PASHTO STYLE GUIDELINES FOR SOFTWARE

Introduction:

This document contains set of general guidelines applicable to localization of all kinds of computer software from English into Pashto language. The Style Guide covers the areas of formatting, spelling, typographic conventions, grammatical conventions and the use of standardized terminology as well as sociocultural issues. The examples of this style guide are only for illustration purpose.

Reference Materials: Normative References:

- **1.** Mujawer Ahmad Zyar: **Pashto Grammar**. Danish Publishing Society Peshawar (2005)
- 2. Reshteen, Sediqullah: Pashto Grammar. Pashto Tolana-Kabul.
- **3.** Dr. Mujawer Ahmad Zyar: English Pashto dictionary of Prepositions, postpositions, Expressions, Idioms, Translation and comparison. Sapi's Center of Pashto Research and Development Peshawar(2000)
- **4. Pashto National Language Support (NLS) document**. Afghanistan Localization Program.
- **5. Pashto Locale Document- PAN Localization (Afghanistan)-** Afghanistan Localization Program.
- **6.** Mujawer Ahmad Zyar: **Pashto Siendgai-Neologism**. Sapai's Center for Pashto Research and Development (2000)
- **7. Pashto Computational Glossary**. Afghanistan Localization Program-Afghan Computer Science Association.
- **8. A Reference Grammar of Pashto**; Tegay Habibullah, Barbara Robson. Center of Applied Linguistics. Washington DC
- 9. Bara Galai Convention document (July.1990)

Informative References:

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

- **1.** Mohammad Gul Momand: **Da Pashto Zhabay Iyara**: Sapi's Center for Pashto Research and Development- Peshawer (2004)
- 2. Ulfat Gul Pacha: Lekwali Emla Aw Insha. Pashto Tolana-Kabul.
- 3. Pashto Qamos: Pashto Tolana- Kabul.

- **4.** Qalandar Momand: **Daryab**. NWFP Textbook pulishers-Peshawer (1994)
- **5.** Dr. Mujawer Ahmad Zyar: **Pocket Guide to Pashto synonyms**. Pashto Pangi Malgari-Peshawer. (1994)
- **6.** Shenwaray, Sarmohaqqiq dost. **Zara Paanga**. Afghanistan Academy of Sciences, International Center for Pashto researches. 1991.

General Language Guidelines

Follow up of the glossary:

The developed computational word glossary must be strictly followed in order to avoid anarchy as well as unify and standardize the translation work.

Afghanistan Localization Program (ALP) language specialists have developed a glossary of around 3000 terms to ease and standardize the translation of Microsoft LIP Localization and which has gone through long discussions with different linguists and technical experts. Although the work has been finalized by the most authorized national institutions and Pashto linguists, yet there is still room for further amendments, recommendations, suggestions to make this glossary more accurate and embellish. But any change to the glossary should first be proposed and recommended to the recognized authority before taking effect.

Avoid word to word translation:

Common sense must always be used when translating set phrases and set word collocations. In some cases word-for-word translations are highly unnatural or even misleading. Therefore when translating source language set phrases, their semantic and functional equivalents in target language have to be used. For example: a translator may translate "out of memory" as: له ياده بهر, while this is a completely different meaning.

Polite Request sentences:

English Polite Request Interrogative Sentences should be translated by Pashto Affirmative Sentences. In English negative and interrogative sentences are used for politeness. In Pashto the case is not the same. We can convert these interrogative sentences into affirmative sentences. To bring the matter into light let's take an example from English: "Would you please shut down your computer?" If we translated this sentence with the same Syntactical form: "إِنَا تَهُ بِهُ خَبِلُ كَمِيونَرُ كُلُ كُرُى" it could only be interpreted as a question not a request.

Try to be concise:

Preciseness is the essence for good translation therefore preciseness should be adopted in sentences and words as much as possible. Similarly in Pashto translation the use of helping auxiliaries should be avoided e.g " translate "is when taken as imperative, it would be converted in Pashto like, زباړه وکړی [ĵbằ:rðWåKrei] but for preciseness we can also write as: ([g^Jbǎ:rèí]. Similarly instead of: خبرې کوم: [κ^b^rί κ^ w^m], we can use: غږېږم [g^Jægðm]. Similarly instead of خورم: [κυ∂π] خوره:

It is suggested that the use of long helping suffixes should be avoided and short suffixes should be brought into practice. e.g: [Jbă:runĸăí] means translator but we have short alternative as:

رُباړن[Jbă:r∂n]. It is important in this perfective, to avoid lengthy suffixes and sophisticated form should be used. e.g. :

```
تبری کونکی [τærǎi κ^wu:nκǎi]
Invader
تبری گر [τærǎi q^3:]
```

Adjectives and verbal nouns:

```
He is an angry person: هغه قهرجن دی [h^gð κǎ:rdʒðn wi]
He is angry هغه په قهر دی: [h^gð κǎ:ræJi]
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Translation of Pronouns:

In most of the Pashto sentences, the last letter of the verb represents the object or subject. In these kinds of sentences, there is no need for the use of pronoun for claiming the object or subject, so don't translate the separate pronoun from the English source while the object is represented in the last letter of the verb. For example:

Clicking allows you to add more items.

In this sentence, "you" is second person's pronoun in English. But in Pashto translation, there is no need of visible pronoun separate from the verb. So it should be:

Clicking allows him to...

Here, him is 3rd person singular stands for هغه but in Pashto, the omission of هغه will not create any ambiguity in sense of text.

Localization

Localization means that the translated text needs to be adapted to the to the local language, customs and localization standards. For example, in many cases you would need to use Pashto names rather than English, e.g., Edward - $\frac{1}{2}$ (Atal), New York - Kandahar.

Ellipses and the issue of grammatical conflict:

The positions of sentence elements differ from a language to another, but in the software designs, it is impossible to change the positions of some elements such as boxes, list items, scroll lists etc... on the interface. While these positions are assigned according to the English sentence order, some of these elements may not be corresponding the Pashto grammatical order of the sentence. For example, the situation of verb in Pashto language is at the end of the sentence, while in English, it should be located at the middle of the sentence: for example:

English: Send to my document:

Verb + preposition+ object

Pashto: My document ta lezhal.

Object + preposition + verb

In the past, the problem was solved by using the ellipses on the location of object or element that is misplaced from its original grammatical location to the location specified on the interface according to the English grammatical rules.

But because this kind of the ellipses usage was in conflict with the usage of ellipses by Microsoft, the use of ellipses was decided to be avoided in the next translations, as a solution therefore, the translator were allowed to change the whole sentence case to another, as to change the interrogative sentence to a statement, but the spirit of the meaning must survive anyway. In this case we will consider the **propose** of the sentence rather than its structural **meaning**.

For example:

Example only!

Sentence should be in following format:

Bold

Italic

Underline

 We can change the structure to a question of interrogative form like if we say:

زغرد

رېوند

کرښن

Tone and Voice:

So, it is necessary to formalize computational translation to ensure full compliance to the linguistic rules.

While translating this software, translators have to keep in mind that the purpose of this process is to enable common people to understand the language easily and to use computer successfully. Therefore, the use of words should be such that more and more people are able to understand them.

The pronoun "you" is translated with a plural addressee pronoun in Pashto language by default. Also all the addressee forms should be plural for politeness purpose. Also the imperative sentence should always be translated to the plural masculine addressee form.

Spelling Variations

There are more than one written forms for some frequently used words; the standard written forms for these words are as below:

Incorrect	Correct	
-----------	---------	--

تاسو	تاسې	You
مونږ	موږ	We
ولاي (Went)	لاد	Went
ستاسو	ستاسي	Your
نه لامنه	له امله	Because of
يوازي	يواځې	Only
پرائستل	پرنیستل	Open
د پاره	لپاره	For
د کار څخه	له كار څخه	From (?)
له كار څخه	له کاره	From

However, څخه is removed/replaced by "o" for preciseness reason.

Prepositions

Pay attention to the correct use of the preposition in the translations. Influenced by English language, many translators omit them or add prepositions to their languages following the source language.

The use of same preposition in English might be different than its use in Pashto language. For example: the preposition "with" in English is used for many purposes while in Pashto, it is used only for showing accompany. Edit with paint brush. Here, the preposition "with" means using the mean of Paint Brushes. While if we translate the preposition into Pashto as it is, it will not convey the required meaning because we don't use its alternative Pashto preposition "www" for claiming the instrumentality. This example explains how important it is to understand the functions of prepositions before they are translated directly from other languages.

Capitalization

There is no upper/lower case distinction in Pashto language nor does the distinction of the cases in the original language impact the meaning in Target Pashto language.

Punctuation

Punctuation marks are used in writing to help better understand the meaning in the structures, phrases, clauses and sentences. Pashto language possesses its own punctuation rules. The use of some of punctuation marks in Pashto language can be different than English language. e.g. (-) Hyphen is used in English to separate a word into two parts. Similarly English compound words are written as:

Psycho-linguistics Psycho-Logic Neuro-Linguistics

This mark was not used in Pashto language for this purpose, although this was a useful new experience, the linguistic committee prefers to introduce this mark as a useful practice, but it should not be imitated arbitrarily by the translators in the case of other marks, and thus it is essential that punctuation marks should be used according to the necessity and demand of Pashto translation not to the pre-figuration of English punctuations. There is another example which proves the necessity of the consideration of the context and Pashto sentence case when using the punctuation marks:

In English language, after polite request, full stop is used instead of question mark although the sentence structures are completely interrogative. However, in Pashto, these sorts of sentences are translated into imperative sentences not into interrogative sentences. For example: Would you please shut down your computer.

We translate this sentence as: هیله ده کمپیوټر مو ګول کړئ.

Abbreviations

You might need to abbreviate some words in the User Interface (UI) mainly buttons or options names due to lack of space.

Abbreviations are used in English at a very large scale. The English abbreviations are internationally recognized and accepted. In Pashto, abbreviations are not so common to exist. Abbreviations need to be approved by the linguistic authority or have to be pre-defined in the list of provided abbreviations.

Some of the abbreviations are:

Pashto Abbrev.	English Abbrev.	Pashto meaning
وو	DD	ورخ
ست	HR	ساعت
م م	MM	میاشت
JJ	YY	كال
غ.م	AM	غرمه مخکې
غ. و	PM	غرمه مخ <i>کې</i> غرمه وروسته
دق.	Min.	دقيقه
سن.	Sec.	سانيه

Day names:

English name	Pashto full name	One word abbreviation	Two work abbreviation
Monday Tuesday	دوشنبه سه شنبه	د س	دو سه چه
Wednesday Thursday	چهارشنبه پنجشنبه جمعه	ج ج ش ی	ټټ پن جم شن پک
Friday	شنبه	-	•
Saturday	يكشنبه		
Sunday			

Some other abbreviations:

English	Complete	Abbreviated	Complete
abbreviation	English form	Pashto form	Pashto
			form
etc		ترپایه	ترپایه
Photog.	photograph	انځ.	انځور
Mus.	Music	مو.	موسيقي
Deg.	Degree	در.	درجه
Corp.	Corporation	ګم.	ګډماتون
Dict.	Dictionary	سين.	سيند
Elec.	Electronics	برېښ. لاسو .	برېښناتوكي
Doc.	Document	لاسو.	لاسوند
P.O Box	Post Box		پوست
			بکس
Gds	goods	توک	توكي
Govt.	Government	د ولت	پوست بک <i>س</i> ت <i>وکي</i> دولت
Gram	grammar	پښو	گرامر

Acronyms

As we don't have acronyms in Pashto, therefore, the computational and other acronyms should not be converted into Pashto but the complete English acronym has to be written in its original English letters. However some famous acronyms can be transliterated into Pashto. In case of having enough space, it is better to write the translation of the original English acronym after the acronym letters in English. e . g. RAM "يو اخ لوستنى ياد".

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Main GUI Components

This refers to all menus, menu items, commands, buttons, check boxes, etc., which should be **consistently** translated in the localized product. There are three things that have to be considered during the translation of menus, menu items and dialog boxes:

Use of the standard glossary:

Make sure that you have a copy of Microsoft standard glossary of your language that is developed by Afghanistan Localization Program. Any deviation from this glossary will lead to inconsistency in our language.

Use of similar verb forms in the sentence of same dialog box, menu or any other box.

For translation of the commands and buttons, we must use the infinitive forms of the verb. For dialog box options, check boxes and other option groups, either infinitive or imperative forms can be used.

Being precise as much as possible.

To keep the elegancy of the interface, It is important to be more precise. There are many ways, described in general language guidelines that will help you to be more precise in your language.

Main Menus

 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, and Help.



- Typically, main menus should be in one of two forms: noun or the infinitive form of verb.
- It is strictly wanted to refer to the glossary. You will find most of the menu items translated.
- For verb forms, please avoid using imperative form of verb, because in Pashto language, the imperative form mostly requires adding separate suffix that causes to use two words instead of one. "Print" would be جاب کری if we use its imperative form, but by using infinitive form, we can avoid having two words instead of one, in addition to this, the infinitive form of verb is common for past, present, feminine, masculine, plural and singular addressees. This can solve problem in many translations.

Examples:

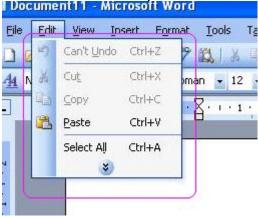
English	Translation
View	ليد
Edit	سمون
Insert	ورننويستل
Format	بڼه
Tools	توكي

Menu Items and Commands

Commands should always be infinitives. The same menu items may repeatedly come across the translation, so it is important to

ensure consistency in the translation of menu items.

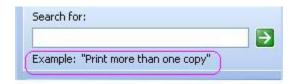
| Document| | - Microsoft Word



Examples:

English	Translation
Save As	ساتل لکه د
Print	چاپول
Select All	ټول ټاکل
File	دوتنه
Properties	ځانتياوې

Static text



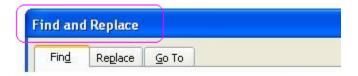
This informational text inside the dialog boxes should be translated consistently to the similar text in other dialog boxes. To bring the necessary consistency in the dialog boxes, similar verb tense should be used for the similar sentences.

Dialog Boxes

When translating dialog box interface 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. Take also into account that some applications,

currently not localized, may be localized in the future and the same solutions adopted now will be re-used later. This is particularly important when localizing identical dialog boxes found in several applications. An example of a common dialog box containing the same terminology is the Options dialog box on the Tools menu in the Office applications. All the tabs inside this dialog box have to be in the same verbal form, mainly infinitive.

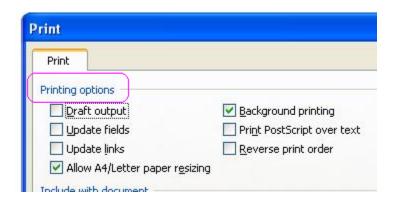
Dialog Box Titles



Dialog titles should be consistent with the menus items or menu commands that call them. Typically, menus are in infinitive form or proper noun forms, therefore dialog titles should be in infinitive form as well. Two things are extremely important for bringing consistency to our whole work. They are: to follow up of the standard glossary, and to use similar verb forms.

UI Category	English	Translation
Menu Item	Split cells	د خونو چوول
Dialog Title	Split cells	د خونو چوول

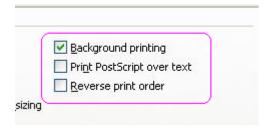
Group Box Titles



• It is not necessary to translate group box titles in accordance to the options it contains. The options inside the group boxes must be translated as they are: nouns by nouns, verbs by verbs, adjectives by adjectives. Also it is not important to use the infinitive forms of the verb only. We can use imperative or other forms here, provided that, the form doesn't change to another form in the current dialog box. When translating to the imperative form, the addressee has to be in plural form.

English	Translation
Include with document	له لاسوند سره نغاړل
Printing Options	چاپ غور اوي

Check boxes



- Check boxes must be translated as they are. In the same group of boxes, there might be names, adjectives or verbs. Everything has to be translated as it is in the source language.
- You can use, both, imperative and infinitive form of the verbs, provided that all the items from the same dialog boxes are translated in the same form. When translating to the imperative form, the addressee has to be in masculine, plural form.

Examples:

English	Translation
Enable reminder	يادووني وسالوئ
Don't show me this dialog again.	دغه خبرې اترې بيا مه راښاياست
Always ask me first	تل مي ړومبي پوښتئ

• Checkboxes can either be part of the group title sentence or separate phrases or words. It is up to the translators to decide how to fix the situation.

Buttons

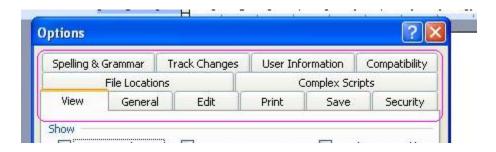


Typically, buttons should be in noun or infinitive forms. The
infinitive form is chosen because it is more precise and more
common in its scope, as explained in the menu guideline section.

English	Translation
Add	زياتول
Cancel	ړنګول



Dialog Box Tabs



Dialog box tabs should be treated similarly as the dialog box titles.

Examples:

Examplest	
English	Translation
Print	چاپول
Changes	بدلونونه
Format	بڼه

However, when verb forms are used. It is important to use the infinitive form for the necessary consistency purpose.

Lists Boxes/Tables

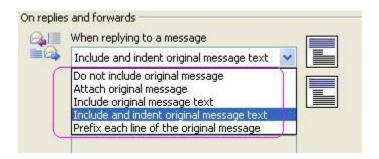
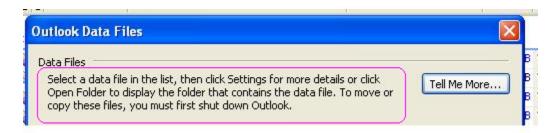


Table column and row headings should take the same language style throughout the software. It is up to the localizer to decide what verb form best fits the sentence, that can either be imperative form, or infinitive. For the imperative form, it is again important that the addressee is plural, masculine second person.

Instruction Text In Dialog Boxes



 When a user is expected to take action on a page or in a section, use imperative form, and address plural masculine gender. When the aim is to merely inform the user, the sentence is translated as it is.

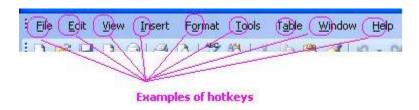
Examples:

English	Translation			
Change settings for the files Outlook uses to store e-mail messages and documents.	د هغې دوتنې امستنې بدلې کړئ چې Outlookيې د برېښليک استوزيو او لاسوندونو د زېرملو لپاره کاروي.			

The command and button between the instruction texts has to be translated consistently to where they were translated as buttons and commands.

Access Keys (also called Hot Keys)

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



Hot key special options	Usage: is it allowed?	Notes
"Slim characters", such as ﴿ ﴿ ﴿ ﴿ رَ حَمْهُ be used as hot key Example: اِسْنُوزہ	N/A	
Characters with downstrokes, such as على ألى ما التا التا التا التا التا التا التا ا	Yes	Can be used as hotkeys only when there is not dot or ring in the bottom and for the bottom
Extended characters can be used as hotkeys Example: Optión	N/A	N/A
An additional letter appearing (between brackets or not) after item name, can be used as hotkeys Example: Option	Yes	

A number, appearing between (between brackets or not) item name, can be used as hotkey Example: 3	Yes	Only (.) of Pashto can not be used as a hotkey
A punctuation sign, appearing (between brackets or not) after item name, can be used as hotkey Example: Option (\(\sigma\))	Yes	N/A
Additional notes:	 Don't place hotkeys on the words that have dots underneath them. Also don't place hotkeys on characters that have dots underneath them, like: (نَوْنَ نَوْنَ) For the letters that are used in two forms or downstrokes, and have no dots or rings underneath them, hotkeys can only be placed when they are in middle form. They are marked with an asterisk (*) in the below list 	

List of characters suitable as hot keys

Preferred characters to be used as Hotkeys:

character	Case sensitive		
	false		
,	Taise		
Í	false		
ĩ	false		
,	Taise		
ت	false		
ث	false		

7	false
?	false
ط	false
ظ	false
ف	false
ک	false
ګ	true
0	true
۶	false
ی	true
ۍ	true
ئ	true

Allowed characters to be used as Hotkeys:

Character	Case Sensitive
څ	True
ځ	TRUE
ح	TRUE
خ	TRUE
ر	FALSE
ز	FALSE
ژ	FALSE
س	TRUE
ش	TRUE
ص	TRUE
ض	TRUE
ع	TRUE
غ	TRUE

ق	TRUE
ل	TRUE
م	TRUE
ن	TRUE
و	FALSE

Text Strings With Hot keys

These strings are easily recognizable because they have hot keys. They often show up as names of buttons, commands, etc. and should be translated according to rules for main GUI components.



ToolTips

ToolTips have names that are identical to the commands or buttons they represent. You should ensure that this **consistency** is maintained in the localized software as well.



Most of the tips identifying the tasks of the buttons and commands that they call, make sure that the translation is consistent with the command it describes. For example, when you put your cursor on print preview icon: in the tool tip, it displays the same Print Preview command as the file menu. It is important to translate this tip in the same way as the command was translated.

InfoTips

InfoTips are 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 infinitives for verbal sentence, and translate other sentences are they are in US source.

English	Translation
Analyze items with a spreadsheet application.	د ويړ پانيز كاريال په وسيله توكي وشنئ.
Print Preview	چاپ مخلید

 For items that have an automatic action (one that requires no user manipulation) upon opening, use Pashto simple present tenses.

Examples:

English	Translation	
Opens the calendar.	کلیز پرانیزي	

Status Bar Messages

What Is A Status Bar Message?

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).

Status Bar Messages Language Style

If the status bar message is an instruction to the user, it can be translated to the imperative form but if it is mere information then both, infinitive and simple present tense can be used.

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

Examples:

Examples:				
Name		Category	English Status Bar message	Pashto Status Bar message
Edit		menu	Contains editing commands	سمونيزې بولۍ رانغاړي
Copy to Folder		menu	Copies the selected items to a new کي نوي ځای ته لمېسي کان د المېسي المحادی	
New		command	Creates a new document	نوى لاسوند پنځوي
		Make object visible?		څيز ليدوړی شي؟
			Word is converting the document. Press Esc to stop. Esc نم شي.	
			Datasheet View	د اومتوک پاڼې لید
			Done	وشو

Standardize!

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 *Pashto* version. Use one standard translation as in example below:

Press F1 to get Help. If you want Help press F1. To get Help press F1. د مرستی تر لاسونی لیاره F1 کښېکاریئ

Error Messages

What Is An Error Message?

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 can e.g. prompt the user to insert a disk in the disk drive, or inform of an error that requires rebooting the computer.

Error Messages Language Style

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.

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:

от рп	rase. Note that the letters used in placeholders convey a specific
mear	ning, see examples below:
	%d, %ld, %u, and %lu means <number></number>
	%c means <letter></letter>
	%s means <string></string>
Exam	ples of an error messages:
	"Checking Web %1!d! of %2!d!" means "Checking Web
<nun< td=""><td>nber> of <number>".</number></td></nun<>	nber> of <number>".</number>
	"INI file "%1!200s!" section" means "INI file " <string>" section"</string>
Note:	The positions of the placeholders may not match the Pashto
gram	matical rules. The translator may move the placeholder to the
appro	priate positions according to the Pashto sentence grammatical
rules	•

Standard Phrases In Error Messages

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

Ignore the English variety of forms and try to use unified phrases instead.

English	Translation	Example	Comment
Cannot Could not	نشي	دوتنه نشي موندلاي	
Failed to Failure of	پاتی راغی/پاتبینه	لاسوند ساتنه پاتي راغله	
Cannot find Could not find	نشي موندلاي	دوتنه نشي موندلاي	

 Unable to find Unable to locate			
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	كافي ياد نشته		
is not available is unavailable	نشي تر لاسبدلای	دوتنه نشي تر لاسېدلای	