



LOGOS STYLE GUIDE FOR TRANSLATORS INTO FINNISH



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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.

IMPERSONAL FORM

There is no rule, it is better to use the impersonal form at all times to translate the English 2nd person present indicative and imperative. In Finnish, the 2nd person is also used at times for software personification. In some contexts the impersonal form (a nominal form) is preferable to avoid relative clauses (“Valitse poistettava tiedosto” rather than “Valitse tiedosto, jonka haluat poistaa”).

English: Select the file you want to delete

Finnish: Valitse poistettava tiedosto

Be consistent throughout the text.

PASSIVE TO ACTIVE CONSTRUCTION

The structural passive voice is much less frequently used in Finnish than in English. When translating passive English sentences, because the Finnish passive cannot show an agent (the “doer” of the action), except by the clumsy “toimesta” structure, it is necessary to change the source text sentences into active voice to obtain a more natural text. For example:

English: The file can be accessed by all users.

Finnish: Kaikilla käyttäjillä on tiedoston käyttöoikeus.



TENSES

Tenses must be consistent throughout. The future tense used in the English text will have to be replaced by the present in Finnish.

E.g.:

English: Appendix B will describe another text feature

Finnish: Liitteessä B on kuvaus toisesta tekstiominaisuudesta

IDIOMS

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

E.g.:

English: no matter how much...

Finnish: riippumatta siitä kuinka paljon...

-ING FORM (gerund)

Gerunds 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 Finnish noun. In some contexts, a sub-ordinate clause or a non-finite clause is needed in Finnish.

English	Finnish
Printing a document	Asiakirjan tulostaminen
This section contains important information to consider when installing software from the CD.	Tämä kappale sisältää tärkeitä ohjeita, jotka on huomioitava asennettaessa ohjelmistoa CD-levyltä.



-INFINITIVES (to-construction)

Avoid translating the English to + infinitive with the Finnish non-finite clause (tulostaaksesi, siirtyäksesi, etc.) and use a verb in the imperative or present indicative form instead.

English	Finnish
To display the menu options, press the MENU button.	Hae näytölle valikon vaihtoehdot painamalla MENU-painiketta. TAI Paina MENU-painiketta, jolloin saat näytölle valikon vaihtoehdot.
Press MENU to access the menu options.	Kun painat MENU-painiketta, pääset valikon vaihtoehtoihin. TAI Siirry valikon vaihtoehtoihin painamalla MENU.

ACRONYMS

When acronyms appear for the first time, the translator must usually add, in brackets, their full form, in Finnish (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	Finnish
GUI (Graphical User Interface)	GUI (Graafinen käyttöliittymä)

SENTENCE STRUCTURE AND WORD ORDER

Finnish is far more flexible than English 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 Finnish.



ABBREVIATIONS

Avoid the use of abbreviations where possible.

If the abbreviation is at the end of the sentence, use only one period.

Remember, too, that abbreviations in Finnish are not necessarily capitalized, as they almost always are in English.

Abbreviations in Finnish 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.

English	Finnish
Mb (Megabyte)	Mb (megatavu)
DPI (dots per inch)	DPI (pistettä tuumalle)
ppm and bpm (US for pulses per minute and beats per minute)	min ⁻¹ (lyhennettä käytetään eurooppalaisen lainsäädännön vaatimusten mukaisesti korvaamaan teknisissä asiakirjoissa esiintyvät amerikkalaiset lyhenteet 'ppm' (impulssia minuutissa) ja 'bpm' (lyöntiä minuutissa))

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.

PUNCTUATION

The following Finnish punctuation conventions should be observed:

A space after and no space before a colon, a semicolon, an exclamation point, a question mark, a comma, a period, or ellipses.

Note also that in Finnish a semicolon is much less frequently used than in English and needs to be very often replaced with a period or a comma. The initial word of a sentence following a colon is not capitalized in Finnish.

DASHES

Dashes are more common in English than in Finnish and for that reason they should be replaced whenever possible (if the software includes options with dashes, those should be maintained). Replace dashes with either commas or brackets where possible.

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 ends 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 Finnish grammar rules to hyphenate words. Hyphenate compounds preferably between their parts, whenever possible, as in 'rytmi-häiriö-tahdistin).

If the first part of a Finnish compound is a foreign word (as in File-valikko), a hyphen must be used between the foreign part and the Finnish part. If the first part of the Finnish compound is made of two words, a space is required before the hyphen. Example: Quick Save -komento.

TIME, DATE, NUMERICAL FORMATS, etc.

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

English	Finnish
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	Finnish
06/24/98	24.06.98

Long Date Format: dddd mmmm yyyy,

English	Finnish
24 June 1998	24. kesäkuuta, 1998

Temperatures

Degrees Celsius

In Finnish, 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	Finnish
The monitor weighs 74 lbs.	Monitori painaa 33,5 kg.
The keyboard is approximately 18 inches long.	Näppäimistön pituus on noin 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	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	1mi 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 gal _{US} = 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 gal _{UK} = 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 mH ₂ O = 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 lbf/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 lbf/ft ² = 0.045 ft _{H₂O}
technical atmosphere = kgf/cm²	at, kg/cm ²	1 at = 1 kg/cm ² = 735.56 mm _{Hg} = 10 m _{H₂O} = 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 l gpm
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 m ³ /min = 0.227 m ³ /h = 0.063 l/s = 3.785 l/min = 231 in ³ /min = 0.134 ft ³ /min = 0.833 l gpm
imperial gallons per minute	l gpm	1 l gpm = 0.000076 m ³ /s = 0.00454 m ³ /min = 0.273 m ³ /h = 0.076 l/s = 4.55 l/min = 277.42 in ³ /min = 0.16 ft ³ /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: Space

English	Finnish
1.5 mm	1,5 mm
1,235	1 235
230,000,000	230 000 000
41,525.69874	41 525, 698 74

CAPITALIZATION

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

English	Finnish
To Save a File in your Local Directory	Tiedoston tallentaminen paikalliseen hakemistoon

Note: Names of the days of the week and months and adjectives denoting nationality and language should NOT be capitalized (nationality: englantilainen, suomalainen; language: englanti, suomi, BUT: Englannin kieli, Suomen kieli, where the nationality word denotes the country).

NUMBERS

Arabic numerals are used in technical manuals. Numbers under ten are often written in full letters in Finnish. However, in lists and other contexts, provided that clarity remains unaffected, arabic numerals can be used also for numbers under ten.

Arabic numerals are used for measurements, statistics, percentages, 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	Finnish
5 directories and 12 files.	5 hakemistoa ja 12 tiedostoa. OR Viisi hakemistoa ja 12 tiedostoa.
24 June 1998	24. kesäkuuta, 1998
Refer to section II for more information.	Lisätietoja, katso Luku II.



SECTION 2: SOFTWARE

TRANSLATING SOFTWARE TERMS IN BODY TEXT, TITLES AND TABLES

All button and menu names, screen display headings and screen messages, when they occur for the first time, either remain in English and the translation is given in brackets or are translated and the English term is given in brackets. How to proceed naturally depends on the text and the fluency to be attained, and the most important is that the reader will be able to identify what he/she actually sees on the screen. For the following occurrences of these items, for example in one and the same passage, it is normally enough to give either the translation or the English term to avoid repetition. However, both terms must be given if required for clarity. **In tables and titles** both the English and the Finnish terms must **always** be given no matter if the word has already occurred several times.

Denoting item	English	Finnish
A screen name and a menu name occurring for the first time	The start-up screen appears, prompting you to either go to the Main Menu (page 3-1) or to Interrogate the pulse generator (page 3-4).	Kuvaruudulle tulee aloitusnäyttö (Start-up), jossa pyydetään joko siirtymään päävalikkoon (Main Menu) (sivu 3-1) tai suorittamaan tahdistimen interrogointi (sivu 3-4).
Button name occurring for the first time	The names of touch-sensitive buttons that appear on the programmer screen are written in small upper-case letters, e.g., MEASURED DATA.	Ohjelmointilaitteen näytöllä näkyvien kosketusherkkien painikkeiden nimet on kirjoitettu pienikokoisin isoin kirjaimin, esim. MEASURED DATA (MITTAUSTIEDOT).
Name of a button that has occurred previously	The MAIN MENU button on the start-up screen allows you to access the following:	Aloitusnäytöllä olevalla MAIN MENU -painikkeella pääset seuraaviin toimintoihin:
Screen name occurring for the first time	Screen display headings appear in upper and lower case letters, e.g. Basic Parameters	Näyttöjen otsikot on kirjoitettu sekä isoilla että pienillä kirjaimilla, esim. Basic Parameters (Perusparametrit).



Screen message	Screen messages appear in quotation marks, e.g., "Interrogation in Progress".	Näytön viestit ovat lainausmerkkien ympäröimiä, esim. "Interrogation in Progress" (Interrogointi käynnissä).
Title	System Executive Main Menu	Laitteiston toimintojen päävalikko (System Executive Main Menu)
Figure	Figure 3-1: Stored Diagnostics and Electrogram screen	Kuva 3-1: Tallennetut diagnostiset tiedot ja elektrogrammit -näyttö (Stored Diagnostics and Electrograms)

Below are examples of contexts where the English term is the same or sufficiently close to the Finnish equivalent, or in which an explanation is given for the term, and therefore a translation is not necessarily required:

English	Finnish
The names of the console buttons (Figure 2-9) are written in bracketed upper case letters, e.g., [INTERROGATE]	Ohjainpainikkeiden nimet on kirjoitettu isoilla kirjaimilla (Kuva 2-9) ja merkitty sulkujen sisälle, esim. [INTERROGATE]
Clear Selected: Discards the selected parameter values from the programmer and displays the currently programmed settings.	Clear Selected: Hylkää valitut parametriarvot ohjelmointilaitteelta ja näyttää nykyiset ohjelmoidut asetukset.
Press ACCEPT to accept the new information.	Hyväksy uudet tiedot painamalla ACCEPT.



SECTION 3: ON LINE HELP

TRANSLATION OF HELP TOPICS

Where possible, nouns should be used. As a general rule 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	Finnish
Selecting files	Tiedostojen valinta
The File menu	File-valikko (tiedosto)
Using the Save command	Save-komennon käyttö (tallennus)
Using the Save and Delete commands	Save- ja Delete-komentojen käyttö (tallennus ja poisto)

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 genitive forms to translate the English of-construction at the end of an entry, for example: "Luokittelu, Standardien" instead, type "Luokittelu, Standardit" tai "Standardit, Luokittelu".

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 menu title should have the first letter in upper case.

Verbs should be nominalized, for example "Katselu" for "View" or "Viewing".

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 = Photon-laitteen käyttäjän opas

COPYRIGHT INFORMATION

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

All rights reserved
Trademark

Kaikki oikeudet pidätetään
Tavaramerkki

REFERENCES AND PUBLISHING DATES

Example:

English	Finnish
PN 9193174 Rev A Ordering No. 20 58 220 Rev 1 December 1999	PN 9193174 Rev A Tilausnumero 20 58 220 Rev 1 Joulukuu 1999

CROSS REFERENCES, HEADERS AND FOOTERS

In the manual and documentation, there may be index markers and cross-references that need to be translated in each chapter. They are used to generate the book index. 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 “Katso myös...”

The form “For more information about..., see chapter...” should be translated with “Lisätietoja ...:sta, katso luku ...”.

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 the client, to check consistency with software files, this applies only for languages where software is localised).* 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 (Finnish is "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