

LOGOS STYLE GUIDE FOR TRANSLATORS INTO POLISH

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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. The Polish 2nd singular person (ty) should never be used

English: Select the file you want to delete Polish: Wybrać plik, który chce się usunąć.

Be consistent throughout the text.

PASSIVE TO ACTIVE CONSTRUCTION

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

English: The file can be accessed by all users.

Polish: Wszyscy użytkownicy moga uzyskać dostęp do pliku.

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 Polish.

Ŀ.g.:

English: Appendix B will describe another text feature

Polish: Załącznik B opisuje inną funkcję tekstu





IDIOMS

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

E.g.:

English: no matter how much... **Polish:** nie ważne ile/jak bardzo...

-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, subchapters, chapters and titles, the English gerund should be replaced by the corresponding Polish noun. The translator should always try to render these with a nominal form.

English	Polish
Printing a document	Wydruk/Drukowanie dokumentów
This section contains important	Niniejszy rozdział zawiera ważne
information to consider when installing	informacje, o których należy pamiętać
software from the CD.	podczas instalacji/instalowania
	oprogramowania z płyty CD.

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

English: Saving a file Polish: Jak zapisać plik

It is also possible to use a noun instead of "Jak + infinitve"

For example:

English: Saving a file **Polish**: Zapisywanie pliku





ARTICLES

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

English	Polish
Ventritex, Cadence, Cadet, Contour	Ventritex, Cadence, Cadet, Contour i
and HVS are registered trademarks	HVS są zarejestrowanymi znakami
and Profile and Angstrom are	towarowymi, a Profile i Angstrom są
trademarks of, Inc., or one of its	znakami towarowymi firmy, Inc. i/lub
subsidiaries.	jej spółek zależnych.

ACRONYMS

When acronyms appear for the first time, the translator must usually add, in brackets, their full form, in Polish (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	Polish
GUI (Graphical User Interface)	GUI (Graphical User Interface,
	Graficzny interfejs użytkownika)

SENTENCE STRUCTURE AND WORD ORDER

Polish 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 Polish.





ABBREVIATIONS

The use of abbreviations must be avoided where possible. If the abbreviation is at the end of sentence, use only one full stop. Remember, too, that abbreviations in Polish are not necessarily capitalized, as they almost always are in English.

Abbreviations in Polish should end with a full stop (e.g. Elem. for Element). 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	Polish
Mb (Megabyte)	Mb (megabajt)
DPI (dots per inch)	ppp (punkty na cal)
ppm and bpm (US for pulses per	min ⁻¹ (tłumaczenie usankcjonowane
minute and beats per minute)	przez prawodawstwo europejskie w
	odniesieniu do stosowania w Europie
	amerykańskich terminów "ppm" i "bpm")

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 Polish punctuation conventions should be observed:

A non-breaking space after a colon, a semicolon, an exclamation mark, or a question mark.

A space after and no space before a comma, a period, or ellipses.

DASHES

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

TIME, DATE, NUMERICAL FORMATS, etc.

Time: 24-hour clock; hours and minutes separated by colon e.g. 21:59 No leading zero before hours e.g. 9:59

English	Polish
2:00 pm	14:00
8:15 am	8:15

Date: Short Date Order: DMY, separated by slash Leading zero for months from 1 to 9 Occasionally the century Indication is given

English	Polish
06/24/98	24/06/98

Long Date Format: dddd MMMM yyyy,

English	Polish
24 June 1998	24 czerwca 1998

Temperatures

Degrees Celsius

In Polish, 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	Polish
The monitor weighs 74 lbs.	Monitor waży 33,5 kg.
The keyboard is approximately 18	Długość klawiatury wynosi około 45 cm.
inches long.	

Length - Distance	е	
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 (cal)	1", in	1 in = 0.0833 ft = 0.0278 yd = 2.54 cm = 0.0254 m
foot (stopa)	1', ft	1 ft = 12 in = 0.333 yd = 30.48 cm = 0.3048 m
yard (jard)	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 (dłoń)	hand	1 hand = 4 in = 0.3332 ft = 0.111 yd = 10.16 cm = 0.1016 m
span (piędź)	span	1 span = 9 in = 0.7497 ft = 0.25 yd = 22.86 cm = 0,2286 m

Surface		
square meter	m²	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	$1 \text{ cm}^2 = 0,0001 \text{ m}^2 = 0,155 \text{ in}^2 = 0,0011 \text{ ft}^2 = 0,00012 \text{ yd}^2$
square kilometer	km²	$1 \text{ km}^2 = 1'000'000 \text{ m}^2 = 100 \text{ ha } = 0,386 \text{ mi}^2 = 247,105 \text{ ac}$
are	а	$1a = 100 \text{ m}^2 = 0.01 \text{ ha} = 1'076.39 \text{ ft}^2 = 119.599 \text{ yd}^2 = 0.0000386 \text{ mi}^2 = 0.024 \text{ ac}$
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	in²	1 in ² = 0,00694 ft ² = 6,4516 cm ²
square foot	ft²	$1 \text{ ft}^2 = 0.092 \text{ m}^2 = 144 \text{ in}^2 = 0.111 \text{ yd}^2$
square yard	yd²	1 yd ² = 0,836 m ² = 8'361,27 cm ² = 9 ft ² = 1'296 in ² = 0,0002 ac
square mile	mi²	$1mi^2 = 2,59 \text{ km}^2 = 259 \text{ ha } = 640 \text{ ac}$
acre	ac	1 ac = 4'046,86 m² = 0,0040 km² = 0,40 ha = 40,47 a = 43.560 ft² = 4840 yd² = 0,00156 mi²

Volume		
cubic meter	m³	1 m³ = 1'000 dm³ = 35.3146 ft³ = 61'023.744 in³ = 1.308 yd³ = 264.20 gal _{US} = 219.97 gal _{UK}
cubic decimeter; liter	dm³	1 dm³ = 1 l = 0.001 m³ = 61.024 in³ = 0.0353 ft³ = 0.00131 yd³ = $0.26417 \text{ gal}_{\text{US}} = 0.21997 \text{ gal}_{\text{UK}}$
cubic centimeter	cm³, 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	in³	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	ft³	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	yd³	1 yd³ = 0.764 m³ = 764.55 dm³ = 46'656 in³ = 27 ft³ = 201.97 gal _{US} = 168.18 gal _{UK}
US gallon	gal _{us}	1 galUS = 0.00378 m³ = 3.785 dm³ = 231 in³ = 0.134 ft³ = 0.0049 yd³ = 0.833 gal _{UK}
UK gallon	gal _{uk}	1 galUK = 0.00455 m³ = 4.546 dm³ = 277.42 in³ = 0.16 ft³ = 0.0059 yd³ = 1.2 gal _{US}

Pressure – force/area		
pascal	Ра	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 m_{Hg} = 0.987 atm = 14.5 psi = 33.455 ft _{H2O}
millibar	mbar	1 mbar = 100 Pa = 0.010 m_{H2O} = 0.750 mm_{Hg} = 0.00102 kg/cm² = 0.0145 psi = 2.088 ldf/ft² = 0.033 ft _{H2O}
millimeters of mercury	mm _{Hg}	1 mm _{Hg} = 133.322 Pa = 0.133 kPa = 0.00133 bar = 0.0136 m _{H2O} = 0.00131 atm = 0.00136 kg/cm ² = 0.01934 psi = 2.78 ldf/ft ² = 0.045 ft _{H2O}
technical atmosphere = kgf/cm ²	at, kg/cm²	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/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

Flow rate by volum	Flow rate by volume		
Cubic meters per second	m³/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 ln^3/s = 2'118,88 ln^3/min = 15'850,32 gpm = 13'198,13 ln^3/min gpm	
Cubic meters per minute	m³/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	m³/h	$1 \text{ m}^3/\text{h} = 0.000278 \text{ m}^3/\text{s} = 0.0167 \text{ m}^3/\text{min} = 0.28 \text{ l/s} = 16.67 \text{ l/min} = 1017.06 \text{ in}^3/\text{min} = 0.588 \text{ ft}^3/\text{min} = 4.40 \text{ gpm} = 3.66 \text{ l gpm}$	
Litres per second	I/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 l 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 lgpm	
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 l 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 l 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 l 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 = węzeł	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 (funt)	lb _f	1 lbf = 4.448 N = 0.454 kgf = 16 ozf
ounce force (uncja)	OZf	1 ozf = 0.278 N = 0.028 kgf = 0.0625 lbf

Power – work time	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		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 - Me	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	вти	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	$K = {^{\circ}C} + 273.15$ $K = 1.8 \cdot {^{\circ}R}$ $K = [5/9 \cdot {^{\circ}F}] + (459.67/1.8)$
degree centigrade	°C	$^{\circ}$ C = ($^{\circ}$ F - 32) · 5/9 $^{\circ}$ C = K - 273.15 $^{\circ}$ C = (5/9) · $^{\circ}$ F - (32/1.8)
degree fahrenheit	°F	°F = 9/5 · °C + 32
degree Rankine	°R	°R = (5/9) K

Acceleration		
meter per square second		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/s²	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/s²	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/s²	1 ft/s ² = 0.3048 m/s ² = 30.48 cm/s ² = 12 in/s ²
inch per square second	in/s²	1 in/s ² = 0.0254 m/s ² = 2.54 cm/s ² = 0.083 ft/s ²
mile per square second	mi/s²	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



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

SEPARATORS

Numerical: Decimal Separator: Comma

Thousands separator: Space or none (more common)

English	Polish
1.5 mm	1,5 mm
1,235	1,235
230,000,000	230 000 000 or 230000000
41,525.69874	41 525, 69874 or 41525, 69874

CAPITALIZATION

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

English	Polish
To Save a File in your Local Directory	W celu zapisania pliku w katalogu
	lokalnym

Note: Names of the days of the week and months should NOT be capitalized, ad well as adjectives for nationality (e.g. angielski, polski).

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	Polish
5 directories and 12 files.	5 katalogów i 12 plików.
24 June 1998	24 czerwca 1998
Refer to section II for more information.	W celu uzyskania dodatkowych
	informacji zapoznać się z rozdziałem II.

SECTION 2: SOFTWARE

USE OF VERBS/NOUNS

Always use the infinitive form of the verb to translate menu commands. Use a nominal form for options and dialog boxes, or a verb (if an action is involved). 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	Polish
Cancel (menu command)	Anuluj
New File (menu option)	Nowy plik
Go To (menu option)	ldź do
Create a New Folder (menu option)	Utwórz nowy folder (opcja menu)
	Tworzenie nowego folderu (okno
Create a New Folder (dialog box)	dialogowe)
Save As (dialog box)	Zapisz jako (okno dialogowe)

ERROR MESSAGES

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

English	Polish
This file cannot be opened	Nie można otworzyć pliku
Are you sure you want to delete this	(Czy na pewno chcesz) usunąć ten
folder?	folder?

*Optional



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	Polish
Selecting files	Wybór plików
The File menu	Menu pliku
Using the Save command	Użycie polecenia Zapisz

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. 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 "Podgląd wydruku," (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

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 = Przewodnik użytkownika (aparatu) Proton

*In Polish you can also specify the product, i.e. device, software etc. if you feel the sentence sounds better this way.

COPYRIGHT INFORMATION

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

All rights reserved Wszelkie prawa zastrzeżone

Trademark Znak towarowy

Registered trademark Zarejestrowany znak towarowy

REFERENCES AND PUBLISHING DATES

Example:

English	Polish
PN 9193174 Rev A	PN 9193174 wer. A
Ordering No. 20 58 220 Rev 1	Nr zamówienia 20 58 220 wer. 1
December 1999	Grudzień 1999

CROSS REFERENCES, HEADERS AND FOOTERS

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





NAMES AND ADDRESSES

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

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

