LOGOS STYLE GUIDE FOR TRANSLATORS INTO ROMANIAN

SECTION 1: GENERAL

IMPORTANCE OF STYLE

The style must be clear and accurate. If possible, avoid anglicisms or English-based structures. Use a simple and fluent style, and try to avoid ambiguities. The reader should not be given the impression that it is a translation.

IMPERSONAL FORM / IMPERATIVE

There is no rule but it is better to avoid using the impersonal form at all times to translate the English 2nd person of the indicative present and of the imperative, otherwise the translation might be ambiguous. It is better to use the Romanian imperative (2nd person plural).
The Romanian impersonal form should be used to translate the passive voice in English (see below).

PASSIVE TO ACTIVE CONSTRUCTION

The structural passive voice is much less frequently used in Romanian than in English. When translating passive English sentences, it is recommended to change them to impersonal mode or to active voice (according to the context) to obtain a more natural text. For example:

English	Romanian
It is recommended that...	Se recomandă ca…
Particular caution must be taken...	Se va acorda o atenţie deosebită…

PLURALS

According to the new DOOM2, for foreign words introduced in Romanian, the situation of the plural is different:
- some words have the same form in the singular and in the plural: *dandy, hippy, playboy;*
- others have the plural just like the Romanian words:
    - masculine nouns: plural in *-i*, with the normal phonetic changes: *dealer /*

dealeri, watt / waţi, yard / yarzi

- neuter nouns: in general, the ending is *-uri* and it's attached to the noun as follows:

- **directly**, for those nouns which end with letters that exist in the Romanian alphabet and are pronounced in the same way as in Romanian:
item/itemuri, trend/trenduri, weekend/weekenduri, video / videouri

- **with a hyphen**, for **a)** the words where there is a difference between the written form and the pronunciation;
b) the words which have a final letter which is unusual for the Romanian language:

a) *mouse / mouse-uri, site / site-uri, show / show-uri*
b) *spray / spray-uri*

- some neuter nouns can have the ending *-e*: *computer / computere*

ARTICLES

The definite (enclitic) article is attached to the noun with a **hyphen** only in the case of foreign words adopted into Romanian:
a) where there is a difference between the written form and the pronunciation:
mouse-ul, hardware-ul, site-ul
b) where the final letter is unusual for the Romanian language:
spray-ul, know-how-ul

The definite article is attached **directly** to the noun in the case of nouns which end with letters that exist in the Romanian alphabet and are pronounced in the same way as in Romanian:
itemul, weekendul, videoul, serverul, e-mailul

Brand, product and application names must not have articles. Whenever necessary, the words "*compania*", "*societatea*", "*firma*" should be used.

English	Romanian
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 şi HVS sunt mărci comerciale înregistrate, iar Profile şi Angstrom sunt mărci comerciale ale (companiei) …, Inc., sau ale filialelor sale.

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 Romanian.

E.g.:
English: Appendix B will describe another text feature
Romanian: În anexa B se descrie o altă funcţie a textului

IDIOMS

If a Romanian equivalent of an idiom exists, use it. Anglicisms must be avoided.
E.g.:
English: no matter how much…
Romanian: nu contează cât…

-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 Romanian noun. The translator should always try to render these with a nominal form.

English	Romanian
Printing a document	Tipărirea unui document
This section contains important information to consider when installing software from the CD.	Această secţiune conţine informaţii importante de care trebuie să se ţină seama la instalarea software-ului de pe CD.

ACRONYMS

When acronyms appear for the first time, the translator must usually add, in brackets, their full form, in Romanian (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	Romanian
GUI (Graphical User Interface)	GUI (Graphical User Interface, Interfaţă grafică pentru utilizator)

SENTENCE STRUCTURE AND WORD ORDER

Romanian 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 Romanian.

English: A new window opens.
Romanian: Se deschide o fereastră nouă.

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 Romanian are not necessarily capitalized, as they almost always are in English.

Abbreviations in Romanian should end with a full stop (e.g. “elem.” for “element”). The main exception to this rule is metric units of measurement such as *m, l, cm, ml, kg*, and so forth, which are written without the period.

English	Romanian
Mb (Megabyte)	Mb (megabyte/megaoctet)
DPI (dots per inch)	ppţ (puncte pe ţol)

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 Romanian 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 Romanian 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 Romanian grammar rules to hyphenate words.

ACCENTUATION

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

English	Romanian
It is possible to.../IT IS POSSIBILE TO…	Este posibil să.../ESTE POSIBIL SĂ...
Please wait.../PLEASE WAIT...	Aşteptaţi.../AŞTEPTAŢI...

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	Romanian
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	Romanian
06/24/98	24/06/98

Long Date Format: dddd MMMM yyyy

English	Romanian
24 June 1998	24 iunie 1998 *or* 24 iunie '98

Temperatures
Degrees Celsius
In Romanian, 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	Română
The monitor weighs 74 lbs.	Monitorul cântăreşte 33,5 kg.
The keyboard is approximately 18 inches long.	Tastatura are o lungime de aproximativ 45 cm.

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 (ţol)	1", in	1 in = 0.0833 ft = 0.0278 yd = 2.54 cm = 0.0254 m
foot (picior)	1', ft	1 ft = 12 in = 0.333 yd = 30.48 cm = 0.3048 m
yard (iard)	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 (palmă)	hand	1 hand = 4 in = 0.3332 ft = 0.111 yd = 10.16 cm = 0.1016 m
span (şchioapă)	span	1 span = 9 in = 0.7497 ft = 0.25 yd = 22.86 cm = 0,2286 m

Surface		
square meter	m²	1 m² = 10'000 cm² = 0,0001 ha = 1.550 in² = 10,76 ft² = 1,196 yd²
square centimeter	cm²	1 cm² = 0,0001 m² = 0,155 in² = 0,0011 ft² = 0,00012 yd²
square kilometer	km²	1 km² = 1'000'000 m² = 100 ha = 0,386 mi² = 247,105 ac

are	a	1a = 100 m² = 0,01 ha = 1'076,39 ft² = 119,599 yd² = 0,0000386 mi² = 0,024 ac
hectare	ha	1 ha = 100 a = 10'000 m² = 0,01 km² = 107'639,1 ft² = 0,0039 mi² = 2,47 ac
square inch	in²	1 in² = 0,00694 ft² = 6,4516 cm²
square foot	ft²	1 ft² = 0,092 m² = 144 in² = 0,111 yd²
square yard	yd²	1 yd² = 0,836 m² = 8'361,27 cm² = 9 ft² = 1'296 in² = 0,0002 ac
square mile	mi²	1mi² = 2,59 km² = 259 ha = 640 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 gal_{US} = 0.21997 gal_{UK}
cubic centimeter	cm³, cc	1 cm³ = 0.001 dm³ = 0.001 l = 0.061 in³ = 0.000264 gal $_{US}$ = 0.00022 gal_{UK}
cubic inch	in³	1 in³ = 0.0000164 m³ = 0.0164 dm³ = 0.0005787 ft³ = 0.0043 gal_{US} = 0.0036 gal_{UK}
cubic foot	ft³	1 ft³ = 0.02832 m³ = 28.32 dm³ = 1'728 in³ = 0.037 yd³ = 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	Pa	1 Pa = 1 N/m² 1 kPa = 0.01 bar = 0.1 N/cm² = 0.10 mH2O = 7.5 mm_{Hg} = 0.0099 atm =0.145 psi = 0.02088 lbf/ft² = 0.334 ft_{H2O}
bar	bar	1 bar = 100'000 Pa = 100 kPa = 1.0197 kg/cm² = 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/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/cm² = 0.01934 psi = 2.78 ldf/ft² = 0.045 ft_{H2O}
technical atmosphere = kgf/cm²	at, kg/cm²	1 at = 1 kg/cm² = 735.56 mm_{Hg} = 10 mH2O = 98066.50 Pa = 98.067 kPa = 0.981 bar = 0.968 atm = 14.22 psi = 2048.16 lbf/ft² = 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

Debit ca volum		
metri cubi pe secundă	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 l gpm

metri cubi pe minut	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 I gpm
metru cub pe oră	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 I gpm
litri pe secundă	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 I gpm
litri pe minut	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 Igpm
cubic inch 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 I gpm
cubic foot 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 I gpm
gallon 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 I gpm
imperial gallon per minute	I gpm	1 I 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 = nod	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 (livră-	lb_f	1 lbf = 4.448 N = 0.454 kgf = 16 ozf

forță)		
ounce force (uncie-forță)	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/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/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: Comma
Thousands separator: Period

English	Romanian
1.5 mm	1,5 mm
1,235	1.235
230,000,000	230.000.000
41,525.69874	41.525, 69874

CAPITALIZATION

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

English	Romanian
To Save a File in your Local Directory	Pentru a salva un fişier în directorul local / Salvarea unui fişier în directorul local

Note: Names of the days of the week and months should NOT be capitalized, as well as adjectives for nationality (e.g. luni, marţi; ianuarie, februarie; englez, român).

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	**Romanian**
5 directories and 12 files.	Cinci directoare şi 12 fişiere.
24 June 1998	24 iunie 1998
Refer to section II for more information.	Pentru informaţii ulterioare, consultaţi secţiunea II.

SECTION 2: SOFTWARE

USE OF VERBS/NOUNS

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.

Addressing:
When the user gives an order to the computer (i.e. addresses the computer), use the imperative form, 2nd person singular:

English	Romanian
Save	Salvează
Open (menu command)	Deschide
Search files	Caută fişiere
Create a New Folder (menu option)	Creează un director nou (opţiune de meniu)
Save As (dialog box)	Salvează ca (fereastră de dialog)

In certain cases the nominal form is used:

English	Romanian
New File (menu option)	Fişier nou…
Go To (menu option)	Salt la…

For the titles of the dialogue boxes, the nominal form should be used:

English	Romanian
Saving configuration	Salvare configuraţie
Create a New Folder	Creare director nou

When the computer asks the user to decide upon an action or to perform an action, the formal address is used:

English	Romanian
Do you want to continue?	Doriţi să continuaţi?
Please try again later	Încercaţi din nou mai târziu

The word “please” should not be translated.

English	Romanian

Please wait	Aşteptaţi
Please enter your name	Introduceţi numele

Gender:
It is better to avoid using the gender; an impersonal address should be used:

English: Are you sure you want to delete this bookmark?
Romanian: Sigur doriți să ștergeți acest semn de carte?
(avoid: „Sunteţi sigur(ă) că doriţi...")

When the computer "reports" on the status or on an action it performs without the user's intervention, the impersonal form should be used:

English	**Romanian**
Saving configuration	Se salvează configuraţia
Receiving data from...	Se primesc date de la…

For menu commands that lead to submenus, the nominal form should be used:

English	**Romanian**
Manage...	Gestionare...

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.

ERROR MESSAGES

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

English	**Romanian**
Could not open file	Nu s-a putut deschide fişierul
Are you sure you want to delete this folder?	Sigur doriţi să ştergeţi acest director?

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	Romanian
Selecting files	Selectarea unui fişier
The File menu	Meniul Fişier
Using the Save command	Utilizarea comenzii Salvare

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.

Do not use "de" at the end of an entry, for example: "Clasificare, Norme de" instead, type "Clasificare, Norme" or “Norme, Clasificare”.
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 "Examinare înaintea imprimării" (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 = Ghid de utilizare Photon

COPYRIGHT INFORMATION

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

All rights reserved	Toate drepturile rezervate
Trademark	Marcă comercială
Registered trademark	Marcă comercială înregistrată

REFERENCES AND PUBLISHING DATES

Example:

English	Romanian
PN 9193174 Rev A Ordering No. 20 58 220 Rev 1 December 1999	PN 9193174 Rev A Nr. comenzii 20 58 220 Rev 1 Decembrie 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

References:
DEX, DOOM, DOOM2, DN
(as a rule of thumb, the words can be used in a translation if they appear in the dictionary, except the most recent neologisms)
www.dexonline.ro
http://www.academiaromana.ro/
For software localization:
http://i18n.ro/home
http://i18n.ro/Ghidul_traducatorului_de_software