# TRANSLATION STYLE GUIDE

## EUROPEAN SPANISH

SDL International

http://www.sdlintl.com

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# I Introduction

## 1 Scope

The purpose of this Translation Style Guide is to establish grammar, style and terminology guidelines for SDL internal staff and freelance translators, editors and proofreaders with regard to the language preferences to be used in English to Spanish translations that are carried out for or by SDL International.

This guide is organized in three main sections:

- General Linguistic Considerations: Provides a set of linguistic guidelines and addresses problematic issues in translation from English into Spanish.

- Translation Guidelines: Provides company guidelines and industry standards for the translation of software, help files, software documentation and multimedia projects. Each section concentrates on the specifics of that particular type of translation.

- Review Guidelines: Provides a set of recommendations that should be taken into account when reviewing translations carried out by other translators. It also contains a set of revision marks to be used when reviewing translations.

## 2 Importance of corporate style

Using and observing the SDL International corporate style is vital to:

- Project an image of professionalism and reliability

- Promote quality and consistency across projects and clients

- Minimize costly revisions

It is imperative that both internal translators and freelancers adhere to these guidelines, so that all manuals and online texts translated or reviewed for or by SDL International have consistent style, good readability and stylistic quality. Adhering to the SDL Translation Style Guide will also ensure linguistic consistency across a pool of translators on any one project. This will in turn ensure that no extra resources have to be allocated during revision, helping to deliver on time within budget.

Some of SDL's clients have their own set of linguistic guidelines. Where this is the case, these guidelines will be provided to translators, together with the project material for translation. Where there are differences or contradictions, the client's preferences (if correct) take priority over those in this guide. For any linguistic issues not covered in the client guidelines, the SDL Translation Style Guide is to be referred to.

###The general orthographical and grammatical rules for Spanish obviously remain untouched by the SDL Translation Style Guide.

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**Important**: Some of the examples of usage that appear in the "Incorrect" column are correct from a linguistic point of view, but are to be avoided in favour of the phrase or term featured in the "Correct" column.

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**Important:** Unless otherwise stated, the translations provided are based on Windows standards and intended for use in Windows based applications.

# II General linguistic considerations

## 1        Technical writing

One of the first things to consider in technical writing is the target audience. As a translator, you should consider who will be reading the document you are translating:

- Is the document intended for the general public? If not, what organization do your readers work for?

- What is your readers' occupation, profession or field?

- What information do they need to get from your document?

- What is their knowledge of the topic?

Translation should be adapted depending on the answers to these questions. As a general rule, the register should be kept formal. English texts tend to lapse into quite a colloquial style that should be avoided in Spanish.

| English | Incorrect | Correct |
|---|---|---|
| Now you know what to do if you want to... | Ahora ya sabe qué hacer... | Ya dispone de los conocimientos necesarios para... |

Similarly, the use of the second person singular to address the reader should be avoided in Spanish. Instead, the third person singular should be used, but the pronoun "usted" *should not* be used explicitly. If the sentence structure requires the inclusion of this word, it should be replaced by "el usuario" or a similar phrase adequate in the context.

| English | Incorrect | Correct |
|---|---|---|
| If you want to proceed,... | Si deseas continuar,... <br><br> Si desea usted continuar,... | Si desea continuar,... |

**Note**: There are some texts where the use of the second person singular might be desired, for instance, computer games, where the target audience age and more informal stylistic approach seem to call for the use of the "tú" form.

**Note**: *Do* be consistent in the way you address the reader.

Overall style should be clear and concise to help readability. Literal translations should be avoided, as they impair comprehension and make the target text sound unnatural. Ideally, the translated text should be easy to read, convey the same information as the English and be able to pass as a text originally written in the target language.

The following guidelines are intended to help the translator to create a text which takes the conventions of Spanish technical documents into account and ensures maximum clarity for the reader.

## A) Syntax and semantics

Positive versus negative constructions

Use positive constructions rather than negative ones in order to improve the readability of the Spanish text.

| English | Incorrect | Correct |
|---|---|---|
| Do not connect the power cable before setting the switch on the 0 position. | No conecte el cable de alimentación sin antes haber colocado el interruptor en la posición 0. | Coloque el interruptor en la posición 0 antes de conectar el cable de alimentación. |

Active versus passive constructions

Use active instead of passive constructions whenever possible. Passive voice is less commonly used in Spanish. Instead, the impersonal form should be used (this is advisable in error messages, see "Status and Error messages" on page 26).

| English | Incorrect | Correct |
|---|---|---|
| Shift templates can be associated with any staff group. | Las plantillas de turnos pueden ser asociadas a cualquier grupo de personal. | Las plantillas de turnos pueden asociarse a cualquier grupo de personal. |

When changing subjects (e.g., as a result of using the active form where the English sentence uses the passive form), be careful not to mistranslate.

| English | Incorrect | Correct |
|---|---|---|
| Templates are used by wizards to improve performance. | Las plantillas utilizan asistentes para mejorar el rendimiento. | Los asistentes utilizan plantillas para mejorar el rendimiento. |

Logical sentence structure

Organize information in a logical order. Instructions should be given in the order the user has to perform them. Similarly, when the user is asked to perform certain actions in the software application, the different steps should also be presented in a logical order (i.e., menu, command, dialog box title, dialog box controls).

| English | Incorrect | Correct |
|---|---|---|
| Use the Special, Generate Labels option to label the two schedules automatically. | Para etiquetar los dos horarios automáticamente, utilice la opción Especial, Generar etiquetas. | Para etiquetar los dos horarios automáticamente, utilice la opción Generar etiquetas del menú Especial. |

**Note:** Try to maintain the order of the English sentences to increase translation memory (TM) performance. However, do not hesitate to link several short sentences together, or to separate sentences if required.

<u>Transitive and intransitive verbs</u>

Avoid using transitive verbs as intransitive verbs.

| *English* | *Incorrect* | *Correct* |
|---|---|---|
| This option allows you to copy in the Clipboard. | Esta opción le permite copiar en el Portapapeles. | Esta opción le permite copiar **la selección** en el Portapapeles. |

<u>Tenses and modes</u>

English tenses do not always correspond to the equivalent tense in Spanish.

- **Gerunds (translation of –ing form):** In English, gerunds tend to be used in section titles and subtitles in the documentation and help, where Spanish prefers the nominal form of a verb or, if it is not possible to use a nominal form, an infinitive form. The Spanish gerund can and should be used when it appears in a status bar indicating an action in progress (see "Section and chapter titles" on page 30).

| *English* | *Incorrect* | *Correct* |
|---|---|---|
| Section Ten: Generating Tables | Sección 10: Generando tablas | Sección 10: Generación de tablas |
| Updating table... | Actualización de tabla... | Actualizando tabla... |

Note that the Spanish gerund denotes an action in progress which takes place before or at the same time as the main action. It is incorrect to use the gerund to denote and action that takes place after the main one.

| *English* | *Incorrect* | *Correct* |
|---|---|---|
| The application opens the window allowing you to enter data. | La aplicación abre la ventana permitiéndole especificar datos. | La aplicación abre la ventana, lo que le permite especificar datos. |
| To view the contents of all the resource folders, including subfolders and resources: | Para ver el contenido de todas las carpetas de recursos, incluyendo los recursos y las subcarpetas: | Para ver el contenido de todas las carpetas de recursos, incluidos los recursos y las subcarpetas: |

- **Imperatives**: Use the imperative tense when giving instructions. Avoid using the infinitive to translate instructions. English expressions with modal verbs or constructions such as "make sure you do something" should also be translated using the Spanish imperative.

| *English* | *Incorrect* | *Correct* |
|---|---|---|
| Select the staff group or routing set for which tasks should be created. | Se debe seleccionar el grupo de personal o de rutas para el que se desea crear tareas. | Seleccione el grupo de personal o de rutas para el que desea crear tareas. |

| You should save your changes before proceeding. | Debería guardar los cambios antes de continuar. | Guarde los cambios antes de continuar. |
|---|---|---|
| Make sure you specify a valid name. | Asegúrese de especificar un nombré válido. | Especifique un nombre válido. |

- **Subjunctive tenses:** The subjunctive tenses are very important in Spanish, not using them when required would impoverish the text. When using the subjunctive form "seleccionara/seleccionase", it is recommended to use the form "seleccionara" since it is more acceptable in some Latin American countries.

- **Infinitive**: When translating menu options, buttons and dialog boxes in software, use the infinitive form. (See "Translation of dialog boxes, menus and buttons" on page 25).

| *English* | *Incorrect* | *Correct* |
|---|---|---|
| Open (menu option) | Abierto | Abrir |
| Save As (menu option) | Guarde como | Guardar como |

- **Future**: English technical manuals tend to use the future tense, where in Spanish the present tense would be more appropriate. Avoid using the future tense in such cases.

| *English* | *Incorrect* | *Correct* |
|---|---|---|
| This section will describe the procedure to install the machine. | Esta sección describirá el procedimiento de instalación del equipo. | En esta sección se describe el procedimiento de instalación del equipo. |

Optional plural

The optional plural represented by the letter "s" between brackets, as in "item(s)", can be used in software if such use is due to length restriction issues. However, it should be avoided whenever possible. In documentation and help files, the singular and plural forms of the noun should be used instead. Alternatively, the Spanish plural form can be used as it is the less specific option.

| *English* | *Incorrect* | *Correct* |
|---|---|---|
| Select the item(s) you want. | Seleccione los elemento(s) que desee. | Seleccione el elemento o los elementos que desee. <br><br> *Or* <br><br> Seleccione los elementos que desee. |

Possessive adjectives

The common use of possessive adjectives in English should be avoided in Spanish and instead the definite article should be used.

| *English* | *Incorrect* | *Correct* |
|---|---|---|

| | | |
|---|---|---|
| Launch your application. | Inicie su aplicación. | Inicie la aplicación. |
| You need to run these last two commands each time you log into your system. | Debe ejecutar estos dos últimos comandos cada vez que inicie una sesión en su sistema. | Debe ejecutar estos dos últimos comandos cada vez que inicie una sesión en el sistema. |

Use of prepositions

The following table contains some prepositions which are often used or translated incorrectly.

| English | Incorrect | Correct |
|---|---|---|
| Add in | Agregar en | Agregar a |
| The button in the window... | El botón en la ventana... | El botón de la ventana... |
| Under Special on the main menu... | Bajo la opción Especial en el menú principal... | En la opción Especial del menú principal... |
| From the Options menu... | Desde el menú Opciones... | En el menú Opciones... |
| Copy to file | Copiar al archivo | Copiar en el archivo |

Avoid using the same preposition for verbs that collocate with a different preposition.

| English | Incorrect | Correct |
|---|---|---|
| To process information sent to or by the server,... | Para procesar la información proveniente o enviada desde el servidor,... <br><br> **Note**: "Provenir" collocates with "de". | Para procesar la información proveniente del servidor o enviada por éste,... |

A common mistake is to delete a required preposition to avoid what is called "dequeísmo" in Spanish (incorrect use of "de que").

| English | Incorrect | Correct |
|---|---|---|
| Make sure the system is off. | Aségurese que el sistema está apagado. | Aségurese de que el sistema está apagado. |
| An error message notifies the system is down. | Un mensaje de error informa que el sistema no funciona. | Un mensaje de error informa de que el sistema no funciona. |

Common errors to avoid

This section focuses on some common errors in translation from English into Spanish.

- And /Or: This is sometimes translated as "y/o" when in Spanish "o" would be enough.

- Effective: It should be translated as "eficaz" (inanimate objects) or "eficiente" (animate objects), but not "efectivo".

- Multiple: This tends to be translated as "múltiple(s)": This translation is correct but should not be favoured over other Spanish adjectives, such as "varios", "diversos", etc. If possible, avoid using "múltiple(s)".

- Optional: Translate as "optativo", not "opcional".

| English | Incorrect | Correct |
|---|---|---|
| Type the Name and/or Address of the Contact, and click Search. | Escriba el nombre y/o dirección del contacto y haga clic en Buscar. | Escriba el nombre o dirección del contacto y haga clic en Buscar. |
| A workspace is a window that enables the effective management of items. | Un área de trabajo es una ventana que permite la administración efectiva de los elementos. | Un área de trabajo es una ventana que permite la administración eficaz de los elementos. |
| Data related to Properties and Categories can be stored in multiple languages. | Los datos relacionados con las propiedades y categorías pueden almacenarse en múltiples idiomas. | Los datos relacionados con las propiedades y categorías pueden almacenarse en varios idiomas. |
| Using this features is optional. | La utilización de esta función es opcional. | La utilización de esta función es optativa. |

## B) Consistency

It is extremely important to be consistent in the way things are translated. The more consistent translations are, the better the quality. The work required during revision, future updates, etc. will also be significantly reduced.

Consistency not only applies to terminology but also to sentence structure. Recurring text elements like headings, sub-headings, step-by-step instructions, etc. should have a similar structure.

Phrases which occur more than once in a document (e.g. "Related Topics") should be translated identically throughout the document.

Similarly, the translation of dialog boxes should correspond to the translation of the commands that open them.

## C) Personifications

Personifications are frequently used in English documentation and should be avoided in Spanish. Instead, it is recommended to use an impersonal form.

| English | Incorrect | Correct |
|---|---|---|

| | | |
|---|---|---|
| This checklist outlines the steps in setting up Personal Accounts in XXX 2000. | Esta lista de verificación resume los pasos para la configuración de cuentas personales en XXX 2000. | En esta lista de verificación se resumen los pasos para la configuración de cuentas personales en XXX 2000. |

## 2      Orthographical and typographical conventions

This section covers a set of orthographical and typographical conventions that should be taken into account when writing Spanish texts. They are particularly relevant to the translation of technical texts.

### A) Abbreviations

<u>Rules and typical abbreviations</u>

In general, abbreviations should be avoided unless length restrictions mean the full term cannot be used. If an abbreviation is required, the following rules should be taken into account:

- When the last syllable or syllables are cut in order to abbreviate a word, the abbreviated word cannot end in a vowel.

| Word | Incorrect | Correct |
|---|---|---|
| Elemento | Ele. | Elem. |

- Words should not be abbreviated by omitting only one letter.

| Word | Incorrect | Correct |
|---|---|---|
| Número | Númer. | Núm. |

- When a syllable with more than one consonant needs to be cut, all consonants before the vowel need to be included in the abbreviation. In words with -cc-, only the first c is included in the abbreviation.

| Word | Incorrect | Correct |
|---|---|---|
| Párrafo | Pár. | Párr. |
| Detección | Detecc. | Detec. |

- Abbreviated words are followed by a period unless the abbreviation is an established technical symbol, such as measures or monetary symbols. If the abbreviation includes superscript letters, the period goes before these letters.

| Word | Incorrect | Correct |
|---|---|---|
| Post meridiem | pm | p.m. |
| Metro | m. | m |
| Número | n° | n.° |

- When a word has an accent, this is kept in the abbreviation.

| Word | Incorrect | Correct |
|------|-----------|---------|
| página | pag. | pág. |

The following table contains a list of common abbreviations:

| Word | Abbreviation |
|------|--------------|
| capítulo | cap. |
| cuenta | cta. |
| ejemplo | ej. |
| Estados Unidos | EE. UU. |
| etcétera | etc. |
| Hora/minutos/segundos | hr./min./seg. or s. |
| línea | lín. |
| máximo | máx. |
| mínimo | mín. |
| número | n.º or núm. |
| por ejemplo | p. ej. |
| primer/primera/primero | 1.$^{er}$/1.$^{a}$/1.$^{o}$ |
| página | pág. |
| párrafo | párr. |
| referencia | ref. |
| segundo/segunda | 2.$^{o}$/2.$^{a}$ |
| teléfono | tel., teléf. or tfno. |
| tiempo | tpo. |

Symbols and units of measurement

When using symbols or units or measurement, a space needs to be inserted between the number and the corresponding symbol or unit. Please use a non-breaking space to avoid splitting the figure and the symbol or unit over two lines.

| English | Incorrect | Correct |
|---------|-----------|---------|
| 5cm | 5cm | 5 cm |
| 53% | 53% | 53 % |

The following table contains a list of common units:

| Word | Abbreviation |
|------|--------------|
| centímetro | cm |
| gigabyte | GB |
| hercio | Hz |
| kilogramo | kg |
| kilohercio | kHz |
| kilómetro | km |
| litro | l |
| megabit | Mb |
| megabyte | MB |
| megahercio | MHz |
| metro | m |
| milímetro | mm |

Acronyms

If the English acronym is kept in the Spanish text, it should be followed by the full English text in italics and between brackets. This should be introduced by the phrase "del inglés" and followed by a translation or paraphrase in Spanish.

| English | Incorrect | Correct |
|---------|-----------|---------|
| It's the industry-leading CRM solution. | Es la solución de CRM (*Customer Relationship Management*) líder del mercado. | Es la solución de CRM (del inglés *Customer Relationship Management*, gestión de relaciones con los clientes) líder del mercado. |

Once the acronym has been explained in the document, it will be used by itself.

Acronyms in Spanish have no plural. The indication of plural is usually given by the proceeding determiner, article or adjective.

| English | Incorrect | Correct |
|---------|-----------|---------|
| To request the CD- | Para solicitar los CD- | Para solicitar los CD-ROM, |

| | | |
|---|---|---|
| ROMs, call… | ROMs, llame… | llame… |

## B) Punctuation and orthographical marks

This section contains an overview of Spanish punctuation rules to help avoid a number of common mistakes.

<u>Commas</u>

Commas are used to separate series of three or more elements. In Spanish, the comma before the conjunction should not be used when the conjunction joins the last two elements in a series.

| *English* | *Incorrect* | *Correct* |
|---|---|---|
| Customer Support contacts need to be knowledgeable about your systems, the Software functionality, and the business processes. | Los contactos de servicio técnico del cliente deben conocer los sistemas, las funciones del software, y los procesos empresariales. | Los contactos de servicio técnico del cliente deben conocer los sistemas, las funciones del software y los procesos empresariales. |

When a conjunction joins two parts of an element in a series and this element is followed by a second conjunction, a comma must be used before the last conjunction.

| *English* | *Incorrect* | *Correct* |
|---|---|---|
| This will enable Customer Support to investigate and attempt to identify, reproduce, and verify the defect. | Esto permitirá que el servicio técnico investigue el problema, intente identificarlo y reproducirlo y verifique el defecto. | Esto permitirá que el servicio técnico investigue el problema, intente identificarlo y reproducirlo, y verifique el defecto. |

Use commas with introductory phrases, and before and after phrases that use adverbs such as "no obstante", "sin embargo", "así pues", "por el contrario", "por lo tanto", etc.

| *English* | *Incorrect* | *Correct* |
|---|---|---|
| However, you must replace the center plane. | Sin embargo deberá reemplazar la placa central. | Sin embargo, deberá reemplazar la placa central. |

Use a comma to separate subordinate phrases that begin a sentence.

| *English* | *Incorrect* | *Correct* |
|---|---|---|
| You will be given a login and password to gain access into the system. | Para acceder al sistema se le proporcionará un ID de inicio de sesión y una contraseña. | Para acceder al sistema, se le proporcionará un ID de inicio de sesión y una contraseña. |

<u>Hyphens and dashes</u>

In Spanish, three types of dash characters are used:

- Hyphen (guión: -): Used to divide words at the end of a line (e.g. "apli-cación") and for compound words (e.g. "teórico-práctico"). A hyphenated compound should not be split between lines. If possible, use a non-breaking hyphen (Ctrl+Shift+hyphen). Titles should not have hyphenated words.

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**Note**: Hyphens are also used to separate numbers (e.g. "Imprimir las páginas 10-12").

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- En dash (signo menos: – ): Used as a minus sign with a space before and after. (ANSI code: Alt+0150.)
- Em dash (raya: —): Used to enclose comments not syntactically connected to the rest of the sentence. Similar to using brackets. The use of em-dash in the English text does not always warrant its use in the Spanish translation. Depending on the context, it can be replaced with a comma or brackets. (ANSI code: Alt+0151.)

## Quotation marks

In English, when the text between quotation marks appears at the end of the sentence, the period may appear inside the quotation marks. In Spanish, the period should go *outside* the quotation marks. However, if the whole sentence is between quotation marks, the period goes inside them.

| *English* | *Incorrect* | *Correct* |
| --- | --- | --- |
| Topics that contain the word "contact. " | Temas que contienen la palabra "contacto." | Temas que contienen la palabra "contacto". |
| "No topics found." | "No se ha encontrado ningún tema". | "No se ha encontrado ningún tema." |

## Periods

Periods should be followed by *one* space only. In a sentence ending with a term within quotation marks or brackets, the period should go outside the closing quotation mark or bracket. See above.

## Colons

Use colons to introduce lists and procedures. Do not use colons to introduce tables, sections or illustrations.

Unless the sentence starts on the next line, use *lower case* after the colon.

## Slashes

Slashes can be used to separate two alternatives. In Spanish, slashes are not so common and tend to be replaced by the conjunction "o".

## C) Use of upper and lower case

In Spanish, capitals are only used for the first word of a sentence, caption, heading and title, and for proper nouns. The first letter of the following software interface elements should also be capitalized: commands, dialog box titles, options, buttons and menu names (unless otherwise stated).

The following terms are not capitalized in Spanish:
- Adjectives referring to nationalities

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- Names of days and months

- Languages

Accents on capital letters are *always* required.


## D) Numerals

Currencies

Currency symbols should be placed after the number and are separated by a space. Use a non-breaking space.

| English | Incorrect | Correct |
|---|---|---|
| $15,000 | $15,000 | 15.000 $ |


Dates

Dates should be written in the day, month and year format. No capital is used for the month. If numbers are used, hyphens or slashes should be used to separate them.

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**Note:** It is recommended to leave the article out before the years 2000, 2001, etc. The Spanish Academy (RAE) does, however, accept the use of the article if the year appears on its own (as in: "Primera versión editada en el 2002").

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Decimal and thousand separator

Use the comma as a decimal separator without a space. Use the period as a thousands separator.

| English | Incorrect | Correct |
|---|---|---|
| 1.50m | 1.50 m | 1,50 m |
| 15,000 users | 15,000 usuarios | 15.000 usuarios |

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**Note:** In Mexico and some Central American countries, the English format is followed.

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In Spanish, the 0 cannot be dropped in decimal numbers below 1. However, it should be avoided when it is the only decimal digit in the number.

| English | Incorrect | Correct |
|---|---|---|
| .5m | .5 m | 0.5 m |
| 3.0 | 3.0 | 3 |


Time format

The traditional format is the 24 hour clock. To separate hours, minutes and seconds, a colon or period can be used.


Paper sizes (millimeter conversions)

| Inches | Millimeters |
|---|---|
| 3 ½ x 7 inches | 90 x 178 mm |
| 4 x 8 inches | 102 x 204 mm |
| 5 ¼ x 5 ¾ inches | 133 x 146 mm |
| 5 ¼ x 8 inches | 133 x 203 mm |
| 5 7/8 x 8 ¼ inches | 148 x 210 mm (A5) |
| 7 x 9 inches | 178 x 229 mm |
| 8 ½ x 11 inches | 216 x 280 mm |
| 11 ¾ x 16 ½ inches | 297 x 420 mm (A3) |
| 8 ¼ x 11 ¾ inches | 210 x 297 mm (A4) |

Paper sizes (names)

| Inches | Millimeter |
|---|---|
| Letter (8 ½ x 11 inches) | Carta (216 x 279 mm) |
| Legal (8 ½ x 14 inches) | Oficio (216 x 356 mm) |
| Ledger (11 x 17 inches) | Registro (279 x 431 mm) |
| Executive (7 ½ x 10 ½ inches) | Ejecutivo (184 x 267 mm) |
| Envelopes | Sobres |

## F) Bulleted lists and tables

Regardless of the source language convention, the format used in the translation of bulleted lists and tables should be consistent throughout the software, documentation or help system.

Bullet points should start with upper case and end with *no* period if the list is made up by a series of terms or words that do not constitute a complete sentence.

However, if the list contains complete sentences, these should be followed by a period.

| English | Incorrect | Correct |
|---|---|---|
| The product box contains:<br><br>- two manuals<br>- a CD | La caja del producto contiene:<br><br>- Dos manuales.<br>- Un CD. | La caja del producto contiene:<br><br>- Dos manuales<br>- Un CD<br>- Una tarjeta de registro |

| | | |
|---|---|---|
| - a registration card | - Una tarjeta de registro | |
| The Notifications and Reminders dialog box displays the following reminders:<br><br>- Reminders set for me: Reminders that are set for the current user.<br><br>- Reminders received: Reminders that were received by the current user | El cuadro de diálogo Notificaciones y avisos muestra los siguientes avisos:<br><br>- Avisos establecidos para mí: Avisos establecidos para el usuario actual.<br><br>- Avisos recibidos: Avisos que ha recibido el usuario actual | El cuadro de diálogo Notificaciones y avisos muestra los siguientes avisos:<br><br>- Avisos establecidos para mí: Avisos establecidos para el usuario actual.<br><br>- Avisos recibidos: Avisos que ha recibido el usuario actual. |

**Note:** As in the example above, the English text may not be consistent in punctuation or sentence structure. These inconsistencies should not be replicated in the Spanish text.

## 3    Terminology

This section is divided into two main sections. The first one explains the importance of terminology lists and deals with how to create them. The second one focuses on some common terms in localization and their recommended translation.

### A) Terminology lists

The purpose of creating terminology lists is twofold:

- To maintain consistency during translation
- To build up a database of terms that can be used for upgrades of the project or as a reference in other projects

Terminology lists may be provided by the client or created by SDL. Either way, it is essential to follow them when translating the software and other project components.

The first step in terminology development is extracting the source English terms. This will usually be the job of a terminologist, but if translators are asked to create a term list, they should follow these guidelines:

- The term list should include technical terms, product-specific terms and product names.
- General terms should also be included if they have more than one translation or meaning depending on the subject matter or if they are used repeatedly throughout the source text.
- Software options (i.e. menus, buttons, etc.) should *not* be included in terminology lists.
- Terms should be entered in the terminology list in the singular form and in lower case (unless they are product names, proper nouns, etc.). In the case of verbs, they

should be entered in the infinitive form followed by comma and then "to" (e.g. backup, to).

Once the English terminology list is created and approved by the client, it needs to be translated. To do this, client glossaries (if available) should be referred to, together with operating environment glossaries and glossaries from previous relevant projects.

## B) Common terms

Translation of key names

The following table contains a list of common keyboard terms and corresponding Spanish translation.

| English | Spanish |
| --- | --- |
| Alt | Alt |
| Backspace | Retroceso |
| Caps Lock | Bloqueo mayúsculas (Bloq Mayús) |
| Control (Ctrl) | Control (Ctrl) |
| Down | Abajo |
| Keypad, numeric keypad, numpad | Teclado numérico |
| End | Fin |
| Enter, Return | Intro (numeric keypad), Entrar |
| Escape (Esc) | Escape (Esc) |
| Num Lock | Bloqueo numérico (Bloq Num) |
| Pause | Pausa |
| Print Screen | Imprimir pantalla (Impr Pant) |
| Scroll Lock | Bloqueo de desplazamiento (Bloq Despl) |
| Shift | Mayúsculas (Mayús) |
| Movement keys | Teclas de movimiento |
| Delete (Del) | Suprimir (Supr) |
| End | Fin |

| | |
|---|---|
| Home | Inicio |
| Insert (Ins) | Insertar (Insert) |
| Page Down | Avanzar página (Av Pág) |
| Page Up | Retroceder página (Re Pág) |
| Arrow keys | Teclas de dirección |
| Down arrow key | Flecha abajo |
| Left arrow key | Flecha izquierda |
| Right arrow key | Flecha derecha |
| Up arrow key | Flecha abajo |

Translation of common UI terms

The following table contains a list of translations for common UI terms.

| *English* | *Spanish* |
|---|---|
| check box | casilla de verificación |
| Close button | botón Cerrar |
| command /push button | botón de comando |
| context menu | menú contextual |
| control menu | menú de control |
| dialog, dialog box | cuadro de diálogo |
| disabled option | opción no disponible |
| drop-down list | lista desplegable |
| field | campo |
| grayed button | botón atenuado |
| Maximize button | botón Maximizar |
| menu bar | barra de menús |
| Minimize button | botón Minimizar |
| option button | botón de opción |
| pull down menu | menú desplegable |

| | |
|---|---|
| radio button | botón de radio or botón de opción |
| Restore button | botón Restaurar |
| scroll arrow | flecha de desplazamiento |
| scroll bar | barra de desplazamiento |
| select, to | seleccionar |
| shortcut key | tecla de método abreviado |
| spin box | cuadro de número |
| status bar | barra de estado |
| tab | ficha |
| title bar | barra de título |
| Toggle button | botón Alternar |
| tool bar | barra de herramientas |
| tooltip | información sobre herramientas |

<u>False friends</u>

The following table contains some general and IT false friends.

| English | Incorrect | Correct |
|---|---|---|
| abort | abortar | anular |
| ignore | ignorar | omitir |
| actual | actual | real |
| enter, to | entrar | introducir |
| report | reporte | informe |
| assume, to | asumir | suponer |
| scenario | escenario | ejemplo, supuesto, caso |
| balance, to | balancear | equilibrar |
| consistent | consistentente | coherente |
| consist of, to | consistir de | constar de |

| | | |
|---|---|---|
| cover, to | cubrir | abarcar, recoger |
| eventual | eventual | final |
| out of service | fuera de servicio | no funciona |
| billion | billón | mil millones (USA)<br><br>*But*<br><br>billón (UK, although due to American influence, the use of "billion" to mean "mil millones" is spreading.) |

Common mistakes

The following common mistakes should be avoided.

| *English* | *Incorrect* | *Correct* |
|---|---|---|
| back up, to | apoyar | realizar una copia de seguridad |
| click, to | hacer clic sobre | hacer clic en |
| default | por defecto | predeterminado |
| invalid | inválido | no válido |
| run | correr | ejecutar |
| scalability | escalabilidad | posibilidad de ampliación |
| successfully | con éxito | correctamente |
| support, to | soportar | ser compatible con, admitir |
| customer support | soporte de cliente | servicio al cliente |
| technical support | soporte técnico | asistencia técnica |
| view | visualizar | ver |
| the Internet | el/la Internet | Internet (no article) |

# III Translation Guidelines

## 1        Software translation

This section provides some general linguistic guidelines for the translation of the components that make up a software application. When translating software, you should:

- Maintain a style that is as clear and precise as possible. Simple structures aid comprehension.

- Avoid literal translations. Follow the target language conventions and try to make the translated text sound natural.

- Ensure consistency within the software and with related software products.

- Use terminology that is consistent with the operating system (Windows, Mac, etc).

- Adjust capitalization to target language standards.

- Adjust language to target language conventions. For example, the use of exclamation marks in English is more common than in other languages.

- Keep your translation as short as possible, without this resulting in a loss of meaning. If length restrictions apply, it is recommended to remove prepositions and articles first and, if also needed, to abbreviate trying to keep the abbreviated word as meaningful as possible. When using abbreviations, it is important to be as consistent as possible, for example, if the word "agente" is once abbreviated as "agte.", use this abbreviation all along the software when required. Too much abbreviation should be avoided since the final text can be meaningless.

### A)  Translation of dialog boxes, menus and buttons

Use the infinitive to translate dialog box titles, menu options and buttons. The translation of the dialog box title should correspond to the menu option that opens it. For instance, if the menu option is "Enviar imagen", the dialog box that opens up should also be called "Enviar imagen", and not "Envío de imagen". In cases where the menu option has been abbreviated, the dialog box title should be explicit and not abbreviated.

| English | Incorrect | Correct |
|---------|-----------|---------|
| Send (menu) | Envíe | Enviar |
| Send (dialog box title) | Envío | Enviar |

When there is more than one word in a dialog box title, menu or button, every word tends to be capitalized in English. Such capitalization should be avoided in Spanish and only the first word should be capitalized.

| English | Incorrect | Correct |
|---------|-----------|---------|
| Save As | Guardar Como | Guardar como |
| Pages Numbers | Números de Página | Números de página |

**Note**: Edit menu is translated as Edición in Windows.

## B) Hot keys

Hot keys are letters that are underlined in the name of a user interface element, for example, in the File menu option, the letter 'F' is normally underlined. When working with hot keys, follow these guidelines:

- If possible, the hot key should be the first letter of the user interface name or as close to the beginning as possible.

- Use Windows standard hot keys if the application runs in Windows.

- Avoid using the letters j, q, p and g in lower case as hot keys (unless they are Windows standards) as the result is visually confusing.

- Do not use accented or special characters as hot keys.

- Do not use the same letter as a hot key more than once within the same logical unit (for instance, within the same menu panel or dialog box).

## C) Accelerator keys

Accelerator keys are used to access an option quickly without using the mouse. They are a combination of the Control key and another key. Translation of accelerator keys should be consistent with the standards used in the operating system. In the following examples, translations are correct for the Windows operating system.

| English | Incorrect | Correct |
|---|---|---|
| Open (Ctrl+O) | Abrir (Ctrl+O) | Abrir (Ctrl+A) |
| Find (Ctrl+F) | Buscar (Ctrl+F) | Buscar (Ctrl+B) |

**Note:** Before changing accelerator keys, the client must be consulted as many clients request accelerator keys be left as in English.

## D) Status and error messages

Error messages translation must be concise. Use the impersonal form and avoid the passive voice.

| English | Incorrect | Correct |
|---|---|---|
| Error saving file. <br><br> (Error doing something) | Error guardando archivo. | Error al guardar archivo. <br><br> (Error al hacer algo) |
| Error editing. <br><br> (Error doing something) | Error editando. | Error de edición. <br><br> (Error de + noun) |
| File in use. | Se está usando el archivo. | Archivo en uso. |

| | | |
|---|---|---|
| Cannot delete file. | No puede borrar el archivo. | No se puede borrar el archivo. |
| The following message is displayed on the screen: | El siguiente mensaje es mostrado en la pantalla: | En la pantalla se muestra el siguiente mensaje: |
| When text is cut or copied,... | Cuando el texto es copiado o pegado,... | Al copiar o pegar texto,... |

Avoid using the word "imposible" to translate the phrases "Impossible to do something" or "Unable to do something".

| English | Incorrect | Correct |
|---|---|---|
| It is impossible to reconnect. | Imposible restablecer conexión. | No es posible restablecer la conexión. |
| Unable to save. | Imposible guardar. | No se puede guardar. |

## 2      Help translation

On-line help files are technical documents containing instructions and explanations which are used as a reference for the corresponding software application. The most common on-line help systems are:

| Help System | Source files | Compiled files |
|---|---|---|
| Windows Help | .rtf, .hpj and .cnt | .hlp and .cnt |
| HTML Help | .html, .hhk, .hhc and .hhp | .chm |
| JavaHelp | .xml and .html | .xml and .html (no compilation required) |

When translating help files, you should:

- Maintain a clear and readable style to enable the end-user to quickly retrieve all the information required.
- Be consistent in the translation of headings and frequently occurring units, such as "Related topics".

### A) User interface elements

Software options quoted in the Help *must* be consistent with the translation provided in the software. Examples of software options include menus, menu options, dialog boxes, check boxes, buttons and error messages. To ensure consistency, always use a software glossary when translating the help. If none is provided, ask your project manager. Never translate a software option without checking it against the software glossary.

If the software glossary is not ready or has not been finalized before starting translation of the help, leave software options untranslated until the glossary is provided. Then, check each option against the glossary and add the translation in the help files.

Inconsistencies in the software glossary should be queried. If there is more than one translation for the same software option, escalate the problem to the project's lead translator or project manager. Keep a record of inconsistencies and how you've dealt with them until a final answer is provided.

## B) Headings and links

The preferred style for headings in help files is nominal, but infinitives can also be used, as far as this is done consistently throughout the help. The infinitive might in fact be the only option for translating some English gerunds.

| English | Incorrect | Correct |
|---------|-----------|---------|
| Generating tasks | Generando tareas | Generación de tareas |
| Quitting the program | Saliendo del programa | Salir del programa |

The phrase "How to…" in a title should be rendered in Spanish as "Cómo…" with no question marks. However, the systematic use of this phrase should be avoided. The nominal or infinitive form is preferred.

| English | Incorrect | Correct |
|---------|-----------|---------|
| How to generate tasks | ¿Cómo generar tareas? | Cómo generar tareas |

Translation of headings should be consistent. Consistency in this context must be maintained at two levels:

- Semantic level: One English heading can only have one translation in the target text. That is, if "Generating tasks" is translated once as "Generación de tareas", it should always be translated as such.

- Grammatical level: One English construction can have only one translation in the target text. That is, if the construction "Gerund + noun" as in "Generating tasks" is translated once as "Noun + de + noun" as in "Generación de tareas", it should always be translated as such (and not for instance as "Verb + Noun", as in "Generar tareas").

Links and cross references to other help topics must match corresponding topic titles exactly. That is, if you click on the "How to create a table" link, the topic that opens should be titled "How to create a table", and not for instance "How to create tables".

**Note:** Capitalization in headings should be adjusted to Spanish standards.

## C) Table of contents, index and glossary

You should ensure that all headings in the table of contents match the translation of the headings found on the individual help files.

All index entries have to be consistent with the terminology used in the help files. Make sure that entries are not capitalized in Spanish (unless they are proper names, trademarks, software options, etc).

Try to consider the index usability. For example, if the English entry "Editor tab" is translated as "ficha Editor", the Spanish index becomes less useful as most users searching information on the Editor tab will look for "editor", not "ficha". Similarly, check and delete if necessary entries that do not add any value to the index because they are too similar to one another, for instance, "crear informes" and "creación de informes". See "Indexes" on page 33.

If there is a glossary file as part of the on-line help, ensure translation is consistent with the rest of the help files. Make sure that entries are not capitalized in Spanish (unless they are proper names, trademarks, etc).

### D) Footnotes in Windows-based .rtf help files

Entries similar to these ones will appear as footnotes if Windows help files are translated in .rtf.

- `# id_intro`: Do not translate

- `$ Introduction`: Represents the entry in the help table of contents. Must exactly match the topic title it is associated with. It can start in upper case.

- `K welcome;print quality`: Represents the key word in the help index. As an index entry, a K footnote must start with a meaningful word. Use lower case for these keywords.

- `- A Introduction`: Do not translate.

## 3      Documentation translation

The translation of software documentation should be approached in much the same way as help files. The factors governing it are again consistency with the software and a clear style.

### A)  Section and chapter titles

Use the noun without article to translate section and chapter titles. The guidelines given for the translation of help headings are also applicable here (see "Headings and links" on page 28).

Always use a software glossary when translating documentation and check all software options against it.

The following table contains preferred translations for common terms in documentation.

| *English* | *Spanish* |
|---|---|
| Appendix | Apéndice |
| Caution | Precaución |
| Chapter | Capítulo |
| Contents | Índice |
| Figure | Ilustración (or "Figura" when it refers to numbered figures: "consulte la figura 2.1") |
| Guidelines | Directrices |
| Hint | Sugerencia |
| Important | Importante |
| Index | Índice alfabético |

| | |
|---|---|
| Note | Nota |
| Section | Sección |
| Table of contents | Índice |
| Tip | Sugerencia |
| Topic | Tema |
| Troubleshooting | Solución de problemas |
| Warning | Advertencia |
| See X | Consulte X |
| See also Y | Consulte también Y |
| See/See also Y (in index entries) | Véase/Véase también Y |
| For details on/For more information on… | Para obtener más información sobre… |

When words, such as "capítulo" or "apéndice" are mentioned in the text, they should be in lower case and preceded by the article (i.e. "Consulte el capítulo 10").

## B) Common manual titles

Unless otherwise specified by the client the following manual titles should be translated as follows:

| *English* | *Spanish* |
|---|---|
| Getting Started | Guía de introducción |
| Tutorial | Guía de aprendizaje |
| User's Guide | Guía del usuario |
| Reference Guide | Guía de referencia |
| Training Manual | Guía de formación |
| Installation and Configuration Guide | Guía de instalación y configuración |

## C) Cross-references to other manuals, chapters or sections

References to other documentation should be set in italics. The translator should refer to the localization kit notes and any instructions provided by the client to see whether a Spanish translation is available and should be used. Do *not* make up a translation of the title. If no title is available, maintain the English original or paraphrase it in Spanish.

References to chapter or section titles should be set in upper case, no italics, or between quotes.

| English | Incorrect | Correct |
|---|---|---|
| See XXX User's Guide for more information. | Para obtener más información, consulte la Guía del usuario de XXX. | Para obtener más información, consulte la guía del usuario de XXX.<br><br>(If title is not available in Spanish) |
| See Appendix A, "Troubleshooting", on page 10. | Consulte el Apéndice A, Solución de problemas, en la página 10. | Consulte el apéndice A, "Solución de problemas", en la página 10. |

### D) Glossaries

Unless the term is a proper name or a software option name, entries must start with lower case.

### E) Indexes

When translating index entries, a consistent translation is extremely important to avoid creating separate entries (duplicates). In most cases typographic quotes cannot be used in indexes. Do not use quotes at the beginning of an index entry as this affects the sorting order.

- When translating software options, buttons, menus etc. in index entries, the option, button or menu name should appear first.
- Prepositions and conjunctions at the beginning or end of second-level index entries should be left out in Spanish.
- Index entries only start with a capital letter if the first word is a proper noun or an interface term (command, menu, button, etc.).
- Do not use articles for index entries

| English | Incorrect | Correct |
|---|---|---|
| End button | botón Finalizar | Finalizar, botón |
| the keyboard | el teclado | teclado |
| Clipboard, copying to | Portapapeles, copiar al | Portapapeles, pegar |

See "Table of contents, index and glossary" on page 28.

### H) Copyright information and publication date

Copyright notices tend to be standard texts. It is worth checking with the client whether they already have a standard translation. If they don't, ensure they approve the translation provided.

Publication date and part number information for the translated document should be obtained from the client.

## 4      Multimedia translation

The term multimedia translation is used here to refer to the translation of scripts involving visuals and audio. Many of the scripts SDL translates are as part of computer games but they can also be videos requiring dubbing. Whatever the case, the following guidelines are to be followed.

### A) Target audience and style

The translator has to consider the target users' expectation and the culture of the destination country. The English script should be adapted to meet those expectations. This usually means naturalizing cultural references and eliminating anything potentially controversial in the target culture. Special attention should be paid to:

- Humour and puns: A play on words is often not translatable, so do not hesitate to avoid translating some and add others if possible (providing that no vital information is missed). Try to keep the same level of humour as the original.

- Songs and poems: Sing the songs to the music and make sure the amount of syllables in poems is the same as the original. Always check at the beginning of the project whether the meaning of the lyrics is vital for playing the game.

- Characters: Study and understand the characters. Understanding who these characters are (mannerism, personality, style, etc.) will determine the language they use.

Always bear in mind that the text is a script. The choice of words and syntax should reflect a spoken style, as opposed to the written style of technical manuals. The target text should also be easy to pronounce. Reading the text aloud might help to find stumbling blocks. Listen to yourself saying the words and check whether you would actually say something like that in a real conversation.

Where the pronunciation may not be clear or when several pronunciations are possible for one word (e.g. foreign places names, scientific words or other words of Latin or Greek origin, etc.), add a "Pronunciation" column in the script for the client to approve one style prior to recording.

Use of formal or informal form of address has to be agreed with the client from the beginning of the project.

**Note**: Even though the script text will often not show on the screen, correct spelling is vital as it makes it easier for the actors to read the script without hesitation. Always spell check your files.

### B)  Length restrictions

The original script usually matches an image sequence. The localized version must convey the same message synchronizing throughout with the image sequence.

To check that the length is right, read your translation aloud against the original audio file. When doing this, bear in mind that your translation will be acted, so read your

text at a reasonable speed. This might take a bit of time but proves to be very effective in the long run, as it prevents the need of retranslating/shortening sentences during the recording session.

Another way to check the length of each file is to count syllables and make sure the localized version is not longer or shorter than the original. Nevertheless, this method should be used in conjunction with the one above as it is not 100% reliable. The same amount of syllables might not be spoken at the same speed in different languages.

It should be determined at the project's kick-off meeting whether the translation has to be lip-synched. If so, the lines that characters deliver in the target script must have the same length as those in the source script (that is, they need to start and finish along with the original script). Furthermore, the text must allow the voice-over actor to mimic the movement made in the original: for example, when the actor closes his lips to say " boo ", the target script must also start with a labial.

**Note**: A recording session with professional actors is one of the most expensive items in the budget and the studios and actors are very often fully booked. It is worth spending time before to ensure optimal efficiency during recording sessions.

## C) What is translatable in the script?

Do not translate comments included in the script as references for the actor or designer. In the following fragment, the text in italics should not be translated:

Castle Hackalott was renowned for its famous dragon - Gordon the Good-Natured *< < Designer's note: Insert screenshot of the Dragon (looking friendly) > >* - and folk from far and wide would come to Huntingdonshire to see the gentle beast.

# IV Review Guidelines

This section focuses on guidelines for completing full reviews of translations carried out by other translators. The guidelines outlined in the previous pages are to be taken into account when reviewing translations. Apart from that, the following recommendations should be used as a guide:

- Make sure that the translation is complete. All information in the source text should be conveyed in the target text. There should not be any missing sections or sentences. Pay special attention to minor details, for instance, the omission of the word "not" completely changes the meaning.
- Make sure there are no mistranslations.
- Make sure all numbers, addresses, names, etc. are correct and have been spelled correctly.
- Correct any typos or grammatical mistakes.
- Make sure the text reads well and the style is adequate for the register and audience.

As a rule of thumb, anything that can be interpreted as a stylistic preference should not be changed. Only change something if it is wrong or makes the text difficult to read.

## 1 Revision marks

See file proofing.pdf.