# LOGOS STYLE GUIDE FOR TRANSLATORS INTO SPANISH

# ***SECTION 1: GENERAL***

## IMPORTANCE OF STYLE

The style must be clear and accurate. If possible, avoid anglicisms or 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.

## INFINITIVE OR PERSONAL FORM

The use of infinitive is very common in English manuals, especially when presenting instructions to the user. However, it's use is very rare in Spanish. It must be replaced by the third person imperative, except in very specific cases (menus, dialog boxes, text in buttons, etc), almost always related to software and implying the execution of an action, in which cases infinitive is acceptable.

**English**: Select the report you want to print.
**Spanish**: Seleccione el informe que desee imprimir

Be consistent throughout the text.

## USE OF "usted", "Ud." AND "Vd."

The explicit use of "usted" as a subject pronoun should be kept to a minimum. Please use it only to avoid ambiguity. Specifically, if it is understood in context that the text is addressing the reader, this should be sufficient to eliminate ambiguity. For example:

Si tiene un monitor de 17 pulgadas, puede especificar una resolución de 1024x768.
(*Usted* is not necessary before *tiene*.)

Please use the abbreviation "Ud." rather than "Vd.".

## SENTENCE STRUCTURE AND WORD ORDER

Spanish provides somewhat more flexibility than English does for ordering the principal parts of a sentence, in order to provide emphasis or clarity. Rather than limit yourself to a rigid subject-verb-complement word order, use some flexibility where necessary and appropriate to avoid confusing or misleading sentences.

After translating a paragraph, read it back to yourself and make sure that it really makes sense in Spanish.

## PASSIVE TO ACTIVE CONSTRUCTION

The structural passive voice (ser + past participle) is much less frequently used in Spanish than in English. When translating passive English sentences, consider changing them to active voice, or using the reflexive ("se") passive to obtain a more natural text. For example:

**English**: All captures should be deleted before proceeding.
**Spanish**: Se deben borrar todas las capturas antes de continuar.

## 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 Spanish.

E.g.:
**English**: Appendix B will describe other features.
**Spanish**: En el Apéndice B se describen otras funciones.

## -ING FORM (gerund)

The Gerund can be translated in various different 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 correspondent Spanish noun

| English | Correct form | Incorrect form |
|---|---|---|
| Printing a report | Impresión de un informe | Imprimir/Imprimiendo un informe |
| Saving an EGM | Almacenamiento de un EGM | Cómo guardar un EGM |

If the translation of the gerund with a noun should result in a heavy or even impossible expression, it is recommended to use the form "Cómo..." followed by the infinitive:

**English**: Pasting text
**Spanish**: Cómo pegar texto

## IDIOMS

If a Spanish equivalent of an idiom exists, use it. Anglicisms must be avoided.

E.g.:
**English**: no matter how much…
**Spanish**: no importa cuanto…

## ARTICLES

Brand, product and application names are not preceded by articles in most cases.

| English | Spanish |
|---|---|
| Ventritex, Cadence, Cadet, Contour and HVS are registered trademarks…, Inc. | Ventritex, Cadence, Cadet, Contour et HVS son marcas comerciales registradas de…, Inc. |

In text, it is possible to use the article before the name of the product to avoid repeating words like “el dispositivo”, el “DAI”, etc.

## POSSESIVE ARTICLES AND DETERMINERS

Special attention should be paid to the translation of possessive determiners. Though they are widely used in English, the translator should avoid literal translations.

E.g.:
**English**: Program your device…
**Spanish**: Programe el dispositivo…

## ACRONYMS

When acronyms appear for the first time, the translator must usually add, in brackets, their full form, in Spanish (or in English if there is no official translation at the time of publication). If uncertain as to how to translate an acronym, please ask your PM.

| English | Spanish |
|---|---|
| IEGM (Intracardiac Electrogram) | IEGM (Electrograma intracardíaco) |
| DAO (Dynamic Atrial Overdrive) | DAO (Sobreestimulación Auricular Dinamica) |

In general, acronyms do not have a plural form in Spanish.

**Note:** Never insert a period between the letters of the acronym.

## ABBREVIATIONS

Avoid the use of abbreviations where possible. This does not apply to abbreviations widely used in medical terminology, like “A.” for auricular and “V.” for ventricular.

Abbreviations in Spanish should end with a period. If the abbreviation is at the end of sentence, use only one period.

Some abbreviations in Spanish are not necessarily capitalized and are written without the period. This is the case of metric units of measurement such as ml, kg, etc.

If you have to invent an abbreviation, for instance, in order to make a 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.

For “reemplazar”, “reempl.”, or even “reemp.” are better than “reem.”.

## PUNCTUATION

The following Spanish punctuation conventions should be observed:

No comma before the conjunction "y" at the end of a numeration.

Only one space after a period, colon, a semicolon, an exclamation point, or a question mark (no period after exclamation points and questions marks).

## USE OF UPPER AND LOWER CASE

In general, lower case should be used after a colon. For example:

**English**: Capture: lets you capture…
**Spanish**: Captura: permite capturar…(period)

An exception to this is the text included in “notes”, “warnings” and “cautions”.

When it comes to lists of items numbered after a colon, the general use of upper and lower case is the following: the first letter is always capitalized. A period should be included at the end of complete sentences only (no period at the end of phrases).

**English:** The package includes the following:
Ventricular cable
Telemetry wand…

**Spanish:** El envase incluye lo siguiente:
Cable ventricular
Cabezal de programación….

## DASHES

Dashes are more common in English than in Spanish and for that reason they should be replaced whenever possible (if the software includes options with dashes, those should be maintained), specially in cases like the following:

**English**: Capture - lets you capture…
**Spanish**: Captura: permite capturar…

They should be replaced by brackets () when applicable.

If dashes are coded by the translation program, changes should be made on the final format of the file.

## HYPHENATION

Do not hyphenate words at the end of lines in documentation and Help topics. Do not use discretionary or soft hyphens. However, there are special cases in which hyphenation is required (i.e. narrow columns); then translators should follow standard Spanish grammar rules to hyphenate words.

## ACCENTUATION

The acute accent must be used in upper and lower cases, e.g.:

**English**: VENTRICLE
**Spanish**: VENTRÍCULO

## TIME, DATE, NUMERICAL FORMATS, etc.

**Time:** 24-hour clock; hours and minutes separated by colon.
No leading zero before hours

| English | Spanish |
|---|---|
| 2:00 pm | 14:00 |
| 8:15 am | 8:15 |

**Date:** Short Date Order: DMY, separated by slash
Leading zero for months
Occasionally the century Indication is given

| English | Spanish |
|---|---|
| **06/24/98** | **24/06/98** |

**Long Date Format:** dddd MMMM yyyy,

| English | Spanish |
|---|---|
| 24 June 1998 | 24 de junio de 1998 (or el 24 de junio de 1998) |

**Temperatures**
Degrees Celsius
In Spanish, 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 | Spanish |
|---|---|
| The monitor weighs 74 lbs. | El monitor pesa 33,5 kg. |
| The keyboard is approximately 18 inches long. | El teclado mide 45 cm de largo aproximadamente. |

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

**Note:** In Spanish, it is compulsory to insert a space between the figure and the unit of measurement.

| **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** | $m^2$ | 1 $m^2$ = 10'000 $cm^2$ = 0.0001 ha = 1,550 $in^2$ = 10.76 $ft^2$ = 1.196 $yd^2$ |
| **square centimeter** | $cm^2$ | 1 $cm^2$ = 0.0001 $m^2$ = 0.155 $in^2$ = 0.0011 $ft^2$ = 0.00012 $yd^2$ |
| **square kilometer** | $km^2$ | 1 $km^2$ = 1'000'000 $m^2$ = 100 ha = 0.386 $mi^2$ = 247.105 ac |
| **are** | a | 1a = 100 $m^2$ = 0.01 ha = 1'076.39 $ft^2$ = 119.599 $yd^2$ = 0.0000386 $mi^2$ = 0.024 ac |
| **hectare** | ha | 1 ha = 100 a = 10'000 $m^2$ = 0.01 $km^2$ = 107'639.1 $ft^2$ = 0.0039 $mi^2$ = 2.47 ac |
| **square inch** | $in^2$ | 1 $in^2$ = 0.00694 $ft^2$ = 6.4516 $cm^2$ |
| **square foot** | $ft^2$ | 1 $ft^2$ = 0.092 $m^2$ = 144 $in^2$ = 0.111 $yd^2$ |
| **square yard** | $yd^2$ | 1 $yd^2$ = 0.836 $m^2$ = 8'361.27 $cm^2$ = 9 $ft^2$ = 1'296 $in^2$ = 0.0002 ac |
| **square mile** | $mi^2$ | 1$mi^2$ = 2.59 $km^2$ = 259 ha = 640 ac |
| **acre** | ac | 1 ac = 4'046.86 $m^2$ = 0.0040 $km^2$ = 0.40 ha = 40.47 a = 43.560 $ft^2$ = 4840 $yd^2$ = 0.00156 $mi^2$ |

| Volume | | |
|---|---|---|
| **cubic meter** | $m^3$ | 1 $m^3$ = 1'000 $dm^3$ = 35.3146 $ft^3$ = 61'023.744 $in^3$ = 1.308 $yd^3$ = 264.20 $gal_{US}$ = 219.97 $gal_{UK}$ |
| **cubic decimeter; liter** | $dm^3$ | 1 $dm^3$ = 1 l = 0.001 $m^3$ = 61.024 $in^3$ = 0.0353 $ft^3$ = 0.00131 $yd^3$ = 0.26417 $gal_{US}$ = 0.21997 $gal_{UK}$ |
| **cubic centimeter** | $cm^3$, cc | 1 $cm^3$ = 0.001 $dm^3$ = 0.001 l = 0.061 $in^3$ = 0.000264 gal $_{US}$ = 0.00022 $gal_{UK}$ |
| **cubic inch** | $in^3$ | 1 $in^3$ = 0.0000164 $m^3$ = 0.0164 $dm^3$ = 0.0005787 $ft^3$ = 0.0043 $gal_{US}$ = 0.0036 $gal_{UK}$ |
| **cubic foot** | $ft^3$ | 1 $ft^3$ = 0.02832 $m^3$ = 28.32 $dm^3$ = 1'728 $in^3$ = 0.037 $yd^3$ = 7.48 $gal_{US}$ = 6.23 $gal_{UK}$ |
| **cubic yard** | $yd^3$ | 1 $yd^3$ = 0.764 $m^3$ = 764.55 $dm^3$ = 46'656 $in^3$ = 27 $ft^3$ = 201.97 $gal_{US}$ = 168.18 $gal_{UK}$ |
| **US gallon** | $gal_{US}$ | 1 galUS = 0.00378 $m^3$ = 3.785 $dm^3$ = 231 $in^3$ = 0.134 $ft^3$ = 0.0049 $yd^3$ = 0.833 $gal_{UK}$ |
| **UK gallon** | $gal_{UK}$ | 1 galUK = 0.00455 $m^3$ = 4.546 $dm^3$ = 277.42 $in^3$ = 0.16 $ft^3$ = 0.0059 $yd^3$ = 1.2 $gal_{US}$ |

| Pressure – force / area | | |
|---|---|---|
| **pascal** | Pa | 1 Pa = 1 N/$m^2$  1 kPa = 0.01 bar = 0.1 N/$cm^2$ = 0.10 mH2O = 7.5 $mm_{Hg}$ = 0.0099 atm =0.145 psi = 0.02088 lbf/$ft^2$ = 0.334 $ft_{H2O}$ |
| **bar** | bar | 1 bar = 100'000 Pa = 100 kPa = 1.0197 kg/$cm^2$ = 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/$cm^2$ = 0.0145 psi = 2.088 ldf/$ft^2$ = 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/$cm^2$ = 0.01934 psi = 2.78 ldf/$ft^2$ = 0.045 $ft_{H2O}$ |
| **technical atmosphere = kgf/$cm^2$** | at, kg/$cm^2$ | 1 at = 1 kg/$cm^2$ = 735.56 $mm_{Hg}$ = 10 mH2O = 98066.50 Pa = 98.067 kPa = 0.981 bar = 0.968 atm = 14.22 psi = 2048.16 lbf/$ft^2$ = 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/$ft^2$ = 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/$cm^2$ = 0.09678 atm = 0.0999 at = 1.4224 psi = 204.8 lbf/$ft^2$ = 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/$cm^2$ = 0.4335 psi = 62.42 lbf/$ft^2$ |
| **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/$cm^2$ = 0.068 atm = 0.0703 kg/$cm^2$ = 144 lbf/$ft^2$ = 2.31 $ft_{H2O}$ |
| **pounds per square foot** | lbf/$ft^2$ | 1 lbf/$ft^2$ = 2'988.87 Pa = 2.99 kPa = 0.0299 bar = 0.3048 $m_{H2O}$ = 22.418 $mm_{Hg}$ = 0.299 N/$cm^2$ = 0.0295 atm = 0.0305 at = 0.433 psi = 62.424 lbf/$ft^2$ |

| Volume flow rate | | |
|---|---|---|
| **cubic meters per second** | $m^3/s$ | 1 $m^3/s$ = 60 $m^3/min$ = 3'600 $m^3/ora$ = 1'000 l/s = 60'000 l/min = 6'102'374.42 $in^3/s$ = 2'118.88 $ft^3/min$ = 15'850.32 gpm = 13'198.13 l gpm |
| **cubic meters per minute** | $m^3/min$ | 1 $m^3/min$ = 0.0167 $m^3/s$ = 60 $m^3/h$ = 16.67 l/s = 1'000 l/min = 35.31 $ft^3/min$ = 264.17 gpm = 219.97 l gpm |
| **cubic meters per hour** | $m^3/h$ | 1 $m^3/h$ = 0.000278 $m^3/s$ = 0.0167 $m^3/min$ = 0.28 l/s = 16.67 l/min = 1017.06 $in^3/min$ = 0.588 $ft^3/min$ = 4.40 gpm = 3.66 l gpm |
| **litres per second** | l/s | 1 l/s = 0.001 $m^3/s$ = 0.06 $m^3/min$ = 3.6 $m^3/h$ = 60 l/min = 3661.42 $in^3/min$ = 2.12 $ft^3/min$ = 15.85 gpm = 13.198 l gpm |
| **litres per minute** | l/min | 1 l/min = 0.001 $m^3/min$ = 0.06 $m^3/h$ = 0.0167 l/s = 61.024 $in^3/min$ = 0.035 $ft^3/min$ = 0.264 gpm = 0.22 lgpm |
| **cubic inches per minute** | $in^3/min$ | 1 $in^3/min$ = 0.00027 l/s = 0.016 l/min = 0.00058 $ft^3/min$ = 0.0043 gpm = 0.0036 l gpm |
| **cubic feet per minute** | $ft^3/min$ | 1 $ft^3/min$ = 0.00047 $m^3/s$ = 0.028 $m^3/min$ = 1.7 $m^3/h$ = 0.472 l/s = 28.32 l/min = 1'728 $in^3/min$ = 7.48 gpm = 6.23 l 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** | $kg/m^3$ | 1 $kg/m^3$ = 0.001 $kg/dm^3$ = 0.001 $t/m^3$ = 0.001 $g/cm^3$ = 0.062 $lb/ft^3$ = 0.00075 $tn/yd^3$ = 0.00084 s $tn/yd^3$ = 0.133 oz/gal |
| **kilogram per cubic decimeter** | $kg/dm^3$ | 1 $kg/dm^3$ = 1'000 $kg/m^3$ = 0.001 $g/cm^3$ =1 $t/m^3$ = 1 $g/cm^3$ = 62.42 $lb/ft^3$ = 0.036 $lb/in^3$ = 133.53 oz/gal |
| **tonne per cubic meter** | $t/m^3$ | 1 $t/m^3$ = 1'000 $kg/m^3$ = 1 $kg/dm^3$ = 0.001 $kg/cm^3$ = 1 $g/cm^3$ = 62.43 $lb/ft^3$ = 0.036 $lb/in^3$ = 0.752 $tn/yd^3$ = 0.843 s $tn/yd^3$ = 133.53 oz/gal |
| **pound per cubic foot** | $lb/ft^3$ | 1 $lb/ft^3$ = 16.018 $kg/m^3$ = 0.016 $kg/dm^3$ = 0.016 $t/m^3$ = 0.016 $g/cm^3$ = 0.00058 $lb/in^3$ = 0.012 $tn/yd^3$ = 0.0135 s $tn/yd^3$ = 2.14 oz/gal |
| **pound per cubic inch** | $lb/in^3$ | 1 $lb/in^3$ = 27.68 $kg/dm^3$ = 0.02768 $kg/cm^3$ = 27.68 $t/m^3$ = 27.68 $g/cm^3$ = 1'728 $lb/ft^3$ = 20.83 $tn/yd^3$ = 23.33 s $tn/yd^3$ = 3'696 oz/gal |
| **ounce per gallon** | oz/gal | 1 oz/gal = 7.489 $kg/m^3$ = 0.00749 $kg/dm^3$ = 0.00749 $t/m^3$ = 0.00749 $g/cm^3$ = 0.467 $lb/ft^3$ = 0.00027 $lb/in^3$ = 0.00563 $tn/yd^3$ = 0.0063 oz/gal |

| Temperature | | |
|---|---|---|
| **kelvin** | K | K = °C + 273.15 K = 1.8 · °R K = [5/9 · °F] + (459.67/1.8) |
| **degree centigrade** | °C | °C = (°F - 32) · 5/9 °C = K - 273.15 °C = (5/9) · °F - (32/1.8) |
| **degree fahrenheit** | °F | °F = 9/5 · °C + 32 °F = °R - 459.67 °F = (9/5) · K - 459.67 |
| **degree Rankine** | °R | °R = (5/9) K °R = 491.67 + (9/5) · °C °R = 459.67 + °F |

| Acceleration | | |
|---|---|---|
| **meter per square second** | $m/s^2$ | 1 $m/s^2$ = 100 $cm/s^2$ = 0.001 $km/s^2$ = 3.28 $ft/s^2$ = 39.37 $in/s^2$ = 0.00062 $mi/s^2$ |
| **centimeter per square second** | $cm/s^2$ | 1 $cm/s^2$ = 0.01 $m/s^2$ = 0.00001 $km/s^2$ = 0.0328 $ft/s^2$ = 0.394 $in/s^2$ |
| **kilometer per square second** | $km/s^2$ | 1 $km/s^2$ = 1'000 $m/s^2$ = 100'000 $cm/s^2$ = 3'280.84 $ft/s^2$ = 39'370.08 $in/s^2$ = 0.621 $mi/s^2$ |
| **foot per square second** | $ft/s^2$ | 1 $ft/s^2$ = 0.3048 $m/s^2$ = 30.48 $cm/s^2$ = 12 $in/s^2$ |
| **inch per square second** | $in/s^2$ | 1 $in/s^2$ = 0.0254 $m/s^2$ = 2.54 $cm/s^2$ = 0.083 $ft/s^2$ |
| **mile per square second** | $mi/s^2$ | 1 $mi/s^2$ = 1'609.34 $m/s^2$ = 1.609 $km/s^2$ = 5'280 $ft/s^2$ = 63'360 $in/s^2$ |

## PAPER SIZE AND CONVERSION

| Inches | Millimeters |
|---|---|
| 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) |

## SEPARATORS

**Numerical:** Decimal Separator: comma
Thousands separator: period

| English | Spanish |
|---|---|
| 1.5 mm | 1,5 mm |
| 1,235 | 1.235 |
| 230,000,000 | 230.000.000 |
| 41,525.69874 | 41.525, 69874 |

## CAPITALIZATION

Only capitalize the initial word of sentences, titles, last names and name of products, features or programs.

**Note:** Names of the days of the week and months, and adjectives denoting nationality and language should NOT be capitalized (inglés, martes, mayo).

## NUMBERS

Arabic numerals are used in technical manuals except at the beginning of a sentence, where the numbers are written in full letters.

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 | Spanish |
|---|---|
| 5 directories and 12 files. | Cinco directorios y 12 archivos |
| 24 June 1998 | 24 de junio de 1998 |
| Refer to section II for more information. | Consulte la sección II para obtener más información |

# ***SECTION 2: SOFTWARE***

## USE OF VERBS/NOUNS

Always use the infinitive form to translate the verbs that appear in menu commands and menu options. Use the infinitive form of the verb to translate the name of dialog boxes related to a command or option.

Nouns should be used to translate menu titles.

| English | Spanish |
|---|---|
| Cancel (menu command) | Cancelar |
| Acquire/Evaluate Template | Adquirir/Evaluar patrón |
| Freez/Control | Congelación/Control |

## ERROR MESSAGES

A concise, impersonal form is preferable whenever possible. E.g.:

| English | Spanish |
|---|---|
| Capture Threshold Testing cannot occur. | Imposible comprobar el Umbral de Captura. |
| Capture Testing may not be initiated at this time. | Es posible que no pueda iniciar el test de captura en este momento. |

# ***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.

| English | Spanish |
|---|---|
| Selecting electrodes | Selección de electrodos |
| The programming menu | Menú de programación |
| Using the End Session command | Utilización del comando Finalizar sesión |

## TERMINOLOGY

The software and help topics terminology should be consistent.

## 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, and often even translated by different translators.

Index entries should be agreed upon before the project starts.

Do not use “de” (or other prepositions) at the end of an entry, for example: “Classification, rules of” instead, type “clasificación, normas” o “normas, clasificación”.

Index entries should be in lower case, unless it is the name of a feature or a product. For example, “page” should be in lower case, but “End Session” (menu command) should have the first letter in upper case.

Use nouns to translate verbs, or use the infinitive when the noun sounds odd. Nouns can be singular or plural, but please make sure that duplicate entries generated due to number are justified.

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

This is the only exception where capital letters are used in a word although this word is not at the beginning of a sentence, e.g.:

Photon User Guide = Guía del usuario de Photon

## COPYRIGHT INFORMATION

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

| | |
|---|---|
| All rights reserved | Todos los derechos reservados |
| Trademark | Marca comercial |
| Registered trademark | Marca comercial registrada |

## REFERENCES AND PUBLISHING DATES

**Example:**

| English | Spanish |
|---|---|
| PN 9193174 Rev A<br>Ordering No. 20 58 220 Rev 1<br>December 1999 | PN 9193174 Rev A<br>N° pedido 20 58 220 Rev 1<br>Diciembre 1999 |

## CROSS REFERENCES, HEADERS AND FOOTERS

In the manual and documentation, there may be index markers and cross-references to be translated in each chapter, usually in the translation tool. They are used to generate the book index. Headers and footers must be translated too.

## NAMES AND ADDRESSES

Do not translate addresses (e.g., in the part dedicated to technical support).

## INDEX

See Section 3 above…

## 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 client, to check consistency with software files)*. Please end callout 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
- 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