

# Inuktitut Style Guide

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# What's New?

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Last Updated: June 2011

## New Topics

The following topics were added:

- n/a

## Updated Topics

The following topics were updated:

- n/a

# 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This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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 Inuktitut 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 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 Inuktitut 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. Always check for approved translation in the Microsoft terminology database.

## Sample Text

Text taken from: Inuktitut Media Package from the Piruvik Centre.

Created July 2007.

## **Pirurvik saqqiijuq nutaamik ikiaqqivimmut tukisigiavimmi Inuktitut ilinniarniq pivaallikanniullugu**

(Julai 10, 2007 -- Iqaluit, Nunavut) Inuktitut ilinniarniq pigganangilikkanirniqliquq saqqiqtauninganut ikiaqqivikkuungajuq qarasaujakkut, taijaq Tusaalanga [www.tusaalanga.ca]. Taanna ikiaqqivikkut tukisigiavik sanajaulauqtuq pirurvikunnut, ilinniatittinirmigut Nunavut gavamakkut ministait tungilinginnik inuktituuriqsanirmik. Pirurvik timiqtaujuq iqalunni.

“Nunavuqalirivut uqarunnariaqalirutigattigut Inuktitut namilimaattiaq iqqanaijaralarutta” uqaqtuq Liina Ivik, angijuqqaangat amma pirurvimmi saqqisimajuq. “Tusaalanga taanna sanalauqtavut ilinniatittinittigut Nunavut gavamakkut ministangita tungilinginnik maanna taqqaunga siammatikkannirumajavut atuqtauqullugu amisunut.”

Tusaalanga tujiqarutilik tusaalagu Inuktitut. Taanna ikiaqqivimmut tukisigiavik ilulilik tusaqsaujunnaqtunik taiguusinik, uqattiarutunik ammalu inngiusinik ikajuutikkannitsanik Inuktitut uqaqtaujjusinginnik. Inuktitut aaqqitsimaningit ilinniarutiqarmijut, taiguusitaqaqtunilu 600-nik. Tusaalanga pirurvikkut sanalauqtangat ikajuqtiqaqtutik katujjiqatiminnik, Web Networks-kunnik, aqqutigillugu sanasimammijani Attavik.net ikiaqqivikkuutittivik.

“Qaujimagatta amisut kikkutuinnait taqqaani Inuktitut ilippalliajumajuugaluat kisiani upagassaqattianngiluaqtut ilinniakannivitsanik,” uqaqtuq ivik. “Tusaalanga ilinniarutittiavauniaqtuq kikkutuinnarnut inuktituuriqsakannirumajunut inutuugaluarlutik.”

Pirurvik ilinniatittikanninirmijuq ukiassaanguniaqtuq quvvasiliriinik pingasunik inuktituuriusautinik. “Tusaalanga aturniqattiakannirunnaqtuq silataagut ilinniasinnaarluni, uqaqtuq ivik. “inangirassaungimmat ilinniatittijillattaamut ilinniaqtitauniqu.”

Pirurvik 2006-ngutillugu piliriqatiqalaurngat gavamakkut ministangita tungilingit inuktituuriuqsauqullugit. Inuktitut uqausiqtuq atuqtauniqpaangummat nunavimmi ammaluttauq maligaliurvingani atuqtauvattuni. Nunavut gavamakkut pimmarinungannik Inuktitut pinasuagaqarngata taikaniuniaqtuq 2020-mi Inuktitut atuqtauniqpaanguniarluni gavamakkunnut ammalu quttilaakkut angijuqqaatingit Inuktitut uqarunnaqsisimagiaqatitaullutik 2008. Attavik taanna katujjaulluni saqqiqtaumajuq pirurvikunnut ammalu Web Networks-kunnut inuktituungajut ikiaqqivikkut aulagarniniqsauqullugit.

Pirurvimmiunut qaiqujavutit saqqitittiliqqata sanasimajaminnik ikiaqqivikkut ilinniakannirummik taijajuq tusaalanga. Tusaalanga taanna sanalauqtavut ilinniatittinittigut nunavut gavamakkut ministangita tungilinginnik inuktituuriqsanirmik. Taanna atuinnautippalliagumagattigu nunavummut silarjuarmiungutatittinullu.

Tusaalanga tujiqarutilik tusaalagu Inuktitut. Taanna ikiaqqivimmut tukisigiavik ilulilik tusaqsaujunnaqtunik taiguusinik, uqattiarutunik ammalu inngiusinik ikajuutikkannitsanik Inuktitut uqaqtaujjusinginnik. Inuktitut aaqqitsimaningit ilinniarutiqarmijut, taiguusitaqaqtunilu 600-nik. Aullutillauqtangat taanna saqqirunnaqsimmat quvianaqtuq pirurvimmiut ilinniaqtittillauqtullu taakkunani taqqini 18-ni aniguqtuni.

Tusaalanga ilagiliutisimaniaqtuq asinginnut inuktituuriusanirmut ilinniarassauniaqtunut pirurvimmi. sitipirimi atuinnauniaqtut kikkutuinnarnut timiqtaujunullu.

Saqqitittiniq aulaniqarniaqtuq kajjaavimmi, illu 2462 tuntra Valley-nguniraqtami tallirmiuliqqat julai 13, 3-mi unnusakkut. tiutuqatigiinniaqtugut takussautittilutalu ikiaqqivikkut saqqiqtitattinnik.

ilauqunaqqutit.

Liina Ivik

Pirurvimmi Angijuqqaq Saqqitittijilu

Tukisigiakkannirumaguvit, qaujigiavigiguk:

Chris Douglas, Pirurvimmi

(867) 555-5555

[atiq@pirurvik.ca](mailto:atiq@pirurvik.ca)

## Recommended Reference Material

Use the Inuktitut 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.

Orthography used in Microsoft product must adhere to the orthographic standards set out in:

**Uqausilirijit Titrausiliriningit/Language Commission Writing System Proposal. 1976. Inuit Cultural Institute**

### Informative References

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

1. Ootoova, E. (2000). Inuktitut Dictionary, Tunnunig Dialect. Iqaluit, Qikqitani School Operations
2. Schneider, L (1985) Ulirnaigutiit. An Inuktitut-English Dictionary of Northern Quebec, Labrador and Eastern Arctic Dialects. Quebec, Les Presses de l'Université Laval.
3. Asulaak Living Dictionary: <http://livingdictionary.com>

# Language Specific Conventions

This part of the style guide contains information about standards specific to Inuktitut.

## Country/Region Standards

### Characters

Country/region	Canada
Lower-case characters	a; g; h; i; j; k; l; ł; m; n; ŋ; p; q; r; s; t; u; v; x
Upper-case characters	A; G; H; I; J; K; L; Ł; M; N; Ŋ; P; Q; R; S; T; U; V; X
Characters in caseless scripts	n/a
Extended Latin characters	ł, Ł, ŋ, Ŋ
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.
Total number of characters	19
Unicode codes	A 0041 a 0061 G 0047 g 0067 h 0068 H 0048 I 0049 i 0069 j 006A J 004A K 004B k 006B l 006C L 004C ł 0142 Ł 0141 M 004D n 006E

Country/region	Canada
	N 004E η 014B D 014A P 0050 p 0070 q 0071 Q 0051 r 0072 R 0052 s 0073 S 0053 T 0054 t 0074 U 0055 u 0075 v 0076 V 0056 x 0078 X 0058
Notes	X is virtually never used.

## Date

Country/region	Canada
Calendar/Era	Gregorian (AD)
First Day of the Week	Sunday
First Week of the Year	Week that contains January 1
Separator	, or /
Default Short Date Format	d/M/yyyy
Example	17/3/2011
Default Long Date Format	MMMM dd, yyyy
Example	Maatsi 17, 2011

<b>Country/region</b>	<b>Canada</b>
<b>Additional Short Date Format 1</b>	d/M/yy
<b>Example</b>	17/3/11
<b>Additional Short Date Format 2</b>	dd/MM/yy
<b>Example</b>	17/03/11
<b>Additional Long Date Format 1</b>	dddd, MMMM dd, yyyy
<b>Example</b>	Naattiinguja, Maatsi 17, 2011
<b>Additional Long Date Format 2</b>	MMM dd, yyyy
<b>Example</b>	Mas 17, 2011
<b>Leading Zero in Day Field for Short Date Format</b>	No
<b>Leading Zero in Month Field for Short Date Format</b>	No
<b>No. of digits for year for Short Day Format</b>	4
<b>Leading Zero in Day Field for Long Date Format</b>	Yes
<b>Leading Zero in Month Field for Long Date Format</b>	n/a
<b>Number of digits for year for Long Day Format</b>	4
<b>Date Format for Correspondence</b>	MMMM dd,yyyy
<b>Example</b>	Maatsi 17, 2011
<b>Notes</b>	n/a

Country/region	Canada
<b>Abbreviations in Format Codes</b>	<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	Canada
<b>24 hour format</b>	yes
<b>Standard time format</b>	HH:mm:ss
<b>Standard time format example</b>	12:34:56
<b>Time separator</b>	Colon (:)
<b>Time separator examples</b>	03:24:12
<b>Hours leading zero</b>	Yes
<b>Hours leading zero example</b>	03:24:12
<b>String for AM designator</b>	AM
<b>String for PM designator</b>	PM
<b>Notes</b>	Among Inuktitut speakers, AM/PM format is used in most situations. The 24 hour format is generally only used for official purposes. The 24 hour clock is used most often in Canada among French speakers.

## Days

**Country/region:** Canada

Day	Normal Form	Abbreviation
Monday	Naggajjau	Nag
Tuesday	Aippiq	Aip
Wednesday	Pingatsiq	Pin
Thursday	Sitammiq	Sit
Friday	Tallirmiq	Tal

Day	Normal Form	Abbreviation
Saturday	Sivataarvik	Siv
Sunday	Naattiinguja	Naat

**First Day of Week:** Naattiinguja (Sunday)

**Is first letter capitalized?:** Yes

**Notes:** n/a

## Months

**Country/region:** Canada

Month	Full Form	Abbreviated Form	Long Date Form
January	Jaannuari	Jan	n/a
February	Viivvuari	Viv	n/a
March	Maatsi	Mas	n/a
April	Iipuri	Ipu	n/a
May	Mai	Mai	n/a
June	Juuni	Jun	n/a
July	Julai	Jul	n/a
August	Aaggiisi	Agi	n/a
September	Sitipiri	Sii	n/a
October	Utupiri	Uut	n/a
November	Nuvipiri	Nuv	n/a
December	Tisipiri	Tii	n/a

**Is first letter capitalized?:** Yes

**Notes:** Short form/abbreviations should be avoided. They don't work well for Inuktitut.

## Numbers

Inuktitut uses the same **numerals** as English.

When numbers are **spelled out**, Inuktitut uses either traditional Inuit numbers (especially between 1 and 10), or numbers that have been borrowed from English:

Numeral	Traditional Inuit numbers	Borrowed numbers
1	atausiq	uan
2	marruuk	tuu
3	pingasut	talii
4	sitamat	pua
5	tallimat	pai
6	pingasuujutut	sassi
7	sitamaunngigaqtut	saipan
8	sitamaujuqtut	iit
9	quliunngigaqtut	nain
10	qulit	tajan

## Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Canada	1	Yes	3	-,.;space	10	(###) ###-####; ###.###.####; ###-###-####
Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Canada	7	###-####; ### ####; ###.####	10	(###) ###- ####; ###.###.### #; ###-###- ####	11	+1 ###.###.####; +1 ###-###- ####; +1 (###) ###- ####;

**Notes:** n/a

## Addresses

**Country/region:** Canada

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

**Address Format:**

1. [Title/Honorific] FirstName LastName
2. [CompanyName]
3. Address1
4. [Address2]
5. [CountryCode-] PostalCode City
6. [Country]

**Example Address:**

Joe Inuk  
Government of Nunavut  
Box 1200 Station 32  
Iqaluit, Nunavut  
X0A 0H0  
Canada

**Local Postal Code Format:**

X1X 1X1

**Notes:**

- Canadian postal codes follow the following pattern:  
XXY YXY, where X is a letter, Y - a number

**Currency**

<b>Country/region</b>	Canada
<b>Currency Name</b>	dollar
<b>Currency Symbol</b>	\$
<b>Currency Symbol Position</b>	\$ symbol appears before the currency amount.
<b>Positive Currency Format</b>	\$330.58
<b>Negative Sign Symbol</b>	-
<b>Negative Currency Format</b>	-\$398.35
<b>Decimal Symbol</b>	a period (.)
<b>Number of Digits after Decimal</b>	two
<b>Digit Grouping Symbol</b>	a comma (,)
<b>Number of Digits in Digit Grouping</b>	three
<b>Positive Currency Example</b>	\$784,864,562.90
<b>Negative Currency Example</b>	-\$530,893,902.76

<b>ISO Currency Code</b>	CAD
<b>Currency Subunit Name</b>	cent
<b>Currency Subunit Symbol</b>	\$0.##. The symbol ¢ was previously used.
<b>Currency Subunit Example</b>	\$0.35

## Digit Groups

**Country/region:** Canada

**Decimal Separator:** .

**Decimal Separator Description:** period

**Decimal Separator Example:** 2.345 and \$4,500.23

**Thousand Separator:** ,

**Thousand Separator Description:** comma

**Thousand Separator Example:** 1,526 and \$1,526.75

**Notes:** n/a

## Measurement Units

**Metric System Commonly Used?:** Yes

**Temperature:** Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometre	kilamiita	km
	Metre	miita	m
	Decimetre	tisimiita	dm
	Centimeter	siantimiita	cm
	Millimeter	milimiita	mm
Capacity	hectolitre	hiktaliita	hL
	litre	liita	L
	decilitre	tisiliita	dL
	centilitre	siantiliita	cL
	millilitre	mililiita	mL
Mass	tonne	tun	t
	kilogram	kiluguraam	kg

Category	English	Translation	Abbreviation
	pound	pau	lb
	gram	guraam	g
	decigram	tisiguraam	dg
	centigram	siantiguraam	cg
	milligram	miliguraam	mg
English Units of Measurement	inch	insi	in.
	feet	isigat	ft.
	mile	maili	mi.
	gallon	gaala	gal.

**Notes:** n/a

## Percentages

Either the symbol % or the word percent follows the number that is represented.

e.g. 350%; 89 percent

## 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 ł and ŋ should be sorted following the l and n characters.</li> <li>3. Other accented characters are equal with non-accented characters; so é and e are equal.</li> <li>4. Non-alphabetical characters (i.e. symbols like @ ! #) sort before the letters of the alphabet.</li> <li>5. Digits sort after the non-alphabetical characters and before the letters of the alphabet.</li> </ol>	
<b>Character sorting order</b>	A	65
	a	97
	G	71
	g	103
	h	104
	H	72
	I	73
	i	105
	j	106
	J	74
	K	75
	k	107

	I	108
	L	76
	ł	322
	Ł	321
	M	77
	n	110
	N	78
	ŋ	331
	Ŋ	330
	P	80
	p	112
	q	113
	Q	81
	r	114
	R	82
	s	115
	S	83
	T	84
	t	116
	U	85
	u	117
	v	118
	V	86
	x	120
	X	88
<b>Examples of sorted words</b>	1	
	@	
	Aaron	
	andere	
	ändere	
	chaque	
	chemin	
	cote	
	coté	
	côte	

côté
čučet
Czech
hiša
irdisch
lävi
lie
lire
llama
lõug
Löwen
lòza
Lübeck
luč
luck
lye
Männer
màšta
mîr
möchten
myndig
piña
pint
pylon
sämtlich
šàran
savoir
Šerbūra
Sietla
ślub
subtle
symbol
vāga
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 encyclopedia 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 Inuktitut list for every release of your product.

# Grammar, Syntax & Orthographic Conventions

This section includes information on how to apply the general rules of the Inuktitut language to Microsoft products and documentation.

## Adjectives

Adjectives do not exist in Inuktitut. Nouns can be described in one of two ways:

1. special suffixes are added to the ends of nouns to describe them:
  - (+) qarasaujaq – *computer*
  - (+) qarasaujaralaaq – *a small computer; a laptop*
2. descriptive words are used in a sentence to describe the noun:
  - (+) qarasaujaq – *computer*
  - (+) qarasaujaq akitujuq – *the expensive computer; the computer is expensive*

These descriptive words must agree in number and in function with the nouns they describe:

- (+) qarasaujaq aupaqtuq – *the red computer*
- (+) qarasaujait aupaqtuit – *the red computers*
- (+) qarasaujaannut aupaqtuunnut – *to the two red computers*

## Possessive adjectives

Possessives are normally marked by affixes that are attached to the nouns they describe:

- (+) atiq – *name*
- (+) atiit – *your name*

In Inuktitut both the possessor and the object that is possessed are marked:

- (+) atuqtuq – *user*
- (+) atiq – *name*
- atuqtuup atinga – *user name*

Inuktitut uses possessive forms in situations where English will build compound words:

- (+) qarasaujaq – *computer*
- (+) saqqijaarutinga – *monitor*
- (+) qarasaujaup saqqijaarutingata atuqtauninga – *(computer) monitor usage*

## Articles

This section does not apply to Inuktitut.

## Capitalization

Inuktitut capitalization occurs at the beginning of a sentence and, when appropriate, for stand alone words. There is no formal standard in place and, as such, the Canadian English usages often apply.

e.g.

(+) Unnirarasuktunik tunngasuktittinngillutit. Nukappiap qinganga uunarmat aniiqatigivaglugu aniirumaliqtarmata, qingaijarumaliqjattut. Parnaktumik ujjiirusuktuq, ilaujumaninga maliklugu ilautiqattarlugu. Qaujimatillugu nunamik, pijariungittuugaluaq iqqaijunnarniqsauniaqtuq, sapirijaqajjaanngittuq. Angutit niglinaqtumik naijumaliqjattut iglumiinginnariaqanngittut.

## Compounds

This section does not apply to Inuktitut.

## Gender

This section does not apply to Inuktitut.

## Genitive

Inuktitut has genitive suffixes that mark the possessor of a noun. The object that is possessed must also be marked.

(+) ikiaqqitittivik – *server*

(+) pijjusiq – *property*

(+) ikiaqqitittiviup pijjusingit – *server properties*

## Modifiers

This section does not apply to Inuktitut.

## Nouns

**Inuktitut has a great deal of noun inflection, relative to English and care must be taken in the translation process to reflect proper Inuktitut grammar and avoid literal translations.**

Inuktitut makes a distinction between the singular, the dual and the plural, while English only marks the singular and the plural and this can easily lead to mistakes in the translation process.

Inuktitut nouns can also be marked according to a number of different functions. Each of these function markers has a singular, dual and plural form:

- **Terminalis Function**

Used to indicate:

- the end of a goal or destination
- the instrument by which an action is performed
- the goal of an action
- the reason something happens

- e.g. (+) turaarutikkuvik – *address book*  
 (+) turaarutikkuvimmut – *to the address book*

- **Ablative Function**

Used to indicate:

- the point from which an action begins
- the agent who performs an action (passive voice)

- e.g. (+) saumik – *left*  
 (+) saumimmit – *from the left*

- **Vialis Function**

Used to indicate:

- the means by which an action is performed
- movement through space or time
- the place one goes or travels through
- the part of something that is affected or damaged

- e.g. (+) irngiinaaqtaut – *email*  
 (+) irngiinaaqtautikkut – *by email; via email*

- **Localis Function**

Used to indicate a point within space or time:

- e.g. (+) igalaujaq – *screen*  
 (+) naqittaut – *keyboard*  
 (+) igalaujarmi naqittaut – *on-screen keyboard*

- **Similaris Function**

Used to indicate likeness or similarity:

- (+) inuk – *person, an Inuk*  
 (+) Inuktitut – *like an Inuk*

## **Relative Function**

- Used to indicate:
    - the possessor of an object, or a relationship
    - the third person subject of some transitive verbs
- (+) ajjiinguakkuvik – *album*  
 (+) ajjiinguakkuviup taiguusinga – *album title*

## **Modalis Function**

- Used for a number of functions that do not correspond easily to English:
    - marks a direct object that is often unspecific (equivalent of the English indefinite article)
    - marks the object or motive of something that is said or thought
- e.g. (+) qarasaujaq – *computer*  
 (+) qarasaujamik – *a computer*  
 (+) qarasaujamik uqarvigijanga – *he spoke to him about the computer*

## Plural Formation

Inuktitut has distinct forms for nouns in the singular, dual and plural. Care must be taken when translating from English that only has the singular and plural.

(+) qarasauijaq – computer

(+) qarasauijaak – two computers

(+) qarasauijait – (3+) computers

## Prepositions

Prepositions do not exist in Inuktitut. In translation, their meaning is normally expressed through noun inflection (see section above).

US Expression	Inuktitut Expression	Comment
About	(+) Mitsaanut	Keep in mind that there may be a less literal translation in Inuktitut than using “mitsaanut” to mean about

## Pronouns

Inuktitut verbs generally mark the subject of a verb. Pronouns are only used in Inuktitut for emphasis.

takujanga - *She saw him.*

Uvangali, takulaunngittara. – *(As for me), I did not see him.*

## Punctuation

### Comma

In a series consisting of three or more elements with similar grammatical function, separate the elements with commas. Commas are followed by one space as in English.

e.g.

(+) Ilijariiruviuk Uqausirmut Saqqijaarut, titiqqat ikajuqti'naani, uqaujjivini, sujjutini, Ikajuqtauvimmi pijjutiliit saqqijaarniaqtut Uqausirmut Saqqijaarutiup uqausingagut.

### Colon

Use colons to introduce lists and explanations. You may use a colon at the end of an introductory phrase even if it is not a complete sentence.

e.g.

(+) QAUJIKKAIJJUT: BitLocker suqqinarunniiqtittijjutimik pijunnaqsitittisimaguvit, nuqqaqtikainnarlugu.

### Dashes and Hyphens

Three different dash characters are used in English:

## Hyphen

In Inuktitut, hyphens are used to join numbers, acronyms or borrowed words or names to affixes that are needed to make a grammatically correct sentence. Occasionally a hyphen will be used between two Inuktitut words as a means of shortening the translation

- e.g. (+) Taiguusiliat Microsoft Windows XP-mut amma Office 2003-mut turaangajut
- (+) Maanna uqausiq turaangajuq Unicode-ngunngittunut pilirijjutinut.
- (+) taliqpiagut-naqilli

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.

## En Dash

The en dash is used as a minus sign.

- \$1,000.00

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.

Example:

**mappigait 10-20**

## Em Dash

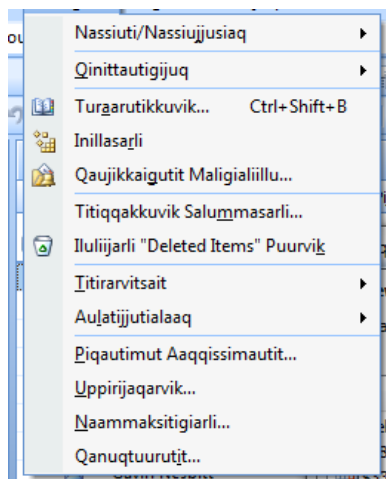
Does not apply to Inuktitut.

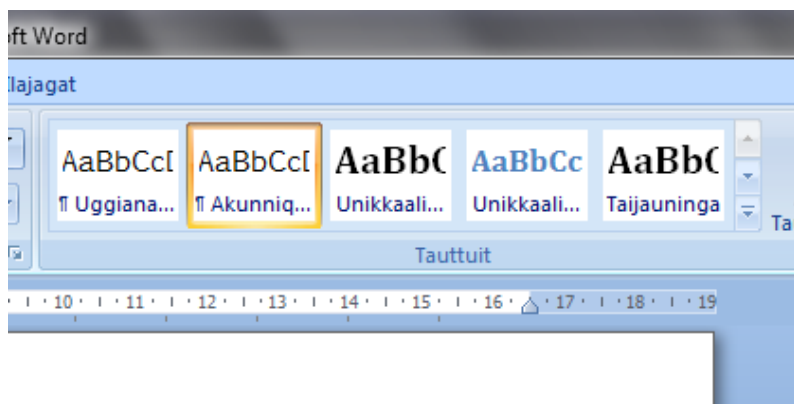
## Ellipses (Suspension Points)

Ellipses are used:

- to indicate that a window will open when a command is selected from a menu.
- when a word or a part of a word will not fit in a Window and an abbreviation is used.

Examples:

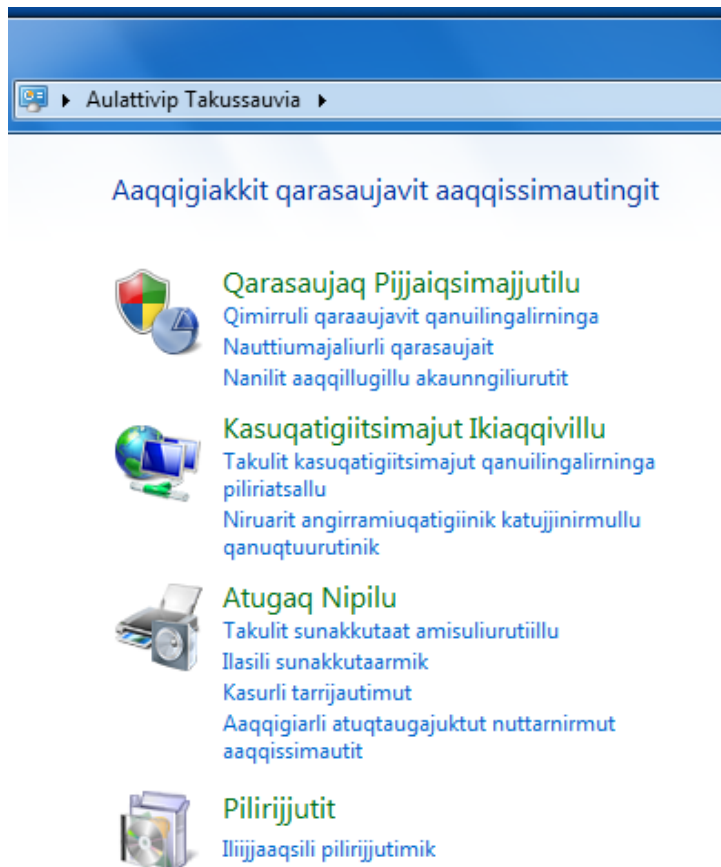




## Period

Use only one space after a period.

Avoid using periods in menus:



## Quotation Marks

Inuktitut uses the same quotation marks as English. No space is used between the quotation marks and the text inside them.

e.g. (+) Nalunaikkut "Uqalimaaqsimajut"

## Parentheses

No space is used between the parentheses and the text inside them.

e.g. (+) (matuirli)

## Singular & Plural

Inuktitut has distinct forms for nouns in the singular, dual and plural:

(+) qarasaujaq – *computer*

(+) qarasaujaak – *two computers*

(+) qarasaujait – *computers (3+)*

## Split Infinitive

This section does not apply to Inuktitut.

## Subjunctive

This section does not apply to Inuktitut.

## Symbols & Non-Breaking Spaces

This section does not apply to Inuktitut.

## Syntax

Inuktitut creates words and meaning in a fundamentally different way than in English. For this reason, it is essential that translators avoid direct word-by-word translations from English into Inuktitut.

The following is an example of avoiding word by word translations to capture the full meaning in fluent Inuktitut.

English	Inuktitut
Microsoft respects your privacy. To learn more, read our online privacy statement	(+) Microsoft-kut pimmaritippait qaujimajaujariaqanngigutitit. Tukisikkannirumaguviuk tamanna, uqalimaarunnaqtatit ikiaqqivikkut kikkutuinnanuunnginnirmut titiraqsimajut

## Verbs

When translating English verbs that appear in the plural, remember to use the appropriate dual or plural form of the verb of the Inuktitut.

As Inuktitut can involve complex verb formations, it is essential that translators strive for consistent verb forms throughout a given text to ensure language that is easily understood.

**English Text:**

- Click the Windows Messenger icon in the status area of the taskbar.
- Point to Send an Instant Message, and then click the name of the person who you want to contact.
- Type your message, and then click Send or press ENTER. Your message is then displayed to your contact

**(-)**

- Naqilli Windows Messenger-mut kisunnguaq qanuilinganirmuungaviani piliriatsaliurut.
- Tikkuarlugu Nassiujjili Inngiinnaq Titigqausiamik, naqiguk atinga turaarvigijumajavit.
- Naqittaruk titiqqaliat, naqilli Nassiutuli uvvalu naqillu Ilili. Titigqausialiat saqqijaalirniaqtuq ivvit turaarvigijanganut

**(+)**

- Naqilli Windows Messenger-mut kisunnguaq qanuilinganirmuungaviani piliriatsaliurut.
- Tikkuarlugu Nassiujjili Inngiinnaq Titigqausiamik, naqiguk atinga turaarvigijumajavit.
- Naqittaruk titiqqaliat, naqilli Nassiutuli uvvalu naqillu Ilili. Titigqausialiat saqqijaalirniaqtuq ivvit turaarvigijanganut.

## Word Order

Inuktitut generally has more flexible word order than English. In many cases, the localizer may follow the initial English pattern. E.g. page layout = Mappigaup ilinganinga

## Style and Tone Considerations

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

### Audience

The audience for Microsoft's Inuktitut products ranges from those working in the Inuit language to those using a computer at home for personal use. The audience may be bilingual or unilingual Inuktitut speakers. As much as possible the language that appears should be written from an Inuktitut First Language perspective and avoid overly technical language or literal translations to ensure it is easily understandable. Translators should not assume that the target audience is comfortable using computers and software.

### Style

- Do not be too local. Due to the differences in language and vocabulary across Inuktitut dialects, the translator should avoid conflicting terms and should strive to find terms that would be understood by speakers of different dialects.
- Be precise and clear.
- Avoid literal translations.
- Reword every sentence that is not clear enough in Spanish.
- Rework every sentence that "sounds" like a translation.

## Tone

Translators need to strike a balance between being precise and too technical when translating from English to Inuktitut.

## Voice

The Inuktitut translation can generally follow the English use of the word ‘you’ (examples i, ii, below) Be aware, though, that there may be situations where it is better to use another form in Inuktitut (example iii):

	English	Inuktitut
i	What do you want to do?	(+) Sujumavit?
ii	View files you created	(+) Takulit iniit sanasimajatit
iii	You need to confirm this operation.	(+) Taanna aulattijjut nalunairiaqqtat.

# Localization Guidelines

---

This section contains guidelines for localization into Inuktitut.

## General Considerations

### 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:

Inuktitut does not use abbreviations, except with units of measurement (see above). Abbreviations for buttons CTRL, ALT, FN, etc. can be borrowed directly from English.

### Accessibility

This section does not apply to Inuktitut.

### 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).

#### Localized Acronyms

Inuktitut does not create acronyms out of its own words.

#### Unlocalized Acronyms

Acronyms borrowed from English may be used where appropriate

English	Inuktitut
3-D Column	(+) 3-D Ammukutaak
HTML document	(+) HTML titiqqat
Digital ID	(+) Tijjittakkut ID

Acronyms that are not in common usage should either be spelled out or an Inuktitut equivalent developed.

## 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.

English names will be used for all products throughout the Inuktitut text.

## Frequent Errors

### 1. Inconsistent terminology

Source Text	Error Example	Correction
download	(-) ilili	(+) minarili
Absolute URL	(-) Asiqqunniqanngittuq URL	(+) Asiqqusuittuq URL

### 2. Inconsistent use of verbs

#### Source text:

- Click the Windows Messenger icon in the status area of the taskbar.
- Point to Send an Instant Message, and then click the name of the person who you want to contact.
- Type your message, and then click Send or press ENTER. Your message is then displayed to your contact

#### (-)

- Naqilli Windows Messenger-mut kisunnguaq qanuilinganirmuungaviani piliriatsaliurut.
- Tikkuarlugu Nassiujjili Inngiinnaq Titiqqausiamik, naqiguk atinga turaarvigijumajavit.
- Naqittaruk titiqqaliat, naqilli Nassiutuli uvvalu naqillu Ilili. Titiqqausialiat saqqijaalirniaqtuq ivvit turaarvigijanganut

#### (+)

- Naqilli Windows Messenger-mut kisunnguaq qanuilinganirmuungaviani piliriatsaliurut.
- Tikkuarlugu Nassiujjili Inngiinnaq Titiqqausiamik, naqiguk atinga turaarvigijumajavit.
- Naqittaruk titiqqaliat, naqilli Nassiutuli uvvalu naqillu Ilili. Titiqqausialiat saqqijaalirniaqtuq ivvit turaarvigijanganut.

### 3. Literal translations

#### Source text:

Microsoft respects your privacy. To learn more, read our online privacy statement.

#### (-)

- Microsoft ippigusuppuq kanngunaqtut ivvit mitsaanut. Iligumaguvit, uqalimaarlugu uvagut ikiaqqivinga kanngunaqtunut.

#### (+)

- Microsoft-kut pimmaritippait qaujimaajaujariaqanngigutitit. Tukisikkannirumaguviuk tamanna, uqalimaarunnaqtatit ikiaqqivikkut kikkutuinnanuunnginnirmut titiraqsimajut.

## Glossaries

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>).

## Fictitious Information

Fictitious content is legally sensitive material and as such cannot be handled as a pure terminology or localization issue. Below is some basic information and contact points when dealing with fictitious content:

**Vendors and Localizers are not allowed to create their own fictitious names.** You must either use the source names or use the list of legally approved names.

Please contact your product team representative for further information on how to deal with fictitious companies, names, addresses, email addresses, phone numbers, etc. in your product. For technical products, you may also check with the product team representative whether localized fictitious content is required or not (e.g. Visual Studio).

## Recurring Patterns

In general, verbal commands/imperatives in the Inuktitut text use the affixes **-li**. The affix **-lugu** is used if a direct object is referred to:

English	Inuktitut
Edit	(+) Aaqqigiarli
Look up	(+) Takugiarli
Delete	(+) Piirli
Print	(+) Paippaamuurlugu
Open	(+) Matuirli
Return	(+) Utiqtillugu

## 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.

[Country/Region Standards](#)

[Prepositions](#)

[Abbreviations](#)

[Messages](#)

## 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 Inuktitut a style choice has been made to retain most if not all scientific, mathematical and geographic names as unlocalized. A number of exceptions exist for the most commonly used country names (relative to Canada); however, the majority will remain unlocalized. In some cases, an affix may be added to the unlocalized word if it is required in grammatical context

## Using the Word Microsoft

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

In Inuktitut, the word Microsoft is either inserted directly into the Inuktitut text, or with appropriate affixes added in order to create a grammatically correct statement. A hyphen is inserted between the word Microsoft and any affixes that are added.

e.g.

(+) Microsoft-kut pimmaritippait qaujimajaujariaqanngigutitit.

(+) Microsoft Office Pigiaqtitijjut Ikajuqti'naaq

## Software Considerations

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

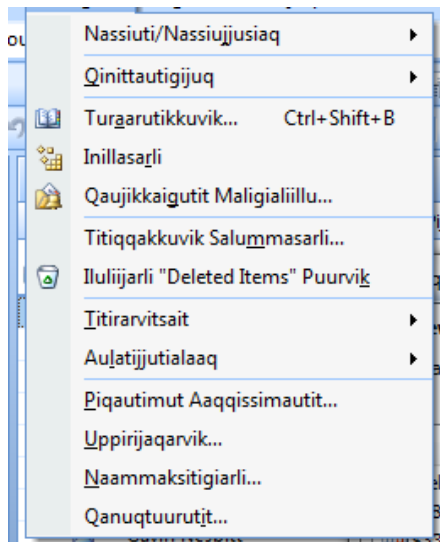
Refer to <http://msdn.microsoft.com/library/aa511258.aspx> for a detailed explanation of the Windows user interface guidelines (English).

## User Interface

In general, verbal commands/imperatives in the Inuktitut text use the affixes **-li**. The affix **-lugu** is used if a direct object is referred to:

English	Inuktitut
Edit	(+) Aaqqigiarli
Look up	(+) Takugiarli
Delete	(+) Piirli
Print	(+) Paippaamuurlugu
Open	(+) Matuirli
Return	(+) Utiqtillugu

Some command names appear in the menu followed by ellipses (suspension points) to indicate that when pressing it, a dialog window will open. The same convention applies in Inuktitut:

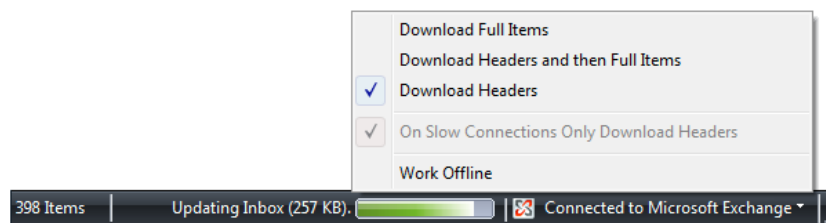


## Messages

### 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).



#### Inuktitut Style in Status bar Messages

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

Name	Inuktitut Name	Category	English Status Bar message	Inuktitut Status Bar message
Edit	(+) Aaqqigiarli	menu	Contains editing commands	(+) Ilulilik aaqqigiarinirmut piqujijjutinik

Name	Inuktitut Name	Category	English Status Bar message	Inuktitut Status Bar message
Copy to Folder...	(+) Ijjuarli uvunga Puurvimmut...	menu	Copies the selected items to a new location	(+) Ijjuaqtangit niruluksimajut kisut uvunga
New	(+) Nutaaq	command	Creates a new document	(+) Asanajuq nutaamik titiqqamik
			Make object visible?	(+) Sunamianik saqqijaaliqtittillii?
			Word is converting the document. Press Esc to stop.	(+) Word asijjiqitanga titiqqaq. Naqilli Esc nuqqaquguviuk.
			Datasheet View	(+) Titiraqsimaqtunut Takussauvik
			Done	(+) Pijariiqtuq

### The importance of standardization

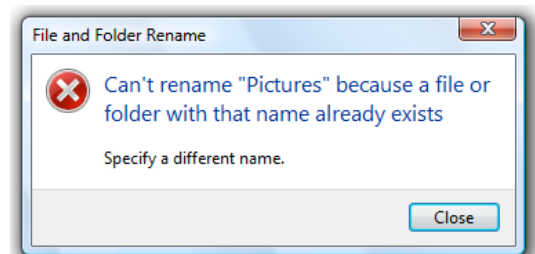
In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Inuktitut version. Use one standard translation as in the examples below:

English term	Correct Inuktitut translation
Press F1 to get Help	(+) Ikajuqtaujumaguvit naqillugu F1
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) Puigujaikkutiqaanngiluaqtuq
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) Jaggaijjairijumavigit asijjiqtut %1-mut?
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.

### Inuktitut 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.

### Standard Phrases in Error Messages

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

Examples:

English	Translation	Example	Comment
Cannot ... Could not ...	(+) Ajuqtuq ...	(+) Ajuqtuq asijjiiniq.	The text is understandable as an option to the term that uses without 'cannot'
Failed to ... Failure of ...	(+) Itigaqtuq ...	(+) Itigaqtuq kajusininga.	Okay.
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	(+) Naninngitanga ...	(+) Naninngitanga ini.	Okay.
Not enough memory Insufficient memory There is not enough memory There is not enough memory	(+) Puigujjaikkutiqanngiluaqtuq	(+) Puigujjaikkutiqanngiluaqtuq maanna.	Okay.

English	Translation	Example	Comment
available			
... is not available ... is unavailable	(+)... atuinnaungittuq	(+) Ikiaqqivik maanna atuinnaungittuq.	Okay.

### 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:

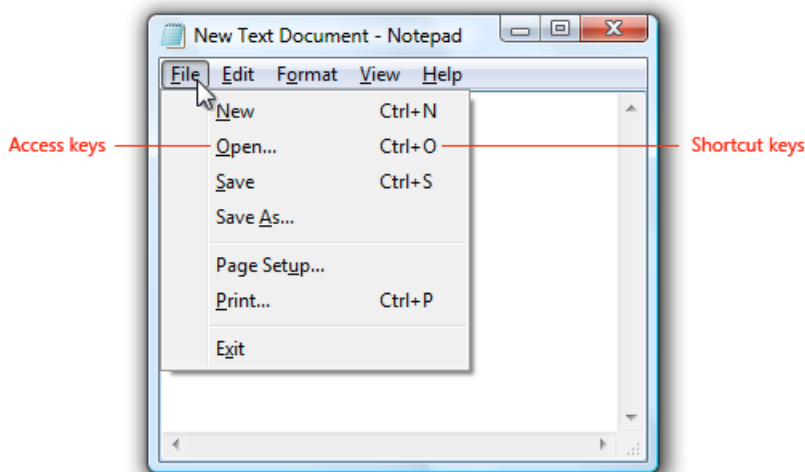
"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>".

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

## 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).

### 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.

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	no	
Extended characters can be used as hotkeys	yes	
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	
Duplicate hotkeys are allowed when no other character is available	yes	
No hotkey is assigned when no more characters are available (minor options only)	yes	

## 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 behavior 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	Inuktitut Command	Inuktitut Shortcut key
<b>General Windows Shortcut keys</b>			
Help window	F1	Help window	F1
Context-sensitive Help	Shift+F1	Context-sensitive Help	Shift+F1
Display pop-up menu	Shift+F10	Display pop-up menu	Shift+F10
Cancel	Esc	Cancel	Esc
Activate\Deactivate menu bar mode	F10	Activate\Deactivate menu bar mode	F10
Switch to the next primary application	Alt+Tab	Switch to the next primary application	Alt+Tab
Display next window	Alt+Esc	Display next window	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Display pop-up menu for the window	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Display pop-up menu for the active child window	Alt+-
Display property sheet for current selection	Alt+Enter	Display property sheet for current selection	Alt+Enter
Close active application window	Alt+F4	Close active application window	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Switch to next window within (modeless-compliant) application	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Capture active window image to the Clipboard	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	Capture desktop image to the Clipboard	Prnt Scrn

<b>US Command</b>	<b>US English Shortcut Key</b>	<b>Inuktitut Command</b>	<b>Inuktitut Shortcut key</b>
Access Start button in taskbar	Ctrl+Esc	Access Start button in taskbar	Ctrl+Esc
Display next child window	Ctrl+F6	Display next child window	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Display next tabbed pane	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Launch Task Manager and system initialization	Ctrl+Shift+Esc
<b>File Menu</b>			
File New	Ctrl+N	File New	Ctrl+N
File Open	Ctrl+O	File Open	Ctrl+O
File Close	Ctrl+F4	File Close	Ctrl+F4
File Save	Ctrl+S	File Save	Ctrl+S
File Save as	F12	File Save as	F12
File Print Preview	Ctrl+F2	File Print Preview	Ctrl+F2
File Print	Ctrl+P	File Print	Ctrl+P
File Exit	Alt+F4	File Exit	Alt+F4
<b>Edit Menu</b>			
Edit Undo	Ctrl+Z	Edit Undo	Ctrl+Z
Edit Repeat	Ctrl+Y	Edit Repeat	Ctrl+Y
Edit Cut	Ctrl+X	Edit Cut	Ctrl+X
Edit Copy	Ctrl+C	Edit Copy	Ctrl+C
Edit Paste	Ctrl+V	Edit Paste	Ctrl+V
Edit Delete	Ctrl+Backspace	Edit Delete	Ctrl+Backspace
Edit Select All	Ctrl+A	Edit Select All	Ctrl+A
Edit Find	Ctrl+F	Edit Find	Ctrl+F
Edit Replace	Ctrl+H	Edit Replace	Ctrl+H
Edit Go To	Ctrl+B	Edit Go To	Ctrl+B

US Command	US English Shortcut Key	Inuktitut Command	Inuktitut Shortcut key
<b>Help Menu</b>			
Help	F1	Help	F1
<b>Font Format</b>			
Italic	Ctrl+I	Italic	Ctrl+I
Bold	Ctrl+G	Bold	Ctrl+G
Underlined\Word underline	Ctrl+U	Underlined\Word underline	Ctrl+U
Large caps	Ctrl+Shift+A	Large caps	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Small caps	Ctrl+Shift+K
<b>Paragraph Format</b>			
Centered	Ctrl+E	Centered	Ctrl+E
Left aligned	Ctrl+L	Left aligned	Ctrl+L
Right aligned	Ctrl+R	Right aligned	Ctrl+R
Justified	Ctrl+J	Justified	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 Inuktitut version of Microsoft documentation, these formats can be followed; however, it is important to ensure the title is grammatically complete. It may require an assumption of what is to follow. For example

Working with Outlook 2010; Outlook 2010-mik aturniq,

Using Email; Irngiinaaqtaummik aturniq

How to install new software; ilisinq nutaamik qarasaujalirijjutimik

In general, titles are often created in Inuktitut by using the affix -niq with the main action in the heading to create a general concept.

## 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.

English Text	Inuktitut Translation
Copyright	(+) Copyright
©	(+) ©
Microsoft Corporation	(+) Microsoft Corporation