streamlined the Style Guides for all languages.

Summarizing, we have:

- Included topics and specific sections/instructions containing information already available in other references:
  - in the Language Kit
  - in Microsoft reference materials owned by other Microsoft groups (for instance copyright/legal information, programming language conventions, geopolitical concerns.)

Please, make sure you read this entire document as most topics have suffered some modification.

Updated Topics

The overall Style Guide content was fully updated in February 2011 as part of a major Style Guide project performed for all languages. Please, make sure you read this entire document as most topics have suffered some modification.

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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

About This Style Guide

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

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

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

Scope of This Document

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

Style Guide Conventions

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

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

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

Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology. Always check for approved translation in the Microsoft terminology database.

Sample Text

Luis Felipe Martínez Silva, Av. Las Palmeras # 745, Urb. Covida, Los Olivos, Lima, Perú. Telf. 255 3423. Huk pasñas yachasqa taytamankunawan, turinkunawan ima, payqa wasi uywakunatas qawaq, pasñaqa manas qariyuqchu kasqa, chaysi puñukuq hatun sacha sikinpi, uchuy chukllallapi.

Taytamamankunawan turinkuna qaqchariptinkus pasñaqa, nin: manam ñuqaqa tutata manchakunichu, chakramanta hamuyllapiraqmi punchawyani, chaymi chukllallapi puñukuni nispa.

Punchawninqa wakatas qawapaq, chisinkuyñataq wasi uywakunata kanchakunaman qatiq, quqawninta mikuruspallas puñukuq.

Huk hatun machaqwaysi, chay chuklla muyuriqninpi puriq, karullamantas pasñata qawapayaq, chaynallamantas sipasta anchata kuyapayayta qallarin.

Huk punchawsi machaqwayqa, qali maqtaman muyuruspa pasñapa ñawpaqninpi rikuriruspa, rimapayayta qallarin, chayllapis pasñaqa maqtata kuyayta qallarin.

Pasñaqa manañas mamankunapa wasinta riqchu, rispapas quesota, lecheta aparikuspas kutirikun.

¿manachu kay tuta puñuwaq wasinchikpi? Nispas, nin maman

- Wakakunam sapallanku kachkanku, kay pachapiqa suwakumam apakunmanku nispa, huknin turiykikunata kacharusun kay tuta, nispas nin taytan

- Manam allinchu kanman, wakakunaqa ñuqawanmi yachakasqa nispas mikuyninkunata aparikuspa kutin chukllanman.

Machaqwayqa pasñawan kaspa, kuyapayaq maqtaman rikchakuq, quesotas lechetawan mikuq hatun matipi, pasña qarasqanmanta. Pasña karuta ripuptinqa, machaqwayman muyuspas chuklla kuchunpi puñuq maytuyaraspa, wakin punchawñataqsi sachakunapi warkurayaq.

Pasñapa mamanqa qarinta nin: riruy churiykipa qipanta, nispa watiqaramuy icha ima maqtawanpas tinkukurun, nispa.

Allinmi ninsi taytanqa.

Mana suyarispas, taytaqa wasinmanta lluqsispa, pasñapa ñawpaqninta rispa, chukllaman chayarun, chaypis qawarun hatun machaqwayta, sacha sacha ukuta yaykuchkaqta.

Pasñatas taytanqa suyan, mana imata chuyanchaspas nin: chukllatam astarusaq nispa.

Chaysi pasñaqa mana munanchu, kaypiqa wakakunapa muyullanpim kani, ima suwapas qatirunmanmi, taytanqa mana pasña munaptin wasinta kutirispa warminman churinkunaman willakun.

Unay pachañas kasqa, machaqwayqa sapa punchawsi wiñaq wiray wiray, manañas sipasqa wasintapas rinñachu, wiksayakuruspas pinqakuymanta pakakuspalla quesota, lecheta wasinmanta apamuq.

Ayllunkunaqa sapa punchawsi llakisqa qawanakuqku, chaysi huk punchaw taytanwan churinkuna chakrata rinku, pasña karupi wakata michinankama, chukllaman yaykuruptinkus hatun machaqwayta, kawitu qawanpi puñuchkaqta tarirunku, chaysi taytanwan churinkunaqa machetewan wañurachinku.

Pasña chukllaman kutiramuspas machaqwayta wañusqata tariruspan llaki llakita waqakun

- ¿imatataq ruwarunkichik? Nispa nin pasñaqa

¿imaynataq qam machaqwaywan yacharqanki? Nispa, nin taytanqa.

- Manam yacharqanichu, ñuqawan kaspanqa qali qarim karqa, ninsi.

- taytanwan turinkunaqa, mana imatapas nispallas pasñata kutichinku wasinman, manas pasñaqa taytanpa ruwasqanta panpachanchu, tukuy punchawsi maray qawallampi tiyarayaq, chayllamansi mikuytapas apaqku, unay pachamantas pasñaqa achka machaqwaychakunata wacharun.

Huk punchawsi, pasña mikuna wasita rinankama taytankunaqa, marayta uqariruspanku achka machaqwaychakunata tariruspanku, saruparunku, hukchallas ayqikun, mamansi amacharun.

Pasñaqa piñakurusqas, taytankunamanta ayqikuspa huk llaqtaman ripukun, chaypis llamkayta maskaspa uchuy machaqwaychata mikuchispa, uywaq wayqa ukupi.

Huk punchawsi, pasñaqa wayqata kichaykun, chaypis huk tuki maqtachata qawarun, chay maqtachaqa mamanta kuyaykuspa, nin: wawaykim kani, kunanmantaqa ñuqam amachasqayki nispa, nin.

Pasñapa taytankunapa wasinta kutispa, nin: kaymi willkaykichik, kaynam kanman karqa wakin wawaykunapas, mana qamkuna wañurachiptiychikqa.

Source: ADECAP HUANCAVELICA willakuy
Kay pachapi: 13/03/2011, 08:37am ruwasqa.

Recommended Reference Material

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

Normative References

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

1. Ayacucho Chanka, Guardia Dictionary
2. Ministerio de Educacion, RD

Informative References

1. Ayacucho Chanka, Guardia Dictionary
2. Ministerio de Educacion, RD

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	Peru
Lower-case characters	a, á, ch, h, i, í, k, l, ll, m, n, ñ, p, q, r, s, t, u, w, y
Upper-case characters	A, Á, Ch, H, I, Í, K, L, Ll, M, N, Ñ, P, Q, R, S, T, U, W, Y
Characters in caseless scripts	n/a
Extended Latin characters	á, Á, í, Í, ñ, Ñ, ¿, ¡, ?, !
Note on alphabetical order	a, A, á, ch, Ch, h, H, i, I, í, Í, k, K, l, L, ll, LL, m, M, n, N, ñ, Ñ, p, P, q, Q, r, R, s, S, t, T, u, U, w, W, y, Y.
Total number of characters	17 (excluding extended characters)
Unicode codes	a 0097 A 0065 h 0104 H 0072 i 0105 I 0073 j 0106 J 0074 k 0107 K 0075 l 0108 L 0076 m 0109 M 0077 n 0110 N 0078 p 0112 P 0080 q 0113 Q 0081 r 0114 R 0082 s 0115 S 0083 t 0116

Country/region	Peru
	T 0084 u 0117 U 0085 w 0119 W 0087 y 0121 Y 0089
Notes	n/a

Date

Country/region	Peru
Calendar/Era	Gregorian
First Day of the Week	Monday
First Week of the Year	Contains January 1
Separator	hyphen (-); slash (/)
Default Short Date Format	dd-mm-yyyy
Example	17-03-2011
Default Long Date Format	d MMMM yyyy
Example	17 marzo 2011
Additional Short Date Format 1	dd/mm/yy
Example	17/03/11
Additional Short Date Format 2	dd/mm/yyyy
Example	17/03/2011
Additional Long Date Format 1	Day of week dddd mm + killa + yyyy + wata
Example	Lunes 17 marzo killa 2011 wata
Additional Long Date Format 2	n/a
Example	n/a
Leading Zero in Day Field	Yes

Country/region	Peru
for Short Date Format	
Leading Zero in Month Field for Short Date Format	Yes
No. of digits for year for Short Day Format	4
Leading Zero in Day Field for Long Date Format	No
Leading Zero in Month Field for Long Date Format	n/a
Number of digits for year for Long Day Format	4
Date Format for Correspondence	In correspondence the date appears in the upper right corner, after the name of the city, separated by a comma, with a period at the end.
Example	Lima, 17 marzo killa 2011 wata
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)

Time

Country/region	Peru
24 hour format	Yes
Standard time format	HH:mm:ss
Standard time format example	23:43:12
Time separator	colon (:)
Time separator examples	23:43:12

Country/region	Peru
Hours leading zero	Yes
Hours leading zero example	03:06:09
String for AM designator	AM
String for PM designator	PM
Notes	• The use of the 24 hour format or the 12 hour format are allowed

Days

Country/region: Peru

Day	Normal Form	Abbreviation
Monday	Lunes	Lun
Tuesday	Martes	Mar
Wednesday	Miercoles	Mie
Thursday	Jueves	Jue
Friday	Viernes	Vie
Saturday	Sabado	Sab
Sunday	Domingo	Dom

First Day of Week: Monday

Is first letter capitalized?: Yes

Notes: n/a

Months

Country/region: Peru

Month	Full Form	Abbreviated Form	Long Date Form
January	Enero	Ene	Same as Full Form
February	Febrero	Feb	Same as Full Form
March	Marzo	Mar	Same as Full Form
April	Abril	Abr	Same as Full Form
May	Mayo	May	Same as Full Form
June	Junio	Jun	Same as Full Form

Month	Full Form	Abbreviated Form	Long Date Form
July	Julio	Jul	Same as Full Form
August	Agosto	Ago	Same as Full Form
September	Setiembre	Set	Same as Full Form
October	Octubre	Oct	Same as Full Form
November	Noviembre	Nov	Same as Full Form
December	Diciembre	Dic	Same as Full Form

Is first letter capitalized?: Yes

Notes: n/a

Numbers

In Quechua, numbers should always be joined by commas (when possible) as numbers shouldn't be left "alone" at the end of a line, for example.

A BILLION:		WARANQA HUÑU
USA: 1,000,000,000	=	QUECHUA: 1,000,000,000
THOUSAND		WARANQA
USA: 5,000	=	QUECHUA: 5,000

Phone Numbers

Country/region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Peru	51	Yes	2	Space	7	### ####

Country/region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Peru	7	### ####	9	### ### ###	11	+51 ## ### ####

Notes:

- For domestic numbers: 1 group of 3 digits and 1 group of 4 digits. One space between the groups when written or spoken.
- For calls from outside Peru, '51' must be added in front of the number and the initial '0' must be removed. Example: +51 1 218 566

- The first 2 digits of a domestic phone number refer to the cities in Peru:
  1 ## ## ## ## (Lima)
  54 ## ## ## ## (Arequipa)
  43 ## ## ## ## (Huaraz)
  52 ## ## ## ## (Tacna)
  84 ## ## ## ## (Cusco)
  etc.

Addresses

Country/region: Peru

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. PostalCode City

6. [Country]

Example Address: Sr. [= Title] Lucia Flores Gonzales [= FirstName + complete LastName]

Servicios General MAR S.A. [= CompanyName]

Av. Gonzales Prada # 430 [= StreetName]

Lima 18 [= City + PostalCode]

Peru [= Country]

Local Postal Code Format: xxxxx

Notes:

- The Peruvian postal code, placed after the city's name, consists of two digits. One space between City and PostalCode.
- A period (.) separates the house number and the street name. Abbreviations may be used (av. jr. pj.).
- Address is always left aligned.

Currency

Country/region	Peru
Currency Name	Nuevos soles
Currency Symbol	S/.
Currency Symbol Position	Located before the number.
Positive Currency Format	S/.154,500
Negative Sign Symbol	- (in addition to the symbol, a space is used)

Negative Currency Format	- S/.154,500
Decimal Symbol	period (.) not followed by a space
Number of Digits after Decimal	2
Digit Grouping Symbol	Comma (,)
Number of Digits in Digit Grouping	3
Positive Currency Example	S/.154,500.53
Negative Currency Example	- S/.154,500.53
ISO Currency Code	SOL
Currency Subunit Name	2 accepted terms: cent
Currency Subunit Symbol	No official symbol or abbreviation. For clarity purpose, please use S/.0.##
Currency Subunit Example	S/.0.15

Digit Groups

Country/region: Peru

Decimal Separator: .

Decimal Separator Description: period

Decimal Separator Example: S/.106.05; 25.6 cm

Thousand Separator: ,

Thousand Separator Description: comma

Thousand Separator Example: 123,456,789; 32,800; 145,500

Notes: n/a

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	Kilometro	km
	Meter	Metro	m
	Decimeter	Décimetro	dm
	Centimeter	Centimetro	cm
	Millimeter	millimetro	mm

Category	English	Translation	Abbreviation
Capacity	Hectoliter	Hectolitro	hl
	Liter	Litro	l
	Deciliter	decilitro	dl
	Centiliter	Centilitro	cl
	Milliliter	Millilitro	ml
Mass	Ton	Tonelada	T
	Kilogram	Kilogrammo	kg
	Pound	Libra	lb
	Gram	Gramo	G
	Decigram	Decigramo	dg
	Centigram	Centigramo	cg
	Milligram	Milligramo	mg
English Units of Measurement	Inch	Pulgada	Plg
	Feet	Pie	Pie
	Mile	Milla	Mi
	Gallon	galon	gal

Notes: n/a

Percentages

Please, follow normative reference for percentages:

• Use space between figures and percentage symbol as per SI standard.

• The number and the symbol cannot be in separate lines.

• It is not considered incorrect to spell it out (pachakpa tallqin) following a number, but the use of the symbol is preferred:

    15 pachakpa tallqin

    15 %

• If the number is spelled out, then pachakpa tallqin should be used instead of the symbol:

(+) 6 pachakpa tallqinmi ñawinchayta yachanku.

(−) 6 % ñawinchayta yachanku.

Sorting

Sorting rules	1. Capital letters and lowercase letters are equal. 2. Whether these letters are accented or not, it does not affect the alphabetizing order. Sorting is organized according to the second letter of the word regardless of accents. 3. In case of homonyms, non accented letters come before accented letters and small letters come before capital letters. 4. Regarding the precedence of accents, the rule is: a comes before A, which comes before á i comes before I, which comes before í 5. Numbers and symbols like @ sort before letters.
Character sorting order	a, A, á, h, H, i, I, í, k, K, l, L, m, M, n, N, p, P, q, Q, r, R, s, S, t, T, u, U, w, W, y, Y a 97 A 65 h 104 H 72 i 105 I 73 j 106 J 74 k 107 K 75 l 108 L 76 m 109 M 77 n 110 N 78 p 112 P 80 q 113 Q 81 r 114 R 82 s 115 S 83 t 116 T 84 u 117 U 85 w 119 W 87 y 121 Y 89
Examples of sorted words	@ 1 ari

	arí
	charí
	chiki
	kawsay
	makitu
	mawla
	pukuna
	puma
	qampa
	qamrí
	qamyá
	rupasqa
	ruru
	rurupasqa
	ruwanankama
	yupi

Geopolitical Concerns

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

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

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

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

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

Guideline

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

Grammar, Syntax & Orthographic Conventions

This section includes information on how to apply the general rules of the Quechua language to Microsoft products and documentation.

Adjectives

In Quechua, adjectives should be handled in the following manner: adjectives can take masculine/feminine and singular/plural forms, according to the name they modify. They are commonly placed before the noun, same as in English.

(+) Hatun wasi = big house

[hatun = big]

[wasi = house]

Possessive adjectives

The frequent use of possessives is a feature of English language. In the same way in Quechua, possessive adjectives are handled frequently. However, in Quechua the possessives are suffixes that must always be connected to the noun.

Example: Check **your** configuration.

(+) Allichay**niyki**ta qawapay.

Articles

General considerations

Definite articles are not used in Quechua but it is possible to use them for indicating a direct object direct. The –ta suffix is used as such article.

Example :   Select **a** file to convert.

(+) Tikranapaq kipu**ta** akllay.

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. We treat them in this way in Quechua as well but if used with a verb, they should be used with –ta suffix.

Example:

Download Microsoft Office

(+) Microsoft Office**ta** urayachiy

Localized Feature Names

Translated feature names are handled like any Quechua name, in the following way:

Example: Using Microsoft Download Manager

(+) Microsoft Download Manager nisqata hapispa.

Articles for English Borrowed Terms

When faced with an English loan word 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 Quechua language?
- Analogy: Is there an equivalent Quechua term whose article could be used?
- Frequency: Is the term used in other technical documentation? If so, what article is used most often?

The internet may be a helpful reference here.

Example: Enter a valid URL.

(+) Chiqa **URL** nisqa**ta** churay.

Capitalization

The English language tends to overuse capitals. This practice shouldn't be followed in Quechua. As a general rule, only proper nouns and the first word of a sentence have to be capitalized. There are just a few exceptions.

For **edition names**, both words should be capitalized.

Example: Enterprise Edition

(+) Enterprise Edition nisqa

Capitalize only the first letter of the first word in commands, dialog box titles, and dialog box options.

Example: (+) **Rimanakuyman** yaykuyta kichay.

(+) **Kipupi** ñitiy**.**

Compounds

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

English	Quechua
bi-directional	(+) iskayman riq
auto-correct	(+) kikin allichakuq
auto-joining	(+) kikin huñukuq
read-write	(+) ñawinchay qillqay

Gender

In Quechua the gender inflection does not apply.

Example:

(+) Yachachiq = teacher (man o woman)

If you want to use gender: qari yachachiq = (man teacher), warmi yachachiq = (woman teacher)

Genitive

In Quechua use –pa suffix for genitive, this is the same for all variants of Quechua, such as:

(+) Maria**pa** computadoran = Maria's computer

(+) Microsoft Office**pa** willakuynin = Microsoft Office's information.

Modifiers

In Quechua localized text you often need to add modifiers to verbs and nouns.

Example:

Uray = down

Uraya**chi**y = download

Qillqay = to write

Qillqa**pa**y = to rewrite

Nouns

General considerations

Quechua language tends to use more nouns than English language.

Example: **How to use** Microsoft Office

(+) Microsoft Office hapiy.

Inflection

This section does not apply to Quechua

Plural Formation

Like in English, adjectives in Quechua take plural forms placing –KUNA suffix close to noun

Example:

(+) Kipu = kipukuna = Files

(+) Willakuy= willakuykuna = messages

Prepositions

This section does not apply to Quechua

Pronouns

This section does not apply to Quechua

Punctuation

Always respect punctuation rules applying to Quechua language.

Comma

In a series consisting of three or more elements with similar grammatical function, separate the elements with commas.

Example: (+) Kaypiqa willakuyta, qillqata, kipukunata apachiwaq.

Colon

Use colons to introduce lists and explanations. You may use a colon at the end of an introductory phrase even if it is not a complete sentence.

Do not capitalize the word following a colon unless (1) the colon is at the end of a heading or (2) the text following the colon is a complete quotation.

Example:　(+) Iskay kiputam kicharukun: qallariqta chaymanta tukuqtapas.

　　　　　　(+) Willakuy : kay OK niqpi ñitiy kichapanapaq.

　　　　　　(+) Microsoftmi nin : « Puriymi aswan allinqa! ».

Do not use colons to introduce only one idea.

Dashes and Hyphens

Three different dash characters are used in English:

Hyphen

The hyphen is used to divide words between syllables and to link parts of a compound word. When a hyphenated compound should not be divided between lines (e.g., MS-DOS), use a non-breaking hyphen (CTRL+SHIFT+HYPHEN). Both parts of the compound will be kept together on the same line.

En Dash

The en dash (signe –, ou tiret demi-cadratin, ANSI 0150) is used as a minus sign, usually with spaces before and after.

Example: (+) Pagoqa – 1 000 = 2 000

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

Em Dash

This section does not apply to Quechua

Ellipses (Suspension Points)

Do not use three periods for suspension points in printed documentation. Instead use the ellipsis character … (ANSI 0133).

Keep in mind the following when using ellipses/suspension points:

When indicating an omitted word, use spaces before and after the ellipsis:

Example: (+) Tayta …ta riqsichisqayki, paymi llaqtapi yachachiq.

When indicating an omitted string of words, enclose the ellipsis in square brackets:

Example: (+) Manam llapa ñiqikunatachu ñawanichana, […] lliq umanchanapaqa.

At the end of a word within a sentence with no words deleted (rare in documentation, more common in tutorials and callouts), no space before the points, one space after:

Example: (+) Hamuqpi clickyay …

(+) … wakin qawanapaq.

At the end of a sentence or paragraph, they also serve as the final period:

Example: (+) hamuq ñiqipi, Tupachiyta yachanki. Wakinqa chaymantapaqmi…

Do not use suspension points after the word "etc."

Period

Insert only one space after a period.

Use a period in all complete sentences, i.e. sentences with a conjugated verb. Do not use a period in strings of the software without a conjugated verb.

Example: (+) Deleting files.

(+) Kipukunata tukuchispa.

Quotation Marks

Quotation marks are used when referring to chapters, sections and topics.

Normally, use the Quechua quotation marks (« », guillemets ouvrants and fermants) in both software and documentation.

Parentheses

In English, there is no space between the parentheses and the text inside them. Use parentheses in Quechua in the same way.

Singular & Plural

This section does not apply to Quechua

Split Infinitive

This section does not apply to Quechua

Subjunctive

This section does not apply to Quechua

Symbols & Non-Breaking Spaces

Whenever there is a symbol in English, keep it in Quechua, particularly when dealing with statements.

Example: Kayna siqita churay (–) parentesis nisqapa qatiqninpi.

DDEExecute numCanal, # '´[OPEN(""BUDGET.XLS"")]' #

For marks that are used in pairs (brackets, quotation marks, parentheses...), please use the terms kichaq(kuna) and wichqaq(kuna) to differentiate between opening and closing marks.

Use non-breaking spaces in the following instances:

- Between chapitre or annexe and its number or letter.
- Between a unit of measure or currency and the number that goes with it.
- Between any items that should not be divided onto separate lines.

N.B. Non-breaking spaces sometimes cause problems for Table of Contents generation if they are used in online help topic titles. Before using non-breaking spaces in online help titles, check with your Microsoft Project Team. Non-breaking spaces can be used everywhere else in online help topics

Example: (+) Chapitre 1 : Installation

(+) S/. 5,000

Syntax

Syntax and register in Quechua differ from English in the following ways:

1. Avoid heavy structures with repetitions.
    Example: To move a file, select a file and copy the file to the destination directory.

    (+) Kipu suchuchinapaq, akllay hinaspa mirachiy munasqayki waqaychanaman.

2. Avoid repeating "you" whenever it is possible.
    Example: You must select the file that you want to copy.

    (+) Munasqayki kiputa akllay hinaspa mirachinayki.

Verbs

99.9% of verbs in Quechua are regular.

Always use the right verb corresponding to the action that is described.

Example: when dealing with a check box, "select" is "ñitiy", whereas for an option, "select" is "akllay".

Continuous operations are usually expressed in English with a gerund, which should be translated into Quechua in the same way. You may sometimes use suffix "-chka".

Example: Files are being processed.

(+) Kipukunaqa ruwapakuCHKAnkum.

Word Order

When explaining a concept, please try to put the purpose of the action at the beginning of the sentence.

Example: Click New to open a new file.

(+) Clickyay Musuq niqpi, musuq kipu kichanapaq.

(-) Musuq kipu kichanapaq, clickyay Musuq niqpi,

Style and Tone Considerations

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

Audience

The target audience is defined by the Microsoft Localization and Subsidiary Program Managers. Depending on the chosen target audience, contents, terminology and style may differ, but a core terminology should apply for every project. Whatever the audience, Language Excellence Style Guide should be adhered to.

Style

Always use the simplest style possible, with clear, concise and well-constructed sentences.

As per the stringent Peruvian laws against unfair advertising, the Peruvian authorities or courts can ask any company to provide strong evidence that their services/products are up to the level of what they boast in their advertising. Therefore:

• Superlative expressions, like: "The best product available", "The fastest..." , "the most reliable", "the most secure", "the most recent" and any other superlatives in general, and

• Absolute expressions leaving no room for exceptions or failure, like "Compatible with software designed for", "solves all issues", "fully secure", "at any time", "in all cases", "at all time", "always", "never", "unbreakable"

are a serious legal risk on the Peruvian market.

Example: (+) "**The fastest**" should be translated as "**aswan utqay**"

Tone

This section does not apply to Quechua because there is no difference between informal and formal way of conversation in Quechua.

Voice

"You" must always be translated as "qam" in singular form.

Example:

English	Translation
You are now connected to the Internet.	(+) Kunan internetman tinkusqa kanki.

Localization Guidelines

This section contains guidelines for localization into Quechua.

General Considerations

When localizing elements in Quechua, keep in mind that software and help documentation should not be handled the same way. Always take into account the purpose of the text that is being translated.

Abbreviations

Common Abbreviations

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

Regular abbreviations shorten a word by three or more letters and end with periods (see exceptions below). Abbreviate only after a consonant or cluster of consonants.

Example: supplement > suppl.

List of common abbreviations:

Expression	Acceptable Abbreviation
Ñawpaq, huk ñiqi	(+) 1^{qi}, 1^{qi}
Iskay ñiqi, kimsa ñiqi	(+) 2^{qi}, 3^{qi}
Qawachina	(+) Qaw.
Gigaoctet	(+) Go
Hora	(+) h
Kilohertz	(+) kHz
Tayta	(+) Ta.
Huñu	(+) Hu.
Minuto	(+) Min
Yupay	(+) n°

We advise not to abbreviate short units of measure such as pouce, pica, point, pied, and pixel.

Accessibility

Microsoft provides people with disabilities (single-handed or with hearing or motion disabilities) with more accessible products and services. These may not be available for Quechua. Please check with your Microsoft contact and remove these references from Quechua text if necessary.

Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are WYSIWYG (What You See Is What You Get), OLE (Object Linking and Embedding), or RAM (Random Access Memory). Write acronyms in capital letters, without periods or spaces. Acronyms do not agree in number. In Quechua, do not capitalize a spelled-out term beyond the first substantive. When the acronym can be pronounced as a proper name, it is permissible to write it in lower case with an initial capital (e.g. Unesco, Opep). Some acronyms, having become common nouns, are treated as such (e.g. ovni, laser).

Localized Acronyms

When dealing with localized acronyms, if the acronym is widely used it should be used "as is" (without including the spelled out term). However, if the acronym appearing in the approved terminology database is not widely used or could be mistaken by another acronym, the recommendation is to spell out the term and include the acronym in brackets the first time the acronym appears in the text.

Example:

(+) P+F ñiqita qaway manaraq allichaqkunata qayachkaspa.
(+) (SAI) nisqa yanapakuqatam kay aypukuqqa kamachin, kay computadoraman tikusqata.

Unlocalized Acronyms

When an acronym will remain in English throughout a manual or other text, we need to consider the following:

- If 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/or abbreviations that are commonly understood. These should not be localized or spelled out in full in English:
  • ANSI (American National Standards Institute)

  • CD

  • DOS

  • DSL

  • DVD

  • ISO (International Standards Organization)

  • IP

- If the acronym is not widely used, the first time it occurs, write its full name in Quechua in normal font followed in parentheses by the Quechua acronym. If there would be a need to spell the full name in English the first time the acronym appears in order to make it clear to the reader, spell the full name in Quechua in normal font followed in parentheses by the acronym and its full spelling in English in italics.

Example:

> (+) Willaykunapa kuyuqnin qunakuy (DDE) nisqapi yanapakuq llankaptinqa utaq imakuna ustichiy (OLE) nisqapipas chaynaqa huk siqikunata churawaqmi huk yanapakuypiqa.
>
> (+)Willaykunapa kuyuqnin qunakuy (DDE, *Dynamic Data Exchange*), tinkuchikunmanmi huk rapipi chaypas kunayachisqa kananpaq.

Applications, Products, and Features

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

Note: Wizard names into Quechua should follow the approved format: **Noun(**paq) **+ yanapakuq** or I**nfinitive(paq) + yanapakuq + object.**

Frequent Errors

Be careful when translating "again". Don't translate it literally.

Example: Start again.

                    (+) Musuqmanta qallariy.

The same goes for words like "typical" (use "chaynapuni" utaq "chayna"), "current" (use "kunanpuni" utaq "kaq"), and "optional" (use "akllanapaq").

Also, be careful with word order.

Example: Product key format

                    (+) rurupa imayna sananpa kaynin AND NOT (-) rurupa sananpa kaynin.

Glossaries

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

Fictitious Information

Fictitious content is legally sensitive material and as such cannot be handled as a pure terminology or localization issue. Below is some basic information and contact points when dealing with fictitious content:

Vendors and Localizers are not allowed to create their own fictitious names. You must either use the source names or use the list of legally approved names.

Please contact your product team representative for further information on how to deal with fictitious companies, names, addresses, email addresses, phone numbers, etc. in your product. For technical products, you may also check with the product team representative whether localized fictitious content is required or not (e.g. Visual Studio).

Recurring Patterns

When translating titles, always start with a noun.

Example: Managing databases

(+) Datokuna waqaychana allichaynin.

Standardized Translations

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

Country/Region Standards : currency, numbers, dates, etc.

Prepositions : use of prepositions

Abbreviations : list of common abbreviations

Messages : list of standard messages

Unlocalized Items

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

In case of uncertainty, or if you are thinking of leaving a name, feature, component, add-on, or piece of information unlocalized, please ask your Microsoft contact.

Word	Comment
ACE	
ACK	
ACL	
Active Channel	Same as English if uppercase only
Active Desktop	Same as English if uppercase only
Active Directory	Same as English if uppercase only
Active Document	Same as English if uppercase only
Active Server	Same as English if uppercase only
Active Server Pages	Same as English if uppercase only
Active Template Library	Same as English if uppercase only
Active User Object	Same as English if uppercase only
ActiveX	
American National Standards Institute	
ASCII	

Word	Comment
Authenticode	
Business Desk	Same as English if uppercase only
CDFS	
Centronics	
ClearType	
Common Information Model Object Manager	
config.sys	
CryptoAPI	
DARPA (Defense Advanced Research Project Agency)	
DIX (DEC/Intel/Xerox)	
Electronics Industries Association	
General MIDI	
GUID	
Institute of Electrical and Electronic Engineers	
Internet Information Server	Same as English if uppercase only
Internet Mail and News	Same as English if uppercase only
JavaBean	
Messaging Application Programming Interface	
Microsoft Foundation Classes	
Microsoft Management Console	
MIDI Manufacturers Association	
Moving Picture Experts Group	
multithreading	
National Center for Supercomputing Applications	
National Television System Committee	
PPPoE	
Recreational Software Advisory Council	
Restructured Extended Executor	

Using the Word Microsoft

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

Example:

(–) MS Word nisqata hapina yupikuna allichanapaq	(+) Microsoft Word nisqata hapina yupikuna allichanapaq

Software Considerations

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

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

User Interface

Buttons are typically infinitives. The Quechua string should follow the US string as far as punctuation is concerned. However, make sure never to use a period with infinitives in Quechua.

Example: Add > (+) Yapay

**Check boxes** are typically infinitives. Please use a period when the string is a sentence.

Example: Llapanmi yuyayta yachan.

Typically, **headings** use a second-person plural verb (example, allichay) or a noun phrase, depending on the situation. When a user is expected to take action on a dialog or in a section, use a second-person plural verb to indicate the purpose of a page or section.

Example: Imankunata allichay.

(+) Yanapaqta tukuchiy.

Dialog titles should be the same as the menus that call them. Typically, menus are infinitives, therefore dialog titles should be infinitives. If the US strings are not consistent, please correct the inconsistency in the Quechua strings if possible.
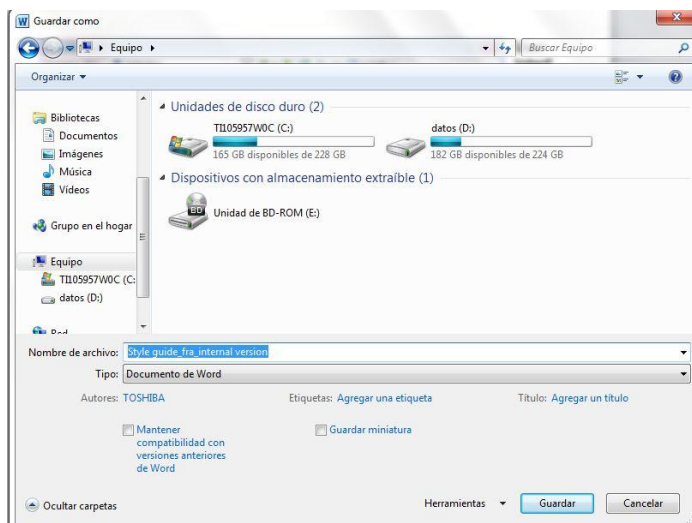
Messages

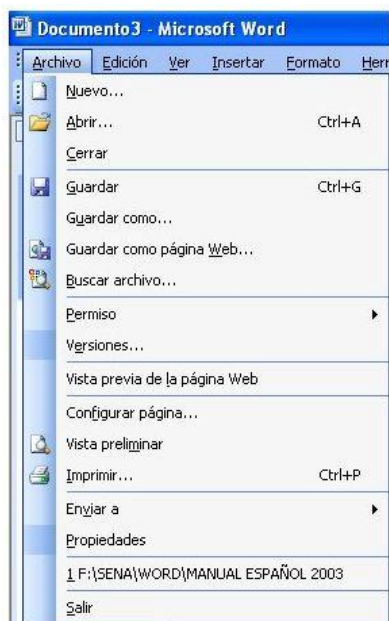**Main menus** are the menus that appear at the top of the user interface. Main menus typically include File, Edit, View, Insert, Format, Tools, Table, Window, Help.

Typically, main menus should be nouns or gerunds in Quechua.

Example: Kipu, Allichay, Llankanakuna

Typically, **commands and menu items** should be nouns or infinitives in Quechua.

Try to avoid parentheses as much as possible.

Status Messages

What is a Status Bar Message?

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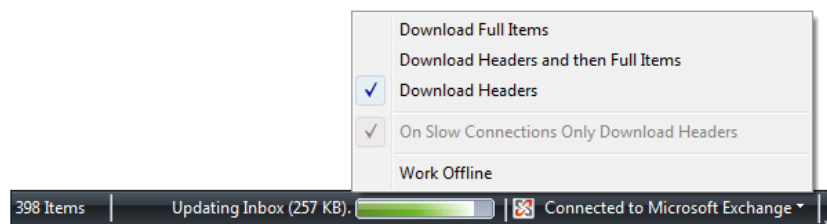
Quechua Style in Status bar Messages

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

| Name	Quechua Name	Category	English Status Bar message	Quechua Status Bar message
Edit	(+) Allichay	menu	Contains editing commands	(+) Allichanapaq tukuy imakunam
Copy to Folder...	(+) Waqaychanaman mirachiy	menu	Copies the selected items to a new location	(+) Musuq kaqmanmi akllasqakunata mirachin
New	(+) Musuq	command	Creates a new document	(+) Musuq documentota kawsarichin
			Make object visible?	(+) Rikurichinqachu?
			Word is converting the document. Press Esc to stop.	(+) Word documentota tikrachichkan. ESC niqta ñitiy sayachinapaq.
			Datasheet View	(+) Hoja de datos niq qawachiq
			Done	(+) Tukusqa

The importance of standardization

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

English term	Correct Quechua translation
Press F1 to get Help	(+) Yanapay hapinapaq F1 niqta ñitiy.
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) Mana anchachu yuyaynin.
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) %1 kaqpichi, allichasqaykita waqaychayta munanki?
Do you want to save changes to %1?	

Error Messages

What Is An Error Message?

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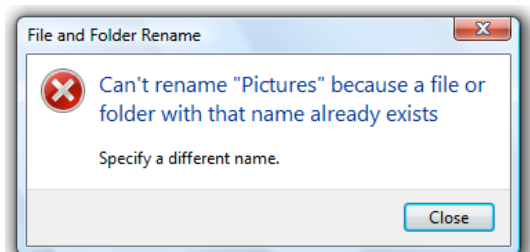
Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

Quechua Style in Error Messages

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

Always use a period after an error message, no matter if it is a sentence with a conjugated verb or a sentence without a conjugated verb.

Try to avoid parentheses as much as possible.

Standard Phrases in Error Messages

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

Examples:

English	Translation	Example	Comment
Cannot … Could not …	Manam …atikunchu	(+) Manam kipu kichayta atikunchu	Negation always are placed before sentence
Failed to … Failure of …	Tukuy	(+) Kipu kichayta tukunchu.	
Cannot find … Could not find … Unable to find … Unable to locate …	Manam tarikunchu	(+) Manam Kipu tariyta atikunchu.	
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Mana anchachu yuyaynin.	(+) Mana anchachu yuyaynin.	
... is not available ... is unavailable	Manam llankana	(+) Kipuqa manam llankanapaqchu kachkan	

Error Messages Containing Placeholders

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

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

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

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

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

Keys

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

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

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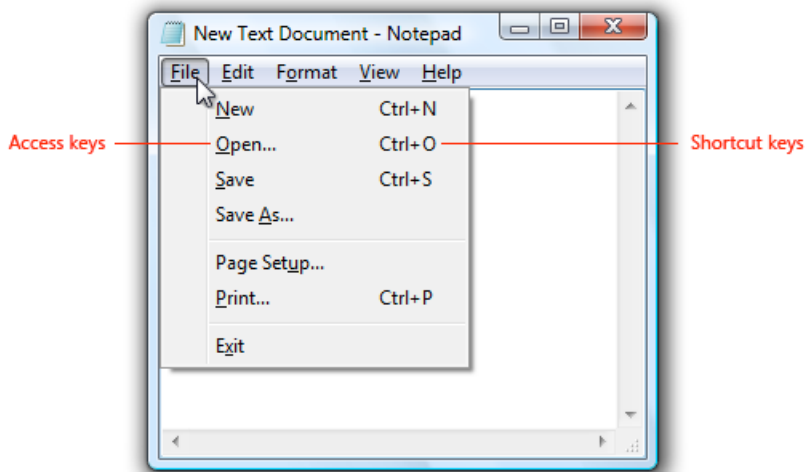
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as I, l, t, r, f can be used as hot key	Yes	n/a
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	yes	Please avoid setting hot keys on letters with downstrokes like q and g. Only use them if no other letter is available.
An additional letter, appearing between brackets after item name, can be used as hotkeys	Yes	n/a
A number, appearing between brackets after item name, can be used as hotkey	Yes	n/a
A punctuation sign, appearing between brackets after item name,	Yes	n/a

Hot Key Special Options	Usage: Is It Allowed?	Notes
can be used as hotkey		

Additional notes:

- When choosing access keys, it is important to choose the most significant letters, generally the first character, for the most important commands in a specific context, e.g. *Kipu*, *Musuq*, and using the remaining letters for the remaining items. If possible, use characters as close to the beginning of a word as possible. Ideally, there should be no items in the same dialog using the same access key, but if not enough letters are available, localizers will have to resort to duplicates.
- Access key consistency should be kept throughout a product and within a product family. Office and Windows should be used as reference.

Arrow Keys

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

Numeric Keypad

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

Shortcut Keys

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

Standard Shortcut Keys

US Command	US English Shortcut Key	Quechua Command	Quechua Shortcut key
General Windows Shortcut keys			
Help window	F1	yanapay	F1
Context-sensitive Help	Shift+F1	Aswan Yanapay	Mayús+F1
Display pop-up menu	Shift+F10	Akllanapaq qawachikuq	Mayús+F10
Cancel	Esc	Tukuchiy	Esc
Activate\Deactivate	F10	Barra Menu nisqata	F10

US Command	US English Shortcut Key	Quechua Command	Quechua Shortcut key
menu bar mode		kawsarichiy\wañuchiy	
Switch to the next primary application	Alt+Tab	Ñawpaq ruwayman tikray	Alt+Tab
Display next window	Alt+Esc	Huknin tuquta qawachiq	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Tuqupa menu nisqanta qawachiq	Alt+Barra espaciadora
Display pop-up menu for the active child window	Alt+-	Akllanapaq qawachikuq	Alt+-
Display property sheet for current selection	Alt+Enter	Akllasqapaq aswan allinta qawachikuq	Alt+Entrar ("Intro" in some keyboards, but it has been localized as "Entrar" in all Microsoft products)
Close active application window	Alt+F4	Qawasqa ruwaqta wichqay	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Huknin ruwana tuquman tikray	Alt+F4
Capture active window image to the Clipboard	Alt+Prnt Scrn	Clipboard nisqapi, qawasqa tuqupa siqinta churan	Alt+Imp Pan
Capture desktop image to the Clipboard	Prnt Scrn	Clipboard nisqapi, desktop nisqapa siqinta churan	Imp Pan
Access Start button in taskbar	Ctrl+Esc	Maypipas Qallariyman yaykuy	Ctrl+Esc
Display next child window	Ctrl+F6	Huknin tuquta qawachikun	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Hamuq panel nisqata qawachikuq	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Llankaykuna kamaqta, sistema nisqanta kawsarichiqa qallarichiq	Ctrl+Mayús+Esc
File Menu			
File New	Ctrl+N	Musuq kipu	Ctrl+U

US Command	US English Shortcut Key	Quechua Command	Quechua Shortcut key
File Open	Ctrl+O	Kipu kichay	Ctrl+A
File Close	Ctrl+F4	Kipu wichqay	Ctrl+F4
File Save	Ctrl+S	Kipu waqaychay	CTRL+G
File Save as	F12	Huk hinata kipu waqaychay	F12
File Print Preview	Ctrl+F2	Kipu ñawpaq qillqachiy qawana	Ctrl+F2
File Print	Ctrl+P	Kipu qillqachiy	Ctrl+P
File Exit	Alt+F4	Kipu lluqsiy	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	Allichay kutichiy	Ctrl+Z
Edit Repeat	Ctrl+Y	Allichay ruwapachiy	Ctrl+Y
Edit Cut	Ctrl+X	Allichay kuchuy	Ctrl+X
Edit Copy	Ctrl+C	Allichay mirachiy	Ctrl+C
Edit Paste	Ctrl+V	Allichay churay	Ctrl+V
Edit Delete	Ctrl+Backspace	Allichay wischuy	Ctrl+Barra espaciadora
Edit Select All	Ctrl+A	Allichay llapan akllay	Ctrl+E
Edit Find	Ctrl+F	Allichay maskay	Ctrl+B
Edit Replace	Ctrl+H	Allichay tikrachiy	Ctrl+L
Edit Go To	Ctrl+B	Allichay riy	Ctrl+I
Help Menu			
Help	F1	Yanapay	F1
Font Format			
Italic	Ctrl+I	Kirasqa	Ctrl+K
Bold	Ctrl+G	Yanachasqa	Ctrl+N
Underlined\Word underline	Ctrl+U	Chimpusqa	Ctrl+S
Large caps	Ctrl+Shift+A	Hatun qillqa	Ctrl+ Mayús+U
Small caps	Ctrl+Shift+K	Uchuy qillqa	Ctrl+ Mayús+L
Paragraph Format			

US Command	US English Shortcut Key	Quechua Command	Quechua Shortcut key
Centered	Ctrl+E	Chawpichasqa	Ctrl+T
Left aligned	Ctrl+L	Alliqchasqa	Ctrl+Q
Right aligned	Ctrl+R	Ichuqchasqa	Ctrl+D
Justified	Ctrl+J	Siqichasqa	Ctrl+J

Document Translation Considerations

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

Titles

In English the titles for chapters usually begin with "How to …" or with phrases such as "Working with …" or "Using …". In the Quechua version of Microsoft documentation, titles should begin with a name.

Example: How to delete files

(+) Kipukuna wischuy.

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