

STYLE AND CONVENTIONS GUIDE FOR COMPUTER TRANSLATIONS INTO GUJARATI

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1. ABOUT THIS STYLE GUIDE

The Purpose of this style guide is to provide everybody involved in the localization of computer Gujarati translations, The style guide will be very helpful in making the translation better as different people are adopting different styles and this result in inconsistency and lack of flow in the text. It will help to make our translation more fair, more accurate, more consistent. The style & convention guide will try to help translators and interested localization engineers in increasing understandability of several aspects of translation. This guide will talk about Characters, Fonts, Date, Time, Collation, Numerals, Calendar, Acronym, Glossaries, Punctuations, White Spaces, Message Lengths, Legal statements, Trademarks, key name, etc..

Style guide helps fill in the gaps by maintaining consistency in style, tone, phrasing, and more. The style guide covers the areas of formatting, grammatical conventions, as well as language stylistic criteria. It also presents the reader with a general idea of the reasoning behind the conventions.

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2. GENERAL TRANSLATIONS GUIDELINES

Before starting translating in Gujarati, there are few things we must know For example, Characters, Fonts, Date, Time, Days, Month, Currency, Collation, Numerals, Calendar, Acronym, Glossaries, Punctuations, White Spaces, Message Lengths, to name a few.

2.1 CHARACTERS

Country/Region	India
Lower-case characters	n/a
Upper-case characters	n/a
Characters in caseless scripts	ક, ખ,ગ, ઇ, ડ, ગ, ઘ, ઢ, ચ, છ, જ, ઝ, ઞ, ટ, ઠ, ડ, ઢ, ળ, ત, થ, દ, ઘ, ન, પ, ફ, બ, ભ, વ, ક, બ, ભ, ય, ર, લ, ળ, ક્ષ, ઞ, ઙ, અ, આ, ઈ, ઈ, ઉ, ઊ, ઐ, ઓ, ઔ, ઔ, ં, ઃ
Extended Latin characters	n/a
Total number of characters	51
Unicode codes	ઁ u0A81, ં u0A82, ઃ u0A83, અ u0A85, આ u0A86, ઈ u0A87 ,ઈ u0A88, ઉ u0A89, ઊ u0A8A, ઞ u0A8B, ઐ u0A8D, ઐ u0A8F ,ઔ u0A90, ઔ u0A91, ઔ u0A93, ઔ u0A94, ક u0A95, ખ u0A96, ગ u0A97 , ઇ u0A98, ડ u0A99, ચ u0A9A, છ u0A9B, જ u0A9C, ઝ u0A9D, ઞ u0A9E, ટ u0A9F, ઠ u0AA0 , ડ u0AA1, ઢ u0AA2, ળ u0AA3, ત u0AA4 , થ u0AA5 , દ u0AA6 , ઘ u0AA7 , ન u0AA8, વ u0AAA , ફ u0AAB , બ u0AAC, ભ u0AAD, મ u0AAE, ય u0AAF, ર u0AB0, લ u0AB2, ળ u0AB3, વ u0AB5, શ u0AB6, ષ u0AB7, ઠ u0AB8, ઈ u0AB9, ઁ u0ABC, ડ u0ABD, ળ u0ABE, ળ u0ABF, ળ u0AC0, ળ u0AC1, ળ u0AC2, ળ u0AC3, ળ u0AC4, ળ u0AC5, ળ u0AC7, ળ u0AC8, ળ u0AC9, ળ u0ACB, ળ u0ACC, ળ u0ACD, ળ u0AD0, ળ u0AE0, ળ u0AE6, ળ u0AE7, ળ u0AE8, ળ u0AE9, ળ u0AEA, ળ u0AEB, ળ u0AEC, ળ u0AED, ળ u0AEE,

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2.2. DATE

Country/Region	India
First Day of the Week	સોમવાર Monday
First Week of the Year	કારતક સુદ પહેલો સપ્તાહ
Separator	- (Hyphen)
Default Short Date Format	d-M-yy
Example	17-3-11
Default Long Date Format	dd-MMMM-yyyy
Example	17-માર્ચ-2011
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>

2.3. TIME

Country/Region	India
24 hour format	No
Standard time format	HH:mm:ss
Standard time format example	12:33:21; 12:33
Time separator	colon : (કોલન)
Time separator examples	"7:28:52" ; 7 ક. 28 મી .52 સે.
Hours leading zero	No

Hours leading zero example	n/a
String for AM designator	મધ્યાહ્ન પૂર્વે; In general language mostly “સવાર” સવારના, is used in the place of AM
String for PM designator	મધ્યાહ્ન પછી; In general language mostly (બપોરે, બપોરના(noon)), (સાંજે, સાંજના (evening)), (રાત્રે, રાતે,રાતના, રાત્રિના, (night)) is used in the place of PM

2.4. DAYS

Is first letter capitalized?: No , capitalization is not applicable in Gujarati.

Day	Normal Form	Abbreviation
Monday	સોમવાર	સોમ
Tuesday	મંગળવાર	મંગળ
Wednesday	બુધવાર	બુધ
Thursday	ગુરુવાર	ગુરુ
Friday	શુક્રવાર	શુક્ર
Saturday	શનિવાર	શનિ
Sunday	રવિવાર	રવિ

2.5. MONTHS

Is first letter capitalized?: No , capitalization is not applicable in Gujarati.

Month	Full Form	Abbreviated Form	Long Date Form
January	જાન્યુઆરી	જાન્યુ.	26 જાન્યુઆરી 2011
February	ફેબ્રુઆરી	ફેબ્રુ.	26 ફેબ્રુઆરી 2011
March	માર્ચ	n/a	26 માર્ચ 2011
April	એપ્રિલ	n/a	26 એપ્રિલ 2011
May	મે	n/a	26 મે 2011
June	જૂન	n/a	26 જૂન 2011
July	જુલાઈ	n/a	26 જુલાઈ 2011
August	ઓગસ્ટ	ઓગ.	26 ઓગસ્ટ 2011
September	સપ્ટેમ્બર	સપ્ટે.	26 સપ્ટેમ્બર 2011

October	ઓક્ટોબર	ઓક્ટો.	26 ઓક્ટોબર 2011
November	નવેમ્બર	નવે.	26 નવેમ્બર 2011
December	ડિસેમ્બર	ડિસે.	26 ડિસેમ્બર 2011

2.6. NUMERAL

Gujarati language has its own set of numerals, For convenience and comfort for target user, Community has been decided to use English numerals, So we will use 0, 1, 2, 3, 4, 5, 6, 7, 8, and 9 instead of ૦, ૧, ૨, ૩, ૪, ૫, ૬, ૭, ૮, and ૯.

2.7. CURRENCY

Country/Region	India
Currency Name	રૂપિયો (Rupee)
Currency Symbol	₹
Currency Symbol Position	It is used before the amount. i.e. ₹ 200
ISO Currency Code	INR
Currency Subunit Name	પૈસો (Paisa)
Currency Subunit Symbol	n/a
Currency Subunit Example	25 પૈસા

2.8. WHITE SPACES

In computer science, white space is any single character or series of characters that represents horizontal or vertical space in typography. When rendered, a white space character does not correspond to a visual mark, but typically does occupy an area on a page. There may be different pattern of any language related to white space. We should properly care and follow the source text and target language rules for placing any extra white space.

Source	Target (Invalid)	Target (Valid)
%s is not a valid location.	%s એ યોગ્ય સ્થાન નથી.	%s એ યોગ્ય સ્થાન નથી.
Stop loading the document	દસ્તાવેજને લાવવાનું બંધ કરો	દસ્તાવેજને લાવવાનું બંધ કરો

2.9. FONTS

For Translating any documents or any application in Gujarati language, we need to use Unicode based Devanagari fonts. Eg. Lohit Gujarati, Samyak Gujarati etc. The font should contain a glyph for each allocated code point prescribed by Unicode. The font should contain the following: (1) vowels; (2) consonants; (3) glyphs for conjuncts; (4) variants for vowel signs (matras), (5) vowel modifiers (Chandrabindu, Anuswar), (6) digits and (7) punctuation marks.

2.10. COLLATIONS

Collation order is not the same as Unicode point order. There are lot of convention also for collation. So we will follow the collation table prescribed by Unicode. For collation chart, please check here:

http://unicode.org/charts/collation/chart_Gujarati.html

2.11. SINGULAR & PLURAL FORMS

In Gujarati there are two numbers, Singular and Plural. Noun's plural form is denoted by marker –o or by adding o matra to the last character. Verb should be changed according to singular and plural. See examples,

Examples	Context Application
%d ફાઇલ લાવી રહ્યા છે... (Singular)	gedit
%d ફાઇલો લાવી રહ્યા છે... (Plural)	gedit
%d દસ્તાવેજના ફેરફારો કાયમ માટે નષ્ટ થઈ જશે. (Singular)	gedit
%d દસ્તાવેજોના ફેરફારો કાયમ માટે નષ્ટ થઈ જશે. (Plural)	gedit

2.12. PROGRAM SYNTAX, FUNCTIONS, TAGS, PLACEHOLDERS

Never translate program syntax or functions or tags, place holders. Sometimes some translators translate these as well. We should not translate any of these. This creates major error in translation.

Source	Target (Invalid)	Target (Valid)
Changes made to the document in the last %ld second will be permanently lost.	દસ્તાવેજમાં છેલ્લે %એલડી સેકન્ડોમાં કરેલ બદલાવો હંમેશ માટે ગુમ થઈ જશે.	દસ્તાવેજમાં છેલ્લે %ld સેકન્ડોમાં કરેલ બદલાવો હંમેશ માટે ગુમ થઈ જશે.
<html>Clear Location bar Clears the contents of the location bar.</html>	<એચટીએમએલ>સ્થાનપટ્ટી ને દૂર કરો સ્થાનપટ્ટીનાં સમાવિષ્ટને દૂર કરે છે .</એચટીએમએલ>	<html>સ્થાનપટ્ટી ને દૂર કરો સ્થાનપટ્ટીનાં સમાવિષ્ટને દૂર કરે છે .</html>
\\<variable id=\\\\"wie\\\\"\\>T o access this function...\\</variable\\>	\\<ચલ id=\\\\"wie\\\\"\\>આ પ્રક્રિયામાં પ્રવેશવા માટે...\\</ચલ\\>	\\<variable id=\\\\"wie\\\\"\\>આ પ્રક્રિયામાં પ્રવેશવા માટે...\\</variable\\>

2.13. LEGAL STATEMENT

Generally every software has some sort of legal statements associated with the software. Translating legal statements is general difficult as well as critical. So we should avoid to translate legal statements.

2.14. TRADEMARKS

Trademark, trade mark, trade-mark is a distinctive sign or indicator used by an individual, business organization, or other legal entity to identify that the products or services to consumers with which the trademark appears originate from a unique source, and to distinguish it's products or services from those of other entities.

A trademark may be designated by the following symbols:

- TM (for an unregistered trademark, that is, a mark used to promote or brand goods)
- SM (for an unregistered service mark, that is, a mark used to promote or brand services)
- ® (for a registered trademark)

Trademark Should Not Be Translated.

Trademarks Examples
Linux® is the registered trademark of Linus Torvalds in the United States and other countries
Mozilla®, mozilla.org®, Firefox®, Thunderbird®, Bugzilla™, Camino®, Sunbird®, SeaMonkey®, and XUL™, as well as the Mozilla logo, Firefox logo, Thunderbird logo and the red lizard logo

2.15. PRODUCT/BRAND/COMPANY NAME

For Product/Brand/Company Name, it is general rule accepted by agencies to keep as it is like English.

In Gujarati, It should not be translated.

Source	Target (Invalid)	Target (Valid)	Context Applications
About Mozilla Firefox	મોજિલા ફાયરફોક્સ વિશે	Mozilla Firefox વિશે	Firefox
This is the font used to display text in Konqueror windows.	આ ફોન્ટ કોન્કરર વિન્ડોમાં લખાણ દર્શાવવા માટે વાપરેલ છે.	આ ફોન્ટ Konqueror વિન્ડોમાં લખાણ દર્શાવવા માટે વાપરેલ છે.	KDE

2.16. KEYS NAME

Keys name should not be translated. eg. Backspace, Delete, Enter, caps lock, Control should not be translated since we still use the same keyboard as English. Though some keyboard came in Gujarati but it is not still popular.

Source	Target (Invalid)	Target (Valid)	Context Application
Both Ctrl keys together change layout.	બંને કંટ્રોલ કી એકસાથે લેઆઉટ બદલે છે.	બંને Ctrl કી એકસાથે લેઆઉટ બદલે છે.	gnome-applet
Ctrl	કંટ્રોલ	Ctrl	gok
Page_Up	પાનું ઉપર ખસેડો	Page Up	gtk+
Page_Down	પાનું નીચે ખસેડો	Page Down	gtk+

NOTE: Name of the keys appearing on keyboard should not be translated.

ALT, CTRL, END, PAGE UP, PAGE DOWN, SHIFT, TAB, INSERT, DELETE, ENTER, ESC, HOME, INS, NUMPAD ENTER, NUM LOCK, BACKSPACE, BREAK, CAPS LOCK, CLEAR, HOME, BREAK, CAPS LOCK, CLEAR, ALT, END

2.17. 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). In Gujarati acronyms are formed by taking the first letter or the first syllable of the word.

Localized Acronyms:

યુનેસ્કો યુનાઇટેડ નેશન્સ એજ્યુકેશનલ સાઇટીફીક એન્ડ કલ્ચરલ ઓર્ગેનાઇઝેશન ‘UNESCO’

યુનિસેફ યુનાઇટેડ નેશન્સ ઇન્ટરનેશનલ ચિલ્ડ્રન્સ ઇમર્જન્સી ફંડ ‘UNICEF’

ડબલ્યુએચઓવર્લ્ડ હેલ્થ ઓર્ગેનાઇઝેશન ‘WHO’

Unlocalized Acronyms:

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

ANSI (American National Standards Institute)

ISO (International Standards Organization)

ISDN

DOS

DSL

CD

DVD

2.18. HONORIFIC USAGES

It is encouraged to use honorific pronoun in Gujarati. So, it is better to use words like તમારી, તમે, તમને instead of તારી, તને, તુ respectively.

Depending upon the context / person to whom one is addressing, tone of ‘you’ may be translated as

‘તુ’ - ‘તને’

‘તમે’ - ‘તમને’

‘આપ’ - ‘આપને’

Source	Target	Target
You do not have the	તારી પાસે આ ડ્રાઇવને વાપરવા	તમારી પાસે આ ડ્રાઇવને વાપરવા માટે જરૂરી પરવાનગીઓ નથી

required permissions to use this drive	મોટે જરૂરી પરવાનગીઓ નથી	
%s is calling you, do you want to answer?	%s તને બોલાવી રહ્યું છે, શું તને જવાબ આપવા માંગે છે?	%s તમને બોલાવી રહ્યું છે, શું તમે જવાબ આપવા માંગો છો?

3

3. GUJARATI TERMINOLOGY

Terminology is one of the major area where everybody put their attention in translating any text. There is only one glossary for Gujarati.

3.1. FUEL GUJARATI GLOSSARY

We will use [FUEL](#) as our glossary. You can find FUEL Gujarati glossary from here in pdf format: [FUEL Gujarati](#). For Other format of file please visit [FUEL Gujarati page](#) on FUEL website.

FUEL is a community project working on the problems like inconsistencies and standardisation. The FUEL Gujarati terminology is released after a community meet in which the Gujarati community discussed on all the terms and later it is released as primary glossary. Please translate using this terminology with consistency.

4. PUNCTUATIONS & TEXT CONVENTIONS

The proper use of text convention and punctuations are very vital in any language. According to Wikipedia, Punctuation marks are symbols that indicate the structure and organisation of written language, as well as intonation and pauses to be observed when reading aloud. In written English, punctuation is vital to disambiguate the meaning of sentences. For example, "woman, without her man, is nothing" and "woman: without her, man is nothing" have greatly different meanings, as do "eats shoots and leaves" and "eats, shoots and leaves". "King Charles walked and talked half an hour after his head was cut off" is alarming; "King Charles walked and talked; half an hour after, his head was cut off", less so. (For English usage, see the articles on specific punctuation marks.) The rules of punctuation vary with language, location, register and time and are constantly evolving. Certain aspects of punctuation are stylistic and are thus the author's (or editor's) choice. Typographic language forms, such as those used in online chat and text messages, may have wildly different rules. In this section, wikipedia references are mainly used to elaborate and define punctuations. Here goes the major text convention and punctuations rules for Gujarati.

Text Conventions/Punctuations	Usage in English	Usage in Gujarati
Bold	Bold face text makes text darker than the surrounding text. With this technique, the emphasized text strongly stands out from the rest; it should therefore be used to highlight certain keywords that are important to the subject of the text, for easy visual scanning of text.	It is same as English. So please keep the Bold text as Bold in Gujarati as well.
Italics	Text is written in a script style, or the use of oblique, where the vertical orientation of all letters is slanted to the left or right. With one or the other of these techniques (usually only one is available for any typeface), words can be highlighted without making them stand out much from the rest of the text (inconspicuous stressing). Traditionally, this is used for marking passages that have a different context, such as words from foreign	It is same as English. So please keep the Italicized text as Italics.

	languages, book titles, and the like.	
Capitalization	Capitalization is writing a word with its first letter as a minuscule (upper-case letter) and the remaining letters in minuscules (lower-case letters), in those writing systems which have a case distinction. The term is also used for the choice of case in text.	There is no upper case letters in Gujarati. So in case we need to emphasize, can be done by increasing the font size. But it should be avoided as well. But making bold or italics is not a good way.
Ellipsis	<p>Ellipsis (plural ellipses; from the Greek: ἔλλειψις, élleipsis, "omission") is a mark or series of marks that usually indicate an intentional omission of a word in the original text. An ellipsis can also be used to indicate a pause in speech, an unfinished thought, or, at the end of a sentence, a trailing off into silence (apostrophes) (apostrophe and ellipsis mixed). When placed at the end of a sentence, the ellipsis can also inspire a feeling of melancholy longing. The ellipsis calls for a slight pause in speech.</p> <p>The most common form of an ellipsis is a row of three periods or full stops (...) or pre-composed triple-dot glyph (...). The usage of the em dash (—) can overlap the usage of the ellipsis.</p> <p>The triple-dot punctuation mark is also called a suspension point, points of ellipsis, periods of ellipsis, or colloquially, dot-dot-dot. Ellipses is written as one unit.</p>	Same as English
Double Quote	Quotation marks or inverted commas (informally referred to as quotes ^[1] and speech marks) are punctuation marks used in pairs to set off speech, a quotation, a phrase, or a word. They come as a pair of opening and closing marks in either of two styles: single ('...') or double ("..."). Single or double quotation marks denote either speech or a quotation. Neither style—single or double—is an absolute rule, though double quotation marks are preferred in the United States, and both single and double quotation marks are	<p>Though it is the choice of the author or translator, but it would be better if it should be translated as English.</p> <p>Whether Single or Double quotation marks, the first of the pair is generally inverted. It is similar to other European languages other than English.</p>

	used in the United Kingdom. A publisher's or author's style may take precedence over national general preferences. The important rule is that the style of opening and closing quotation marks must be matched.	
Single Quote	Quotation marks or inverted commas (informally referred to as quotes ^[1] and speech marks) are punctuation marks used in pairs to set off speech, a quotation, a phrase, or a word. They come as a pair of opening and closing marks in either of two styles: single ('...') or double ("..."). Single or double quotation marks denote either speech or a quotation. Neither style—single or double—is an absolute rule, though double quotation marks are preferred in the United States, and both single and double quotation marks are used in the United Kingdom. A publisher's or author's style may take precedence over national general preferences. The important rule is that the style of opening and closing quotation marks must be matched.	Though it is the choice of the author or translator, but it would be better if it should be translated as English. Whether Single or Double quotation marks, the first of the pair is generally inverted. It is similar to other European languages other than English.
Square Brackets	Square brackets – also called simply brackets (US) – are mainly used to enclose explanatory or missing material usually added by someone other than the original author, especially in quoted text. Examples include: “ appreciate it [the honor] but I must refuse”.	Same as English
Curly Brackets	Curly brackets – also called braces (US) or flower brackets (India) – are sometimes used in prose to indicate a series of equal choices. Example: "Select your animal {goat, sheep, cow, horse} and follow me".	Same as English
Round Brackets	Parentheses (singular, parenthesis) – also called simply brackets (UK), or round brackets, curved brackets, oval brackets, or, colloquially, parens – contain material that could be omitted without destroying or altering the meaning of a sentence. Parenthetical phrases have been	Same as English

	used extensively in informal writing and stream of consciousness literature. Parentheses may be used in formal writing to add supplementary information.	
Inequality Signs	The mathematical or logical symbols for greater-than (>) and less-than (<) are inequality operators, and are not punctuation marks when so used.	Same as English
Angle Brackets	Angle brackets or chevrons are often used to enclose highlighted material. Some dictionaries use chevrons to enclose short excerpts illustrating the usage of words. In Chinese punctuation, angle brackets are used as quotation marks. Half brackets are used in English to mark added text.	In general, not used in Gujarati.
Full Stop/Period	Period is used to denote the end of a sentence, as a full stop.	Same as English. Example: 1. મારું કાર્ય અહીં પૂર્ણ થયું. (Full Stop)
Comma (,)	Comma is used as a separator when several names or items are written consecutively and also short pauses. It also used as a separator in numerals. Do not use a space for this purpose as a space separates the numeral from the abbreviation.	Generally same as English. Example: 1. સોમવાર, મંગળવાર, બુધવાર (Space used after comma) 2. 56,271 (Space not used after comma)
Colon	A colon [:] is used before a list or any explanation that is coming next.	Since there is a character Visarga (◌ઃ) in Gujarati similar to colon, so to avoid the problem we should use long dash instead of the colon. If we need want to use colon, we should put one space before the colon. Example: 1. બનાવ્યાની તારીખ 17/03/2011: (Date of creation: 17/03/2011) 2. સાઇટની સૂચી નીચે મુજબ છે: (List of Sites are as follows:)
Semi colon	Semicolons are followed by a lower case letter, unless that letter is the first letter of a proper noun. They have no spaces before them, but one space after (possibly two when	Same as English

	<p>using mono spaced fonts). The semicolon (;) is a punctuation mark with several uses. The Italian printer Aldus Manutius the Elder established the practice of using the semicolon mark to separate words of opposed meaning, and to indicate interdependent statements.[1] The earliest, general use of the semicolon in English was in 1591; Ben Jonson was the first notable English writer to use them systematically. The modern uses of the semicolon relate either to the listing of items, or to the linking of related clauses.</p>	
Question Mark	<p>A question mark [?] is used at the end of any direct question. But in indirect question, it is not used. In general, we should avoid using question mark with other punctuation mark (eg. [!?]).</p>	Same as English.
Exclamation Mark	<p>An exclamation mark, exclamation point, shout pole, or bang (!) is a punctuation mark usually used after an interjection or exclamation to indicate strong feelings or high volume, and often marks the end of a sentence. There should be no space between last letter and the exclamation mark. If a title having exclamation mark is coming at the end of one sentence, we should not put full stop. Example: "Watch out!" The character is encoded in Unicode at U+0021.</p>	Same as English. In general, Gujarati error messages end with exclamation mark.
Slash	<p>A slash is generally being used to show choice between words it separates. The slash is also used to indicate a line break when quoting multiple lines from a poem, play, or headline.</p>	Same as English
Apostrophe	<p>An apostrophe is used in English to indicate possession. The practice ultimately derives from the Old English genitive case: the "of" case, itself used as a possessive in many languages. The genitive form of many nouns ended with the inflection -es, which evolved into a simple -s for the possessive ending. An</p>	No apostrophe is used in Gujarati.

	apostrophe was later added to replace the omitted e, not his as is and was widely believed.	
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5

5. UNITS AND MEASUREMENTS

The Republic of India adopted the metric system on April 1, 1957. So basic measurement units for weight is gram/kilogram, length is meter/kilometer, liquid volume is milliliter/liter. It is the correct and accepted way for Gujarati as well. However, other units are still prevalent but particularly for technical translation, we need to follow the metric system. Except for measuring body temperature, generally temperature in India is measured in Celsius. So for Gujarati translation, it should be changed in Celsius if in source language, it is in different units.

5.1. VOLUME, WEIGHT, LENGTH

English	Gujarati	Gujarati (Abbreviated)
Meter	મીટર	મી.
Kilometer	કિલોમીટર	કિ.મી.
Gram	ગ્રામ	ગ્રા.
Kilogram	કિલોગ્રામ	કિ.ગ્રા.
Liter	લીટર	લી.
Milliliter	મીલીલીટર	મી.લી.
Centimeter	સેન્ટીમીટર	સે.મી.
Millimeter	મીલીમીટર	મી.મી.

5.2. POWER, TEMPERATURE, ELECTRICITY

English	Gujarati	Gujarati (Abbreviated)
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Watt	વૉટ	W
Volt	વૉલ્ટ	V
Joule	જૂલ	J
Hertz	હર્ઝ	Hz
Kilohertz	કિલોહર્ઝ	Khz
Celsius	સેલ્સિયસ	°C
Fahrenheit	ફેરનહીટ	°F

5.3. TIME UNITS

English	Gujarati	Gujarati (Abbreviated)
Hour	કલાક	n/a
Minute	મિનિટ	મિ.
Second	સેકન્ડ	સે.

5.4. INFORMATION UNITS

English	Gujarati	Gujarati (Abbreviated)
Kilobyte	કિલોબાઈટ	KB (કેબી)
Megabyte	મેગાબાઈટ	MB (એમબી)
bit	બિટ	n/a
bit/s	બિટ/સે.	n/a

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6. GENERAL SPELLING GUIDELINES

Due to large volume of population and extreme geographical and cultural diversity, there are lot of problems related to the consistency of the spelling in Gujarati. Here are the few points that we should consider during translating any text in Gujarati.

6.1. ANUSVAR

In the Devanagari script, Anusvar (0902 ँ DEVANAGARI SIGN ANUSVARA) is represented with a dot (bindu) above the letter (ँ).

Examples:

1. ડિસ્કને પસંદ કરવા માટે અઠિયા ક્લિક કરો --Anusvar

6.2. TRANSLITERATION OF FOREIGN WORDS

The transliteration of foreign words should be done consistently and we would prefer to use Father Camile Bulke English to Gujarati Dictionary. According to the recommendation by *Commission for Scientific and Technical Terminology*, "The transliteration of English terms should not be made so complex as to necessitate the introduction of new signs and symbols in the present Devanagari characters. The Devanagari rendering of English terms should aim at maximum approximation to the standard English pronunciation with such modifications as are prevalent in the educated circle in India." We should try to follow these recommendation for words adopted from other languages.

Source	Target (Invalid)	Target (Valid)	Context Application
Menu Layout	મેન્યુ લેઆઉટ	મેનુ લેઆઉટ	menu
Screen Resolution	સ્ક્રીન રિઝોલ્યુશન	સ્ક્રીન રિઝોલ્યૂશન	menu
Work Offline	ઓફલાઈન કામ કરો	ઓફલાઇન કામ કરો	Evolution, firefox

6.3. CARDINALS, ORDINALS, MULTIPLICATIVE AND FRACTION

Cardinal numeral forms should be used correctly. Generally we should try to avoid single digit numbers except where required. Like cardinals we should use ordinals correctly.

Source	Target (Invalid)	Target (Valid)	Context Application
Quarter past two	સાડા બે	અઢી	Gnome-games
sevenfold	સતગણું	સાતગણું	
fourth	ચારથું	ચોથું	

6.4. 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.

Example

માતા-પિતા, રિ-મેઈલ, ડ્રોપ-ડાઉન

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7. BASIC QUALITY PARAMETERS

While translating any text in Gujarati, we need to follow basic quality parameters to keep our translation better. These parameters are just for reference. There can be several variations of parameters but here are some important just to understand errors arising out of the violation of parameters. Several translation agencies are there who did lot of labour in creating parameters. Followings are some outlines what parameters can be and why we need to give importance to parameters.

7.1. LANGUAGE AND GRAMMAR

The evaluation of a translation with regards to the grammatical components must be governed by the criterion of correctness. Like most of the developed language Gujarati is also having a grammar and following grammar is necessary for consistent and standard text. We should not do any mistake of grammar, spelling, and punctuation.

Source	Target (Invalid)	Target (Valid)	Context Application
Show Hidden Files	છુપાયેલ ફાઈલ બતાવો	છુપી ફાઈલો બતાવો	Nautilus
Move Folder To...	અહિંયા ફોલ્ડર ખસાડો	અહિંયા ફોલ્ડર ખસેડો...	evolution

7.2. TERMINOLOGY

Terminology is focused on the meaning and conveyance of concepts. The quality of a translation depends on the consistency in use of terms belonging to a specialised area of usage and appropriateness to context. We should use prescribed glossaries and industry related words and register in doing translation. The deviation from prescribed glossary, using inconsistent terminology are errors of terminology.

Source	Target (Invalid)	Target (Valid)	Context Application
Move Folder To...	ફોલ્ડરને આમાં વિસ્થાપિત કરો...	અહિંયા ફોલ્ડર ખસેડો...	evolution

7.3. CULTURE SPECIFIC

Sometimes, something in the culture of the source language has a distinctly different cultural value from the same thing in the culture of the target language. In such cases, the translator should keep the original meaning by adjusting the form of the cultural symbol or adding enough background information to indicate to the target language users what the original cultural value was. We should follow country specific standards and cultural references and local conventions in doing translation. For example, we should use metric system. We should use Rupee instead of Dollar during translation.

Source	Target (Invalid)	Target (Valid)	Context Application
India	ઇન્ડિયા	ભારત	Gnome Location
Egypt	ઇજિપ્ત	મિસર	Gnome Location

7.4. STYLE

In Gujarati we used polite style for audience. The style of writing should be polite, honorable and friendly so that reader will comfortable with it.

Example: “કૃપા કરીને આ વાતનું ધ્યાન રાખશો”

7.5. 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.

In Gujarati to compound words or verbs 'અને', 'ને', 'તથા' are used.

Example:

1. લાઇટ અને પંખો ચાલુ કરો.

7.6. GENDER

Gujarati distinguishes among three genders. They are masculine, feminine and neuter.

Example:

1. છોકરો દોડી રહ્યો છે. (Boy is running)--- Masculine
2. છોકરી દોડી રહી છે. (Girl is running)-- Feminine

3. કુતરુ ઊંઘી રહ્યુ છે. (Dog is sleeping)-- Neuter

But this rule also has some exceptions. We cannot blindly follow this to determine the gender of any object.

Like we use feminine gender for 'File' and neuter for 'Folder'.

Example:

1. આ ફાઇલ ડેસ્કટોપ પર ખુદી છે. --Feminine
2. આ ખૂબ મોટો દસ્તાવેજ છે. --Masculine
3. આ ફોલ્ડરને ક્યાંક બીજા સ્થાન પર ખસેડવામાં આવ્યુ છે.--Neuter

7.7. GENITIVE

Genitive case in Gujarati (Possessive case or Second case). This is used as per object's gender or verb. In Gujarati the genitive case markers are: - નો, ની, ઝું, ના,.

Example:

1. નો, - આ તમારી ફાઇલનો ડેટા છે.
2. ની, - આ મીડિયાની ફાઇલ છે.
3. ઝું, - આ કારઝું ટાયર છે.
4. ના, - તે છોકરો દિવસના વાંચે છે અને રાતના ઊઘે છે.

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8. CONCLUSION

In this guide, effort is given to encompass all major language related areas for Gujarati. By following this guide, we assume that we can create a content in more consistent and standardised way. But we cannot say that the list given above is final. We can add several areas as well but to be precise and brief, we have ignored some of the well known points as well. But if you feel that anything important we have missed, please send you feedback at the mailing list fuel-discuss@lists.fedorahosted.org or file an issue at our project page here <https://fedorahosted.org/fuel> .

BIBLIOGRAPHY & FURTHER READING

We have taken reference from lots of places distributed at different places all over online and print. Here are the list that can be used for further reading and explanations.

- 1.<http://en.wikipedia.org/wiki/Gujarati>
- 2.gujaratlexicon.com
- 4.Open Mailing List Discussions like Indianoss, floss-gujarat, etc.