LOGOS STYLE GUIDE FOR TRANSLATORS INTO GERMAN

Logos Style Guide for Translators into

SECTION 1: GENERAL

Please use the new spelling rules for translation.

Please use the following dictionaries as standard for spelling and grammar rules:
For German in general: Duden, last edition.
For medical terms: Pschyrembel, last edition.

IMPORTANCE OF STYLE

The style must be clear and accurate. If possible, avoid English-based structures. Use a simple style, and try to avoid ambiguities. The reader should not be given the impression that it is a translation.

POLITE FORM

There is no rule but it is better to use the polite form at all times to translate the English 2nd person present indicative and imperative. Concerning the translation of software strings, this is not always possible, as the German version is often much longer than the English one. In cases in which you have to create a short German translation, you can use the impersonal form. In the absence of restrictions, please always use the polite form.

English: Select the file you want to delete.
German: Wählen Sie die Datei, die Sie löschen möchten./Wählen Sie die zu
               löschende Datei
               Die zu löschende Datei wählen.

PASSIVE CONSTRUCTION

The structural passive voice is frequently used in German. When translating passive English sentences, you can use the same structure for German.
For example:

English: The file can be accessed by all users.
German: Die Datei kann von allen Anwendern aufgerufen werden.

TENSES

Tenses must be consistent throughout. Most of the time the future tense used in the English text will have to be replaced by the present in German.

E.g.:
English: Appendix B will describe another text feature
German: In Anhang B wird eine weitere Textfunktion beschrieben.

IDIOMS

If a German equivalent of an idiom exists, use it. Anglicisms must be avoided.
E.g.:
English: no matter how much…
German: Es hat keine Bedeutung, wie viel…/Unabhängig von der Menge…

-ING FORM (gerund)

Gerunds do not exist in German. They can be translated in various ways, and the translator will have to decide how to translate it according to the context.
In captions, sections, subchapters, chapters and titles, the English gerund should be replaced by the corresponding German noun or verb. Verb form is better style, also in titles the singular form in English is often rendered as plural form in German, e. g. Drucken von Dokumenten. The "How to…" construction is usually translated with "So…", here: "So drucken Sie ein Dokument".

English	German
Printing a document	Drucken von Dokumenten
How to print a document	So drucken Sie ein Dokument
This section contains important information to consider when installing software from the CD.	Dieser Abschnitt enthält wichtige Informationen, die bei der Installation der Software von der CD zu berücksichtigen sind.

ARTICLES

Brand, product and application names are never preceded by articles.

ACRONYMS

When acronyms appear for the first time, the translator must usually translate the acronyms into German, when the official acronym exists also in German and add, in brackets, their full form in German. In case there is no German acronym, then translate the full form into German and add, in brackets, the full English form followed by the English acronym.

English	German
BSA (Body Surface Area)	KO (Körperoberfläche)
DAO (Dynamic Atrial Overdrive)	Dynamische atriale Überstimulation (Dynamic Atrial Overdrive, DAO).

SENTENCE STRUCTURE AND WORD ORDER

German provides somewhat more flexibility than English does for ordering the principal parts of a sentence, in order to provide emphasis or clarity. Rather than limiting yourself to a rigid subject-verb-complement word order, use some flexibility where necessary and appropriate to avoid confusing or misleading sentences. In general, you put at the beginning of a sentence what you would like to emphasise. Please translate short sentences with clear syntax and the right references. After translating a paragraph, read it back to yourself and make sure that it really makes sense in German.

ABBREVIATIONS

Avoid the use of abbreviations, where possible, except "ca., usw., u. a., z. B., d. h." Use a non-breaking space for abbreviations that require spaces, such as "u. a.", "d. h." or "z. B.".
If the abbreviation is at the end of a sentence, use only one period.
Remember, too, that abbreviations in German are not necessarily capitalized, as they almost always are in English.

Abbreviations in German should end with a period. The main exception to this rule is metric units of measurement such as ml, kg, and so forth, which are written without the period, but there are many other exceptions.

English	German
Mb (Megabyte)	MB (Megabyte)
DPI (dots per inch)	dpi (dots per inch)
ppm and bpm (US for pulses per minute and beats per minute)	min^{-1} (translation approved by the European Law to be used obligatorily in Europe)

If you have to invent an abbreviation, for instance, in order to make some text fit in a reduced space or to shorten a software string, make sure that the abbreviation conveys as much information as possible within the space allowed.

PUNCTUATION

The German punctuation conventions should always be observed. Do not follow the English text. Observe furthermore the following:
A space only <u>after</u> a colon, a semicolon, an exclamation point, a question mark, a comma, a period.
A space before and after a hyphen, except in the case of composed subjects and hyphenations.

TIME, DATE, NUMERICAL FORMATS, etc.

Time: 24-hour clock; hours and minutes separated by colon and adding the word "Uhr".

English	German
2:00 pm	14:00 Uhr (DIN 5008), also 14.00 Uhr
8:15 am	08:15 Uhr (DIN 5008), also 8.15 Uhr

Date: Short Date Order: DMY, separated by a period
Leading zero for months.

English	German
06/24/98	**24.06.98**

Long Date Format: dddd MMMM yyyy.

English	German
24 June 1998	24. Juni 1998 or 24. Juni '98

Temperatures
Degrees Celsius
In German, insert a space between degree symbol and number but no space between symbol and letter C.
E.g.: 28 °C

UNITS OF MEASUREMENT

British measures must be converted to metric units except for 3,5" disks and display units.

Example:

English	German
The monitor weighs 74 lbs.	Der Monitor wiegt 33,5 kg.
The keyboard is approximately 18 inches long.	Die Tastatur hat eine Länge von ca. 45 cm.

Metric units such as cm, ml, kg and so forth are written without the full stop. British measures must be converted to metric units.

Length - Distance		
meter	m	1 m = 0.001 km = 39.37 in = 3.28 ft = 1.09 yd
centimeter	cm	1 cm = 0.01 m = 0.3937 in = 0.0328 ft = 0.0109 yd
kilometer	km	1 km = 1000 m = 1093.61 yd = 0.5396 naut mi = 0.62137 mi
inch (pollice)	1", in	1 in = 0.0833 ft = 0.0278 yd = 2.54 cm = 0.0254 m
foot (piede)	1', ft	1 ft = 12 in = 0.333 yd = 30.48 cm = 0.3048 m
yard (iarda)	yd	1 yd = 3 ft = 36 in = 91.44 cm = 0.9144 m
nautical mile	naut mi	1 naut mi = 1.853 km = 1'853.18 m = 2'026.67 yd = 1.151 mi
US statute mile	mi	1 mi = 1.609 km = 1'609.35 m = 1'760 yd = 0.868 naut mi
hand (palmo)	hand	1 hand = 4 in = 0.3332 ft = 0.111 yd = 10.16 cm = 0.1016 m
span (spanna)	span	1 span = 9 in = 0.7497 ft = 0.25 yd = 22.86 cm = 0,2286 m

Surface		
square meter	m²	1 m² = 10'000 cm² = 0.0001 ha = 1,550 in² = 10.76 ft² = 1.196 yd²
square centimeter	cm²	1 cm² = 0.0001 m² = 0.155 in² = 0.0011 ft² = 0.00012 yd²
square kilometer	km²	1 km² = 1'000'000 m² = 100 ha = 0.386 mi² = 247.105 ac
are	a	1a = 100 m² = 0.01 ha = 1'076.39 ft² = 119.599 yd² = 0.0000386 mi² = 0.024 ac
hectare	ha	1 ha = 100 a = 10'000 m² = 0.01 km² = 107'639.1 ft² = 0.0039 mi² = 2.47 ac
square inch	in²	1 in² = 0.00694 ft² = 6.4516 cm²
square foot	ft²	1 ft² = 0.092 m² = 144 in² = 0.111 yd²
square yard	yd²	1 yd² = 0.836 m² = 8'361.27 cm² = 9 ft² = 1'296 in² = 0.0002 ac
square mile	mi²	1mi² = 2.59 km² = 259 ha = 640 ac
acre	ac	1 ac = 4'046.86 m² = 0.0040 km² = 0.40 ha = 40.47 a = 43.560 ft² = 4840 yd² = 0.00156 mi²

Volume		
cubic meter	m³	1 m³ = 1'000 dm³ = 35.3146 ft³ = 61'023.744 in³ = 1.308 yd³ = 264.20 gal$_{US}$ = 219.97 gal$_{UK}$
cubic decimeter; liter	dm³	1 dm³ = 1 l = 0.001 m³ = 61.024 in³ = 0.0353 ft³ = 0.00131 yd³ = 0.26417 gal$_{US}$ = 0.21997 gal$_{UK}$
cubic centimeter	cm³, cc	1 cm³ = 0.001 dm³ = 0.001 l = 0.061 in³ = 0.000264 gal $_{US}$ = 0.00022 gal$_{UK}$
cubic inch	in³	1 in³ = 0.0000164 m³ = 0.0164 dm³ = 0.0005787 ft³ = 0.0043 gal$_{US}$ = 0.0036 gal$_{UK}$
cubic foot	ft³	1 ft³ = 0.02832 m³ = 28.32 dm³ = 1'728 in³ = 0.037 yd³ = 7.48 gal$_{US}$ = 6.23 gal$_{UK}$
cubic yard	yd³	1 yd³ = 0.764 m³ = 764.55 dm³ = 46'656 in³ = 27 ft³ = 201.97 gal$_{US}$ = 168.18 gal$_{UK}$
US gallon	gal$_{US}$	1 galUS = 0.00378 m³ = 3.785 dm³ = 231 in³ = 0.134 ft³ = 0.0049 yd³ = 0.833 gal$_{UK}$
UK gallon	gal$_{UK}$	1 galUK = 0.00455 m³ = 4.546 dm³ = 277.42 in³ = 0.16 ft³ = 0.0059 yd³ = 1.2 gal$_{US}$

Pressure – force/area		
pascal	Pa	1 Pa = 1 N/m² 1 kPa = 0.01 bar = 0.1 N/cm² = 0.10 mH2O = 7.5 mm$_{Hg}$ = 0.0099 atm =0.145 psi = 0.02088 lbf/ft² = 0.334 ft$_{H2O}$
bar	bar	1 bar = 100'000 Pa = 100 kPa = 1.0197 kg/cm² = 10.198 m$_{H2O}$ = 750 mm$_{Hg}$ = 0.987 atm = 14.5 psi = 33.455 ft$_{H2O}$
millibar	mbar	1 mbar = 100 Pa = 0.010 m$_{H2O}$ = 0.750 mm$_{Hg}$ = 0.00102 kg/cm² = 0.0145 psi = 2.088 ldf/ft² = 0.033 ft$_{H2O}$
millimeters of mercury	mm$_{Hg}$	1 mm$_{Hg}$ = 133.322 Pa = 0.133 kPa = 0.00133 bar = 0.0136 m$_{H2O}$ = 0.00131 atm = 0.00136 kg/cm² = 0.01934 psi = 2.78 ldf/ft² = 0.045 ft$_{H2O}$
technical atmosphere = kgf/cm²	at, kg/cm²	1 at = 1 kg/cm² = 735.56 mm$_{Hg}$ = 10 mH2O = 98066.50 Pa = 98.067 kPa = 0.981 bar = 0.968 atm = 14.22 psi = 2048.16 lbf/ft² = 32.81 ft$_{H2O}$
metric atmosphere	atm	1 atm = 101'325 Pa = 760 mm$_{Hg}$ = 1.033 at = 10.33 m$_{H2O}$ = 1.01 bar = 14.696 psi = 2116.22 lbf/ft² = 33.9 ft$_{H2O}$
meters of water column	m$_{H2O}$	1 m$_{H2O}$ = 9806 Pa = 0.09806 bar = 73.55 mm$_{Hg}$ = 0.9806 N/cm² = 0.09678 atm = 0.0999 at = 1.4224 psi = 204.8 lbf/ft² = 3.28 ft$_{H2O}$
feet of water	ft$_{H2O}$	1 ft$_{H2O}$ = 2988.87 Pa = 0.0299 bar = 0.3048 m$_{H2O}$ = 22.419 mm$_{Hg}$ = 0.0295 atm = 0.03048 kg/cm² = 0.4335 psi = 62.42 lbf/ft²
pounds per square inch	psi	1 psi = 6'894.76 Pa = 6.894 kPa = 0.069 bar = 0.703 m$_{H2O}$ = 51.715 mm$_{Hg}$ = 0.689 N/cm² = 0.068 atm = 0.0703 kg/cm² = 144 lbf/ft² = 2.31 ft$_{H2O}$
pounds per square foot	lbf/ft²	1 lbf/ft² = 2'988.87 Pa = 2.99 kPa = 0.0299 bar = 0.3048 m$_{H2O}$ = 22.418 mm$_{Hg}$ = 0.299 N/cm² = 0.0295 atm = 0.0305 at = 0.433 psi = 62.424 lbf/ft²

Volume flow rate

cubic meters per second	m³/s	1 m³/s = 60 m³/min = 3'600 m³/ora = 1'000 l/s = 60'000 l/min = 6'102'374.42 in³/s = 2'118.88 ft³/min = 15'850.32 gpm = 13'198.13 I gpm
cubic meters per minute	m³/min	1 m³/min = 0.0167 m³/s = 60 m³/h = 16.67 l/s = 1'000 l/min = 35.31 ft³/min = 264.17 gpm = 219.97 I gpm
cubic meters per hour	m³/h	1 m³/h = 0.000278 m³/s = 0.0167 m³/min = 0.28 l/s = 16.67 l/min = 1017.06 in³/min = 0.588 ft³/min = 4.40 gpm = 3.66 I gpm
litres per second	l/s	1 l/s = 0.001 m³/s = 0.06 m³/min = 3.6 m³/h = 60 l/min = 3661.42 in³/min = 2.12 ft³/min = 15.85 gpm = 13.198 I gpm
litres per minute	l/min	1 l/min = 0.001 m³/min = 0.06 m³/h = 0.0167 l/s = 61.024 in³/min = 0.035 ft³/min = 0.264 gpm = 0.22 Igpm
cubic inches per minute	in³/min	1 in³/min = 0.00027 l/s = 0.016 l/min = 0.00058 ft³/min = 0.0043 gpm = 0.0036 I gpm
cubic feet per minute	ft³/min	1 ft³/min = 0.00047 m³/s = 0.028 m³/min = 1.7 m³/h = 0.472 l/s = 28.32 l/min = 1'728 in³/min = 7.48 gpm = 6.23 I gpm
gallons per minute	gpm	1 gpm = 0.0038 m³/min = 0.227 m³/h = 0.063 l/s = 3.785 l/min = 231 in³/min = 0.134 ft³/min = 0.833 I gpm
imperial gallons per minute	I gpm	1 I gpm = 0.000076 m³/s = 0.00454 m³/min = 0.273 m³/h = 0.076 l/s = 4.55 l/min = 277.42 in³/min = 0.16 ft³/min = 1.2 gpm

Velocity

meters per second	m/s	1 m/s = 60 m/min = 3.6 km/h = 39.37 in/s = 2'362.2 in/min = 3.28 ft/s = 196.85 ft/min = 2.237 mi/h = 1.94 kn
kilometers per hour	km/h	1 km/h = 0.278 m/s = 16.67 m/min = 10.963 in/s = 656.17 in/min = 0.91 ft/s = 54.68 ft/min = 0.62 mi/h = 0.54 kn
meters per minute	m/min	1 m/min = 0.0167 m/s = 0.06 km/h = 0.66 in/s =39.37 in/min = 0.0547 ft/s = 3.28 ft/min = 196.85 ft/h = 0.037 mi/h = 0.032 kn
inches per second	in/s	1 in/s = 0.0254 m/s = 1.524 m/min = 0.091 km/h = 60 in /min = 0.083 ft/s = 5 ft/min = 300 ft/h = 0.057 mi/h = 0.049 kn
inches per minute	in/min	1 in/min = 0.0254 m/min = 0.001524 km/h = 0.167 in/s = 0.0014 ft/s = 0.083 ft/min = 5 ft/h
feet per second	ft/s	1 ft/s = 0.305 m/s = 18.288 m/min = 1.097km/h = 12 in/s = 720 in/min = 60 ft/min = 0.68 mi/h = 0.59 kn
feet per minute	ft/min	1 ft/min = 0.00508 m/s = 0.3048 m/min = 0.0183 km/h = 0.2 in/s = 12 in/min = 0.0167 ft/s = 60 ft/h = 0.011 mi/h = 0.0099 kn
feet per hour	ft/h	1 ft/h = 0.005 m/min = 0.0033 in/s = 0.2 in/min = 0.0167 ft/min
miles per hour	mph	1 mph = 0.447 m/s = 26.82 m/min = 1.609 km/h = 17.6 in/s = 1'056 in/min = 1.47 ft/s = 88 ft/min = 0.87 kn
nautical miles per hour = knot = nodo	kn	1 kn = 0.51 m/s = 30.89 m/min = 1.85 km/h = 20.27 in/s = 1'216 in/min = 1.69 ft/s = 101.33 ft/min = 1.15 mi/h

Angular velocity

radians per second	rad/s	1 rad/s = 60 rad/min = 0.159 rps = 9.55 rpm
radians per minute	rad/min	1 rad/min = 0.0167 rad/s = 0.0026 rps = 0.159 rpm
revolutions per second	rps	1 rps = 60 rpm = 6.283 rad/s = 376.99 rad/min
revolutions per minute	rpm	1 rpm = 0.0167 rps = 0.1047 rad/s = 6.283 rad/min

Force		
Newton	N	1 N = 0.102 kg$_f$ = 0.0001 t = 0.2248 lbf = 3.597 ozf
kilogram force; kilopond	kg$_f$; kg$_p$	1 kg$_f$ = 9.81 N = 0.001 t = 2.204 lbf = 35.27 ozf
weight ton	t	1 t = 9'806.65 N = 1'000 kgf = 2'204.62 lbf = 35'274 ozf
kilopound	kp	1 kp = 4'448 N = 453.59 kgf = 1'000 lbf = 16'000 ozf
pound force (libbra)	lb$_f$	1 lbf = 4.448 N = 0.454 kgf = 16 ozf
ounce force (oncia)	oz$_f$	1 ozf = 0.278 N = 0.028 kgf = 0.0625 lbf

Power – work time		
kilowatt	kW	1 kW = 1.36 CV = 1.34 hp = 737.56 lbf·ft/s = 4'4253.7 lbf·ft/min = 859.84 kcal/h = 3'412.14 btu/h = 101.97 kgf·m/s
metric horsepower	CV	1 CV = 0.735 kW = 0.986 hp = 75 kg·m/s = 542.47 lbf·ft/s = 632.41 kcal/h = 2'509.62 btu/h = 75 kgf·m/s
kilogram force-meter per second	kg$_f$ m/s	1 kgf·m/s = 0.01 kW = 0.013 CV = 0.013 hp = 7.23 lbf·ft/s = 433.98 lbf·ft/min = 8.43 kcal/h = 33.46 btu/h
kilocalories per hour	kcal/h	1 kcal/h = 0.0012 kW = 0.0016 CV = 0.00156 hp = 0.8578 lbf·ft/s = 51.47 lbf·ft/min = 3.97 btu/h = 0.12 kgf·m/s
horsepower	HP	1 HP = 1.014 CV = 0.746 kW = 550 lbf·ft/s = 33000 lbf·ft/min = 641.19 kcal/h = 2'544.43 btu/h = 76.04 kgf·m/s
foot pound-force per second	lb$_f$·ft/s	1 lbf·ft/s = 0.0013 kW = 0.0018 CV = 0.0018 hp = 60 lbf·ft/min = 1.166 kcal/h = 4.63 btu/h = 0.138 kgf·m/s
foot pound-force per minute	lb$_f$·ft/min	1 lbf·ft/min = 0.000023 kW = 0.0167 lbf·ft/s = 0.019 kcal/h = 0.077 btu/h = 0.0023 kgf·m/s
british thermal unit per hour	BTU/h	1 btu/h = 0.00029 kW = 0.216 lbf·ft/s = 12.97 lbf·ft/min = 0.25 kcal/h = 0.030 kgf·m/s

Work - Energy - Momentum - Torque - Heat		
joule	J	1 J = 1N·m = 0.102 kgf·m = 0.00024 kcal = 8.85 lbf·in = 0.74 lbf·ft = 0.00095 BTU
kilogram-force meter	kgf·m	1 kgf·m = 9.807 J = 0.0023 kcal = 86.80 lbf·in = 7.233 lbf·ft = 0.0093 BTU
metric horsepower hour	CV·h	1 CV·h = 270'000 kgf·m = 0.736 kW·h = 632.41 kcal = 2'509 BTU
kilocalorie	kcal	1 kcal = 4.1868 kJ = 426.93 kgf·m = 0.0016 CV·h = 0.0012 kW·h = 37'056.3 lbf·in = 3'088 lbf·ft = 3.97 BTU
kilowatt hour	kW·h	1 kW·h = 3'600 kJ = 1.36 CV·h = 859.8 kcal = 3'412.14 BTU
pound force inch	lb$_f$·in	1 lbf·in = 0.113 J = 0.0115 kgf·m = 0.083 lbf·ft = 0.0001 BTU
pound force foot	lb$_f$·ft	1 lbf·ft = 1.356 J = 0.138 kgf·m = 0.324 cal = 12 lbf·in = 0.0013 BTU
horse power hour	HP·h	1 HPh = 2.684 MJ = 641.19 kcal = 1.014 CV·h = 0.746 kW·h = 1'980'000 lbf·ft = 2'544.43 BTU
british thermal unit	BTU	1 BTU = 1'055.056 J = 107.58 kgf·m = 0.0004 CV·h = 0.252 kcal = 0.00029 kWh = 9'338.03 lbf·in = 778.17 lbf·ft

Density		
kilogram per cubic meter	kg/m³	1 kg/m³ = 0.001 kg/dm³ = 0.001 t/m³ = 0.001 g/cm³ = 0.062 lb/ft³ = 0.00075 tn/yd³ = 0.00084 s tn/yd³ = 0.133 oz/gal
kilogram per cubic decimeter	kg/dm³	1 kg/dm³ = 1'000 kg/m³ = 0.001 g/cm³ =1 t/m³ = 1 g/cm³ = 62.42 lb/ft³ = 0.036 lb/in³ = 133.53 oz/gal
tonne per cubic meter	t/m³	1 t/m³ = 1'000 kg/m³ = 1 kg/dm³ = 0.001 kg/cm³ = 1 g/cm³ = 62.43 lb/ft³ = 0.036 lb/in³ = 0.752 tn/yd³ = 0.843 s tn/yd³ = 133.53 oz/gal
pound per cubic foot	lb/ft³	1 lb/ft³ = 16.018 kg/m³ = 0.016 kg/dm³ = 0.016 t/m³ = 0.016 g/cm³ = 0.00058 lb/in³ = 0.012 tn/yd³ = 0.0135 s tn/yd³ = 2.14 oz/gal
pound per cubic inch	lb/in³	1 lb/in³ = 27.68 kg/dm³ = 0.02768 kg/cm³ = 27.68 t/m³ = 27.68 g/cm³ = 1'728 lb/ft³ = 20.83 tn/yd³ = 23.33 s tn/yd³ = 3'696 oz/gal
ounce per gallon	oz/gal	1 oz/gal = 7.489 kg/m³ = 0.00749 kg/dm³ = 0.00749 t/m³ = 0.00749 g/cm³ = 0.467 lb/ft³ = 0.00027 lb/in³ = 0.00563 tn/yd³ = 0.0063 oz/gal

Temperature		
kelvin	K	$K = °C + 273.15$ $\qquad K = 1.8 \cdot °R$ $\qquad K = [5/9 \cdot °F] + (459.67/1.8)$
degree centigrade	°C	$°C = (°F - 32) \cdot 5/9$ $\qquad °C = K - 273.15$ $\qquad °C = (5/9) \cdot °F - (32/1.8)$
degree fahrenheit	°F	$°F = 9/5 \cdot °C + 32$ $\qquad °F = °R - 459.67$ $\qquad °F = (9/5) \cdot K - 459.67$
degree Rankine	°R	$°R = (5/9) K$ $\qquad °R = 491.67 + (9/5) \cdot °C$ $\qquad °R = 459.67 + °F$

Acceleration		
meter per square second	m/s²	1 m/s² = 100 cm/s² = 0.001 km/s² = 3.28 ft/s² = 39.37 in/s² = 0.00062 mi/s²
centimeter per square second	cm/s²	1 cm/s² = 0.01 m/s² = 0.00001 km/s² = 0.0328 ft/s² = 0.394 in/s²
kilometer per square second	km/s²	1 km/s² = 1'000 m/s² = 100'000 cm/s² = 3'280.84 ft/s² = 39'370.08 in/s² = 0.621 mi/s²
foot per square second	ft/s²	1 ft/s² = 0.3048 m/s² = 30.48 cm/s² = 12 in/s²
inch per square second	in/s²	1 in/s² = 0.0254 m/s² = 2.54 cm/s² = 0.083 ft/s²
mile per square second	mi/s²	1 mi/s² = 1'609.34 m/s² = 1.609 km/s² = 5'280 ft/s² = 63'360 in/s²

PAPER SIZE AND CONVERSION

Inches	Millimeters
3 ½ x 7 inches	90 x 178 mm
4 x 8 inches	102 x 204 mm
5 ¼ x 5 3/4 inches	133 x 146 mm
5 ¼ x 8 inches	133 x 203 mm
5 7/8 x 8 1/4 inches	148 x 210 mm (A5)
7 x 9 inches	178 x 229 mm
8 ½ x 11 inches	216 x 280 mm
11 3/4 x 16 1/2 inches	297 x 420 mm (A3)
8 ¼ x 11 3/4 inches	210 x 297 mm (A4)

SEPARATORS

Numerical: Decimal Separator: comma.
Thousands separator: with or without space, also period (the Duden does not mention this possibility).

English	German
1.5 mm	1,5 mm
1,235	1.235
230,000,000	230.000.000
41,525.69874	41.525,69874

CAPITALIZATION

Do not follow the English capitalization, especially when it is used for emphasis. Please follow the German rules.

English	German
To Save a File in your Local Directory	Speichern einer Datei im lokalen Verzeichnis

NUMBERS

Arabic numerals are used in technical manuals.

Arabic numerals are used for measurements, statistics, percents, date and time, or for numbering pages, chapters, and paragraphs.

Arabic numerals, but also Roman numerals at times, are used for books, volumes, sections, etc.

English	German
5 directories and 12 files.	5 Verzeichnisse und 12 Dateien.
24 June 1998	24. Juni 1998
Refer to section II for more information.	Weitere Informationen hierzu finden Sie in Abschnitt II.

SECTION 2: SOFTWARE

USE OF VERBS/NOUNS

Always use the infinitive form of the verb to translate menu commands. Use a nominal form for options and dialog boxes, or a verb (if an action is involved)

English	German
Cancel (menu command)	Abbrechen
New File (menu option)	Neue Datei
Go To (menu option)	Gehe zu
Create a New Folder (menu option)	Neuen Ordner erstellen (Menüoption)
Create a New Folder (dialog box)	Erstellen eines neuen Ordners (Dialogfeld)
Save As (menu option)	Speichern unter (Menüoption)
Save As (dialog box)	Speichern unter (Dialogfeld)

ERROR MESSAGES

A concise, impersonal form is preferable. But in German, the personal form is also used, e.g.:

English	German
This file cannot be opened	Diese Datei kann nicht geöffnet werden
Are you sure you want to delete this folder?	Soll dieser Ordner wirklich gelöscht werden? Möchten Sie diesen Ordner wirklich löschen?

SECTION 3: ON LINE HELP

TRANSLATION OF HELP TOPICS

Where possible, nouns should be used. As a general rule the article should be deleted and there should be no punctuation. The translator should abide by the typography used for menu names, options and dialog boxes mentioned in the titles (i.e., capitalized words).

English	German
Selecting files	Dateiauswahl
The File menu	Menü Datei
Using the Save command	Verwenden des Befehls Speichern

TERMINOLOGY

The software and help topics terminology should be consistent. Ask your Project Manager for latest updated software files relevant to product manual you are translating.

INDEX ENTRIES

The index of a Help file is one of the components that is most frequently consulted and at the same time most difficult to translate well. It is composed of elements originating from different documents.

Index entries should be agreed upon before the project starts.

Do not use "of" at the end of an entry, for example: "Classification, normes of" instead, type "Klassifikation, Richtlinien".
Index entries should follow the German ortographic rules. For example, "page" should be in upper, but "therapies, automatic" should be "Therapien, automatische".

Remember to sort out/proof read the index at the end of translation in order to delete or rearrange duplicates.

SECTION 4: DOCUMENTATION

MANUAL NAMES

Please translate first the product name and then the manual name, e.g.:

Photon User Guide = Photon Gebrauchsanweisung

COPYRIGHT INFORMATION

Trademarks are not translated, but the relevant details should be translated:

All rights reserved   Alle Rechte vorbehalten.
Trademark   Warenzeichen

REFERENCES AND PUBLISHING DATES

Example:

English	German
PN 9193174 Rev A	AN 9193174 Überarb. A
Ordering No. 20 58 220 Rev 1	Bestellnr. 20 58 220 Überarb. 1
December 1999	Dezember 1999

CROSS REFERENCES, HEADERS AND FOOTERS

In the manual and documentation, there may be cross references and index markers that need to be updated in each chapter, usually in the translation tool. All index markers should be translated. They are used to generate the book index. Verify this with your Project Manager. Headers and footers must be translated too.

NAMES AND ADDRESSES
Do only translate relevant parts of addresses, such as names of cities and countries (e.g., in the part dedicated to technical support).

REFERENCE TO OTHER PAGES OR CHAPTERS

The form "See also:" should be translated with "Siehe auch..."
The form "For more information about..., see chapter (or section)..."
should be translated with "Weitere Informationen zu… finden Sie im Kapitel
(oder Abschnitt)...".

INDEX

See Section 3 above…

PAPER SIZE AND CONVERSION

Inches	Millimeter
3 1/2 x 7 inches	90 x 178 mm
4 x 8 inches	102 x 204 mm
5 1/4 x 5 3/4 inches	133 x 146 mm
5 1/4 x 8 inches	133 x 203 mm
5 7/8 x 8 1/4 inches	148 x 210 mm (A5)
7 x 9 inches	178 x 229 mm
8 1/2 x 11 inches	216 x 280 mm
11 3/4 x 16 1/2 inches	297 x 420 mm (A3)
8 1/4 x 11 3/4 inches	210 x 297 mm (A4)

CALLOUTS

Callouts are text that appears outside a screen shot or illustration in printed
documentation. Callouts are to be translated and compared with the actual screen
to ensure consistency of terminology. *(Before a translation project begins, ensure
that you are provided with screen shots from the client, to check consistency with
software files)*. Please end callout phrases and sentences with a period.

CHECK LIST

Ensure you have checked/proofread for the following:

- spelling/grammatical errors
- punctuation (text, figures, tables)
- text is completely translated - no sentence/paragraph is missing
- typographic conventions are consistent
- hyphenation globally correct
- company names and product names are correct
- consistent terminology
- cross-references and key words correspond to standard list
- quotation marks are correct (German „a")
- TOC and INDEX are correct, no terms remained in English, there are no double entries
- graphics correspond to original and that screenshots are consistent with translated text, for this reason screenshots have to be provided before start of translation.
- headers and footers are translated