

Tajik Style Guide

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What's New?

Last Updated: July, 2013

New Topics

n/a

Updated Topics

The following topics were updated:

October, 2011

- Currency
- Time
- Date
- Days
- Months

January, 2012

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

December, 2012

- [Days](#) section is updated with the correct info

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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 Tajik 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 Tajik 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

Дар бораи мо

Агентии миллии иттилоотии Тоҷикистон «Ховар» агентии марказии давлатии иттилоотии мамлакат мебошад. Он баъди барҳам хӯрдани Иттиҳоди Шӯравӣ дар минтақа аз ҷумлаи агентҳои маъруфтарини иттилоотӣ ба шумор меравад.

Агентӣ дар шаҳри Душанбе соли 1925 ҳамчун Агентии телеграфии Ҷумҳурии Тоҷикистон (ТоҷикТА) дартаркиби ТАСС ба фаъолият шурӯъ намуд. ТоҷикТА 10 апрели соли 1992 баъди мустақилияти давлатии ҷумҳурӣ ба Агентии миллии иттилоотии назди Ҳукумати Тоҷикистон табдил дода шуд.

АМИТ «Ховар» имрӯз агентии ягонаи иттилоотии ҷумҳурӣ мебошад, ки мақоми расмӣ дорад. Кормандони агентӣ хабарҳоро бевосита аз манбаъҳои асосии онҳо ба даст оварда, ба воситаи каналҳои расмӣ фавран пахш мекунанд, ҳамчунин ҳуҷҷатҳои вобаста ба фаъолияти Президент, Парламент ва Ҳукумати Тоҷикистон ва фаъолияти тамоми дастгоҳи давлатӣ тавассути агентӣ пахш карда мешаванд.

Агентӣ пахшкунандаи бозътимоди ахбороти таъҷилӣ ва эътимодбахш дар бораи рӯйдодҳои ҳамаи минтақаҳои Тоҷикистон мебошад. Хабарҳои агентии миллии иттилоотии «Ховар» -ро на танҳо рӯзномаю маҷаллаҳо, телевизион ва радио, балки инчунин хонандагони сайтҳои интернетӣ, сафоратхонаҳои хориҷӣ, соҳибкорону тоҷирон, вазорату идораҳо, созмонҳои ҷамъиятӣ ва одамони алоҳида чи дар Тоҷикистон ва чи дар хориҷи он истифода мекунанд.

Хабарҳои АМИТ «Ховар» ба забонҳои тоҷикӣ, русӣ, форсӣ, арабӣ, ўзбекӣ ва англисӣ пахш карда мешаванд. Агентӣ бо марказҳои калонтарини иттилоотии минтақа ва ҷаҳон ҳамкориҳои мутақобилан муфид дорад.

Телефон: (992) 372 21 21 37

Факс: (992) 372 23 23 83

E-mail: maktub@khovar.tj

Суроға: 734025, Ҷумҳурии Тоҷикистон, шаҳри Душанбе, хиёбони Рӯдакӣ 40

Директори АМИТ «Ховар»

Шамсиддинов Садриддин Зайниддинович

28 феввали соли 1967 дар ноҳияи Восеи вилояти Хатлон таваллуд шудааст. Миллаташ тоҷик. Соли 1984 мактаби миёнаи №3-и ноҳияи Восеъро хатм кардааст. Дар давоми солҳои 1984-1985 дар омӯзишгоҳи касбҳои техникии №67 шаҳри Душанбе таҳсил карда, онро бо дипломи аъло ва ихтисоси «васлгари барқ» хатм кард. Аз моҳи августи соли 1985 то моҳи сентябри соли 1986 дар трести «Душанбе монолитстрой» кор карда, дар сохтмони биноҳои дувоздаҳсола ширкат варзидааст.

Соли 1986 ба факултаи филологияи тоҷик (кафедраи журналистика ва тарҷумонии) Донишгоҳи давлатии Тоҷикистон дохил шуд. Солҳои 1987-1989 дар қаламрави Беларусия дар ҳайати Ҷувваҳои ҳарбии ҳавоӣ хизмати ҳарбиро ба ҷо овард. Баъди бозгашт таҳсилро давом дода, соли 1993 Донишгоҳи давлатии Тоҷикистонро хатм намуд.

Аз соли 1993 то моҳи октябри соли 1996 дар идораи барномаҳои иттилоотии радиои Тоҷикистон, аз соли 1996 дар идораҳои барномаҳои «Ахбор» ва «Субҳ», идораҳои сиёсӣ ва иқтисодии телевизиони Тоҷикистон ҳамчун мудирӣ шӯъбаи мухбирони минтақавӣ, муовини аввали сармұҳаррир ва сармұҳаррир кор кард. Аз моҳи декабри соли 2003 то моҳи апрели соли 2005 мушовири калони Хадамоти матбуоти Президенти Ҷумҳурии Тоҷикистон шуда кор кардааст.

Аз соли 2005 то 6 феввали соли 2008 директори Шабакаи аввали телевизиони Тоҷикистон буд. 6 феввали 2008 бо қарори Ҳукумати Ҷумҳурии Тоҷикистон директори Агентии миллии иттилоотии Тоҷикистон «Ховар» таъин гардид. Айни ҳол дар ҳамин вазифа кор мекунад.

Мавсуф аз ҷумлаи муаллифони силсилаи китобҳо дар бораи фаъолияти доманадори Президенти Ҷумҳурии Тоҷикистон Эмомалӣ Раҳмон дар вазифаи Сардори давлат мебошад. Китобҳои зерин «Президент», «Эмомалӣ Раҳмон - давомдиҳандаи анъанаҳои дӯстонаи Тоҷикистону Русия» ва «Соле, ки ба асрҳо баробар аст» аз ҳамин ҷумлаанд.

Садриддин Шамсиддинов аълоҷии телевизион, радио ва матбуоти Ҷумҳурии Тоҷикистон, узви Иттифоқи журналистони Тоҷикистон, барандаи ҷоизаи журналистии ба номи Абулқосим Лоҳутӣ буда, бо медали «Хизмати шоиста» мукофотонида шудааст.

Source: www.khovar.tj

10 феввалисоли 2011 таҳия карда шудааст.

Recommended Reference Material

Use the Tajik 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. **Фарҳанги тафсирии забони тоҷикӣ (ибораи аз 2 ҷилд) Ҷилди аввал (ҳарфҳои А-Н) - Monolingual Tajik Dictionary in 2 Vols. Volume 1 (Letters A-H)**

Editor: Сайфиддин Назарзода

Publisher: Душанбе., Пажӯҳишгоҳи Рӯдакӣ

Publication date: 2008

ISBN: 978-99947-715-7-8

Number of pages: 950

Format / Quality: RTF/PDF

Size: 11 Mb / 75 Mb

Language: Tajik

2. **Фарҳанги тафсирии забони тоҷикӣ (ибораи аз 2 ҷилд) илди 2 (ҳарфҳои О-Я) - Monolingual Tajik Dictionary in 2 Vols. Volume 2 (Letters O-Y)**

Editor: Сайфиддин Назарзода

Publisher: Душанбе., Пажӯҳишгоҳи Рӯдакӣ

Publication date: 2008

ISBN: 978-99947-715-7-8

Number of pages: 945

Format / Quality: RTF/PDF

Size: 11 Mb / 76 Mb

Language: Tajik

3. Грамматикаи забони адабии ҳозираи тоҷик. ҷ.1.–Душанбе: Дониш, 1985. – С.231-235.
4. Грамматикаи забони адабии ҳозираи тоҷик. Ҷилди II.: Ибора ва синтаксиси ҷумлаҳои содда./ Мух.:Ш.Рустамов, Р.Ғаффаров.- Душанбе: Дониш, 1986.-372с.
5. Маҷидов Ҳ. Забони адабии муосири тоҷик. ҷ.1. Луғатшиносӣ. – Душанбе: Деваштиҷ, 2007.- 241 с.
6. Имлои забони тоҷикӣ. – Душанбе: Ирфон, 1999

Informative References

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

1. John R. Perry - A Tajik Persian Reference Grammar (Handbook of Oriental Studies)
Publisher: Brill Academic Publishers | 2005-03 | ISBN: 9004143238 | DJVU | 521 pages | 5.07 MB
2. Парвона Джамshedов. Сопоставительный анализ таджикских и английских глагольных форм автореферат, Ленинград, 1973

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	Tajikistan
Lower-case characters	а, б, в, г, ғ, д, е, ё, ж, з, и, й, к, қ, л, м, н, о, п, р, с, т, у, ў, ф, х, Ҳ, ч, ҷ, ш, ъ, э, ю, я
Upper-case characters	А, Б, В, Г, Ғ, Д, Е, Ё, Ж, З, И, Й, К, Қ, Л, М, Н, О, П, Р, С, Т, У, Ў, Ф, Х, Ҳ, Ч, Ҷ, Ш, Ъ, Э, Ю, Я
Characters in caseless scripts	n/a
Extended Latin characters	n/a
Note on alphabetical order	Alphabetical order is indicative of sorting order.
Total number of characters	35
Unicode codes	Go to MS Word-Insert-Symbol-More symbols-Cyrillic Supplement-Unicode
Notes	n/a

Date

Country/region	Tajikistan
Calendar/Era	Gregorian
First Day of the Week	Sunday
First Week of the Year	First week in the calendar
Separator	. / -
Default Short Date Format	dd.MM.yy yyyy-MM-dd
Example	17.08.11 2011-08-17
Default Long Date Format	d MMMM yyyy
Example	7 августи 2011

Country/region	Tajikistan
Additional Short Date Format 1	dd/MM/YYYY
Example	17/03/2011
Additional Short Date Format 2	n/a
Example	n/a
Additional Long Date Format 1	n/a
Example	n/a
Additional Long Date Format 2	n/a
Example	n/a
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	n/a
Number of digits for year for Long Day Format	4
Date Format for Correspondence	dd MMMM YYYY с.
Example	17 марти 2011 с.
Notes	n/a

Country/region	Tajikistan
Abbreviations in Format Codes	<p>d 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>M 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>y is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)</p>

Time

Country/region	Tajikistan
24 hour format	yes
Standard time format	H:mm:ss
Standard time format example	1:07:08
Time separator	Colon :
Time separator examples	03:24:12
Hours leading zero	yes
Hours leading zero example	03:24:12
String for AM designator	
String for PM designator	
Notes	Short time format: HH:mm

Days

Country/region: Tajikistan

Day	Normal Form	Abbreviation
Monday	Душанбе	Дш
Tuesday	Сешанбе	Сш
Wednesday	Чоршанбе	Чш
Thursday	Панҷшанбе	Пш
Friday	Ҷумъа	Ҷм
Saturday	Шанбе	Шн

Day	Normal Form	Abbreviation
Sunday	Якшанбе	Яш

First Day of Week: Душанбе (Monday)

Is first letter capitalized?: No

Notes: n/a

Months

Country/region: Tajikistan

Month	Full Form	Abbreviated Form	Long Date Form
January	январи	Янв	январи
February	феврали	Фев	феврали
March	марти	Мар	марти
April	апрели	Апр	апрели
May	маи	Май	майи
June	июни	Июн	июни
July	июли	Июл	июли
August	августи	Авг	августи
September	сентябри	Сен	сентябри
October	октябри	Окт	октябри
November	ноябри	Ноя	ноябри
December	декабри	Дек	декабри

Is first letter capitalized?: No

Notes: n/a

Numbers

Numbers in Tajik are the Arabic numbers used with Latin and Cyrillic scripts.(1, 2, 3, 4, 5, 6, 7, 8, 9, 0). Latin numbers are also used in some cases, such as for numbering text chapters, centuries, categories in certain classifications, etc.

Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Tajikistan	992	yes	3	space	9	(###) ## ## ##
Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Tajikistan	6	## ## ##	9	(###) #####	12	##### ## ## ## ##.

- **Notes:** The length of a local phone number for the capital city is 7 digits; it is 5 digits for smaller cities and district centres. The minimum length of area code is 3 digits, depending on the size of the city it can be of 4 digits for smaller cities, the longer is the area code).
- Mobile phone numbers always have the following +7 (###) ###-##-## format. When dialed from within Tajikistan +7 is not required.

Addresses

Country/region: Tajikistan

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

Address Format:

Postal code

Country

Region

City

Street, Avenue

Building

Apartment

Example Address: 734000, Ҷумҳурии Тоҷикистон, ш. Душанбе, хиёбони Рӯдакӣ б. 45, х.32

Local Postal Code Format: 6-digit code, for example 734000

Notes:

- The words “шаҳр” (city), “бино” (house), “хона” (apartment), etc. are always abbreviated (ш., х., у)
- Items in brackets are optional
- “Street” might be кӯча, хиёбон, шоҳроҳ, etc.
- “City” might be шаҳр, шаҳрак, деҳа, etc.
- “State/region” might be вилоят, вилояти худмухтор, etc.
- Country should be included in international addresses only

Currency

Country/region	Tajikistan
Currency Name	рубл (Ruble)
Currency Symbol	т.р.
Currency Symbol Position	symbol comes after the amount
Positive Currency Format	Number, space, monetary symbol
Negative Sign Symbol	-
Negative Currency Format	Negative sign, number, space, monetary symbol
Decimal Symbol	;
Number of Digits after Decimal	2
Digit Grouping Symbol	space
Number of Digits in Digit Grouping	3 0
Positive Currency Example	123456 789;12 т.р.
Negative Currency Example	-123456 789;12 т.р.
ISO Currency Code	TJS
Currency Subunit Name	дирам
Currency Subunit Symbol	д.
Currency Subunit Example	20 дирам

Digit Groups

Country/region: Tajikistan

Decimal Separator: ,

Decimal Separator Description: comma

Decimal Separator Example: 25 000,45

List separator: ;

Thousand Separator: space

Thousand Separator Description: space

Thousand Separator Example: 25 555 222

Notes: Notes:

- Period is used in product versions only. Example:MS-DOS 6.22; Windows 3.11

- It is acceptable to omit thousand separator (space) for numbers with 4 digits in their integer part.

Numbers not in regular text may or may not have thousand separators. For examples, values in Excel do not have thousand separators.

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	Километр	км
	Meter	Метр	м
	Decimeter	Дециметр	дм
	Centimeter	Сантиметр	см
	Millimeter	Миллиметр	мм
Capacity	Hectoliter	Гектолитр	гл
	Liter	Литр	л
	Deciliter	Децилитр	дл
	Centiliter	Санлитр	сл
	Milliliter	Миллилитр	мл
Mass	Ton	Тонна	т
	Kilogram	Килограмм	кг
	Pound	Фунт	ф
	Gram	Грамм	г
	Decigram	Дециграмм	дг
	Centigram	Сантиграмм	сг
	Milligram	Милиграмм	мг
English Units of Measurement	Inch	Дюйм	дюйм
	Feet	Фут	фут
	Mile	Мил	мил
	Gallon	Галлон	галл

Notes: Please use the quotation mark instead of the word дюйм for inches only when it is technically impossible to use the full variant (for example, when there are length restrictions or the English source string with the “ sign to denote inches is locked).

Percentages

Percentage sign is %. Where appropriate, equally use the words “фоиз” or “дарсад” for English “percent”.

Example:

English: Fifty percent complete

Tajik: (+) Панҷоҳ дарсад иҷро шудааст

(+) Панҷоҳ фоиз иҷро шудааст

These two words are synonyms and are interchangeable in all occasions.

Sorting

Sorting rules	1. Capital letters and lowercase letters are equal. No distinction is made between them. 2. Non-alphabetical characters (i.e. symbols like @ ! #) sort before the letters of the alphabet. 3. Digits sort after the non-alphabetical characters and before the letters of the alphabet.
Character sorting order	А (1040) а (1072) Б (1041) б (1073) В (1042) в (1074) Г (1043) г (1075) F (1170) f (1171) Д (1044) д (1076) Е (1045) е (1077) Ё (1025) ё (1105) Ж (1046) ж (1078) З (1047) з (1079) И (1048) и (1080) Ъ (1250) ъ (1251) (1080) Й (1049) й (1081) К (1050) к (1082) Қ (1178) қ (1179) Л (1051) л (1083) М (1052) м (1084) Н (1053) н (1085) О (1054) о (1086) П (1055) п (1087) Р (1056) р (1088) С (1057) с (1089) Т (1058) т (1090) У (1059) у (1091) Ў (1262) ў (1263) Ф (1060) ф (1092) Х (1061) х (1093) Ҳ (1202) ҳ (1203) (1094) Ч (1063) ч (1095) Ҷ (1206) ҷ (1207) Ш (1064) ш (1096) Ъ (1066) ъ (1098) Э (1069) э (1101) Ю (1070) ю (1102) Я (1071) я (1103)
Examples of sorted words	@ 1 Адаб Адад Азоб Амон Асал Бар Бино Боло Бӯр Ва Варта

Ватан
Воло
Гап
Гил
Гов
Гул
Гӯл
Ғанаб
Ғоз
Ғор
Даста
Девор
Дидор
Дона
Дору
Елим
Ёвар
Ёд
Ёрй
Жарф
Жола
Зада
Занбӯр
Занг
Зебо
Зиёд
Зону
Ид
Ин
Исм
Ироқ
Йулдош
Кал
Кам
Китоб

	Кўр
	Қабр
	Қавл
	Қимат
	Қулла
	Лаб
	Лайли
	Лой
	Лўбиё
	Мард
	Марг
	Мир
	Мурда
	Мўр
	Нав
	Низ
	Ном
	Нур
	Об
	Озод
	Олу
	Ору
	Панҷ
	Пеш
	Пир
	Пой
	Раванд
	Реза
	Ризо
	Рост
	Рустам
	Русто
	Савол
	Саг
	Сир

Соз
Тир
Тор
Тур
Убайд
Уқоб
Ўзбак
Ўрдак
Фан
Фидо
Фоида
Хам
Хидмат
Хона
Ҳам
Ҳеч
Ҳоло
Чанд
Чоп
Чўб
Ҷабр
Ҷав
Ҷой
Шаб
Шир
Шодӣ
Шабнам
Эрод
Эҷод
Юнус
Юсуф
Як
Яҳё

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 Tajik list for every release of your product.

Grammar, Syntax & Orthographic Conventions

Adjectives

General rule for use of adjectives in Tajik, is that unlike English adjectives come after the nouns.

Example:

English: *Red square*

Tajik: (+) Майдони *сурх*

(-) *Сурх* майдон

Relative degree is formed using the suffix “-тап” and superlative degree using the suffix “-тарин”.

Possessive adjectives

The frequent use of possessives is a feature of English language. Overuse of possessive adjectives should be avoided in Tajik.

Example:

English: Your device needs to communicate with server to set up your account.

Tajik: (+) Барои сохтани ҳисоб дастгоҳи шумо бояд бо сервер пайваст шавад.

(-) Барои сохтани ҳисоби *шумо* дастгоҳи *шумо* бояд бо сервер пайваст шавад.

Articles

General considerations

English indefinite article “an” is translated either using the words “як” and “ягон” before nouns or using the ending “-е” which comes after nouns.

Examples:

English: Please select a file to open.

Tajik: (+) Лутфан файлро барои кушодан интихоб кунед. (+) Лутфан *ягон* файло барои кушодан интихоб кунед.

English: You need to enter a keyword to start searching

Tajik: (+) Барои оғози ҷустуҷӯ шумо бояд *як* калима калидиро ворид кунед.

The definite article “The” in most cases is not translated into Tajik. In some occasions it can be translated using the word “ин” which normally corresponds with English “this”.

Examples:

English: The search item was not found.

Tajik: . (+) Объекти ҷустуҷӯ ёфт нашуд. (translated without article)

English: Do you accept the terms and conditions?

Tajik: . (+) Оё шумо бо *ин* шартҳо розиед. (translated using “ин”)

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. Localizers should treat them in the same way in Tajik.

Example

English: Powerpoint

Tajik: (+) Powerpoint

Localized Feature Names

Translated feature names are handled as per general rules of the Tajik language for using articles as discussed above under General Considerations.

Example:

English: Media Player

Tajik: (+) Медиа плеер

Articles for English Borrowed Terms

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

- **Motivation:** Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of Farsi language? Loan words are written in Tajik and the rules of Tajik language apply.
- **Analogy:** Is there an equivalent Tajik term whose article could be used?
- **Frequency:** Is the term used in other technical documentation? If so, what article is used most often?

The Internet may be a helpful reference here.

Please refer to the Microsoft terminology database to confirm the use of a new loan word and its proper article to avoid inconsistencies.

Example:

English: View a web page

Tajik: (+) Як саҳфаи вебро тамошо кунед

English: View *the* web page

Tajik: (+) Саҳфаи вебро тамошо кунед

Capitalization

The use of capitalization in Tajik is not as intensive as in English. Capitalization is usually used for proper names (people's name and surname, geographic names, name of organizations and companies, names of books, newspapers etc.). English style of overusing the capitalization should be avoided when localizing Microsoft products.

When localizing the Microsoft products names of user interface elements (commands, menus, dialog box titles), program names, etc. are capitalized. In compound names, only the first word is capitalized

Example:

English: Row Height and Width

(+) Баландӣ ва бари катакҳо Барои сохтани ҳисоб дастгоҳи шумо бояд бо сервер пайваст шавад.

(-) Баландӣ ва Бари Катакҳо

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.

Compound nouns are very widely used in Tajik. Different compound nouns can be made, such as:

(+) Phonebook (Дафтарчаи телефон), worksheet (сафҳаи корӣ).

Never use hyphenation to make a compound noun. The morphemes shall be written separately. To make a compound noun plural, usually the first noun shall be pluralized.

English example	Farsi example
Phonebooks	(-) Дафтарчаи телефонҳо (+) Дафтарчаҳои телефон

Gender

There is no grammatical gender in Tajik.

Example:

(+) He/she = вай, ӯ

(+) Her/his = (-и) вай, (-и)ӯ

Genitive

Genitive in Tajik is formed by adding the genitive "po".

Convention 1 Attaching a genitive "po" to (trademarked) product names is not feasible, as it could be interpreted as a modification of such names. Therefore, current localization practice is to add a space after the trademarked name and then "-po"

Example:

English: I accept Java's terms and conditions.

Tajik: (+) Ман шартҳои Java -ро қабул мекунам.

(-) Ман шартҳои Јаваро қабул мекунам.

Modifiers

When localizing US text into Tajik great care should be taken of where a noun and modifier are placed, since in Tajik modifier comes after the main noun, so a word by word translation makes ungrammatical compound.

Example:

English: Security warning.

Tajik: (+) Огоҳии амниятӣ

(-) Амнияти огоҳӣ

Nouns

General considerations

Tajik does not differentiate between noun classes based on features such as animacy or gender.

Inflection

This section does not apply to Tajik.

Plural Formation

Plural is formed using the suffixes “ҳо”он”, “гон”.

Example:

English: Features

Tajik: (+) Вазифаҳо

English: Children

Tajik: (+) Бачагон

The choice of suffixes has no strict rule. With some words, for example, the word “бача” (singular) plural can be both “бачагон” and “бачаҳо”. However, there is a general rule that suffix “ҳо” can be used with any word, while “он” and “гон” are used with certain words. In particular, suffix “гон” is never used with a word ending with a consonant.

Example:

English: Books

Tajik: (+) Вазифаҳо

(-) Китобгон

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.

Each preposition in English may have different translations in Farsi based on the verb accompanying them. Please make sure to use the preposition specific for each verb and don't translate the prepositions based on the source.

US Expression	Farsi Expression	Comment
click on	(+) <i>клик дар болои</i>	“On” in these two sentences translated differently based on the noun or verb accompanying it
on a web page	(+) <i>дар як сафҳаи веб</i>	

Pronouns

The pronouns in Tajik are neutral and never refer to any specific gender. If you see any source with gender difference text, please make sure to translate as it as normal without stressing gender differences or reinforcing stereotypical distinctions between men and women.

Example:

English: She is a skilled user of Microsoft Office

Tajik: (+) Вай корбари ботаҷрибаи Microsoft Office мебошад
(-) Он зан (духтар) корбари ботаҷрибаи Microsoft Office мебошад

Punctuation

General punctuation rules are available in the recommended reference material.

Comma

Comma in Tajik used in different grammatical situations.

In complex sentences, comma is used to separate the main sentence from the subordinate sentence.

Example:

English: If you do not have an account yet, please register here.

Tajik: (+) Агар шумо ҳоло ҳисобе надошта бошед, лутфан дар ин ҷо қайд шавед.
(-) Агар шумо ҳоло ҳисобе надошта бошед лутфан дар ин ҷо қайд шавед.

Comma is used in sentences that has several subjects or predicates.

Example:

English: Download music, images, games and video clips.

Tajik: (+) Музиқӣ, тасвирҳо, бозиҳо ва видеоклипҳоро зеркашӣ кунед.
(-) Музиқӣ тасвирҳо бозиҳо ва видеоклипҳоро зеркашӣ кунед.

English: Copy, move, save and share items.

Tajik: (+) Ҷузъҳоро нусха бардоред, интиқол диҳед, захира кунед ва мубодила кунед.
(-) Ҷузъҳоро нусха бардоред интиқол диҳед захира кунед ва мубодила кунед.

Colon

Colon in Tajik is used in several occasions, such as, after alerting words like “Attention”, “Warning”, “Caution” and in sentences containing multiple step instructions.

English Warning: Save your work before restarting

Tajik: (+) Огоҳӣ: пеш аз дубора фурӯзон кардан, кори худро захира кунед.
(-) Огоҳӣ - пеш аз дубора фурӯзон кардан, кори худро захира кунед.

English: To save a file with a different name, please follow these steps: a) Open the file b) Go to File and c) click Save as....

Tajik: (+) Барои бо номи дигар захира кардани файл, лутфан амалҳои зеринро иҷро кунед: а) Файлро кушоед б) Ба Файл гузаред ва с) Захира ҳамчун... ро клик кунед
(-) Барои бо номи дигар захира кардани файл, лутфан амалҳои зеринро иҷро кунед: а) Файлро кушоед б) Ба Файл гузаред ва с) Захира ҳамчун... ро клик кунед.

Remember that in Tajik regular text may not be capitalized after a colon unless such word is capitalized under general capitalization rules.

Dashes and Hyphens

Three different dash characters are used in English:

Hyphen

The hyphen is used to divide words between syllables and to link parts of a compound word. In Tajik a hyphen has no spaces before or after and should not be used instead of a dash.

Example:

(+) интернет-банкинг

En Dash

The en dash is used as a minus sign, usually with spaces before and after. Space is omitted only when the minus is used to show that the number is negative.

Example:

(+) $1 - 2 = -1$

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:

English: Pages 10–20

Tajik: (+) Саҳ. 10–20

Em Dash

The em dash should be used for dashes wherever technically possible. It separates words in a sentence and has a grammatical function. Dashes should not be substituted with hyphens.

Example:

(+) Ин хабар воқеият надорад – изҳор кард ӯ – зеро ман худ дар он ҷо будам.

(-) Ин хабар воқеият надорад - изҳор кард ӯ - зеро ман худ дар он ҷо будам.

Ellipses (Suspension Points)

Ellipses (suspension points) are used for indicating a continuing process.

Example:

English: Loading...

Tajik: (+) Бор мекунад...

Period

Always use a full stop at the end of a sentence.

Avoid using full stop at the end of phrases, unless there is an instruction to follow English punctuation. Place the period outside the brackets when at the end of the sentence. Period in Tajik comes after the quotation mark.

Example:

(+) Нармафзор ба таври худкор навсозӣ мешавад.

(-) Нармафзор ба таври худкор навсозӣ мешавад

(+) Ҳамеша нуқтаро пас аз қавсайн гузored (агар он дар охири ҷумла ояд).

(-) Ҳамеша нуқтаро пас аз қавсайн гузored (агар он дар охири ҷумла ояд.)

(+) Ў гуфт: "Ин барнома кӯҳна шудааст".

(-) Ў гуфт: "Ин барнома кӯҳна шудааст."

Quotation Marks

Quotation marks are used when referring names of books, films, article, companies, newspapers, etc.

Examples:

(+) ҶСП «Ориенбонк», газетаи «Озодагон», китоби «Фуломон», etc.

(-) ҶСП Ориенбонк, газетаи Озодагон, китоби Фуломон, etc.

In US source strings, you may find software references surrounded by English quotation marks. In most cases modern Tajik uses Russian quotation marks («»). However the use of English quotation marks is also allowed.

Example:

(+) «Тоҷик Эйр»= "Тоҷик Эйр"

Parentheses

In Tajik there is no space between the parentheses and the text inside them.

Example: (Нигаред ба саҳифаи 5)

Singular & Plural

Plural form of nouns in Tajik language is mostly formed using the following suffixes: "-ҳо" "-он" "-гон" "вон"

Example: биноҳо, одамон, бачагон.

There is a large number of Arabic borrowed words in Tajik, the plural for which is formed according to Arabic language rules. Where possible, localizers should avoid the Arabic plural forms.

Example:

English: Word - Words

Tajik: (+) Калима – Калимаҳо

(-) Калима – Калимот.

Split Infinitive

This section does not apply to Tajik.

Subjunctive

Please use phrases in subjunctive mood when you are going to address software, such as checkbox options.

Example:

English: Don't show this dialog again

Tajik: (+) Ин гуфтугӯ дигар нишон дода нашавад

(-) Ин гуфтугӯро дигар нишон надеҳ

Symbols & Non-Breaking Spaces

Non-breaking spaces: Certain expressions should not be separated at the end of the line. To ensure that, you can use (ctrl + shift + space bar) between words that should not be separated into separate lines. Examples are:

Between two parts of a single word. Example: (+) тақроп мешавад

Between Part, Chapter or Appendix and the number. (+) Қисми сеюм

Syntax

Tajik syntax differs from English in the following way:

1. In Tajik predicate is always at the end; please never follow the English syntax to translate a sentence.

Example:

English: Click on the link below to get more information.

Tajik: (+) Барои гирифтани маълумоти иловагӣ маъхази зерро клик кунед.

(-) Клик кунед маъхази зерро барои гирифтани маълумоти иловагӣ.

2. Verbs are inflected for subject and number.

Example:

English: They installed 3 applications. He will install one game.

Tajik: (+) Онҳо 3 барномаро насб карданд. Вай як бозиро насб хоҳад кард.

(-) Онҳо 3 барномаро насб кард. Вай як бозиро насб хоҳанд кард.

Verbs

Verbs in Tajik are inflected for subject, number and time.

Example:

The verb “рафтан” (infinitive) in Present Simple is inflected as follows:

Singular:

(+) Ман *меравам*

(+) Ту *меравӣ*

(+) Вай *меравад*

Plural:

(+) Мо *меравем*

(+) Шумо *меравед*

(+) Онҳо *мераванд*

Continuous operations are usually expressed in English with a gerund, which can be translated into Tajik in two ways – by using Tajik equivalent of Continuous Tense or as Present Simple.

Example:

English: The program components are being installed.

Tajik 1: (+) *Ќузъҳои барнома насб шуда истодаанд.*

Tajik 2: (-) *Ќузъҳои барнома насб мешаванд.*

Both passive and active voice are used in software localization depending on specific situations.

Example:

English: You have successfully changed your password

Tajik: (+) *Пароли шумо бомуваффақият иваз карда шуд.*

(+) *Шумо бомуваққияти пароли худро иваз кардед.*

English: You have successfully changed your password

Tajik: (+) *Пароли шумо бомуваффақият иваз карда шуд.* (English is in active voice - Tajik is in passive voice)

(+) *Шумо бомуваққияти пароли худро иваз кардед.* (Both English and Tajik are in active voice)

Word Order

There are differences in word order between Tajik and English. In Tajik adverbial modifier of time comes before predicate.

Example:

English: I will be there at 10 o'clock.

Tajik: (+) *Ман дар соати 10 он ҷо мешавам.*

(-) *Ман он ҷо дар соати 10 мешавам.*

Style and Tone Considerations

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

Audience

There is a diverse audience of software products.

Example: students, software developers, corporate users

Style

Generally accepted style for Tajik localization would be a more formal and less colloquial. Such styles widely used in media and press; less ambiguity and passiveness, direct but at the same time, polite tone especially in written forms.

Example:

English: Go to next page

Tajik: (+) ба саҳфаи навбатӣ гузаред

(-) гузар ба саҳфаи навбатӣ

Tone

As a rule, formal tone must be used when localizing in Tajik. Exceptions are possible for the descriptions of certain computer games or other entertainment items.

Example:

English: Your license has expired

Tajik: (+) Мӯҳлати иҷозатномаи шумо ба охир расид (formal)

(-) Иҷозатномаатон тамом шудааст (informal)

English: Excellent. Continue to next level.

Tajik: (-) Олӣ. Дар сатҳи навбатӣ идома диҳед (formal)

(+) Олӣ. Ба пеш, ба сатҳи дигар. (informal)

Voice

Example: "You" must be translated as "шумо". The first letter is not capitalized.

English	Translation
You are now connected to the Internet.	Ҳоло шумо ба Интернет пайваст шудаед.

Localization Guidelines

This section contains guidelines for localization into Tajik.

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:

1. Cutting some letters at the end of a word and replacing them with a dot
2. Cutting some letters from the middle of a word and replacing them with a hyphen

List of common abbreviations:

Expression	Acceptable Abbreviation
саҳифа	(+) саҳ.
нигаред	(+) ниг.
ва ғайра	(+) ва ғ.
сол	(+) с.
килобайт	(+) КБ
мегабайт	(+) МБ
килобит	(+) кбит

Don't abbreviate such words as масалан, агар, аммо, ба ҳар ҳол, бо вучуди ин.

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). When localizing the Microsoft products the most common English acronyms should be left in English. However in user guides and help files these can be supplemented with translation in brackets where possible.

Localized Acronyms

Localized acronyms should be treated as normal acronyms in Tajik.

SIM card

(+) Корти СИМ

PIN code

(+) рамзи ПИН

SMS

(+) СМС

Unlocalized Acronyms

Unlocalized acronyms are used as they appear in their English version.

Example:

(+) MP3, ISO, UTF, RAM

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.

Frequent Errors

Some frequent errors are:

Incorrect word order while a placeholder is in the text

Inconsistency in style when translating a set of similar strings

Following English syntax instead of Tajik syntax

Example:

English: Software development tool

Tajik:

(-) Васи́лаи таҳияи нармафзор

(-) Васи́лаи нармафзори таҳия

More examples are given in previous chapters of the Style Guide (Grammar, Syntax & Orthographic Conventions, Language Specific Conventions, Style and Tone Considerations).

Glossaries

Вожаномаи компютер, -Душанбе, “Пайванд”, 1995, 352 с. (Glossary of computer terms)

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>).

Recurring Patterns

This section does not apply to Tajik.

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.

- [The importance of standardization](#)
- [Standard Phrases in Error Messages](#)
- [Standard Phrases in Documentation](#)
- [Copyright notice](#)

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>.

Using the Word Microsoft

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

The word Microsoft in Tajik UI text is not transliterated or abbreviated and appears as “Microsoft” as in English.

Example:

English: Microsoft software

Tajik: (+) нармафзори Microsoft.

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

Translating UI items can be a challenge at times, in part because you do not always know the context or the exact function of a particular UI item. Always use all available resources to establish the context for UI items.

UI examples can be:

Hot Keys (see the instruction about hotkeys in this style guide)

Checkboxes (always use a subjunctive mood for translating them)

Dialog box contents and titles (contents can be in imperative mood and title shall be translated infinitive)

Menus (it's better to use infinitive for menus)

Commands (imperative mood shall be used)

Buttons (infinitive shall be used)

Example:

English UI item	Tajik UI Item
Start	Оғоз
Programs	Барномаҳо
Menu	Меню
Home	Асосӣ
Insert	Вуруд
Page layout	Тарҳи саҳифа
Review	Вироиш
View	Намуд
Window	Равзана
Reference	Ручӯъ
Desktop	Мизи корӣ
Table	Ҷадвал

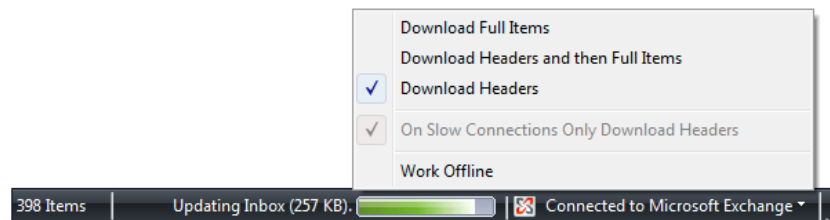
Messages

Messages can be translated based on the type of message. Commands are in imperative, dialog boxes are declarative and error messages are passive.

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).



Tajik Style in Status bar Messages

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

Name	Tajik Name	Category	English Status Bar message	Tajik Status Bar message
Edit	Таҳрир	menu	Contains editing commands	Фармонҳои таҳриро дар бар мегирад
Copy to Folder...	Нусхабардорӣ ба ҷузвон	menu	Copies the selected items to a new location	Ҷузъҳои интихобшударо ба ҷои нав нусхабардорӣ мекунад
New	Нав	command	Creates a new document	Ҳуҷҷати нав месозад
			Make object visible?	Намудор кардани объект?
			Word is converting the document. Press Esc to stop.	Word ҳуҷҷатро табдил медиҳад. Баро қатъ кардан Esc –ро пахш кунед.
			Datasheet View	Намуди саҳфаи иттилоот
			Done	Анҷом ёфт

The importance of standardization

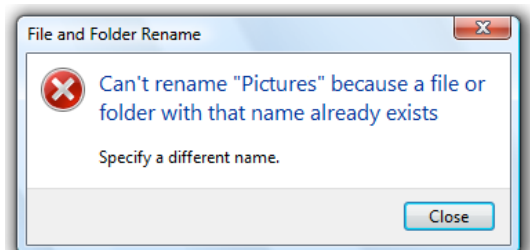
In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Tajik version. Use one standard translation as in the examples below:

English term	Correct Tajik translation
Press F1 to get Help	Барои кӯмак F1-ро пахш кунед
If you want Help press F1	
To get Help press F1	
Not enough memory	Хотира кофӣ нест
Insufficient memory	
There is not enough memory	
Save changes to %1?	Тағирот дар %1-ро захира мекунад?
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.

Tajik 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.

Error messages shall be translated in a declarative form. To be consistent, always use “хато” for “error”, and “ишкол” for “bug”

Example:

English: An error occurred in saving your settings.

(+) Ҳангоми захира кардани паёми шумо хато ба амал омад.

(-) Ҳангоми захира кардани паёми шумо ғалат ба амал омад.

Standard Phrases in Error Messages

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

Generally, the translation of standard phrases in Tajik can be standardized. However, variations depending on a specific context are also possible.

Examples:

English	Translation	Example	Comment
Cannot ... Could not ...	Наметавонад...	Cannot find the search item – Наметавонад чузъи чустучӯшавандаро ёбад	This can be rephrased as – Чузъи чустучӯшаванда ёфт нашуд
Failed to ... Failure of натавонист ... иҷро нашуд	Failed to initialize – Оғоз карда натавонист Download failed –	Alternative translations: Failed to initialize – Оғоз

English	Translation	Example	Comment
		Зеркашй иҷро нашуд	нашуд Download failed – Зеркашй ба амал наомад
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	Наметавонад ...ро ёбад	Unable to find the requested file - Наметавонад файли дархостшударо ёбад	This can be rephrased as “Файли дархостшуда ёфт нашуд”
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Хотира кофӣ нест	Not enough memory to save the image. – Барои захира кардани тасвир хотира кофӣ нест.	Alternative ways to say the same are: Хотираи нокифоя Хотира нокифоя аст Миқдори нокифояи хотира мавҷуд аст
... is not available ... is unavailable	... дастрас нест	Function is not available – Вазифа дастрас нест.	This can be rephrased as “Вазифа дастнорас аст”

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”.

Care should be taken when localizing error messages containing placeholders into Tajik, as sometimes the structure of the corresponding Tajik sentence may not allow inserting the required word exactly where the English placeholder is. Example: %d, %ld, %ива%lu <рақам> -ро нишон медиҳанд.

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.

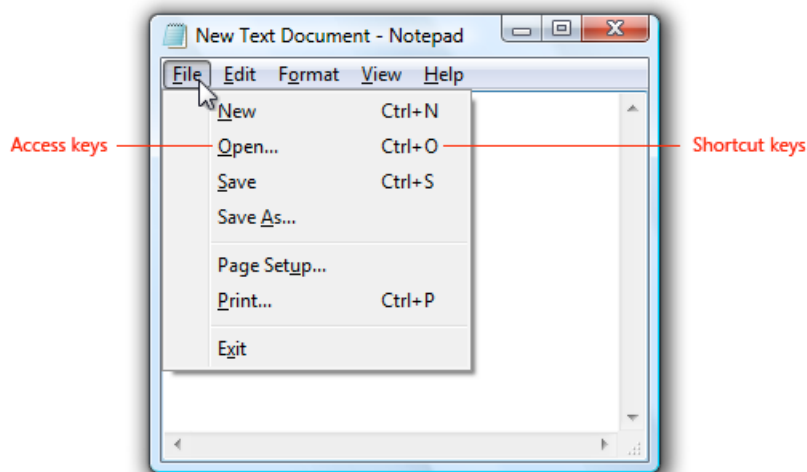
In English, References to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps). References to key names, like arrow keys, function keys and numeric keys in Tajik also appear in normal text (not in small caps).

Key Names

English Key Name	Tajik Key Name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	Ишора ба паст
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	Ишора ба чап
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	Ишора ба рост
Scroll Lock	Scroll Lock
Shift	Shift

English Key Name	Tajik Key Name
Spacebar	Тугмачаи фосилаандоз
Tab	Tab
Up Arrow	Ишора ба боло
Windows key	Тугмачаи Windows
Print Screen	Print Screen
Menu key	Тугмачаи меню

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	As in English
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	Yes	As in English
Extended characters can be used as hotkeys	Yes	As in English
An additional letter, appearing between brackets after item name, can be used as hotkeys	Yes	As in English

Hot Key Special Options	Usage: Is It Allowed?	Notes
A number, appearing between brackets after item name, can be used as hotkey	Yes	As in English
A punctuation sign, appearing between brackets after item name, can be used as hotkey	Yes	As in English
Duplicate hotkeys are allowed when no other character is available	Yes	As in English
No hotkey is assigned when no more characters are available (minor options only)	Yes	As in English

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 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	Tajik Command	Tajik Shortcut key
General Windows Shortcut keys			
Help window	F1	Равзанаи кӯмак	F1
Context-sensitive Help	Shift+F1	Кӯмаки вобаста ба замина	SHIFT+F1
Display pop-up menu	Shift+F10	Намоиши менюи поп-ап	SHIFT+F10
Cancel	Esc	Бекоркунӣ	ESC
Activate\Deactivate menu bar mode	F10	Фаъол\Ғайрифаъол кардани намуди навори меню	F10
Switch to the next primary application	Alt+Tab	Гузариш ба барномаи асосии навбатӣ	ALT+TAB
Display next window	Alt+Esc	Намоиши равзанаи навбатӣ	ALT+ESC
Display pop-up menu for the window	Alt+Spacebar	Намоиши менюи поп-ап барои равзана	ALT+ПРОБЕЛ
Display pop-up menu for the active child window	Alt+-	Намоиши менюи поп-апбарои равзанаи фаръии фаъол	ALT+-
Display property sheet for current selection	Alt+Enter	Намоиши саҳфаи хусусиятҳо барои интихоби ҷорӣ	ALT+BВОД
Close active application window	Alt+F4	Пӯшидани равзанаи барномаи фаъол	ALT+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Гузариш ба равзанаи навбатӣ (бенамуд-шикоятӣ) дар барнома	ALT+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Сабти тасвири равзанаи фаъол ба Клипборд	ALT+PRNT SCRΝ
Capture desktop image to the Clipboard	Prnt Scrn	Сабти тасвири мизи корӣ ба Клипборд	PRNT SCRΝ
Access Start button in taskbar	Ctrl+Esc	Дастрасӣ ба тугмаи Оғоз дар навори вазифаҳо	CTRL+ESC
Display next child window	Ctrl+F6	Намоиши равзанаи фаръии навбатӣ	CTRL+F6
Display next tabbed	Ctrl+Tab	Намоиши тахтаи навбатӣ	CTRL+TAB

US Command	US English Shortcut Key	Tajik Command	Tajik Shortcut key
pane			
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Кушодани Маъмури Вазифаҳо ва сароғози система	CTRL+SHIFT+ESC
File Menu			
File New	Ctrl+N	Файл Нав	CTRL+N
File Open	Ctrl+O	Файл Кушодан	CTRL+O
File Close	Ctrl+F4	Файл Пӯшидан	CTRL+F4
File Save	Ctrl+S	Файл Захира	CTRL+S
File Save as	F12	Файл Захира ҳамчун	F12
File Print Preview	Ctrl+F2	Файл Пешнамоиши чоп	CTRL+F2
File Print	Ctrl+P	Файл Чоп	CTRL+P
File Exit	Alt+F4	Файл Хуруҷ	ALT+F4
Edit Menu			
Edit Undo	Ctrl+Z	Таҳрир Бозпас	CTRL+Z
Edit Repeat	Ctrl+Y	ТаҳрирТакрор	CTRL+Y
Edit Cut	Ctrl+X	Таҳрир Буридан	CTRL+X
Edit Copy	Ctrl+C	Таҳрир Нусха	CTRL+C
Edit Paste	Ctrl+V	Таҳрир Гузоштан	CTRL+V
Edit Delete	Ctrl+Backspace	Таҳрир Нест кардан	CTRL+BACKSPACE
Edit Select All	Ctrl+A	Таҳрир Интихоби ҳама	CTRL+A
Edit Find	Ctrl+F	Таҳрир Ёфтан	CTRL+F
Edit Replace	Ctrl+H	Таҳрир Иваз кардан	CTRL+H
Edit Go To	Ctrl+B	Таҳрир Гузариш	CTRL+B
Help Menu			
Help	F1	Кӯмак	F1
Font Format			
Italic	Ctrl+I	Моил	CTRL+I

US Command	US English Shortcut Key	Tajik Command	Tajik Shortcut key
Bold	Ctrl+G	Ғафс	CTRL+G
Underline\Word underline	Ctrl+U	Таъкид\Таъкиди калима	CTRL+U
Mal caps	Ctrl+Shift+A	Ҳарфҳои калон	CTRL+SHIFT+A
Large caps	Ctrl+Shift+K	Ҳарфҳои хурд	CTRL+SHIFT+K
Paragraph Format			
Centered	Ctrl+E	Марказ	CTRL+E
Aligned left	Ctrl+L	Канори чап	CTRL+L
Aligned right	Ctrl+R	Канори рост	CTRL+R
Justified	Ctrl+J	Баробар	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 ...”. Similarly, in the Tajik version of Microsoft documentation, the titles may be in both narrative and interrogative.

Example: “How to create a folder?” can be translated as “Сохтани ҷузвдон” and “Ҷузвдон чӣ гуна сохта мешавад?”

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.

This applies to books, printed media, digital video and audio records, electronic media, etc.

Translation of copyright text should be consistent both within the product being localized and across Tajik versions of Microsoft products.

Example:

English example	Tajik example
<p>© 2011 Microsoft Corporation. All rights reserved.</p> <p>The example companies, organizations, products, people, and events depicted herein are fictitious. No association with any real company, organization, product, person, or event is intended or should be inferred.</p> <p>Microsoft, Outlook, PowerPoint, SharePoint, Windows, the Windows logo, Windows Server and the Office logo are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.</p>	<p>(+)© Ширкати Microsoft (Microsoft Corporation), 2011. Ҳама ҳуқуқҳо ҳифз шудаанд.</p> <p>(+) Номи ташкилотҳо, корхонаҳо ва маснуот, инчунин номҳо ва ҳодисаҳое, ки ба сифати миосл истифода шудаанд, воқеъ нестанд. Шабоҳати эҳтимоли бо ташкилотҳо, корхонаҳо, маснуот, номҳо ва ҳодисаҳои воқеъ тасодуфӣ мебошад.</p> <p>(+) Microsoft, Outlook, PowerPoint, SharePoint, Windows, Windows Server, логои Windows ва логои Office нишонаҳои тиҷории ҳифзшавандаи ширкати Microsoft дар ИМА ва кишварҳои дигар мебошанд.</p>