

# Scottish Gaelic Style Guide

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# What's New?

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Last Updated: July, 2013

This is the first Style Guide for localizing Microsoft products into Scottish Gaelic. It aims to lay down the general rules for translating and localizing into Scottish Gaelic and to remove any potential ambiguities surrounding the as yet grey areas of codification (in particular spelling and grammar).

## New Topics

The following topics were added:

n/a

## Updated Topics

The following topics were updated:

### October, 2011

- Percentages
- Currency
- Date
- Days
- Months
- Measurement Units

### January, 2012

- Keys – subsection [Key Names](#) added

# Introduction

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This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content. It contains information pertaining to all Microsoft products and services.

## About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Scottish Gaelic Microsoft products with Microsoft-specific linguistic guidelines and standard conventions that differ from or are more prescriptive than those found in language reference materials. These conventions have been adopted after considering context based on various needs, but above all, they are easy to follow and applicable for all types of software to be localized.

The Style Guide covers the areas of formatting, grammatical conventions, as well as stylistic criteria. It also presents the reader with a general idea of the reasoning behind the conventions. The present Style Guide is a revision of our previous Style Guide version with the intention of making it more standardized, more structured, and easier to use as a reference.

The guidelines and conventions presented in this Style Guide are intended to help you localize Microsoft products and materials. We welcome your feedback, questions and concerns regarding the Style Guide. You can send us your feedback via the [Microsoft Language Portal feedback page](#).

## Scope of This Document

This Style Guide is intended for the localization professional working on Microsoft products. It is not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has preference or deviates from standard practices for Scottish Gaelic localization.

## Style Guide Conventions

In this document, a plus sign (+) before a translation example means that this is the recommended correct translation. A minus sign (-) is used for incorrect translation examples.

In Microsoft localization context, the word *term* is used in a slightly untraditional sense, meaning the same as e.g. a segment in Trados. The distinguishing feature of a term here is that it is translated as one unit; it may be a traditional term (as used in terminology), a phrase, a sentence, or a paragraph.

References to interface elements really only refer to translatable texts associated with those interface elements. Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology. [Microsoft Language Portal](#) can be used as reference for approved terminology.

## Sample Text

### Fiosraich turas de bheairteas Gàidhlig tro Innse Gall agus Taobh Siar mòr-thìr na Gàidhealtachd

'S e iomairt co-bhanntach airson turasachd a bhrosnachadh a tha ann an Cearcaill ma Gàidhlig. Chaidh a cur air chois ann an 2007 gus cànan is cultar na Gàidhlig adhartachadh tro Innse Gall agus mòr-thìr na Gàidhealtachd an Iar.

Ag amas air luchd-tadhail aig a bheil agus aig nach eil Gàidhlig airson beairteas na cànan agus a cultair a chur air adhart le bhith sealltainn cho cudromach 's a bha Gàidhlig an Alba 's na làithean a chaidh seachad agus nas cudromaiche buileach, a h-àite ann an saoghal an là an-diugh. Tha Cearcaill na Gàidhlig cuideachd a' dèanamh luaidh air seallaidhean tìre, ceàrnan àraidh agus àiteachan a tha iomraiteach ann an eachdraidh agus an-diugh, a bharrachd air àiteachan air an tadhail daoine agus anns am faigh iad aigheachd, biadh is deoch.

Tha Cearcaill na Gàidhlig stèidhichte air tursan Hopscotch aig Caledonian Mac a' Bhriuthainn agus a' toirt a-steach nan eilean o Ìle gu Leòdhas agus Ceann na Creige gu Ulabul.

Tha leabhar ùr taitneach le 148 duilleag – meudachd leabhar pòcaid – an clò le iomradh air cuairtean pearsanta a ghabh Aonghas Pàdraig Caimbeul, Màiri NicArtair, Brian MacUilleim, Iseabail Nic an t-Sagairt, Dòmhnall Meek agus Ùistean agus Sìne Cheape. Tha na cuairtean air an sgrìobhadh ann am Beurla agus Gàidhlig agus gheibhear an leabhar o Chomhairle nan Leabhraichean aig prìs chòig nòtaichean. Faic gu h-ìosal airson seòladh Chomhairle nan Leabhraichean.

Airson tuilleadh fiosrachaidh mu Chearcaill na Gàidhlig, tadhail air [www.gaelic-rings.com](http://www.gaelic-rings.com)

Comhairle nan Leabhraichean

22 Sràid Achadh a' Mhansa

Glaschu G11 5QP

Fòn: 0141 345 6789

'S e co-bhanntachd a tha ann an Cearcaill na Gàidhlig eadar caochladh bhuidhnean: Comhairle Earra-Ghàidheal is Bhòid, Bòrd na Gàidhlig, Comhairle nan Eilean Siar, Comhairle na Gàidhealtachd, Caledonian Mac a' Bhriuthainn, Tadhaill air Alba agus HITRANS – Co-chomann Còmhdaill na Gàidhealtachd 's nan Eilean.

Air a chruthachadh 7 dhen Ghearran 2011, 11.45m

Source: Cothrom, WInter 2008 #58, published by Clì Gàidhlig, Unites 1-4, Highland Rail House, Academy Street, Inverness IV1 1LE

# Recommended Reference Material

Use the Scottish Gaelic language and terminology as described and used in the following publications.

## Normative References

These normative sources must be adhered to. Any deviation from them automatically fails a string in most cases. When more than one solution is allowed in these sources, look for the recommended one in other parts of the Style Guide.

1. Regarding non-terminology issues, the Style Guide itself forms the normative source as codification of Scottish Gaelic is as yet incomplete.
2. Microsoft CLIP glossary (Updated Version September 2010)

## Informative References

These sources are meant to provide supplementary information, background, comparison, etc.

1. Gaelic Orthographic Conventions 2009 (GOC) [http://www.sqa.org.uk/sqa/files\\_ccc/SQA-Gaelic\\_Orthographic\\_Conventions-En-e.pdf](http://www.sqa.org.uk/sqa/files_ccc/SQA-Gaelic_Orthographic_Conventions-En-e.pdf)
2. Am Faclair Beag (contains IT terminology used in existing software applications) <http://www.faclair.com>
3. An Stòr-dàta Briathrachais (<http://www2.smo.uhi.ac.uk/gaidhlig/faclair/sbg/lorg.php>) – in case of discrepancies between the Glossary/Faclair Beag and the Stòr-dàta, Glossary/Faclair Beag terminology takes precedence.

# Language Specific Conventions

This part of the style guide contains information about standards specific to Scottish Gaelic

## Country/Region Standards

### Characters

Country/region	United Kingdom
Lower-case characters	a, à, b, c, d, e, è, f, g, h, i, ì, (j), (k), l, m, n, o, ò, p, (q), r, s, t, u, ù, (v), (w), (x), (y), (z)
Upper-case characters	A, À, B, C, D, E, È, F, G, H, I, Ì, (J), (K), L, M, N, O, Ò, P, (Q), R, S, T, U, Ù, (V), (W), (X), (Y), (Z)
Characters in caseless scripts	n/a
Extended Latin characters	à è ì ò ù À È Ì Ò Ù
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.
Total number of characters	23 (31) plus one punctuation symbol (Tironian Ampersand, see below)
Unicode codes	Covered by Latin-1 range except for the Tironian Ampersand (see below).
Notes	<p>Note that characters in brackets are not strictly part of the Scottish Gaelic character set but may occur in foreign personal and place names. No formal decision has been taken to date if these form part of the official Scottish Gaelic alphabet or not. Hence the number is either 23 or 31</p> <p>Ampersand: Gaelic (along with Irish) requires the use of an additional punctuation mark called the (left-facing) Tironian Ampersand. This is located at U+204A (7). The mathematical operator U+2510 (7) is also commonly used if there are font issues with U+204A.</p>

### Date

Country/region	United Kingdom
Calendar/Era	Roman (Gregorian)
First Day of the Week	Monday
First Week of the Year	1 <sup>st</sup> January



Country/region	United Kingdom
Separator	/
Default Short Date Format	dd/MM/yy
Example	17/03/11
Default Long Date Format	dd MMMM yyyy d MMMM yyyy
Example	15 An Lùnastal 2011 5 An Lùnastal 2011
Additional Short Date Format 1	dd-MM-yy
Example	17-03-11
Additional Short Date Format 2	dd/m/yy
Example	17/3/11
Additional Long Date Format 1	dd-MM-yyyy
Example	17-03-2011
Additional Long Date Format 2	d MMMM yyyy
Example	17 Màrt 2011
Leading Zero in Day Field for Short Date Format	yes
Leading Zero in Month Field for Short Date Format	yes
No. of digits for year for Short Day Format	2
Leading Zero in Day Field for Long Date Format	yes
Leading Zero in Month Field for Long Date Format	yes
Number of digits for year	4

Country/region	United Kingdom
for Long Day Format	
Date Format for Correspondence	Any of the above but usually d MMMM yyyy
Example	17mh dhen Mhàrt 2011
Notes	<ul style="list-style-type: none"> <li>Note the abbreviation for the cardinal numers is a) used in Gaelic and b) changes as follows: <i>1d</i> for the first day of a month; <i>2na</i> for the second day of the month; <i>3s</i> for the third day of the month; <i>Xmh</i> for any subsequent day (including 11, 12, 13, 21, 22, 23, 31)</li> <li>Note the names of the months undergo morphological change in the Correspondence Format, i.e. the quotation form is <i>Màrt</i> but changes to <i>dhen Mhàrt</i>, the quotation form of November is <i>Sultain</i> but changes to <i>dhen t-Sultain</i>.</li> </ul>
Abbreviations in Format Codes	<p><b>d</b> is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name)</p> <p><b>M</b> is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name)</p> <p><b>y</b> is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)</p>

## Time

Country/region	United Kingdom
24 hour format	yes
Standard time format	HH:mm:ss
Standard time format example	11:26:48
Time separator	: (Colon)
Time separator examples	11:26:48
Hours leading zero	yes
Hours leading zero example	01:26:48
String for AM designator	m
String for PM designator	f
Notes	Gaelic generally follows English (UK) conventions for time. Strong preference is for AM/PM time format as the 24 hour clock, while understood, linguistically does

Country/region	United Kingdom
	not render easily into the language.

## Days

**Country/region:** United Kingdom

Day	Normal Form	Abbreviation
Monday	Diluain	Dil
Tuesday	Dimàirt	Dim
Wednesday	Diciadain	Dic
Thursday	Diardaoin	Diar
Friday	Dihaoine	Dih
Saturday	Disathairne	Dis
Sunday	Didòmhnaich	Did

**First Day of Week:** Monday

**Is first letter capitalized?:** Yes

**Notes:** Known minor deviation from GOC to enable clearer short forms. Forms may undergo lenition in line with the normal rules for lenition e.g. *ro DhiCiadain...*

## Months

**Country/region:** United Kingdom

Month	Citation Form	Abbreviated Form	Long Date Form
January	Am Faoilleach	Faoi	dhen Fhaoilleach
February	An Gearran	Gear	dhen Ghearran
March	Am Màrt	Màrt	dhen Mhàrt
April	An Giblean	Gibl	dhen Ghiblean
May	An Cèitean	Cèit	dhen Chèitean
June	An t-Ògmhios	Ògmh	dhen Ògmhios
July	An t-Iuchar	Iuch	dhen Iuchar
August	An Lùnastal	Lùn	dhen Lùnastal
September	An t-Sultain	Sult	dhen t-Sultain
October	An Dàmhair	Dàmh	dhen Dàmhair

Month	Citation Form	Abbreviated Form	Long Date Form
November	An t-Samhain	Samh	dhen t-Samhain
December	An Dùbhlachd	Dùbh	dhen Dùbhlachd

**Is first letter capitalized?:** Yes (bearing in mind the general conventions of never capitalizing *t-*)

**Notes:**

1. Use of the definite article is obligatory except in the abbreviated form. Within a phrase, the definite article should not be capitalized and may fuse with the preposition as normally demanded by Scottish Gaelic grammar:  
+ Gheibhear seo sa Mhàrt; Am Faoilleach, an Gearran, am Màrt...  
- Gheibhear seo Sa Mhàrt; Am Faoilleach, An Gearran, Am Màrt...
2. The Long Date Form occurs in the Scottish Gaelic equivalent of 17<sup>th</sup> March 2011 > *17mh dhen Mhàrt*.
3. To maintain register, formal *den* (instead of *dhen*) should not be used.

## Numbers

Same numberset as in English UK. Bear in mind the possible morphological problems when dealing with placeholders that could be a number (see section on Singular/Plural).

If numbers need to be spelled out in full text, the decimal system should be used.

## Phone Numbers

Country/r egion	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
UK	+44	yes	5; 6	hyphen or space	11; 12	(#####) #####; (### ###) #####
Country/r egion	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Scotland	6; 8	##### for 6 figure numbers, and #### #### for 8 figure numbers	11	## ### ### ###; #####	12	+44 ##### #####; +44 # ### #####

**Notes:** n/a.

## Addresses

**Country/region:** United Kingdom

**Disclaimer:** Please note that the information in this entry should under no circumstances be used in examples as fictitious information.

### Address Format:

1. [Title] First Name LastName
2. [CompanyName]
3. Address1
4. [IslandName]
5. County
6. [City PostCode]
7. [Country]

### Example Address:

1. Mgr Calum MacDhòmhnaill
2. Hebridean Haulage
3. 3 Rathad Shanndabhaig
4. Cnoc Mhoire
5. Stròrnaigh
6. Inbhir Nis
7. IV3 8GH
8. Alba

**Local Postal Code Format:** ZZXX XZZ (Z = Letter, X = Number)

**Notes:** The Address line can vary considerably. The most common patterns in Scotland are:

1. FlatNumber
2. StreetNumber Street

or

1. HouseName
2. StreetNumber Street

## Currency

Same as for United Kingdom

<b>Country/region</b>	United Kingdom
<b>Currency Name</b>	UK Pound Sterling
<b>Currency Symbol</b>	£
<b>Currency Symbol Position</b>	before the number e.g. £10
<b>Positive Currency Format</b>	£2.50

<b>Negative Sign Symbol</b>	-
<b>Negative Currency Format</b>	-£2.50
<b>Decimal Symbol</b>	.
<b>Number of Digits after Decimal</b>	2
<b>Digit Grouping Symbol</b>	,
<b>Number of Digits in Digit Grouping</b>	3
<b>Positive Currency Example</b>	£654,345.99
<b>Negative Currency Example</b>	-£654,345.99
<b>ISO Currency Code</b>	GBP
<b>Currency Subunit Name</b>	sgillinn
<b>Currency Subunit Symbol</b>	sg
<b>Currency Subunit Example</b>	50 sgillinn / 50sg

## Digit Groups

**Country/region:** UK/Scotland

**Decimal Separator:** .

**Decimal Separator Description:** Full stop

**Decimal Separator Example:** 2.50

**Thousand Separator:** ,

**Thousand Separator Description:** comma

**Thousand Separator Example:** 10,300

**Notes:** none

## Measurement Units

**Metric System Commonly Used?:** No. (Metric system (Système International d'Units, or S.I.))

**Temperature:** Celsius & Fahrenheit

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	Cileameatair	km
	Meter	Meatair	m
	Decimeter	Deicheameatair	dm

Category	English	Translation	Abbreviation
	Centimeter	Ceudameatair	cm
	Millimeter	milimeatair	mm
Capacity	Hectoliter	ceudaliotair	hl
	Liter	liotair	l
	Deciliter	deichealiotair	dl
	Centiliter	ceudaliotair	cl
	Milliliter	mililiotair	ml
Mass	Ton	tunna	t
	Kilogram	cileagram	kg
	Pound	punnd	p
	Gram	grama	g
	Decigram	deicheagrama	dg
	Centigram	ceudagrama	cg
	Milligram	miligram	mg
English Units of Measurement	Inch	òirleach	òirl
	Feet	troigh	tr
	Mile	mile	mì
	Gallon	gallan	gl

**Notes:** Only English abbreviations are used for the decimal units of measurement as there would otherwise be considerable overlap e.g. ceudameatair (\*cm) ~ cileameatair (\*cm)

## Percentages

Format: number, space, percent. Ex: 66.60 %.

## Sorting

<b>Sorting rules</b>	<ol style="list-style-type: none"> <li>1. Capital letters and lowercase letters are equal. No distinction is made between them.</li> <li>2. The extended characters à, è, ì, ò, ù are the equivalents of a, e, i, o, u and are sorted as variants thereof.</li> <li>3. Non-alphabetical characters (i.e. symbols like @ ! #) sort before the letters of the alphabet.</li> <li>4. Digits sort after the non-alphabetical characters and before the letters of the alphabet.</li> <li>5. The spelling is not entirely fixed as yet. The acute accent (on é ó á) must not be used but</li> </ol>
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	may occur especially in older texts but also some contemporary texts. These are treated like they're grave counterparts in terms of sorting.	
<b>Character sorting order</b>	a	0097
	A	0065
	à	0224
	À	0192
	b	0098
	B	0066
	c	0099
	C	0067
	d	0100
	D	0068
	e	0101
	E	0069
	è	0232
	È	0200
	f	0102
	F	0070
	g	0103
	G	0071
	h	0104
	H	0072
	i	0105
	I	0073
	ì	0236
	Ì	0204
	j	0106
	J	0074
	l	0108
	L	0076
	m	0109
	M	0077
	n	0110
	N	0078
	o	0111



	O	0079
	ò	0242
	Ò	0210
	p	0112
	P	0080
	r	0114
	R	0082
	s	0115
	S	0083
	t	0116
	T	0084
	u	0117
	U	0085
	ù	0249
	Ù	0217
	v	0118
	V	0086
	x	0120
	X	0088
	z	0122
	Z	0090
<b>Examples of sorted words</b>	@	
	1	
	Aaron	
	andere	
	ändere	
	chaque	
	chemin	
	cote	
	côte	
	côté	
	coté	
	čučět	
	Czech	
	hiša	
	irdisch	
	lävi	
	lie	
	lire	

	llama
	lòza
	Löwen
	lõug
	luck
	Lübeck
	luč
	lye
	màšta
	Männer
	mîr
	möchten
	myndig
	pint
	piña
	pylon
	sämtlich
	šàran
	savoir
	Šerbūra
	Sietla
	slub
	subtle
	symbol
	väga
	verkehrt
	vox
	waffle
	wood
	yen
	yuan
	yucca
	žal
	žena
	Ženēva
	zoo
	Zürich
	Zviedrija
	zysk
	zzlj
	zzlz
	zznj
	zznz

# Geopolitical Concerns

Part of the cultural adaptation of the US-product to a specific market is the resolving of geopolitical issues. While the US-product should have been designed and developed with neutrality and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

Sensitive issues or issues that might potentially be offensive to the users in the target country/region may occur in any of the following:

- Maps
- Flags
- Country/region, city and language names
- Art and graphics
- Cultural content, such as encyclopaedia content and other text where historical or political references may occur

Some of these issues are relatively easy to verify and resolve: the objective should be for the localizer to always have the most current information available. Maps and other graphic representations of countries/regions and regions should be checked for accuracy and existing political restrictions. Country/region, city and language names change on a regular basis and need to be checked, even if previously approved.

A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, body and hand gestures.

## Guideline

As country/region and city names can change, please use the most up-to-date Scottish Gaelic list for every release of your product.

# Grammar, Syntax & Orthographic Conventions

## Adjectives

In Scottish Gaelic, adjectives will follow the normal rules with the following specifications:

### Dative Case

No slenderisation in the dative to maintain a style that is not overly formal and in keeping with other software, e.g.

- (+) san uinneag mhòr, air an sgrìn mhòr, ron dà àireamh shlàn
- (-) san uinneig mhòir, air an sgrìn mhòir, ron dà àireimh shlàin

### Dual Number

No slenderisation in the dual to maintain a style that is not overly formal and in keeping with other software, e.g.

- (+) dà uinneag mhòr, dà sgrìn ghorm, dà àireamh shlàn
- (-) dà uinneig mhòir, dà sgrìn ghuirm, dà àireimh shlàin

### Multiple Nouns qualified by one adjective

Sometimes more than one noun is qualified by the same adjective. In such a case, inflect the adjective according to the final nouns:

Open in hidden window or tab

(+) Fosgail ann an uinneag no taba falaichte

(-) Fosgail ann an uinneag no taba fhalaichte, Fosgail ann an uinneag no taba f(h)alaichte

### Prefixed Adjectives

Prefixed adjectives (*droch*, *deagh*, *fior* etc) take a hyphen

(+) droch-shusbaint, deagh-bheachd, fior-bhathar

(-) droch shusbaint, deagh bheachd, fior bhathar

## Possessives

### Possessive adjectives

The frequent use of possessives is a feature of English language. In Scottish Gaelic these also occur and are used in a similar fashion to indicate possession and definiteness. In localisations, the following needs to be observed closely:

### Periphrastic Possessives

Consistent use of the periphrastic possessive for alienable possessives. They may be used very sparingly if space does not allow the somewhat longer construction.

(+) an sgrìn agad, am brabhsair agad, a' chairt agad, na h-uinneagan agad

(-) do sgrìn, do bhrabhsair, do chairt, d' uinneagan

### Simple Possessives

Consistent use of simple possessive pronouns (*mo* (*m'*), *do* (*d'*), *a*, *a* (*h-*), *ar* (*n-*), *ur* (*n-*), *an*) to indicate inalienable possession. For clarity it is acceptable to use the periphrastics form (see below) in the third person if needed. Do not use *t'*, *ar h-*, *ur h-*, *bhur n-*, *bhur h-*. The third person masculine is fully elided before a vowel.

(+) d' ainm, do shloinneadh, do dhùthaich

(-) an t-ainm agad, an sloinneadh agad, an dùthaich agad

(+) àrainn, an àrainn aige (both for *his domain*)

### Exception

Special folder names such as My Computer, My Documents etc are an exception. To differentiate them from "common" usage, these take the simple possessives *Mo choimpiutair*, *Mo sgrìobhainnean*...

## Articles

### General considerations

In English it is permissible to omit or imply the definite article in numerous instances (e.g. Increase (the) resolution; delete (the) content...). This has to be avoided as much as possible in Scottish Gaelic as it leads to unnatural language and extensive ambiguity.

Examples:

Increase resolution

(+) Meudaich an dùmhlachd-bhreacaidh

(-) Meudaich dùmhlachd-bhreacaidh

Close window

(+) Dùin an uinneag

(-) Dùin uinneag

Disable Script

(+) Cuir an sgriobt à comas

(-) Cuir sgriobt à comas

### Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. We treat them in this way:

- Retain use/non-use of the definite article in English
  - (+) Fosgail ann an Internet Explorer; Dùin PowerPoint; Cha deach Excel a shuidheachadh
  - (-) Fosgail san Internet Explorer; Dùin am PowerPoint; Cha deach an Excel a shuidheachadh
- Names are lenited according to the normal rules if the word begins with a letter which is part of the Scottish Gaelic letter set except in acronyms and trademarked names which may not be modified:
  - (+) Cuir a-steach do PowerPoint; Ion-phortaich o Microsoft Office; o MS-DOS
  - (-) Cuir a-steach do PhowerPoint; Ion-phortaich o Mhicrosoft Office; o MhS-DOS

### Localized Feature Names

Translated feature names follow the normal rules of Scottish Gaelic regarding lenition, case marking etc:

- ScreenTip > GliocasSgrìn: Na seall dhomh na GliocasanSgrìn tuilleadh

### Articles for English Borrowed Terms

When faced with an English loan word previously used in Microsoft products, consider the following options:

- In such cases, usage of the definite article and grammatical gender should follow the general pattern of feminine words ending in slender vowel and consonants. If the word in question is a consonant-only acronym, it will be treated as grammatically masculine.
- Gender switching must be avoided.

Example:

(+) an XML droch-chumte; WebCal bunaiteach; a' Phantone seo ⁊ taghadh na Pantone seo

(-) an XML dhroch-chumte; WebCal bhunaiteach; am Pantone seo ⁊ taghadh a' Phantone seo

### Capitalization

English tends to overuse capitalization. This should not be followed in Scottish Gaelic:

### Proper nouns, acronyms, product names

Retain capitalization only when referring to proper nouns, acronyms, product names etc. Wholesale capitalization of full sentences is to be avoided:

(+) Microsoft Office, Outlook, XML, URL, Arabais, Seapanach

View Encryption Certificate

(+) Seall an teisteanas dubh-cheilidh

(-) Seall Teisteanas Dubh-Cheilidh

Message Character Set Conflict

(+) Còmhstri seata caractairean na teachdaireachd

(-) Còmhstri Seata Caractairean Teachdaireachd

### Prefixed t- h- n-

Prefixed t- h- n- in Scottish Gaelic are never capitalized, even in a full string of capital letters:

(+) Na h-URLichean seo; POBLACHD NA h-ÈIREANN

(-) Na H-URLichean seo; POBLACHD NA H-ÈIREANN

### Strings

When referring to a command string that is capitalized in English, use a single capital letter at the start of the string. If the string is longer than one word, use single quotes:

Mail Merge is made up of three parts.

(+) Tha trì pàirtean ann an ‘Co-aonadh a’ phuist’

(-) Tha trì pàirtean ann an Co-Aonadh Puist

Click Finish

(+) Briog air Crìochnaich

(-) Briog air ‘Crìochnaich’

Such references to command strings should never be inflected (i.e. lenition, case marking).

### Internal Capitalization

Internal capitalization indicating stress shift is to be observed. It may be necessary to switch off parts of the AutoCorrect function to enable this in certain applications:

(+) MacGriogair, NicDhòmhnaill, MacNèill, Crois MoLiubha

(-) Macgriogair, Nicdhòmhnaill, Macnèill, Crois Moliubha

Internal capitalization should also be retained for certain types of product internal strings such as:

ScreenTip, AutoShape

(+) GliocasSgrìn, FèinChumadh

## Compounds

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

Noun compounds that have more than two or three nouns at the very least usually require breaking up by the definite article in Scottish Gaelic to avoid ambiguities. If necessary, choose a more periphrastic translation.

Example:

- Office Online Community-Submitted Calendars  
(+) Miosachain a chuir a' choimhearsnachd a-steach gu Office air loidhne  
(-) Miosachain Coimhearsnachd Office Air Loidhne
- Mail Merge Recipients  
(+) Faightearan co-aonadh a' phuist  
(-) Faightearan Co-Aonadh Puist

## Dialect Forms

Forms which are considered to be highly marked dialect features must not be used to maintain consistency between translators. The most commonly encountered ones are:

### Dialectal case marking

Two dialectal case markers are commonly encountered and should be avoided. This includes the following suffixes: -(a)idh, -(e)adh

- (+) ceàrn, sa bhùth, sa choille, na cloiche, na gaoithe, na làimhe...
- (-) ceàrnaidh, sa bhùthaidh, sa choillidh, na cloicheadh, na gaoitheadh, na làimheadh...

### Dialectal lenition after cha

In some Hebridean dialects, *cha* and *bu* lenite following dentals (dntls). This is to be avoided here:

- (+) cha seas, cha dùin, cha tog, bu tana...
- (-) cha sheas, cha dhùin, cha thog, bu thana...

### Dialectal possessives

In some Hebridean dialects the plural possessives take h- rather than n-. This is to be avoided here:

- (+) ar n-ainm, ur n-ainm, ar n-aois, ur n-aois
- (-) ar h-ainm, ur h-ainm, ar h-aois, ur h-aois

## Gender

In Scottish Gaelic gender is relevant in several ways. Nouns may be either grammatically male or female and separate pronouns and prepositions exist for referring to male and female entities. Treat as follows:

- When referring to animate nouns in the third person, observe the distinction of male/female. Also observe in key categories where this distinction is widely observed for inanimates (countries, planets etc):  
(+) ban-chleachdaiche > i; cleachdaiche > e; Alba > i; Èirinn > i
- When referring to inanimate objects, observe the levelling to e:  
(+) chan eil an sgrìn co-cheangailte > chan eil e co-cheangailte  
(-) chan eil i co-cheangailte  
(+) 'S urrainn do dh'IE an uinneag aiseag > 'S urrainn do dh'IE aiseag  
(-) 'S urrainn do dh'IE a h-aiseag

Although common nouns may theoretically take a prefix to mark them specifically as feminine (e.g. *ban-dia*, *ban-righ*) this is rarely done except for particularly salient entities such as queens, goddesses etc. Therefore common nouns referring to the user may be used as required without dangers of gender bias (e.g. *cleachdaiche*, *reiceadair*).

## Genitive

Observe genitive marking as appropriate in Scottish Gaelic.

Convention: (Trademarked) product names may not be modified, as it could be interpreted as a modification of such names. As a rule, simply do not modify (trademarked) product names

- PowerPoint Features; Microsoft Office Applications
  - (+) Feartan PowerPoint; Prògraman Microsoft Office
  - (-) Feartan PhowerPoint; Prògraman Mhicrosoft Office

## Modifiers

Lenition, the modification of the initial sound of words applies in in Scottish Gaelic as it does in the other Celtic languages. In case of placeholders, this may be an issue and if possible, phrasing that does not put a placeholder in a leniting position is preferable. If that is not possible, the use of a colon should be considered:

- (+) cuir às dhan rud seo: %s
- (-) cuir às do %s

## Nouns

### General considerations

A considerable number of Scottish Gaelic nouns exhibit variable gender depending on the geographical origins of the speaker. In known cases, please use the gender that conforms with the broad > masculine, slender > feminine rule:

- (+) bùth mòr, dealbh mòr
- (-) bùth mhòr, dealbh mhòr

Should the necessity arise to Gaelicize a loanword, unless there is a native ending which indicates gender, please also follow the broad/slender convention:

- (+) brabhsair mòr (-air native ending), sgrìn bheag (no native ending, slender final), leibheil mhòr (no native ending, slender final)

### English ambiguities

In English strings it is not always mark parts of speech clearly, leading to confusion between verbs, nouns and adjectives (e.g. Install Wizard, Open, Print Status). If this may be inferred from neighbouring strings, making an educated guess is acceptable. Otherwise, ask the team if possible.



## Inflection

The normal conventions of inflection (nominative, genitive, vocative) apply, with the following specifications:

### Dual Number

No slenderisation in the dual to maintain a style that is not overly formal and in keeping with other software, e.g.

(+) dà uinneag mhòr, dà sgrìn ghorm, dà àireamh shlàn

(-) dà uinneig mhòir, dà sgrìn ghuirm, dà àireimh shlàin

### Dative Case

No slenderisation in the dative to maintain a style that is not overly formal and in keeping with other software, e.g.

(+) san uinneag mhòr, air an sgrìn mhòr, ron dà àireamh shlàn

(-) san uinneig mhòir, air an sgrìn mhòir, ron dà àireimh shlàin

### Feminine Genitive Marking

Use conservative suffixes for feminine nouns in the genitive to ensure consistency

(+) Stoidhle na h-uinneige

(-) Stoidhle na h-uinneig, Stoidhle na h-uinneag

## Plural Formation

Plurals are to be used as normal. For space reasons, the plural genitive formation whereby nan is followed by a singular noun can be used more frequently than in everyday language, in particular in instances where English uses a singular but implying a plural. In case of NOUN nan/nam NOUN this is usually not needed; the most likely setting is with a following noun compound: NOUN nan/nam NOUN-NOUN

Toolbar Manager, Address books file

(+) Manaidsear nam bàr-inneal, Faidhle nan leabhar-seòlaidh

Color model, Customize address list

(+) Modail nan dath, Gnàthaich liosta nan seòladh (space restrictions)

## Orthography

Scottish Gaelic orthography is not fully codified as yet. In general the principles of GOC 2009 are to be followed, with the following tweaks and additional conventions to deal with gaps and ambiguities in the current framework.

### Apostrophes

Either unformatted or the left curling apostrophe is to be used (except for instances of using opening and closing single quotes). When working in a software application that has dynamic formatting, it may be advisable to disable smart quotes or to define a keyboard shortcut via Insert > Symbol to the left curling apostrophe. The use of the non-combining grave or the right curling apostrophe must be avoided.

(+) 'S, 's, 'S, 's

(-) 'S, 's, `S, `s

The copula is to be consistently written as follows:

(+) 'S e, 'S i, 'S iad, B' e, B' iad

(-) 'Se, 'Si, 'Siad, Be, Biad

No vowel in the definite article (initial vowel) nor any other verb (final vowels) is to be elided for style consistency:

(+) an uinneag, ...a tha ann, ...a bha ann, ...a chuala ann

(-) 'n uinneag, ...a th' ann, ...a bh' ann, ...a chual' ann

### Fusion of prepositions

GOC allows both the traditional spelling of preposition + possessive pronoun as two separate words and a single word. To reduce the number of resulting options, overlaps and forms breaking phonological rules, the use of the traditional two words forms is mandatory:

(+) ri an, ri d', dhe d', o m'...

(-) rin, rid, dhed, om...

### Rules regarding st/str

The guidelines on using str rather than sdr are followed. However, there are inconsistencies in the framework about which words take sr and which str. The following rule will be used here:

If the initial can undergo lenition, it must be spelled sr in its unlenited form. If it cannot undergo lenition, it must be spelled str in its unlenited form (this mostly applies to obvious loanwords such as strì, stràbh...).

(+) ro strì > strì, dà stràbh > stràbh, dà stràc > stràc, dà shrath > srath, dà shreath > sreath

(-) srì, sràbh, sràc

### Use of graves to indicate lengthening

GOC applies the principle of not writing graves if the length of a vowel is determined by a following *ll*, *nn*, *rr* or *m*. However, for some reason this is not extended to the *a* vowel before *rr*. To ensure consistency and the simplest ruleset possible, this rule will be used consistently, including before *rr*:

(+) cearr, gearr, as fhearr, cunntas, binn, cill...

(-) ceàrr, geàrr, as fheàrr, cùnntas, bìnn, cill...

It must never be used if the *ll*, *nn*, *rr* or *m* is followed by a vowel except in cases of inherently long vowels:

(+) cearra, gearradh, binne, cille BUT fèille, gèilleadh, dilleachdan

(-) ceàrra, geàrradh, binne, cille

The only two exceptions are the two two letter words *im* (BUT genitive *ime*) and *àm* (BUT *ama*, *amannan*).

## Prepositions

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many translators omit them or change the word order.

US Expression	Scottish Gaelic Expression	Comment
Similar	Coltach ris	Should not be <i>Coltach</i>
Mouse Over	Luchag thairis air	Should not be <i>Luchag thairis</i>

US Expression	Scottish Gaelic Expression	Comment
Tag	Cuir taga ris	Should not be <i>Cuir taga</i> or <i>Taga</i>

Also, care must be taken not to overuse the partitive preposition *de* to break up long noun phrases. The use of the genitive article, even if only implied in English, *airson* or breaking up a long noun phrase into two separate phrases is usually preferable.

PivotChart Wizard Setup File

(+) Am faidhle suidheachaidh airson CairtPivot

## Gu

The somewhat formal definite forms of *gu* (*gun a' + genitive*) have been inherited from a previous project. Please continue to use this pattern and avoid *gun + nominative*:

Shrink to fit

(+) Crùb chun a' mheud cheart

(-) Crùb gun mheud cheart

## Do and De

To maintain the medium register, the use of overly conservative forms of *do* and *de* in the singular is not desirable. The following should be used:

(+) dhan, dhen BUT do na, de na

(-) don, den, dha na, dhe na

## Roimh

The traditional form *roimh* (instead of *ro*) will not be used except in fixed compounds:

(+) ron ath-cheum, roimhe, roimhear

(-) roimh 'n ath-cheum

## Pronouns

The use of the polite plural pronoun *sibh* (including the plural ending on verbs, conjugated prepositions etc) is to be avoided as it is too formal in the context of computing. The forms of *thu* are to be used.

(+) sàbhail am faidhle, bu chòir dhut, nach cuir thu fios

(-) sàbhailibh am faidhle, bu chòir dhuibh, nach cuir sibh fios

## Punctuation

The same conventions as in British English.

### Comma

Commas are handled as in British English with the exception of strings of adjectives which are not comma separated in Scottish Gaelic:

- (+) Uinneag bheag liath, clàr beag sgapte
- (-) Uinneag bheag, liath, clàr beag, sgapte

### Colon

Colons are handled as in British English.

Example:

- (+) Mearachd: Tha an clàr cruaidh làn

### Dashes and Hyphens

Three different dash characters are used in English:

#### Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form. Care must be taken not to carry English hyphen conventions into Scottish Gaelic, where it serves mainly to indicate stress shift. Note the minor deviation from GOC whereby MS follows the more traditional convention of hyphenating adverbs to increase recognition and legibility:

Online, send-for-review, machine-readable

- (+) air loidhne, cur airson athbheithneachadh, a leughas inneal
- (-) air-loidhne, cur-airson-ath-bheithneachadh, so-leughte-le-inneal
- (+) an-diugh, an-seo
- (-) an diugh, an seo

Non-breaking hyphens must be used in adverbs (*an-diugh*, *an-seo*) and after *t-* *h-* *n-* to avoid breaking across lines. This can be accessed via the Insert > Symbol > Special Characters menu where it is also possible to set a shortcut.

- (+) ... a chuireas cairt  
an-seo
- (-) ... a chuireas cairt an-  
seo

## En Dash

The en dash is used as a minus sign, usually with spaces before and after.

Example:

The en dash is also used in number ranges, such as those specifying page numbers. No spaces are used around the en dash in this case. Scottish Gaelic follows English conventions in this respect.

Example:

(+) Eadar aois 3–5; duilleagan 22–128

## Em Dash

The em dash should only be used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence. Scottish Gaelic follows English conventions in this respect.

Example:

(+) Agus am measg nan rudan iongantach a fhuair mi — a bharrachd air croit mo sheanmhar — bha crogan mòr de dh'òr.

## Ellipses (Suspension Points)

The same conventions as in English apply

Example:

(+) Roghainnean ...; gheibhear seo air Sràid ...

## Period

The same conventions as in English apply

Example:

(+) Tha an stàladh deiseil.

## Quotation Marks

Quotation marks are used when referring to direct speech.

In US source strings, you may find software references surrounded by English quotation marks. Scottish Gaelic follows British English conventions in this respect.

Example:

(+) Agus thuirt e: “Fàilte ort gun draoidh seo”

Single quotation marks should be used when quoting a menu item which is longer than a single word to avoid confusion over the extent of the menu item name and the sentence it is occurring in. Do not capitalize menu items for this purpose unless the item in question is generally capitalized.

Example:

(+) Tagh ‘Sàbhail agus lean air adhart’ fo na Roghainnean agus an uairsin briog air ‘Dùin agus tòisich an siostam’

## Parentheses

In English, there is no space between the parentheses and the text inside them. Scottish Gaelic follows British English conventions in this respect.

Example:

(+) (a stàlaich thu roimhe)

## Singular & Plural

If plural formula occur, Scottish Gaelic needs to observe 4 plural forms:

- 1, 11 + Form 1
- 2, 12 + Form 2
- 3-10, 13-19 + Form 3
- 0, >20 + Form 4

Example: Insert %s page;Insert %s pages

(+) Cuir a-steach % duilleag;Cuir a-steach %s dhuilleag;Cuir a-steach %s duilleagan;Cuir a-steach %s duilleag

## Split Infinitive

Does not apply to Scottish Gaelic.

## Subjunctive

Does not apply to Scottish Gaelic.

## Symbols & Non-Breaking Spaces

See the section on Characters regarding the Tironian Ampersand. Unless instructed otherwise, use the mathematical operator U+2510 (⌋) where English has the &. This is accessible by calling up the character map via Insert > Symbol in Word and/or copying and pasting into the target document.

Example: Copy & Paste

(+) Dèan lethbhreac ⌋ cuir ann

Non-breaking spaces are treated as in UK English, most commonly to avoid a line break between a number and the measure:

Example:

(+) 100 m; 25 m<sup>2</sup>

## Syntax

Syntax and register differ between Scottish Gaelic and English in the following ways:

### 1. Difference #1

Within the predicate, expressions of time and place are normally ordered MAIN CLAUSE + Predicate + **PLACE** + **TIME**. Care must be taken to avoid expressions of time sentence and phrase initially

Example:

(+) Stàlaich am prògram **sa phasgan an-dràsta**

(-) **An-dràsta** stàlaich am prògram **sa phasgan**

If English procedural strings place the predicate before the verb, this should be avoided in Scottish Gaelic:

To install ActiveX, click Install Now

(+) Briog air 'Stàlaich an-dràsta' gus ActiveX a stàladh

(-) Gus ActiveX a stàladh, briog air 'Stàlaich an-dràsta'

Occasionally this may not be possible, in which case the odd word order has to be retained, e.g.

(+) Gus ActiveX a stàladh:

(+) 1) Briog air 'Stàlaich an-dràsta'

(+) 2) Ath-thòisich an coimpiutair agad

## Verbs

### Omitted Verbs

Many English strings tend to omit the verb. If space permits, these must be included in Scottish Gaelic.

Access denied

(+) Chaidh inntrigeadh a dhiùltadh

(-) Inntrigeadh air a dhiùltadh

Macro installed

(+) Chaidh am macro a stàladh

(-) Macro air a stàladh

### Verb Tense

English present tense statements need to be translated either using the future habitual (if the implication is habitual or a one off in the future) or the present tense (if the implication is that of a one-off in the present).

Example:

When you are finished selecting your assistant

(+) Nuair a bhios tu air cuidiche a thaghadh (one off with implied future)

(-) Nuair a tha thu air cuidiche a thaghadh

If you are using Internet Explorer

(+) Ma bhios tu a' cleachdadh Internet Explorer (habitual implied)

(-) Ma tha thu a' cleachdadh Internet Explorer

If you live outside the UK...

(+) Ma tha thu a' fuireach taobh a-muigh na RA...

(-) Ma bhios tu a' fuireach taobh a-muigh na RA...

## Word Order

Scottish Gaelic follows Verb-Subject-Object/Predicate.

Example:

(+) The title of the page is displayed

(+) Tha tiotal na duilleige ga shealltainn

## Style and Tone Considerations

This section focuses on higher-level considerations for audience, style, tone, and voice.

### Audience

The target audience is defined by the Microsoft Localization and Subsidiary Program Managers. Based on the target audience in question, content, terminology and style may differ but in particular the terminology applies to for every project. Whatever the audience, the Style Guide should be adhered to

### Style

The target users are likely to be of three main types initially:

- People with strong linguistic dedication, both native speakers and learners
- Gaelic organizations
- Schoolchildren

Another important consideration is the lack of Gaelic-language technical support. This means to support the user, translations should be overly puristic. The user must be able to, if they are in need of help, to communicate the issue to English-language support staff.

Together, the style should not be overly conservative and neologisms should not opaque if at all possible.

(+) Cleachd progsaidh

(-) Cleachd inneal-ionaid

Constructions should not be overly complex. In particular, synthetic passives are discouraged in favour of the much more common periphrastic passive:

(+) Chaidh an liosta seo a chruthachadh...

(-) Chruthaichheadh an liosta seo...



## Tone

The tone should aim to be between conservative and colloquial and avoid strong dialect features (such as *faotainn*, *'s caomh*, *cha thog*, *sa bhùthaidh* etc).

In cases where the English source string is rather colloquial (e.g. You've got mail!) care must be taken to translate the tone accordingly, which may require a slightly freer translation (e.g. change of verb):

(+) Fhuair thu post ùr!

(-) Tha thu air post-d ùr fhaighinn!

No authoritative standard for Gàidhlig Ghlan / Clear Gaelic exists but echoing other such guides for Celtic languages, the following should be adhered to:

1. Avoid sentences which are too long or contain too many subclauses. If necessary, split sentences.
2. Avoid noun phrases which contain more than 3 nouns. Use prepositions or syntactic techniques to split noun phrases which are too long.
3. Address the user directly using *thu* (not *sibh*). This also entails avoiding impersonal verb forms if possible.
4. Use native grammar, syntax and idiom.
5. Use a common sense approach to technical language. Bear in mind the end user has not seen the English string in question. But avoid “dumbing down” or oversimplifying.

## Voice

Forms of *sibh* (including associated conjugated prepositions and imperative verb forms) should not be used. The tone should be moderately informal as is common in software applications in Western Europe and existing localisations in Scottish Gaelic.

(+) 'S urrainn dhut

(-) Is urrainn dhuibh, 'S urra dhu'

Further examples:

English	Translation
You are now connected to the Internet.	(+) Tha thu co-cheangailte ris an lìon a-nis.
Paste name	(+) Cuir ann ainm
... that you want to consolidate?	(+)... a tha thu airson a cho-dhaingneachadh

# Localization Guidelines

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This section contains guidelines for localization into Scottish Gaelic.

## General Considerations

Localization goes beyond simple translation. It requires the language experts to take into account the full range of differences between two language systems. This starts at the basic level of terminology and includes “mechanical” differences between them (case system, lenition, singular/plural differences, word order...) but also less easily defined aspects such as style and idiom.

Non-state languages are usually more sensitive to language that sounds non-native, especially in a medium that is not considered one of the “traditional” domains of the language. As such, both translations and localizations will contain an unavoidable level of linguistic novelty.

As much care as possible must be taken to develop a localization process and style that makes it as easy as possible (without altering the message) for a native user to accept what they see on screen.

## Abbreviations

### Common Abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. This can be done in the following ways:

If possible, avoid abbreviations as they usually do not work well in Scottish Gaelic. If space is an issue, first consider a different translation, (exceptionally) a shorter synthetic verb form or a slightly freer translation if the same message can still be conveyed.

If that is not possible, try to shorten the word by eliding syllables at the end, using a full stop to indicate the elision.

List of common abbreviations:

Expression	Acceptable Abbreviation
Criochnaich	(+) Crìoch.
etc.	(+) ⁊ c
i.e.	(+).i.
mar eisimpleir	(+) m.e.
mar sin air adhart	(+) msaa.
tabaichean	(+) tab.
Taobh-duilleig	(+) td.

Do not abbreviate any other words. If there is a space issue which cannot be solved except by using an abbreviation, it is preferable to drop vowels rather than consonants. Remember that in the Gaelic writing tradition,

lenited consonants are considered one unit (bh ch dh fh gh mh ph sh th) as are double consonants (ll nn rr ng). For example:

(+) billean: bill.; bll.

(-) bil; bl

Always check with the linguistic lead if an abbreviation is needed.

## Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are WYSIWYG (What You See Is What You Get), OLE (Object Linking and Embedding), or RAM (Random Access Memory).

Again, acronyms do not normally work well in Scottish Gaelic. If localisation is considered important, try to construct an abbreviation using the initial (first of first two) letters of the words in question. If possible, avoid consonant clusters.

In general acronym localisation should only be considered if the acronym is considered to be common enough in everyday speech to stand a chance of spreading into general use. Otherwise retain the English acronyms.

### Localized Acronyms

English Acronym	Scottish Gaelic Full Form	Scottish Gaelic Acronym
EU	An t-Aonadh Eòrpach	(+) AE
FAQ	Ceistean Àbhaisteach	(+) CÀBHA
ID	Dearbh-aithne	(+) DA
IT	Teicneolas Fiosrachaidh	(+) TF
ICT	Teicneolas Fiosrachaidh is Conaltraidh	(+) TFC
UK	Rìoghachd Aonaichte	(+) RA
US(A)	Stàitean Aonaichte Aimeireaga	(+) SA

## Unlocalized Acronyms

Virtually all acronyms should remain in English. The following list contains examples of acronyms and abbreviations that are considered commonly understood; these acronyms and abbreviations should not be localized or spelled out in full in English:

- ANSI
- ASCII
- CD
- DOS
- DSL
- DVD
- IMAP
- ISDN
- ISO
- POP3
- VCD

## Applications, Products, and Features

Application/product names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (e.g. IntelliSense™). Before translating any application, product, or feature name, please verify that it is in fact translatable and not protected in any way.

There are very few applications or products that have localized Scottish Gaelic names. As a rule of thumb, retain the original name, especially when in doubt or if marked with ©™ etc. Some program internal features may occasionally be open for localisation. When in doubt about these, please verify.

## Frequent Errors

### Yes/No

Few localisation projects allow for languages such as Scottish Gaelic which do not have single words for Yes/No but rely on repeating a verb form. Unless it is obvious from the immediate context of a group of strings that a question is linked to a specific Yes/No set of strings, ensure that all questions are answerable by *Tha/Chan eil*. The recommended format is *A bheil thu airson...?*

(+) A bheil thu airson gach taba agad a dhùnadh? > Tha/Chan eil

(-) An dùinear gach taba agad? > Tha/Chan eil

236 Would you like to see see these tools every time?

237 Yes I would

238 No thank you

(+) Am toigh leat na h-innealan seo fhaicinn a-rithist gach turas?

(+) Bu toigh l'

(+) Cha bu toigh '

## Glossaries

Scottish Gaelic terminology remains inconsistent in domains related to 21<sup>st</sup> century technology. The existing strings have been proofread with a view to consistency with other software applications. Terminology should therefore be determined in the following order:

1. Use term from existing Microsoft glossary
2. Check the Faclair Beag (<http://www.faclair.com>) , which is used as the main terminology repository for software terminology in existing applications
3. If possible, put the question to the team
4. Check other resources, such as the Stòr-dàta Briathrachais (<http://www2.smo.uhi.ac.uk/gaidhlig/faclair/sbg/lorg.php>)

You can find the translations of terms and UI elements of Microsoft products at Microsoft Language Portal (<http://www.microsoft.com/Language/en-US/Default.aspx>).

## Politeness

Scottish Gaelic handles politeness differently to English and not necessarily conveyed using politeness phrases. In particular, any calqued forms of “please” must be avoided as alien to the Gaelic concept of politeness. Using a generally respectful but not overly formal tone is adequate, which entails that imperative verbs are acceptable. If there is a need for softening a direct instruction, the use of the verb *saoil* plus a question is recommended. Translating too closely often results in highly unnatural language and this should be avoided. Approach such phrases as follows:

1. Never use the calque for please:  
(-) *mas e do thoil e/mas e ur toil e*
2. Normally, a non-forceful but direct statement in Scottish Gaelic is polite enough to convey the same message, so ‘please’ may simply be left out:  
(+) *Cuir a-steach an CD stàlaidh*  
(-) *Cuir a-steach an CD stàlaidh le do thoil*
3. If a higher level of politeness should be required, use native approaches to encoding politeness by framing a command as a question, using constructions like *saoil...* or in exceptional cases, the plural pronoun (and related forms) *sibh*  
(+) *Nach cuir thu a-steach an CD a-rithist?*  
(+) *Saoil an cuir thu a-steach an CD a-rithist?*

## Recurring Patterns

The most important recurring pattern involves impersonal modal constructions. The preferred translations use the verb *gabh*:

English	Translation
File could not be opened	(+) <i>Cha do ghabh am faidhle fhosgladh</i>

English	Translation
Link could not be openend	(+) Cha ghabh an ceangal seo fhosgladh

## Standardized Translations

There are a number of standardized translations mentioned in all sections of this Style Guide. In order to find them more easily, the most relevant topics and sections are compiled here for you reference.

[Recurring Patterns](#)

## Unlocalized Items

Trademarked names and the name Microsoft Corporation shouldn't be localized. A list of Microsoft trademarks is available for your reference at the following location: <http://www.microsoft.com/trademarks/t-mark/names.htm>. For example:

Word	Comment
Microsoft Office	
PowerPoint	
JavaScript	
Adobe Acrobat	

## Using the Word Microsoft

In English and Scottish Gaelic, it is prohibited to use MS as an abbreviation for Microsoft.

(+) Fosgail Microsoft Word

(-) Fosgail MS Word

## Software Considerations

This section refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.

Refer to <http://msdn.microsoft.com/library/aa511258.aspx> for a detailed explanation of the Windows user interface guidelines (English).

## User Interface

**Buttons, check boxes, commands, menu items and headings** are typically imperatives in Scottish Gaelic.

Example: (+) Cuir ris (< Add)

(+) Atharraich na roghainnean (< Change settings)

**Main menus** (at the top of the user interface) can contain nouns, noun phrases or phrases containing verbal nouns.

Example: (+) Innealan

(+) Uinneag

**ToolTips** are linked to commands or buttons; consistency should be ensured between ToolTips and the commands or buttons they are linked to.

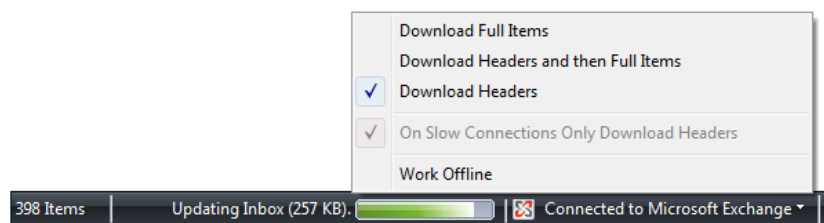
## Messages

The system communicates with the user using Messages. These are directed directly at the user and usually require the user to carry out an action or a series of actions. It is therefore important that Messages are not confusing for the end user.

### Status Messages

#### What is a Status Bar Message?

A status bar message is an informational message about the active document or a selected command as well as about any active or selected interface item. Messages are shown in the status bar at the bottom of the window when the user has chosen a menu, a command or any other item, or has started a function. The status bar messages refer to actions being performed or already complete (for example in Outlook below).



#### Scottish Gaelic Style in Status bar Messages

In English, the status bar messages have different forms dependent on the information they must convey. In Scottish Gaelic, menu and commands status bar messages should follow the format below.

In general, such messages, usually if the English string contains a present tense verb form, should be given in the future habitual in Scottish Gaelic.

Also, contracted question formats common in English must be avoided and a full question form must be given. If space is at a premium, shorten the question in accordance with Scottish Gaelic syntax:

Save changes

(+) (A bheil thu) airson na dh'atharraich thu a shàbhhaladh?

(-) Sàbhail na h-atharrachaidhean?

Name	Scottish Gaelic Name	Category	English Status Bar message	Scottish Gaelic Status Bar message
Edit	(+) Deasaich	menu	Contains editing commands	(+) Tha àitheantan deasachaidh an-seo
Copy to Folder...	(+) Cuir lethbhreac dheth ann am pasgan...	menu	Copies the selected items to a new location	(+) Cuiridh seo lethbhreac dhe na rudan a thagh thu ann an àite ùr
New	(+) Ùr	command	Creates a new document	(+) Cruthaichidh seo sgrìobhainn ùr
			Make object visible?	(+) A bheil thu airson an nì seo a dhèanamh follaiseach?
			Word is converting the document. Press Esc to stop.	(+) Tha Word ag iompachadh na sgrìobhainne. Put Esc gus casg a chur air.
			Datasheet View	(+) Sealladh an t-siata-dàta
			Done	(+) Deiseil

### The importance of standardization

In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Scottish Gaelic version. Use one standard translation as in the examples below:

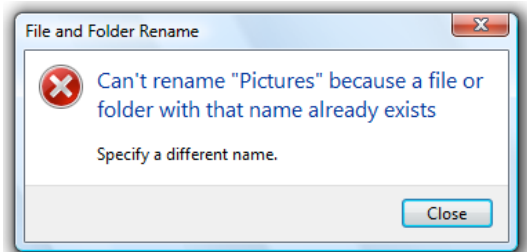
English term	Correct Scottish Gaelic translation
Press F1 to get Help	(+) Put F1 airson cuideachadh
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) Chan eil cuimhne gu leòr ann
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) A bheil thu airson na dh'atharraich thu a shàbhaladh ann an %1?
Do you want to save changes to %1?	



## Error Messages

### What Is An Error Message?

Here is an example:



Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

### Scottish Gaelic Style in Error Messages

It is important to use consistent terminology and language style in the localized error messages, and not just translate as they appear in the US product. Avoid translating these in ways that could be seen as patronising or condescending by the user.

### Standard Phrases in Error Messages

When translating standard phrases, standardize. Note that sometimes the US uses different forms to express the same thing.

The preferred format for impersonal negatives (Cannot, could not etc) is the *cha ghabh/cha do ghabh* expression in Scottish Gaelic. Avoid unnatural forms of the modal verbs or such that convey a different sense

(+) *cha ghabh am faidhle seo a lorg, cha deach ceangal ris an lion a lorg*

(-) *chan fhaodar am faidhle seo a lorg, cha b' fheudar cheangal ris an lion a lorg*

Examples:

English	Translation	Example	Comment
Cannot ...	Cha ghabh ...	(+) <i>Cha ghabh am faidhle a shàbhaladh.</i>	These conceptually refer to two different tenses/moods in Scottish Gaelic and need to be kept separate in translation.
Could not ...	Cha do ghabh ...	(+) <i>Cha do ghabh am pasganfhosgladh.</i>	
Failed to ... Failure of ...	Dh'fhàillig ...	(+) <i>Dh'fhàillig sàbhaladh an fhaidhle</i>	
Cannot find ...	Cha deach ... a lorg	(+) <i>Cha deach am pasgan</i>	As above comment.

English	Translation	Example	Comment
Could not find ... Unable to find ... Unable to locate ...	Cha ghabh ... a lorg	a lorg (+) Cha ghabh am faidhle a log	
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Gainnead cuimhne  Chan eil cuimhne gu leòr ann	(+) Gainnead cuimhne  (+) Chan eil cuimhne gu leòr ann	
... is not available ... is unavailable	Chan eil ... ri fhaighinn	(+) Chan eil am pasgan ri fhaighinn	

### Error Messages Containing Placeholders

When localizing error messages containing placeholders, try to find out what will replace the placeholder. This is necessary for the sentence to be grammatically correct when the placeholder is replaced with a word or phrase. Note that the letters used in placeholders convey a specific meaning, see examples below:

%d, %ld, %u, and %lu means <number>

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>".

"INI file "%1!-.200s!" section" means "INI file "<string>" section".

It is often necessary to move around the order of placeholders if there is more than one to conform with Gaelic syntax. If number placeholders are used, check if plural formulae are available for Scottish Gaelic, otherwise give the singular with plural suffixes and lenition in brackets if possible:

If no plural formulae are in place:

+ %d là(ithean), %d m(h)ios(an), %d b(h)liadhna, %d t(h)ura(i)s

If plural formulae are in place:

+ %d latha;%d latha; %d làithean;%d latha

(+) %d mhios;%d mhios;%d mìosan;%d mìos

## Keys

The *keyboard* is the primary input device used for text input in Microsoft Windows. For accessibility and efficiency, most actions can be performed using the keyboard as well. While working with Microsoft software, you use keys, key combinations and key sequences.

In English, References to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps).

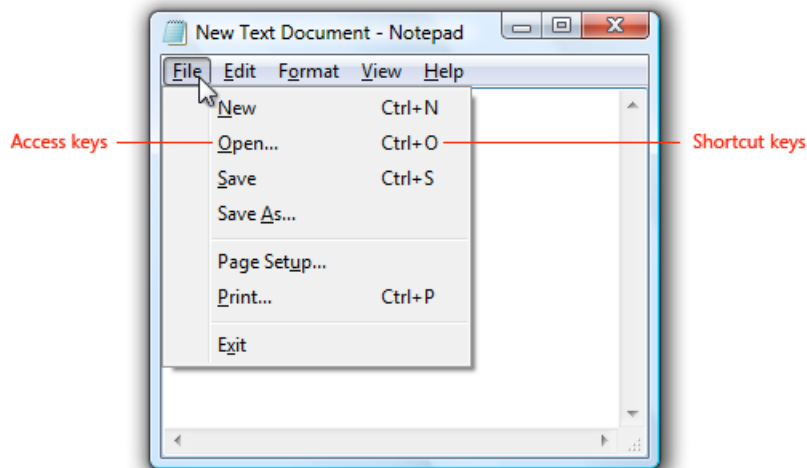
Although a few keyboards specifically designed for Scottish Gaelic exist, the vast majority of users will be using British English or Canadian keyboards. Keys therefore are not and should not be localised with the exception of the arrow keys and the spacebar.

## Key Names

English Key Name	Scottish Gaelic Key Name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	An t-saighead sìos
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	An t-saighead chli
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	An t-saighead dheas
Scroll Lock	Scroll Lock

English Key Name	Scottish Gaelic Key Name
Shift	Shift
Spacebar	Am bàr bàn
Tab	Tab
Up Arrow	An t-saighead suas
Windows key	luchair Windows
Menu Key	luchair a' chlàir-thaice
Print Screen	Print Screen

## Access Keys/Hot keys



Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly. Due to the Scottish Gaelic alphabet only containing 18 letters, the most workable solution in other applications has proven to be the retention of English hotkey combinations unless the process is automated. Hotkeys should therefore not be manually localized.

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as l, I, t, r, f can be used as hot key	Yes	
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	Yes	

Hot Key Special Options	Usage: Is It Allowed?	Notes
Extended characters can be used as hotkeys	No	
An additional letter, appearing between brackets after item name, can be used as hotkeys	Yes	
A number, appearing between brackets after item name, can be used as hotkey	Yes	
A punctuation sign, appearing between brackets after item name, can be used as hotkey	Yes	The practice is not known in Scottish Gaelic but seems workable if necessary.
Duplicate hotkeys are allowed when no other character is available	No	
No hotkey is assigned when no more characters are available (minor options only)	Yes	

**Additional notes:** n/a

## Arrow Keys

The arrow keys move input focus among the controls within a group. Pressing the right arrow key moves input focus to the next control in tab order, whereas pressing the left arrow moves input focus to the previous control. Home, End, Up, and Down also have their expected behaviour within a group. Users can't navigate out of a control group using arrow keys.

## Numeric Keypad

It is recommended that you avoid distinguishing numeric keypad keys from the other keys, unless it is required by a given application. In case which keys to be pressed is not obvious, provide necessary explanations.

## Shortcut Keys

Shortcut keys are keystrokes or combinations of keystrokes used to perform defined functions in a software application. Shortcut keys replace menu commands and they are sometimes given next to the command they represent. In opposition to the access keys, which can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

## Standard Shortcut Keys

US Command	US English Shortcut Key	Scottish Gaelic Command	Scottish Gaelic Shortcut key
<b>General Windows Shortcut keys</b>			
Help window	F1	Uinneag na cobharach	F1
Context-sensitive Help	Shift+F1	Cobhair a tha mothachail dhan ionad	Shift+F1
Display pop-up menu	Shift+F10	Seall am priob-chlàr-taice	Shift+F10
Cancel	Esc	Sguir dheth	Esc
Activate\Deactivate menu bar mode	F10	Cuir air\dheth modh bàr a' chlàir-thaice	F10
Switch to the next primary application	Alt+Tab	Leum dhan ath phrìomh aplacaid	Alt+Tab
Display next window	Alt+Esc	Seall an ath uinneag	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Seall am priob-chlàr-taice airson na h-uinneige	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Seall am priob-chlàr-taice airson mac na h-uinneige ghnìomhach	Alt+-
Display property sheet for current selection	Alt+Enter	Seall siota nam buadhan airson na tagh thu	Alt+Enter
Close active application window	Alt+F4	Dùin uinneag na h-aplacaid ghnìomhach	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Leum dhan ath uinneag am broinn (gèilleach gun mhodh) na h-aplacaide	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Glac dealbh na h-uinneige ghnìomhach dhan stòr-bhòrd	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	Glac dealbh an deasg dhan stòr-bhòrd	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Fosgail am putan tòiseachaidh ann am bàr nan saothair	Ctrl+Esc
Display next child window	Ctrl+F6	Seall ri taobh mac na h-ath uinneige	Ctrl+F6

<b>US Command</b>	<b>US English Shortcut Key</b>	<b>Scottish Gaelic Command</b>	<b>Scottish Gaelic Shortcut key</b>
Display next tabbed pane	Ctrl+Tab	Seall ri taobh an ath leòsain thabaichte	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Cuir gu dol manaidsear nan saothair agus tòiseachadh an t-siostaim	Ctrl+Shift+Esc
<b>File Menu</b>			
File New	Ctrl+N	Faidhle ùr	Ctrl+N
File Open	Ctrl+O	Fosgail faidhle	Ctrl+O
File Close	Ctrl+F4	Dùin am faidhle	Ctrl+F4
File Save	Ctrl+S	Sàbhail am faidhle	Ctrl+S
File Save as	F12	Sàbhail am faidhle mar	F12
File Print Preview	Ctrl+F2	Ro-shealladh clò-bhualadh an fhaidhle	Ctrl+F2
File Print	Ctrl+P	Clò-bhuail am faidhle	Ctrl+P
File Exit	Alt+F4	Fàg am faidhle	Alt+F4
<b>Edit Menu</b>			
Edit Undo	Ctrl+Z	Neo-dhèan an deasachadh	Ctrl+Z
Edit Repeat	Ctrl+Y	Ath-dhèan an deasachadh	Ctrl+Y
Edit Cut	Ctrl+X	Gearr às	Ctrl+X
Edit Copy	Ctrl+C	Dèan lethbhreac dheth	Ctrl+C
Edit Paste	Ctrl+V	Cuir ann	Ctrl+V
Edit Delete	Ctrl+Backspace	Sguab às	Ctrl+Backspace
Edit Select All	Ctrl+A	Tagh a h-uile	Ctrl+A
Edit Find	Ctrl+F	Lorg	Ctrl+F
Edit Replace	Ctrl+H	Cuir na àite	Ctrl+H
Edit Go To	Ctrl+B	Rach gu	Ctrl+B
<b>Help Menu</b>			
Help	F1	Cobhair	F1
<b>Font Format</b>			

US Command	US English Shortcut Key	Scottish Gaelic Command	Scottish Gaelic Shortcut key
Italic	Ctrl+I	Clò Eadailteach	Ctrl+I
Bold	Ctrl+G	Trom	Ctrl+G
Underlined\Word underline	Ctrl+U	Loidhne foidhe	Ctrl+U
Large caps	Ctrl+Shift+A	Tùs-litrichean mòra	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Tùs-litrichean beaga	Ctrl+Shift+K
<b>Paragraph Format</b>			
Centered	Ctrl+E	Meadhanaichte	Ctrl+E
Left aligned	Ctrl+L	Co-thaobhaich gun chli	Ctrl+L
Right aligned	Ctrl+R	Co-thaobhaich gun deas	Ctrl+R
Justified	Ctrl+J	Blocaichte	Ctrl+J

## Document Translation Considerations

Document localization may require some specific considerations that are different from software localization. This section covers a few of these areas.

### Titles

In English the titles for chapters usually begin with "How to ..." or with phrases such as "Working with ..." or "Using ...". In the Scottish Gaelic version of Microsoft documentation, these titles should usually begin with a preposition (not usually an interrogative) or a verbal noun "Ag obair le ..." or "A' cleachadh ...". "How to ..." should be translated as "Mar a ..."

### Copyright

Copyright protection is granted to any original work of authorship fixed in any tangible medium of expression from which it can be perceived, reproduced, or communicated.

**The following examples illustrate some legal and copyright issues which the translator needs to take into account when translating. Check with your project leader if ever in doubt regarding such an issue:**

- Competitions which are legal in the US may be illegal in other countries
- Privacy laws and rules regarding data protection on Web sites are country specific
- The following aspects should be checked in case they need to be modified or deleted for the UK: prices, special offers, product support services/offers, (e)mail addresses, phone numbers, accessibility services and competitive comparisons



- Each webpage must contain the appropriate copyright statement, calendar year etc. In Gaelic this usually involves: "©2011 Microsoft Corporation. Gach còir air a ghlèidheadh.", plus the mandatory links to the Terms of Use ("Cumhaichean a' chleachdaidh"), trademarks ("Comharraidhean-malairt"), information on data protection ("Fiosrachadh air tèarainteachd dàta ") etc but in case of doubt, check with the project lead.

**Disclaimer:** Please note that the above information only provides general information.