

Central Kurdish Style Guide

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What's New?

Last Updated: January 2012

New Topics

The following topics were added:

- n/a

Updated Topics

October, 2011

- Digit groups
- Currency
- Date
- Days
- Months

January, 2012

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

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This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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

كەركوك خەمى ھەمووانە

باھىر گلى/بەلجىكا : كەركوك ئارىشە و گرتىكى ئالوز و پىرە لە گرتى كۆپرە و لە تەونى جالجالۆكە دەكات مېژووى ئەم شارە بەرزى و نزمى بە ئەمدى و ئەمدى دىووە و ھەمىشە جگە لە لايمە ناكۆك و دەولەتە ھەرىمىيەكان بەھوى سامانى سىروشتىيەو زلھىزانىش چاويان تى بىرپو و دوور و نزيك بەناگبون لە رووداو و سەرھات و راپەرىن و خۆنیشانەكانى خەلكى ئەم شارە .

دەشى ھەرىكە لە نەتەمەكانى ناو شارەكە مولكدارىتى شارى كەركوك بۆ خۆ ساغ بکەنەو بان چاكتەر واپە بلېين بۆ خۆ لە قەلەم دەدەن لى بە دىكومېنت و دانپندانانى زۆربەى نەيرانى كورد بەبەرت خاكەكەى كوردستانە و نكولى لى ناكريت و ھەر بە كوردستانىش دەمىننەو، ئەگەر چى زۆر كەس ھەوليان دا ئەم مۆركەى لى بىرنەو و تا بە ئەمروۆش دەگات نەتوانراو لە كوردستان جيا بکرىتەو پيمان واپە ئەگەر كورد چاكي لى بكا بەلادا ئيمروۆ باشترين فرست و دەرفەتە بۆ گەراننەو پەكجاركەى سەر ھەرىمى كوردستان و كۆپرەكردنەو ئەم ديدانەى ھەمىشە بە نەيتى خراپەو لى دەروانن .

لەرووى خەبات و تىكۆشاني سىاسى و رۆشنىرى و پىشمەرگايەتى و ئابورىەتد .كەركوك و كوردانى شارەكە پىشمەرگان قورغ كردووە ھەر لە دىر زەمانەو كەركوك سىياسەتمەدارو رۆشنفكر و پىشمەرگەى ناسراو و ديارى بەرچاوى لە باوشى خۆى گوش كردووە و بۆ كوردستانى پى گەياندوون.

خەلكى كەركوك لە دانپشتوانى شارەكانى دىكەى كوردستان كورد پەروەرتەر و نىشتيمان پەروەرتەر بوون بەھوى ئەم جەورو ستەم و زۆردارىيەى دەسەلاتە پەك لە دواى پەكەنەى عىراق كە بە ھوى ھىزو زەبرو زەنگەو دەرھەقيان ئەنجام دراو . ئەم ژانرە چ پەيوست بوونىكى نىوچەگەرى ناگرتەخۆى بەلكو ئەوەى باسى لىو دەكەين پەرسى نەتەمىي گشتگىرە ھەموو كورد لە ھەمبەر ئەم پەرسەدا قوربانى خۆ بەخت كردنيان داو . بەلام خەلكى ئەم شارە ئەو نەيتى دەستە وەستە بوون لە ئاست بزاقە رزگاربخوزەكانى كوردستان لى رۆلەم ئەوەى خۆى سوور خەلاتى خەباتى نەپساوەى نەتەمىي كردووە و لەم مەيدانەيشدا چەلەنگ مەند و ئازاو بووى زۆر ھەلەمەتون و ھەر لەم رىگايەشدا بوونە قوربانى ئىستاشى لە گەلدا بى شوپنەوارى ئەم بەشداربەنەى كەركوكىيەكان بەجەستەى خاك و خەلكەكەىيەو بەتاييەتى كوردەو ديارە .

تەنەت لە خەباتى نوینەرايەتى كردن و بەشداربوون لە ھەلبژاردنەكاندا كەركوكىيەكان لە پىشمەو سەنگەر بوون و لە دامەزراندنى دەولەتى عىراقى نوپووە تا بەئەمروۆ دەگات كورد لە كەركوك ئەم رىچكە پىروۆەى كوردايەتى و نەتەو و نىشتيمانىيەى كوردستانى بەرئەداو .

لەرووى مېژوويشەو مېژووى تازەى عىراق ئەوەمان بۆ دەگرتەو كە كورد لە شارى كەركوكدا لە رووى دانپشتوانەو زىتر بوو لە پىكەتەكانى دىكەى شارەكە تەماشاكەى نىنگلەزەكان عىراقيان داگير كردبوو و (لۆنگرىك نونل) لە سالى 1918 كە جىگىرى فەرمانرەوايى سىاسى نىنگلەز بوو لە كەركوك ئەركى دامەزراندنى ئەنجومەنىكان بۆ شارەكە پى سپىردا بوو ئەنجومەنىك بۆ شارەكە پىك دىننيت لە 12 كەس كە شەشيان كورد و سىانيان توركومان و پەك عارەب و يەككىشيان كەلانى يەك جەولەكەش بەم شىوئەىيەو

وەرگرتن لە مالىپ :

خاتوو/كوستان سەنگاوى

كوپانىي نىشتمان

ھەولير، گەركەى ئازادى، شەقامى سەمكۆ، بىناى كازىو، نەو مى 3

كۆدى پۆست XXXXX

ھەرىمى كوردستان - ئىراق

مۆبايل: #####

ئەم دەقە لە 17ى مارسى 2011 كاتر مىر 7ى ئىوارە ئامادە كرا .

Recommended Reference Material

Use the Modern Standard Central Kurdish language that could be fully understood by all Kurdish People in the world.

Normative References

1. 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 **The glossaries provided for Windows 7**
2. Internet and Chat Dictionary by Hemin Mela Kerîm Berzencî (http://www.pertwk.com/pdf/ferhengi_internet.ace)
3. Zanist: English-Kurdish scientific glossary ver: 1.2 (made for Babylon). It also can be found on kurd-eng.blogspot.com
4. Zkurd IT and Computer Online Dictionary (<http://zkurd.org/?Besh=Ferheng>)
5. Unified Kurdish Writing Guide (http://www.pertwk.com/pdf/renusi_yekgirtwy_kurdi.pdf). All translators MUST follow this in writing Kurdish. This is critical to be followed as many people use their own preferences in Kurdish writing.

Informative References

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

1. Azadi English-Kurdish Dictionary by Dr. Rashid Karadaghi
2. Kurdistan University Farsi-Kurdish Dictionary.
3. Hajir Farsi-Kurdish Dicitioanry (<http://www.pertwk.com/ktebxane/node/819>).
4. Saladin's English-Kurdish Dictionary
5. All web based Dictionaries including www.eferheng.com

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	Kurdistan
Lower-case characters	N/A
Upper-case characters	N/A
Characters in caseless scripts	ئ ا ه ب پ ت ج چ ح خ د ر ر ز ژ س ش ع غ ف ق ک گ ل ل م ن و و ه ی ئ
Extended Latin characters	N/A
Note on alphabetical order	The alphabetical order and sorting order are always the same.
Total number of characters	33
Unicode codes	ئ (0626), ا (0627), ه (06D5), ب (0628), پ (067E), ت (062A), ج (062C), چ (0686), ح (062D), خ (062E), د (062F), ر (0631), ڤ (0695), ز (0632), ژ (0698), س (0633), ش (0634), ع (0639), غ (063A), ف (0641), ڤ (06A4), ق (0642), ک (06A9), گ (06AF), ل (0644), ڤ (06B5), م (0645), ن (0646), و (0648), ۆ (06C6), ه (06BE), ی (06CC), ئ (06CE)
Notes	<p>Characters in Central Kurdish have different forms depending on their position of occurrence as initial, middle or final.</p> <p>In old Central Kurdish keyboards there was a combined character [(◌)(0647 + 200C)] which is actually a combination of the characters ◌ (0647) and the short space (200C). This is forbidden in new Kurdish keyboards and has been replaced with the character ◌ (06D5). Also the independent character ◌ (0647) has been replaced with the character ◌ (06BE).</p> <p>Therefore the two characters [(◌)(0647 + 200C)] and [◌ (0647)] are respectively replaced with ◌ (0647) and ◌ (06BE). All the translators and Kurdish editors MUST follow this rule.</p>

Date

Country/region	Kurdistan (Iraq-Iran)
Calendar/Era	Gregorian (localized)
First Day of the Week	Sunday

Country/region	Kurdistan (Iraq-Iran)
First Week of the Year	January 1 to January 7
Separator	Slash
Default Short Date Format	yyyy/MM/dd
Example	2011/08/15
Default Long Date Format	dddd, dd MMMM, yyyy
Example	Monday, 15 August, 2011
Additional Short Date Format 1	N/A
Example	N/A
Additional Short Date Format 2	N/A
Example	N/A
Additional Long Date Format 1	yyyy MMMM dd
Example	17 ی ماری 2011
Additional Long Date Format 2	yyyy MMMM dd, week day
Example	چوارشهممه 17 ی ماری 2010
Leading Zero in Day Field for Short Date Format	No
Leading Zero in Month Field for Short Date Format	No
No. of digits for year for Short Day Format	2
Leading Zero in Day Field for Long Date Format	No
Leading Zero in Month Field for Long Date Format	No
Number of digits for year	4

Country/region	Kurdistan (Iraq-Iran)
for Long Day Format	
Date Format for Correspondence	d/M/yyyy
Example	17/3/2011
Notes	In Central Kurdish the Year (1985) can be written in short form.
Abbreviations in Format Codes	<p>d is for day, number of d's indicates the format (d = digits without leading zero, d(d) = 2 digits day)</p> <p>M is for month, number of M's gives number of digits. (M = digits without leading zero, M(M) = 2 digits month, 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	Kurdistan (Iraq-Iran)
24 hour format	Yes
Standard time format	HH:mm:ss
Standard time format example	12:13:45
Time separator	colon (:))
Time separator examples	12:13:45
Hours leading zero	Yes
Hours leading zero example	03:24:12
String for AM designator	ب.ن
String for PM designator	د.ن
Notes	n/a

Days

Country/region: Kurdistan (Iraq-Iran)

Day	Normal Form	Abbreviation
Sunday	یه‌کشهممه	یه‌کشهممه
Monday	دووشهممه	دووشهممه

Day	Normal Form	Abbreviation
Tuesday	سێشەممە	سێشەممە
Wednesday	چوار شەممە	چوار شەممە
Thursday	پێنجشەممە	پێنجشەممە
Friday	هەینی	هەینی
Saturday	شەممە	شەممە

First Day of Week: Sunday

Is first letter capitalized?: N/A

Notes: Abbreviation is not much common in Central Kurdish, however for week days, in case the context is completely clear that it refers to weekdays (such as display for calendar), we may use the abbreviated format above.

Months

Country/region: Kurdistan (Iraq-Iran)

One norm is partial transliterated version of English month names.

Month	Full Form	Abbreviated Form	Long Date Form
January	جانوێیەر	N/A	جانوێیەر
February	فەبروێیەر	N/A	فەبروێیەر
March	مارس	N/A	مارس
April	ئاپرێل	N/A	ئاپرێل
May	مەی	N/A	مەی
June	جوون	N/A	جوون
July	جولای	N/A	جولای
August	ئۆگست	N/A	ئۆگست
September	سێپتەمبەر	N/A	سێپتەمبەر
October	ئۆکتۆبەر	N/A	ئۆکتۆبەر
November	نێفەمبەر	N/A	نێفەمبەر
December	دیسەمبەر	N/A	دیسەمبەر

Is first letter capitalized?: N/A

Notes: There are no abbreviations for the name of the months in Central Kurdish. The full form is always used.

The other norm is the month names derived from Assyrian names common in Iraq, Turkey, Syria, Lebanon and some other countries

Month	Full Form	Abbreviated Form	Long Date Form
January	كانوونی دووهم	كانوونی دووهم	كانوونی دووهم
February	شوبات	شوبات	شوبات
March	ئادار	ئادار	ئادار
April	نیسان	نیسان	نیسان
May	ئایار	ئایار	ئایار
June	حوزمیران	حوزمیران	حوزمیران
July	تەموز	تەموز	تەموز
August	ئاب	ئاب	ئاب
September	ئەیلوول	ئەیلوول	ئەیلوول
October	تشرینی یەكەم	تشرینی یەكەم	تشرینی یەكەم
November	تشرینی دووهم	تشرینی دووهم	تشرینی دووهم
December	كانوونی یەكەم	كانوونی یەكەم	كانوونی یەكەم

Numbers

The following table details the rules that apply to the use of numbers:

Number element	Central Kurdish Equivalent
List Separator	؛
Decimal Separator	.
Thousand Separator	, See the comment below*
Date Separator	/
Time Separator	:

* Please note that the Thousand Separators are not used in Central Kurdish most of the times.

Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Kurdistan (Iraq- Iran)	+964-	yes	1; 2	space (mainly) or hyphen	6;7	### #####

Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Kurdistan (Iraq- Iran)	7 is the longest number of local digits in Iraq excluding the area code	### #####	11 digits	##### #####	13-14 digits	00964 (#)# ### #####

Notes: Local area codes start with a zero when dialed locally. If dialing from abroad, the starting zero is omitted.

Addresses

Country/region: Kurdistan (Iraq-Iran)

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. City, PostalCode
6. [Country]

Example Address:

خاتوو/کۆیستان سەنگاوی
کۆمپانیای نیشتمان
هەولێر، گەڕەکی نازادی، شەقامی سەمکو، بێنای کازیوه، نهۆمی 3
کۆدی پۆست XXXXX
هەریمی کوردستان - ئێراق

Local Postal Code Format: xxxxx

Notes: Kurdistan (Iraq-Iran) postal code format consists of 5 digits -
http://en.wikipedia.org/wiki/List_of_postal_codes_in_Iraq

Currency

Country/region	Kurdistan (Iraq-Iran)
Currency Name	دیناری عێراقی (Iraqi Dinar)
Currency Symbol	د.ع.

Currency Symbol Position	Left side of the digits
Positive Currency Format	Prefix, no separation, for example, 1.1.ع.د
Negative Sign Symbol	-
Negative Currency Format	Monetary symbol, negative sign, number; for example, \$-1.1
Decimal Symbol	.
Number of Digits after Decimal	2
Digit Grouping Symbol	،
Number of Digits in Digit Grouping	3
Positive Currency Example	12،ع.د.123456789
Negative Currency Example	12،ع.د.123456789-
ISO Currency Code	IQD
Currency Subunit Name	فلس (Fels)
Currency Subunit Symbol	ف
Currency Subunit Example	25 فلس

Digit Groups

Country/region: Kurdistan (Iraq-Iran)

Decimal Separator: point (.)

Decimal Separator Description: point

Decimal Separator Example: 1.5

Thousand Separator: comma (،)

Thousand Separator Example: 15،154

Notes: The comma might be used as thousand separator

Measurement Units

In Central Kurdish (Arabic Script) the majority of the measurement units are transliterated in complete forms and the abbreviations are used very rarely and are limited to the most common units such as km (كم) and some formulas. Therefore it is highly preferable to use the transliteration of complete forms. For example use هيكټوليتەر instead for hectoliter instead of هل. The Kurdish abbreviations are more applicable and useful in Latin Kurdish Alphabet.

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	کیلومیتر	کم
	Meter	میتر	م
	Decimeter	دیسیمیتر	دم
	Centimeter	سانتیمیتر	سم
	Millimeter	میلیمیتر	مم
Capacity	Hectoliter	هیکتولیتەر	هل
	Liter	لیتر	ل
	Deciliter	دیسیلیتر	دل
	Centiliter	سانتیلیتر	سل
	Milliliter	میلیلیتر	مل
Mass	Ton	تون	ت
	Kilogram	کیلوگرام	کگ
	Pound	پاوند	پن
	Gram	گرام	گ
	Decigram	دیسیگرام	دگ
	Centigram	سانتیگرام	سگ
	Milligram	میلیگرام	مگ
English Units of Measurement	Inch	ئینچ	ئچ
	Feet	پی	پی
	Mile	مایل	ما
	Gallon	گالون	گن

Notes: Metric System abbreviations are not preferred in Central Kurdish. It is better to use the full form.

Percentages

Country: Iraq

Symbol: %

Read as: lesed (لەسەد)

Location: to the left of digit

Example (+) %23

Sorting

Sorting rules	<ol style="list-style-type: none"> 1. In Central Kurdish sorting is done by sorting words in alphabetical order of their initials and then the next letters. Eg.: AA.AB.AC 2. There are no capital rules in Central Kurdish 3. The vowels (ا) and (و) never appear in the beginning of a word. They follow a consonant. They also never follow each other in a word. 3. Alphabetical order is the same as sorting order. 4. Digits sort after the non-alphabetical characters and before the letters of the alphabet. 5. The alphabetical order is: <p>ئ ا ه ب پ ت ج چ ح خ د ر ر ز ژ س ش ع غ ف ق ک گ ل ل م ن و و ه ی ئ</p>
Character sorting order	<p>(0626) ئ (0627) ا (D506) و (0628) ب (E067) پ (A062) ت (C062) ج (0686) چ (D062) ح (E062) خ (F062) د (0631) ر (0695) ڕ (0632) ز (0698) ژ (0633) س (0634) ش (0639) ع (A063) غ (0641) ف (A406) ڤ (0642) ق (A906) ک (AF06) گ (0644) ل (B506) ل</p>

	م (0645) ن (0646) و (0648) ف (C606) ھ (BE06) ی (CC06) ئ (CE06)
Examples of sorted words	نازاد ئەسمەر ئەستە بارکردن بەھما پاراستن پیت تاریک ئەشک جاده جۆگە چاک چیا حالت حساب خاکی خراپ دروست دیمەن رەبەر رێنۆنین زمان زوو ژالە ژیر سأل سوور شارەزا

	شریت
	عادت
	عمیب
	غمربی
	غملمت
	فایل
	فلوپی
	قانون
	قوفل
	کاتالوگ
	کیشان
	گهراڻه
	گروپ
	لاپهره
	لنوار
	مانگ
	مئوان
	نابهجی
	نامه
	وانه
	وئنهگرتن
	هاوکات
	هیچییک
	یاریده
	یهکسان

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.

Grammar, Syntax & Orthographic Conventions

Adjectives

Unlike English, in Central Kurdish, except for rare cases, adjectives follow the noun modified. For example “John's book” becomes “کتێبی جون” (Kteb-i John).

Possessive adjectives

The frequent use of possessives is a feature of English language. However in Central Kurdish, possessive adjectives can be written as separate pronouns like **من** or be written as attached pronouns like **م** in the example below. Also the genitive connector **ی** between the noun and the adjective should always be written:

Source	Correct	Wrong	Comment
My folders	فۆڵدەر مەکانی من or فۆڵدەر مەکانم (+)	فۆڵدەر مەکان من (-)	In the wrong version the genitive connector ی has not been written.

Articles

General considerations

The definite article should follow the source.

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. We treat them in this way. In Central Kurdish the product names can be left un-translated following English rules, or can be transliterated and used without any articles.

Example: (+)Excel=ئێکسێل

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>.

Localized Feature Names

Translated feature names are handled like a Central Kurdish term and Central Kurdish grammar applies to them. They are used without definite or indefinite articles. They should be highlighted using double or single quotes if it comes within other text.

Example: (+)Movie Maker=فیلمساز

به بهرنامه‌ی "فیلمساز" ی ویندهوز دمتوانی وینه و گۆرانی تیکه‌ل بکه‌ی و فیلم دروست بکه‌ی.

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 Central Kurdish language?
- Analogy: Is there an equivalent Central Kurdish 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.

Example:

Computer=کۆمپیوتەر (+)

Computer Software=ی نهرمنامیری کۆمپیوتیری (+) (noun converted to adjective by adding ی)

Capitalization

This section does not apply to Central Kurdish.

Compounds

Compound nouns are very common in Central Kurdish; you can always make different compound nouns, such as:

(+)Phonebook (پهرتووکى تەلهفۆن), workgroup (کارگروپ).

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.

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, however pluralizing the second nouns are also common.

Example:

English example	Central Kurdish example
Phonebooks	(-) پهرتووک تەلهفۆنهکان (+) پهرتووکەکانی تەلهفۆن
Parliament members	(-) ئەندام پەرلەمانەکان (+) ئەندامانی پارلەمان

Gender

This section does not apply to Central Kurdish.

Genitive

In Central Kurdish genitive case is common and the most common genitive mark is **ی**, which marks a noun as modifying another noun like in this examples: My book: **من کتێبه‌کانی**, Video file: **فایلی ویدیۆ**

Genitive Construction: when there English word between the governed and governing word, it is necessary to add the genitive connector to the English word too like in the example:

New Excel file

فایلی Excel **ی** نوێ

In Central Kurdish translation Class Genitive Constructs follow the source in terms of singular of plural forms.

Modifiers

Unlike English, in Central Kurdish the modifiers come after the modified nearly all the time.

In Central Kurdish localized text you often need to take care of word order when translating a noun and modifier, since in Central Kurdish modifier shall come after the main noun, so a word by word translation makes ungrammatical compound. It is especially important when using a non-translatable product name as modifier.

Example:

New registered member

ئەندامی تۆمارکراوی نوێ

Windows password:

Windows (+) نه‌ینۆشه‌ی

Nouns

General considerations

Central Kurdish does not differentiate between noun classes based on features such as animacy or gender

Inflection

Noun in Central Kurdish are not inflected

Example: book- software- tools

(+) پەر تووک- نەرم‌ئامێر- ئامرازەکان

Plural Formation

In central Kurdish normally the marker **کان** is used for making plural form of definite nouns (known to the audience), while **گەل** and **نەن** are used for making plural form of indefinite nouns (unknown to the audience).

Definite noun example: The books are on the table: **کتێبه‌کان له‌ سه‌ر میزه‌کان**

Indefinite noun example: women tend to live more than men: **ژنان زۆرتر له‌ پیاوان ده‌ژین**

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 Central Kurdish 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	Central Kurdish Expression	Comment
click on	(+) کرته لـ لەسەر	"On" in these two sentences translated differently based on the noun or verb accompanying it
on a web page	(+) لە یەک لایەری ویب دا	

Pronouns

All the pronouns in Central Kurdish are neutral and never refer to any specific gender. So if you see any source with gender difference text, please make sure to translate as it is normal in Central Kurdish and never stress gender differences or reinforce stereotypical distinctions between men and women, use language that is as neutral as possible.

Example: she is working in Microsoft Company

(+) ئەو لە کۆمپانیای Microsoft کار دەکات.

Punctuation

Please follow the following basic rules for the use of punctuation marks in Central Kurdish.

Comma

Spacing: No space before. Space after.

Example:

(+) فایلی یەک، فایلی دوو و فایلی سێ بێرەوه.

In Central Kurdish comma has a different symbol than English. If there are some English terms between Central Kurdish sentences, please make sure to convert English commas to Central Kurdish, also make sure to include a space after commas and periods.

Colon

Spacing: No space before. Space after.

Use colons to introduce a list, or before a long quotation or a speech.

Example: to install the software, you shall follow these steps:

(+) بۆ دامەزراندنی ئەم نەرم‌ئامێرە دەبێ ئەم هەنگاوانەى خوارەوه ئەنجام بەدەى:

Do not use colons in the middle of a sentence when still you shall add the verb to the end.

Example: to get more information, please refer to this address: www.microsoft.com

(-) سەردانی ئەم ناونیشانە بکە: www.microsoft.com بۆ زانیاری زۆرتر.

(+) بۆ زانیاری زۆرتر سەردانی ئەم ناونیشانە بکە: www.microsoft.com

Dashes and Hyphens

Three different dash characters are used in English:

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form. Hyphenation is rarely used in Central Kurdish.

Example: The file-related commands cannot be executed at this level.

(-) ناکرێ فەرمانەکانی فایل-پەیوەست لەم ئاستە دا ئیجرا بکە.

(+) ناکرێ فەرمانەکانی پەیوەست بە فایل لەم ئاستە دا ئیجرا بکە.

En Dash

The en dash is used as a minus sign, usually with spaces before and after, it is rarely used in Central Kurdish.

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. Even in this case it can be replaced by “to” “هەتا” in Central Kurdish, and usually there is no need to use a dash.

Example: 8am-6pm

(-) 8 ب.ن- 6 د.ن

(+) 8 ب.ن هەتا 6 د.ن

Em Dash

The em dash should only be used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence.

Example: The software was developed by Mozilla — a known open source community — in 2009.

(+) ئەم نەرنامەگیرە لە ساڵی 2009 لەلایەن Mozilla — کۆمپلەیکە ناسراوی چاوگ ناوە لا - - بەرھەم ھێنرا.

Ellipses (Suspension Points)

The ellipsis is used to show that some material has been omitted. Ellipses are also used to denote interruptions in speech.

Example: to do things like add or remove programs, install a new software, etc...

(+) بۆ ئەنجامدانی ھەندێ کار وەکۆو زێدەکردن یان لابردنی بەرنامەکان، دامەزراندنی بەرنامەیکە نوێ، و ھتد...

Keep in mind the following when using ellipses/suspension points:

Sometimes, in Central Kurdish translation, we have to ignore the ellipsis to be able to complete the sentence with verb. Please make sure that not use ellipsis in the middle of a sentence.

Example: this application is not working when you add, save, remove items...

(-) ئەم بەرنامە لەو کاتانە کە تۆ خەریکی ئەنجامدانی ھەندێ کار وەکۆو زێدەکردن، ھەماریکردن، لابردن یان ...ی شتیکی کار ناکات.

Period

(+) بۆ زانیاریی زۆرتر، تکایه پروانه له لایهره ی 56 ی هه مان نامیلکه دا.

Quotation Marks

Source	Correct	Wrong
Click View menu	(+) لیسر پیوستی "بینین" کرتے ہوئے	(-) لیسر پیوستی بینین کرتے ہوئے

(+) دمتوانی له بهشی "بەلگه‌کانی من" دا فولدره‌کانی "مووزیکی من" و "وێنه‌کانی من" بپینێ.

Parentheses

(+) دمتوانی زورتر له یهک حسابی ئیمهیل (وهکوو حسابه کانی مال و کاری خوت) به کار بهینی.

Singular & Plural

Nouns after a number always used in singular, also units in Central Kurdish always used in singular form, please never follow the English source in this issue

Example: 12 days 120 meters

12 رۆژ (+) 120 مێتر (+)

12 رۆژان (-)

Split Infinitive

This section does not apply to Central Kurdish.

Subjunctive

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

Example: Don't show this dialog again

(+) ئهم خانهی گفتوگۆیه دیسان نیشان نهدریت

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 (پێ بگات) (+)

Between Part, Chapter or Appendix and the number. (بەشی سێیەم) (+)

Between the unit of measurement and the number the follows it (5 کیلوگرام) (+).

Syntax

Syntax and register differ between Central Kurdish and English in the following ways:

1. Normally Central Kurdish is verb final; please never follow the English syntax to translate a sentence.

Example: click on the link below to get more information.

(+) بۆ زانیاریی زۆرتر لەسەر لینکی خوارمۆه کرتە بکە.

2. Verbs are inflected for subject and number.

Example: they installed 3 applications.

(+) ئهوان 3 بهرنامهیان دامهزراند.

Verbs

Verbs in Central Kurdish are inflected for subject, number, and time.

Example: they will create an application with the following features:

(+) ئهوان بهرنامهیهک بهم تایبهتنامهندییهی خوارمۆه دروست دهکهن:

Continuous operations are usually expressed in English with a gerund, which should be translated into Central Kurdish as progressive tense

Example: connecting...

(+) خەریکی لکاننە...

Word Order

Central Kurdish main word order is subject (object1) verb (object2).

Example: I gave Ali the book.

(+) من کتێبهکم دا بە عەلی.

Style and Tone Considerations

As Central Kurdish has not been standardized completely and people are still entrapped by local usages in their formal writing and speaking, Microsoft had to approach this issue with a lot of care. Microsoft as a huge reliable entity could play a critical role in promoting Kurdish language and paving the way for expediting its standardization

Local non-formal grammatical usages must be strictly forbidden and any local bias and prejudice must be responded with decisiveness. Microsoft should seek expert advice on issues that are problematic due to local differences.

The month names are used in the form understood by all the Central Kurdish community not just by the Iraqi Central Kurdish Community (Preferably the version based on English transliteration).

There is no respect tone second person plural usage instead of second person singular in Central Kurdish. It MUST always be in singular.

Now to fine tune the written material that is a dominant component of a product, and this covers the strings in the User Interface, the on-line assistance and the documentation, it is important to make sure that all staff has training on “how to write.” This means having them reach a point where they all write the same way; they all have the same style, and they all follow the same syntax and structure. This is very critical to good localization. Also, avoid addressing the computer as a person since this is not quite acceptable in Central Kurdish.

The style is also important throughout the components to secure that things are “homogeneous.” The documentation or the help files are certainly split among your staff to work on. At the end of the day, once all of the help files are built together and compiled, they should look as one entity and they should read as such as well. One of the most important goals at Microsoft is to always make it easier for the user. We want to avoid confusing him or her, so we provide literature that is homogenous, consistent, clear, and easy to understand.

Finally, make it easy. We want the words to be among the simplest, clearest, and most common words used in the language.

Audience

Same as in Style and Tone above

Style

Generally approved style for Central Kurdish would be a more formal and less colloquial, the same we might widely use in our media and press; less ambiguity and passiveness, direct but at the same time, polite tone especially in written forms.

Tone

Formal tone shall be used in most of the products unless there is something like a social network, in this case, informal tone can be used.

Voice

Unlike Central Kurdish, “you” in English might refer to singular, plural or both gender types. So, this should be considered in Central Kurdish.

Example: You in the below source might refer to above types.

English	Translation
You are now connected to the Internet.	(+) ئېستا تۆ لکیندراوی به ئینترنیت.
You are now connected to the Internet.	(+) ئېستا ئیوه لکیندراون به ئینترنیت.

Localization Guidelines

This section contains guidelines for localization into Central Kurdish.

General Considerations

As mentioned above, Kurdish language is in the process of standardization and it is drastically important for all the people a unified set of rules. In order to ensure better consistency among all the product components on one side, and among different Microsoft products on another side, you must ensure that you have a copy of the glossary. Everything should start with the glossary. Whether you or another party is establishing it, do not start any work before the glossary is set and final.

The glossary is normally established for each product and comprises those terms found in that specific product. However, Microsoft glossaries should be - and are - complementary to each other. Each glossary is a continuation of the preceding one if it concerns the same product but a later version.

In addition to glossaries that are specific to products, there is a certain terminology that dominates these products' language or translation. This is what we call "the Microsoft Conventions". An example is when - at Microsoft - we decide to call a "computer" in Central Kurdish "کامپیوتر" rather than "زَمێرەر". And when we call the "mouse" simply "ماوس" in Central Kurdish and not "مشک".

Therefore, it is very important that all your staff be familiar with these terms before they start working on any of the components.

Abbreviations

The Central Kurdish language has very few abbreviations most of which appear in the mathematics field. Do not attempt to create abbreviations just because you need an equivalent to the English one. Remember that we want to convey the information to the user in its most appropriate and clear way.

The most commonly used abbreviations in Central Kurdish are those of country names and currencies. While it is noted that although it is appropriate in the English or French languages for example, to use a "diminutive" or to abbreviate words such as month names, day names, etc., the same practice is not acceptable in Central Kurdish. And while abbreviations are normally followed by a dot in English, this appears not to be the rule in Central Kurdish.

The general rule for abbreviations in Central Kurdish is to either use the first character of the word (such as "د.ن" in "دوانیۆمەرۆ" for "PM"), or to connect two characters that are originally present in the English word which has in fact no translation in Central Kurdish but a transliteration such as "کم" for "کیلۆمیتەر" for "Kilometer".

As abbreviations are not common in Kurdish therefore the full form is preferred.

List of common abbreviations:

Abbreviation	Central Kurdish Equivalent
AM	(+) ب.ن
C (Celsius)	(+) پله‌ی سەدی

CD	(+) سی دی
CM	(+) سم
CPU	(+) پەمەهی لێكدانهوهی ناوهندی
EB	(+) ئێكز ابایت
GB	(+) گێگابایت
USB	(+) یو. ئێس. بی
Grams	(+) گرام
Hz	(+) هێرتز
KB	(+) کیلوبایت
KHz	(+) کیلوهێرتز
MB	(+) مگابایت
MHz	(+) مگاهێرتز
Mm	(+) مم
PB	(+) پتابایت
PM	(+) د.ن
Pt	(+) خال
RAM	(+) رام
ROM	(+) بیرگهی تهنیا خوێندنه
TB	(+) ترلیۆن بایت
U.S.	(+) ویلایاتی یهکگرتووی ئەمهریکا

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). For Central Kurdish, acronyms can be spelled out in parentheses for the first time they occur in the text, and the English acronym can be used for all the rest.

Example: OLE (Object Linking and Embedding)

(+) OLE (لکاندن و بنهچیکردنی شت).

Localized Acronyms

Acronyms are not much common in the Central Kurdish, although some of the western acronyms have been - again - transliterated in Central Kurdish. For example: "OPEC" is spelled and pronounced and written in Central

Kurdish as “تۆپنک”. As far as Microsoft’s style in this regards is concerned, the acronym should be as is in English and followed by the translation in the full form. For example, “RAM” should be spelled as is and followed by, “بیرگهی تهنیا خویندهنی” between parentheses. This is our practice to introduce a term or to give the user the chance and the time to get familiar with a new term which was not long ago absent from any Central Kurdish dictionary. And this is what we recommend you do with acronyms - and sometimes abbreviations.

For some well known acronyms like SIM and PIN, they can be transliterated to have a more fluent text. Also for terms like SMS that have a translation in Central Kurdish, it is recommended to use translation.

Example:

SIM card= سیم کارت (+)

Pin code= پین کۆد (+)

SMS= پیامۆک (+)

Unlocalized Acronyms

However, some acronyms remain in English and are not translated nor transliterated for some or all of the following reasons:

1. The acronym is so well established as an English word that it has been standardized as such.
2. Transliterating an acronym would result in an unacceptable word in Central Kurdish.

Example: CD-ROM drive

(+) درایی CD-ROM

Note

It is acceptable in some cases to present acronyms fully in English in the documentation, followed by its full spelling in English.

For example: ANSI (American National Standards Institute).

When dealing with acronyms that appear in Software UI, like dialogs and menus, spacing constraints should be considered. If the space doesn't permit using the above practice, the English acronym should be used.

For example: ANSI

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.

Product names are kept in original if they are trademarks, if not, they are mostly transliterated.

Frequent Errors

Source	Translation	Fix	Comment
Show and hide an image	(-) نیشاندان و شاردهوی وینه	(+) نیشاندان و شاردهوی وینه	The Kurdish and (و) should have one space on both sides not just after as is seen in some Kurdish media.

Show and hide an image	(-) نیشاندانی و ڤنه و شاردهوهی	(+) نیشاندان و شاردهوهی و ڤنه	The translation is kind of mimicking the Arabic language grammar. Kurds in Iraq should take serious care not to be affected by Arabic language rules which has been dominant in Kurdistan for decades.
Use the draft version	(-) نوسخه‌ی ره‌شنووس به کار بهینه	(+) نوسخه‌ی به‌رنووس به کار بهینه.	Loan translation through medium languages Farsi and Arabic is the destructive epidemic problem in Kurdish writing and translation. This must be avoided. Also abnormal literal translation must be avoided.
Call us on our hotline	(-) له ږیگه‌ی تله‌فونی گهرمی ئیمه پهیوهندیمان پیوه بکه.	(+) له ږیگه‌ی هیلی فرباکه‌وتنی ئیمه پهیوهندیمان پیوه بکه.	
Creates a new page	(-) لاپه‌ڕیکی نوێ دروستده‌کات	(+) لاپه‌ڕیکی نوێ دروست ده‌کات	Compound verbs like دروست ده‌کات should be written as one word only and only in the infinitive form: دروستکردن. In inflectional forms like دروستی دروستمان کرد, or دروستی ده‌کات, کرد main components of the compound verb should be written separately.

Some other 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 Central Kurdish syntax

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>).

Recurring Patterns

This section does not apply to Central Kurdish.

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](#)

[Grammar, Syntax & Orthographic Conventions](#)

[Abbreviations](#)

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 Central Kurdish, it is prohibited to use MS as an abbreviation for Microsoft. Always use full name instead of MS.

Example:

Microsoft will unveil the new product in 2012.

(+) کۆمپانیای Microsoft له سالی 2011 بهر ههمه نوێکهی ئاشکرا دهکات.

(-) کۆمپانیای MS له سالی 2011 بهر ههمه نوێکهی ئاشکرا دهکات.

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

When explaining how to use the mouse or when giving instructions about its use, use the following conventions:

Example:

Mouse action	Central Kurdish Equivalent
Click	(+) کرته بکه
Click in the window	(+) له منبۆ پهنجهره کرته بکه
Click the button	(+) له سههر دوکمه ی ... کرته بکه
Double-click	(+) دوو کرته بکه
Move the mouse pointer to	(+) نیشاندهری ماوس بیه سههر ...
Position the mouse pointer on	(+) نیشاندهری ماوس له سههر ... دابنێ
Press and hold the mouse button	(+) دوکمه ی ماوس فشار بده و راییگره
Drag	(+) ... راکێشه

Click and drag	(+) لهسەر ... کرته بکه و رایکیشه
Press and drag	(+) ... فشار بده و رایکیشه
Hove the mouse	(+) ماوس بهرز بکهوه

Also, in order to avoid confusion while naming some of the uncommon colors, here is a table that provides the terms in Central Kurdish.

Color	Central Kurdish Equivalent
Aqua	(+) پیرۆزهی
Butter Milk	(+) شیرهی
Black	(+) ڕەش
Blue	(+) شین
Dark gray	(+) سووتەیی تێر
Fuchsia	(+) سوور ئەرخواوی
Gray	(+) خۆلەمێشی
Green	(+) سهۆز
Light gray	(+) سووتەیی کال
Lime	(+) لیمۆیی
Maroon	(+) بهرووی
Medium gray	(+) سووتەیی ناوهند
Navy	(+) شینی ده‌ریایی
Olive	(+) زه‌یتوونی
Purple	(+) ئەرخواوی
Red	(+) سوور
Silver	(+) زیوی
Teal	(+) سهۆزی مراوی
White	(+) سپی
Yellow	(+) زه‌رد
Aquamarine	(+) شین سهۆز
Blanched Almond	(+) بادامیی کال
Blue Gradient	(+) سهۆزی پلهیی

Blue Violet	(+) شىن يەنەش
Dark Magenta	(+) ماگىنتاى تىر
Dark Olive Green	(+) زەيتونىيى كآل
Dark Orchid	ئۆركىدى تىر
Dark Slate Blue	شىنى بەردى
Dark Turquoise	(+) تۆركوازى تىر
Deep Pink	(+) پەمەيى تىر
Dodger Blue	(+) شىنى ناوھند
Fire Brick	(+) خشتى
Green Gradient	(+) سەوزى پلەيى
Honeydew	(+) ھەنگوۋىنى
Light Sky Blue	(+) ئاسمانىيى كآل
Light Slate Gray	(+) بارووتىيى كآل
Medium Aquamarine	(+) پىرۋزەي ناوھند
Medium Turquoise	(+) تۆركوازى ناوھند
Mint Cream	(+) سەوزكرىمى
Misty Rose	(+) گولەباخى
Moccasin	(+) مۆكاسى
Navajo White	(+) سېيى ناڧاچۆ
Olive Drab	(+) زەيتونىيى كآل
Orchid	(+) ئۆركىدى
Pale Goldenrod	(+) زەردى كآل
Pale Turquoise	(+) تۆركوازى كآل
Papaya Whip	(+) پاپايا
Plum	(+) ھەلوۋەيى
Powder Blue	(+) شىنى گەردى
Sandy Brown	(+) قاۋەيى زىخى
Sky Blue	(+) ئاسمانى

Tan	(+) تەن
Turquoise	(+) تۆرکواز
White Smoke	(+) دووکه‌لی
Yellow Green	(+) زه‌ردسه‌وز

Messages

Messages are on-line warnings, instructions, or descriptions that inform the user about the product or the conditions that may require special consideration. There are two types of messages: Informative Messages and Interactive Messages.

Informative messages: an informative message appears in a message box or in the status bar at the bottom of the screen.

Interactive messages: an interactive message usually appears in a message box and requires a response or an action.

It is important not to be captivated by the source text format. One must focus on the meaning and reproduce in natural Kurdish.

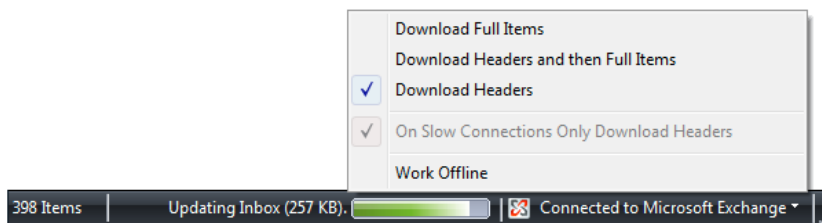
Examples:

English	Correct	Wrong	
File format unknown	(+) فۆرمه‌تی ئهم فایله نه‌ناسراوه	(-) فۆرمه‌تی فایله نه‌زانرا	These sentence structures are abnormal in Kurdish. Follow the standard Kurdish writing system and focus on meaning in translation.
File cannot be saved	(+) ناتوانی ئهم فایله پاشه‌که‌وت بکات	(-) فایله ناکرێ پاشه‌که‌وت بکریت	

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).



Central Kurdish Style in Status bar Messages

In English, the status bar messages have different forms dependent on what kind of information they give. Menu status bar messages and commands status bar messages localized into Central Kurdish do not differ as shown in the tables.

Examples:

Name	Category	English bar message	Central Kurdish bar message
Edit	menu	Contains editing commands	(+) فەرمانی دەستکاری تێدایه
Copy to Folder...	menu	Copies the selected items to a new location	(+) ئایتمه دیاریکراوەکان کۆپی دەکاته نێو شوێنێکی نوێ
New	command	Creates a new document	(+) بەلگەیەکێ نوێ دروست دەکات

The importance of standardization

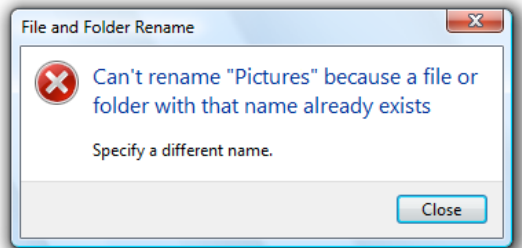
In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Central Kurdish version. Use one standard translation as in the examples below:

English term	Correct <LanguageName> translation
Press F1 to get Help	(+) بۆ ڕێنۆینی F1 لێ بده
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) بێرگه جێگه‌ی ته‌واوی نه‌یه
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) ئه‌ته‌وێ گۆڕانه‌کاراییه‌کانی %1، خزن بکه‌ی؟
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.

Central Kurdish 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.

As you localize the software into Central Kurdish, you should ensure that you use a standard phrase for error messages that have the same meaning and purpose in the US-English version.

The following table provides US-English examples of inconsistent error messages and their corresponding, standardized Central Kurdish:

English phrase	English example	Central Kurdish example
Cannot Could not	File could not be found File cannot be found	(+) ئەم فایلە نەدۆزرایمۆه
Failed to .. Failure of ..	Failed to connect Failure to connect	(+) پەیوەندی نەنجام نەبوو
Cannot find .. Could not find .. Unable to find .. Unable to locate ..	Cannot find driver software Could not find driver software Unable to find driver software Unable to locate driver software	(+) ئەم نەرمامییری درایفە نەدۆزرایمۆه
	Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) بێرگە جێگەی تەواوی نییه

English phrase	English example	Central Kurdish example
.. is not available .. is unavailable	The command is not available The command is unavailable	(+) نەم فەرمانە لە بەردەست نیە

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).

Due to the absence of keyboards, and stickers, that have all of the function keys in Central Kurdish, the general rule has been to:

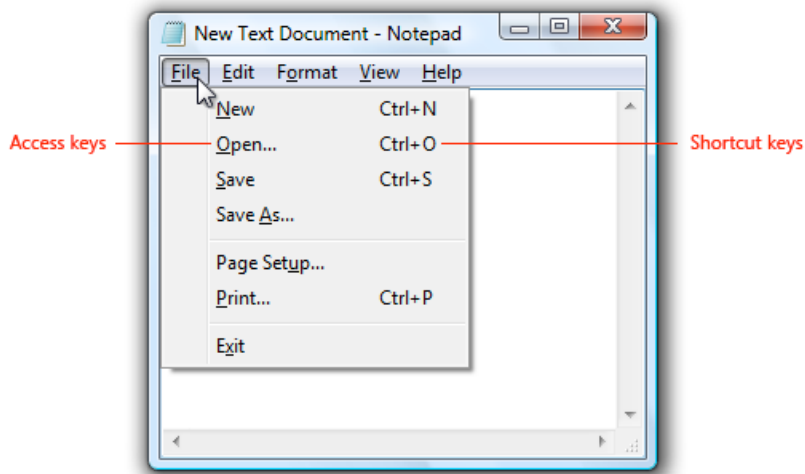
Keep all the keys in English when they are listed as an action to be done or an instruction to be followed, when directly concerning the User Interface. And translate them when they occur in a narrative or explanatory manner.

Key Names

English Key Name	Central Kurdish Key Name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete

English Key Name	Central Kurdish Key Name
Down Arrow	تیر نیشانی خوار
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	تیر نیشانی چەپ
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	تیر نیشانی ڕاست
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	کلیلی مەودا
Tab	Tab
Up Arrow	تیر نیشانی سەر
Windows key	کلیلی Windows
Menu Key	کلیلی پیڕست
Print Screen	Print Screen

Access Keys/Hot keys



Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as l, l, t, r, f can be used as hot key	yes	Since the characters joined together in Central Kurdish, hotkey on slim characters may not be visible, it can be used if the character stands alone.
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	yes	These characters are not the first choice in case other characters are available
Extended characters can be used as hotkeys	No	
An additional letter, appearing between brackets after item name, can be used as hotkeys	yes	
A number, appearing between brackets after item name, can be used as hotkey	yes	
A punctuation sign, appearing between brackets after item name, can be used as hotkey	yes	
Duplicate hotkeys are allowed when no other character is available	No	

No hotkey is assigned when no more characters are available (minor options only)	yes	
--	-----	--

Additional notes: try to avoid using characters that are produced with more than one key stroke (i.e. with Shift key + another key) as hotkeys; such as: ئ، ڤ، ڤ

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.

Arrow keys shall be translated in Central Kurdish.

Right Arrow	تیر نیشانی راست
Left Arrow	تیر نیشانی چپ
Up Arrow	تیر نیشانی سه‌ر
Down Arrow	تیر نیشانی خوار

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	Central Kurdish Command	Central Kurdish Shortcut key
General Windows Shortcut keys			
Help window	F1	په‌نجهره‌ی رینوینی	F1
Context-sensitive Help	Shift+F1	رینوینی هه‌ستیار به زه‌مینه	Shift+F1
Display pop-up menu	Shift+F10	نیشاندانی پێرس‌تی ده‌ر په‌ر	Shift+F10
Cancel	Esc	یه‌تال کردنه‌وه	Esc

US Command	US English Shortcut Key	Central Kurdish Command	Central Kurdish Shortcut key
Activate\Deactivate menu bar mode	F10	چالاک/ناچالاک کردنی دۆخی شریتی پێرست	F10
Switch to the next primary application	Alt+Tab	گۆڕین بۆ بەرنامەی سەرەکی دواتر	Alt+Tab
Display next window	Alt+Esc	نیشاناندانی پەنجەرەی دواتر	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	نیشاناندانی پێرستی دەرپەر بۆ پەنجەرە	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	نیشاناندانی پێرستی دەرپەر بۆ پەنجەرەی لاوەکیی چالاک	Alt+-
Display property sheet for current selection	Alt+Enter	نیشاناندانی لاپەڕی تاییبەتییەکان بۆ بژاردەی ئیستا	Alt+Enter
Close active application window	Alt+F4	داخستنی پەنجەرەی بەرنامەی چالاک	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	گۆڕین بۆ پەنجەرەی دواتر لە نێو بەرنامەی سازگار دا	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	گرتنی وێنە لە پەنجەرەی چالاک وە هەڵگرنتی لە نێو بیرگە دا	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	گرتنی وێنە لە دیسکتۆپ وە هەڵگرنتی لە نێو بیرگە دا	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	دەسگەیشتن بە دوکمی "دەسپێک" لە نێو شریتی ئەرک دا	Ctrl+Esc
Display next child window	Ctrl+F6	نیشاناندانی پەنجەرەی لاوەکی دواتر	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	نیشاناندانی دەلاقەی نینۆکی دواتر	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	کردنەوەی "بەڕیوەبەری ئەرک" و ئامادەکردنی سیستەم	Ctrl+Shift+Esc
File Menu			
File New	Ctrl+N	فایلی نوێ	Ctrl+N
File Open	Ctrl+O	کردنەوەی فایل	Ctrl+O
File Close	Ctrl+F4	داخستنی فایل	Ctrl+F4
File Save	Ctrl+S	خزن	Ctrl+S
File Save as	F12	خزن بە ناو	F12

US Command	US English Shortcut Key	Central Kurdish Command	Central Kurdish Shortcut key
File Print Preview	Ctrl+F2	پیشوێنه‌ی چاپ	Ctrl+F2
File Print	Ctrl+P	چاپ	Ctrl+P
File Exit	Alt+F4	دەرچوون	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	پاشگەز	Ctrl+Z
Edit Repeat	Ctrl+Y	دووپات	Ctrl+Y
Edit Cut	Ctrl+X	برین	Ctrl+X
Edit Copy	Ctrl+C	کۆپی	Ctrl+C
Edit Paste	Ctrl+V	چەسپاندن	Ctrl+V
Edit Delete	Ctrl+Backspace	سڕینەوه	Ctrl+Backspace
Edit Select All	Ctrl+A	هەڵبژاردنی هەموو	Ctrl+A
Edit Find	Ctrl+F	پەیداکردن	Ctrl+F
Edit Replace	Ctrl+H	جێنشێن	Ctrl+H
Edit Go To	Ctrl+B	چوونەسەر	Ctrl+B
Help Menu			
Help	F1	ڕێنوێن	F1
Font Format			
Italic	Ctrl+I	لار	Ctrl+I
Bold	Ctrl+G	ئەستوور	Ctrl+G
Underlined\Word underline	Ctrl+U	بنهێڵ	Ctrl+U
Large caps	Ctrl+Shift+A	پیتی مەزن	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	پیتی بچووک	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	ناوەڕاست	Ctrl+E
Left aligned	Ctrl+L	راست‌گیر	Ctrl+L
Right aligned	Ctrl+R	چەپ‌گیر	Ctrl+R
Justified	Ctrl+J	دوولاریک	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 ...".

English	Central Kurdish
How to...	(+) چۆنیەتی ...
Working with ...	(+) کارکردن به ...
Using ...	(+) بەکارهێنانی ...

General guidelines when translating titles

- Avoid resorting to literal or word by word translation. The Target should read as original in simple and understandable way.
- Avoid the use of American idioms or Microsoft jargon/acronyms/abbreviations that would not be readily understood in the Central Kurdish market.
- If something seems to be unsuitable for a market either because it is "too American" or culturally inappropriate, alert your Microsoft PU contact

Consistency

Consistency is very important, and all related titles should be translated consistently. In a few cases it might be advisable to adopt a solution different from the above guidelines, e.g. by using infinitives only, if this ensure better consistency and improved understand ability for the end user.

Recurring patterns

When translating titles there are certain recurrent patterns that you should pay attention to, as indicated below:

A few examples of course titles :

Source	Target
What's New in <product name>	(+) ئامرازە نوێکانی "ئاوێ بەرھەم"
Getting Started with <product name>	(+) دەستکردن به بەکارهێنانی "ئاوێ بەرھەم"
Installing and Configuring <product name>	(+) دامەزراندن و پێکەربەندیی "ئاوێ بەرھەم"

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