LOGOS STYLE GUIDE FOR TRANSLATORS INTO DUTCH

SECTION 1: GENERAL

Please use the new spelling rules for translation.

Please use the following dictionaries as standard for spelling rules:
Woordenlijst Nederlandse taal, edition 1995 or later.

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 imperative form at all times to translate the English 2nd person present indicative and imperative.

English: Select the file you want to delete.
Dutch: Kies de file die u wilt wissen.

PASSIVE CONSTRUCTION

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

English: The file can be accessed by all users.
Dutch: De file kan door alle gebruikers worden opgeroepen.

In some cases it's even better to translate an active construction in English into a passive structure in Dutch:

English: The programmer powers up and...
Dutch: De programmer wordt aangezet en...

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 Dutch.

E.g.:
English: Appendix B will describe another text feature.
Dutch: In Appendix B wordt een verdere tekstfunctie beschreven.

IDIOMS

If a Dutch equivalent of an idiom exists, use it. Anglicisms must be avoided.
E.g.:
English: no matter how much…
Dutch: ongeacht hoeveel…

-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 Dutch noun or infinite verb.

English	Dutch
Printing a document	Een document printen
How to print a document	Het printen van een document
This section contains important information to consider when installing software from the CD.	Dit gedeelte bevat belangrijke informatie die in overweging moet genomen worden bij de installatie van software van de CD.

ARTICLES

Brand, product and application names are never preceded by articles.
Comma is not used in the company name.

English	Dutch
Ventritex, Cadence, Cadet, Contour and HVS are registered trademarks and Profile and Angstrom are trademarks of… or one of its subsidiaries.	Ventritex, Cadence, Cadet, Contour en HVS zijn gedeponeerde handelsmerken en Profile en Angstrom zijn handelsmerken van... of van één van haar dochtermaatschappijen.

ACRONYMS

When acronyms appear for the first time, the translator must usually leave the acronyms in English and add, in brackets, their full form in English and Dutch. If uncertain as to how to translate an acronym, please ask the Project Manager.

English	Dutch
BSA (Body Surface Area)	BSA (Body Surface Area – Lichaamsoppervlak)
DAO (Dynamic Atrial Overdrive)	DAO (Dynamic Atrial Overdrive – Dynamische atriale overdrive)

SENTENCE STRUCTURE AND WORD ORDER

Dutch 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. 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 Dutch.

ABBREVIATIONS

Avoid the use of abbreviations, where possible, except “enz., o.a., b.v., d.w.z.”. If the abbreviation is at the end of a sentence, use only one period. Remember, too, that abbreviations in Dutch are not necessarily capitalized, as they almost always are in English.

Abbreviations in Dutch 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	Dutch
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, make sure that the abbreviation conveys as much information as possible within the space allowed.

PUNCTUATION

The Dutch punctuation conventions should always be observed. Do not follow the English text. Observe furthermore the following:
A space only after a colon, a semicolon, an exclamation point, a question mark, a comma, a period.
In general, lower case should be used after a colon.

DASHES

Dashes are more common in English than in Dutch 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 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 Dutch grammar rules to hyphenate words.

ACCENTUATION

All accents must be used in both upper and lower cases, e.g.:
geïnstalleerd/GEÏNSTALLEERD

TIME, DATE, NUMERICAL FORMATS, etc.

Time: 24-hour clock; hours and minutes separated by colon and adding o'clock. No leading zero for hours

English	Dutch
2:00 pm	14.00 uur
8:15 am	8.15 uur

Date: Short Date Order: DMY, separated by a hyphen or slash
Leading zero for months.

English	Dutch
06/24/98	**24-06-98** or **24/06/98**

Long Date Format: dddd MMMM yyyy.

English	Dutch
24 June 1998	24 juni 1998 or 24 juni '98

Temperatures
Degrees Celsius
In Dutch, 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	Dutch
The monitor weighs 74 lbs.	De monitor weegt 33,5 kg.
The keyboard is approximately 18 inches long.	Het toetsenbord heeft een lengte van ongeveer 45 cm.

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

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)

SEPARATORS

Numerical: Decimal Separator: comma.
Thousands separator: with or without space, also period.
No separators in numbers ≤ 9999.

English	Dutch
1.5 mm	1,5 mm
1,235	1235
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. Only capitalize the initial word of titles, last names and name of products or programs. In other cases, please use the Dutch rules.

English	Dutch
To Save a File in your Local Directory	Het opslaan van een file in uw lokale directory

Note: Names of the days of the week and months should NOT be capitalized, and adjectives denoting geography SHOULD be capitalized (Engels, Nederlands).

NUMBERS

Arabic numerals are used in technical manuals except at the beginning of a sentence, where the numbers are written in full letters. An exception to this is a list of items:

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	Dutch
5 directories and 12 files.	Vijf directory's en 12 files.
24 June 1998	24 juni 1998
Refer to section II for more information.	Zie Deel II voor nadere informatie.

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, remain in English and the translation 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** only the Dutch terms must **always** be given.

Denoting item	English	Dutch
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).	Het opstartscherm (Start-up) verschijnt en vraagt u of u naar het hoofdmenu (Main Menu) (pag. 3-1) wilt gaan, of de pulsgenerator wilt ondervragen (pag. 3-4).
Button name occurring for the first time	The programmer is also equipped with an [INITIAL VALUES] console button.	De programmer bevat tevens een bedieningstoets [INITIAL VALUES] (Beginwaarden) .
Name of a button that has occurred previously	The MAIN MENU button on the start-up screen allows you to access the following:	De toets MAIN MENU op het opstartscherm geeft u toegang tot het volgende:
Screen name occurring for the first time	Screen display headings appear in upper and lower case letters, e.g. Basic Parameters	Hoofdgroepen in het beeldschermdisplay verschijnen in hoofd- en kleine letters, bijvoorbeeld Basic Parameters (Basisparameters)
Screen message	Screen messages appear in quotation marks, e.g., “Interrogation in Progress”.	Mededelingen verschijnen binnen dubbele aanhalingstekens, bijvoorbeeld: “Interrogation in Progress” (Ondervraging is bezig)
Title	System Executive Main Menu	Systeemuitvoerend hoofdmenu
Figure	Figure 3-1: Stored Diagnostics and Electrogram screen	Opgeslagen diagnostiek en elektrogrammen

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

English	**Dutch**
Print reports using the [PRINT] and [PRINT MENU] console buttons.	Print rapporten met de bedieningstoetsen [PRINT] en [PRINT MENU]
Clear Selected: Discards the selected parameter values from the programmer and displays the currently programmed settings.	Clear Selected: elimineert de geselecteerde parameterwaarden van de programmer en geeft de actueel geprogrammeerde instellingen weer.
Press ACCEPT to accept the new information.	Druk op ACCEPT om de nieuwe informatie te accepteren.

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	Dutch
Selecting files	Het selecteren van files
The File menu	Het menu File (Bestand)
Using the Save command	Het gebruik van het commando Save (Opslaan)

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 “Classificatie, richtlijnen”.
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 “Main Menu”, (menu title) should have the first letter in upper 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

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

Photon User Guide = Photon Handleiding

COPYRIGHT INFORMATION

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

All rights reserved	Alle rechten voorbehouden.
Trademark	Handelsmerk

REFERENCES AND PUBLISHING DATES

Example:

English	Dutch
PN 9193174 Rev A Ordering No. 20 58 220 Rev 1 December 1999	Art. nr. 9193174 Rev. A Bestelnr. 20 58 220 Rev. 1 december 1999

CROSS REFERENCES, HEADERS AND FOOTERS

In the manual and documentation, there may be index marker and cross references that are 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

English	Dutch
See also	Zie ook
For more information about…, see…	Voor nadere informatie over… , zie…
For details about…, see…	Voor bijzonderheden over...., zie

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 (Dutch “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