LOGOS STYLE GUIDE FOR TRANSLATORS INTO KOREAN

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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 but it is better to use the impersonal form at all times to translate the English 2nd person of the indicative present and of the imperative.

English: Select the file you want to delete
Korean: 삭제할 파일을 선택합니다.

Be consistent throughout the text.

PASSIVE TO ACTIVE CONSTRUCTION

The structural passive voice is somewhat less frequently used in Korean than in English. When translating passive English sentence, consider changing them to active voice to obtain a more natural text. For example:

English: The file can be accessed by all users.
Korean: 모든 사용자가 파일에 액세스할 수 있습니다.

PLURALS

In Korean, the plural form of foreign words take the singular form (the "s" for the plural is dropped).

English: many files
Korean: 많은 파일 or 여러 파일

TENSES

Tenses must be consistent throughout. Most of the time the future tense used in the English text must be replaced by the present in Korean.

E.g.:
English: Appendix B will describe another text feature
Korean: 부록 B 는 다른 텍스트 기능을 설명합니다.

IDIOMS

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

-ING FORM (gerund)

The gerund can be translated in various ways and the translator must decide how to translate it according to the context.
In captions, sections, chapters, subchapters and titles, the English gerund should be replaced by the corresponding Korean noun. The translator should always try to render these with a nominal form.

English	Korean
Printing a document	문서 인쇄
This section contains important information to consider when installing software from the CD.	이 섹션에는 CD 에서 소프트웨어를 설치할 때 고려해야 할 중요한 정보가 들어 있습니다.

ARTICLES

In Korean language, there is no usage of article. Thus, brand, product and application names are never preceded by articles.

English	Korean
Ventritex, Cadence, Cadet, Contour and HVS are registered trademarks and Profile and Angstrom are trademarks of …., Inc., or one of its subsidiaries.	Ventritex, Cadence, Cadet, Contour, HVS 는 …., Inc. 또는 해당 자회사의 등록 상표이며, Profile 과 Angstrom 은 상표입니다.

ACRONYMS

When acronyms appear for the first time, the translator usually add, in brackets, their full form, in Korean WITHOUT a space between the acronym and opening bracket (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	Korean
GUI (Graphical User Interface)	GUI(그래픽 사용자 인터페이스), or if no official translation is available, GUI(Graphical User Interface)

SENTENCE STRUCTURE AND 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 Korean.

ABBREVIATIONS

The use of abbreviations must be avoided where possible.
Remember, too, that abbreviations in Korean are not capitalized, as they almost always are in English.

Abbreviations in Korean for metric units of measurement such as ml, kg, and so forth can use the following forms.

English	Korean
Mb (Megabyte)	Mb or Mb(메가바이트)
DPI (dots per inch)	DPI or DPI(인치 당 도트 수)
ppm and bpm (US for pulses per minute and beats per minute)	ppm or ppm(분 당 펄스 수), and bpm or bpm(분 당 박동 수)

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 Korean punctuation conventions should be observed:

A full stop should be used at the end of a complete sentence.
In general, no full stop should be used at the end of a non-complete sentence such as, listed words, bullet text (if they are complete sentences a full stop is allowed), phrases, or clauses. Exception: When a separation is needed between the text and the next item in a line.
A space after and no space before a comma, a period, or ellipses, should be used.

DASHES & HYPHENATION

Usually dashes or hyphens are deleted in Korean and the translator renders the text in a faithful manner it can fully deliver the original English meaning of the text. However, they can be used in some specific cases such as in bullet text or other listed items in Korean as in English (and if the software includes options with dashes, those should be maintained).

For example, in the following form:
"용도 – 의료용".
This can also be replaced by a colon as an alternative:
"용도: 의료용". (Please note the difference of spaces used between both cases).

ACCENTUATION

Not applicable for Korean.

TIME, DATE, NUMERICAL FORMATS, and etc.

Time: 12 and 24-hour clocks both are allowed; hours and minutes separated by colon, e.g. 21:59 or 09:59
W/O leading zero before hours e.g. 9:59 or 09:59

English	Korean
2:00 pm	14:00 or 오후 2:00
8:15 am	8:15 or 오전 8:15

Date: Short Date Order: YMD, separated by slash

Leading zero for months from 1 to 9
Occasionally the century Indication is given

English	Korean
01/24/11	**11/01/24**

Long Date Format:

English	Korean
24 January 2011	2011 년 1 월 24 일

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

UNITS OF MEASUREMENT

British measures must be converted to metric units except for 3.5" disks and display units. Please ask for official conversion of measurements if they cannot be found in the manual.

Example:

English	Korean
The monitor weighs 74 lbs.	모니터의 무게는 33.6 kg 입니다.
The keyboard is approximately 18 inches long.	키보드의 길이는 약 45.7 cm 입니다.

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 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	lbf/ft^2	1 lbf/ft^2 = 2'988.87 Pa = 2.99 kPa = 0.0299 bar = 0.3048 m_{H2O} =

foot		22.418 mm_{Hg} = 0.299 N/cm² = 0.0295 atm = 0.0305 at = 0.433 psi = 62.424 lbf/ft²

Portata in Volume		
metri cubi al secondo	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
metri cubi al minuto	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
metro cubo all'ora	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
litri al secondo	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
litri al minuto	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 inch 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 foot 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
gallon 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 gallon 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/mir	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 termal 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/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	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/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

Metric units such as cm, ml, kg and so forth are written without the full stop**.**

SEPARATORS

Numerical: Decimal Separator: Period
Thousands separator: Comma

English	Korean
1.5 mm	1.5 mm
1,235	1,235
230,000,000	230,000,000
41,525.69874	41,525.69874

CAPITALIZATION

Not applicable for Korean.

English	Korean

To Save a File in your Local Directory	로컬 디렉토리에 파일 저장

QUOTATION MARKS

Use double quotes for direct narrations or quotations ONLY.

ALWAYS use single quotes for all other uses such as for emphasizing specific parts or words.

NUMBERS

Usually Arabic numerals are used in technical manuals.

Usually 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	**Korean**
5 directories and 12 files.	디렉토리 5 개와 파일 12 개
24 January 2011	2011 년 1 월 24 일
Refer to section II for more information.	자세한 내용은 섹션 II 를 참조하십시오.

SECTION 2: SOFTWARE

USE OF VERBS/NOUNS

Always use a nominal form of the verb to translate menu commands. Use a nominal form for options and dialog boxes. The name of dialog boxes must be related to the name of the command that enables its display. If the name of the menu option has been abbreviated for space reasons, the name of the dialog box must be displayed in its full form.

English	Korean
Cancel (menu command)	취소
New File (menu option)	새 파일
Go To (menu option)	이동
Create a New Folder (menu option) Create a New Folder (dialog box)	새 폴더 만들기 새 폴더 만들기
Save As (dialog box)	다른 이름으로 저장

ERROR MESSAGES

A concise, impersonal form is preferable.

English	Korean
This file cannot be opened	파일을 열 수 없습니다.
Are you sure you want to delete this folder?	이 폴더를 삭제하시겠습니까?

SECTION 3: ON LINE HELP

TRANSLATION OF HELP TOPICS

Where possible, nouns or nominal forms 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.

English	Korean
Selecting files	파일 선택
The File menu	파일 메뉴
Using the Save command	저장 명령 사용

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.

As an instance, try to avoid translating "of" from an English source, for example: "Owner of"; here, use simply the translation "소유자" in this case.

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

Use the exact documentation names localized in Korean. If it is not available; not localized yet, please use the English doc names with full translation added in brackets after the English name without a space between the name and the opening bracket.

COPYRIGHT INFORMATION

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

All rights reserved Usually use the English as is, and if a specific client wants to have it translated, use the translation "모든 권리 보유".
Trademark 상표
Registered trademark 등록 상표

REFERENCES AND PUBLISHING DATES

Example:

English	Korean
PN 9193174 Rev A Ordering No. 20 58 220 Rev 1 December 2010	PN 9193174 Rev A 주문 번호: 20 58 220 Rev 1 2010 년 12 월

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).

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
- 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