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"BOB"

The Big Orange Book

A Guide to International Translation

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What to look for when employing a translation company

Translation Companies

- Should only place projects with fully qualified and experienced translators working into their mother-tongue
- Should thoroughly vet and assess all translators before allowing them to work on your projects
- Should have management systems to continually assess and reassess the quality of work delivered by translators, ensuring that strict performance criteria are met at all times in terms of accuracy, fluency and delivering work to agreed schedules
- Should have management systems to track and update hundreds of files accurately for on-going projects
- Should maintain client confidentiality at all times
- Should have binding agreements governing non-disclosure and confidentiality of all documentation
- Should make sure that all work is stored securely
- Should be willing to be bound by specific terms of contract, subject to agreement
- Should refuse a commission that they do not have the expertise to deliver

Translation Objectives

- Translations should NOT read like translations
- Work should read as if it had been written first-hand for the target market audience
- All work should be fully localised so that it reflects current in-country style and terminology
- Over a series of projects, the translation agency should work increasingly closely to each client's preferred style, learning in-house preferences and vocabulary

Translators

- Should ONLY work into their mother-tongue language

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- Should have internationally recognised academic and professional qualifications
- Should ideally work in teams, where one translator translates and the second edits and proofs the work
- Should have membership of one or more professional body, such as the Institute of Translation and Interpreting, Institute of Linguists, or mother-country equivalents
- Should have specific subject experience for your industry field
- Should preferably be living and working in their mother-tongue countries, giving you access to current language styles and current terminology

Translation Tips

- If you are going to have your work checked by a regional office, make sure that they sign-off the source text before you send it for translation. Very often regional offices will want to say completely different things to their markets than you will want to say to yours, and they may well like a completely different style or tone to what you produce for your own needs. If you don't get the source copy approved, don't be surprised if the regional office then changes the text once they have seen the translation - they won't be criticising the translation, they will be rewriting the text so that it is different from the source file
- Supply approved reference material and glossaries - especially to clarify in-house preferences and acronyms
- Include any other related material that may help to clarify terminology
- Tell the translation company if any words (usually product names) are to be left in English as internationally recognised terms or localised
- Indicate whether conversions (e.g. miles to kilometres, or pounds to kilograms) are to be done by the translator
- Tell the translation company who the material is aimed at (e.g. end-users, engineers, etc.) - this will help the translators to use the appropriate style. If you are producing work for a specific newspaper or magazine, let the agency know the name of the publication
- Avoid puns - they never translate well and usually have completely different meanings in the target languages
 - **EXAMPLE:** an article about someone called Scott might have an English headline pun of "In the Scottlight" for "In the Spotlight",

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but this play on words is unlikely to work well, if at all, in other languages

- Avoid proverbs - like puns, they never translate well and are often unparalleled in the target languages
 - EXAMPLE: in English we have the proverbial saying of "to kill two birds with one stone", but a cultural saying like this rarely exists in other languages - it might be something like "to kill two flies with one swat" - and a literal translation will make no sense in the target language text at all. If you've designed a marketing campaign with graphics around the two birds and one stone theme, you might well have wasted thousands of pounds in concept work as the idea just wouldn't be acceptable outside of the UK
- Avoid humour – it hardly ever translates well
- Avoid cultural bias – such as references to your national sport or literary/social clichés. Think internationally from the start
- Most translators complete between 1,500 and 2,500 words of translation per day
- An "average" A4 page has about 300 words of text: 30 lines x 10 words per line = 300 words. A translator will typically complete five to eight pages of text per day
- Translators do not respond favourably to undue pressure to get a job translated quickly. Allow enough time for your job to be translated well and to be checked for accuracy
- Allow lead-time in your scheduling. Translators are usually working on existing projects and so there might be a short time before a translator can commence work on your project
- Most translators work in MS Word for PC as an industry standard. Work can be provided in other formats (Excel, PowerPoint, etc) but most translators will charge slightly higher rates for these formats, especially when they involve non-contiguous text
- Translation out of English can expand by up to thirty percent so be sure to leave white space in any publishing design
- If you are having work typeset, use a specialist foreign language typesetter. All languages are not the same and it is completely wrong to try and make them all fit English spacing/typographic rules

- Fonts do not necessarily support all languages - check with the translation company before you design work around a specific font library
- Check and confirm
 - Official names, etc carefully
 - How people spell their names: Sean/Shawn, Debby/Debbie, Gerry/Jerry, Tony/Toni, etc
 - If a person is male or female as some names can be either male or female names, e.g. Sam, Terry, Lee, Kim, etc
- Proof your own work thoroughly before you send it for translation - it avoids compound errors or mistranslation. Even a simple typo can lead to problems:
 - "We offer you piece of mind"
It should, of course, read:
 - "We offer you peace of mind"
- Be prepared to invest in quality – it offers the best value for money in the long run. Buying a translation is like buying a car. If you want to make a good impression, you buy a top of the range model. If you buy too cheaply, you'll end up with a heap making no impression at all. Better not to translate a text in the first place than to buy a cheap translation
- Many translation companies routinely supply "for-information" translation as standard work, as opposed to "foreign language copy" or "adaptation". Make sure you know what you are buying
- Beware of machine translations – only human beings know how to speak to each other. Machine translations are acceptable for gist understanding, but if you need a professional document to communicate your company's message, use a human being
- Build a long-term relationship with your translation company – they help you with translator selection and assessment, offer access to vast international resources, have project management skills, quality control procedures, the ability to run various file conversions, offer standardised document presentation, etc
- Avoid agencies that have in-house teams of translators. The risk is for the project managers to give the in-house staff every job that comes in just to keep them busy, irrespective of whether they have the requisite skills or not. Look for agencies who work with freelance translators and who place work according to your needs (rather than with an eye on their own overheads)

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- Don't do the translation work using your own company's resources. Whilst your staff may be good at their day-to-day jobs, they aren't trained translators and they may not even be that competent as linguists when writing in their mother-tongue
- Don't use a language teacher from your local school to translate a document. Translating is completely different to teaching. You wouldn't expect the world's leading violinist to be able to sing like Luciano Pavarotti, and you can't expect a teacher to know how to translate like a professional translator – different skills, so always use a specialist
- Don't use a language student to complete your translations. You wouldn't let a student do a big new product launch for your company, so don't let a student work on your company's important documentation
- A translation isn't a completed text – it is a working document. Expect your regional office to want to make some changes. Even a perfect document can be changed. Try this out – give a "perfect" document that you have written to one of your colleagues and ask them to proof and edit it for you. The likelihood is that they will find some things that they want to change to reflect their own style or personal preferences
- Only give the translation company final copy to translate. It doesn't help to start translators off working with your draft files as it only leads to confusion and adds significantly to costs

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Accents and special characters required for the major languages:

West European Languages:

Basque	no extra characters
Catalan	À à Ç ç É é È è Í í Ó ó Ò ò Ú ú
Danish	Æ æ Å å Ø ø
Dutch/Flemish	Á á Â â Ã ã À à É é Ê ê Ë ë È è Í í Î î Ï ï Ì ì Ó ó Ô ô Õ õ Ò ò Ú ú Û ú Ü ü Ù ù
Faroese	Á á Ð ð Í í Ó ó Ø ø Ú ú Ý ý Æ æ
Finnish	Ä ä Ö ö
French	Â â Æ æ Ç ç É é Ê ê Ë ë È è Í í Î î Ï ï Ò ò Ó ó Ô ô Û ú Ü ü Ù ù
German	Ä ä Ö ö Ü ü ß
Icelandic	Á á Ð ð É é Í í Ó ó Ö ö Ú ú Þ þ Ý ý Æ æ
Italian	À à É é È è Ì ì Ò ò Ù ù
Lappish	Č č Š š Ž ž Ū ū
Norwegian	Æ æ Å å Ø ø
Portuguese	Á á Â â Ã ã À à Ç ç É é Ê ê Í í Ó ó Ô ô Õ õ Ú ú
Spanish	Á á É é Í í Ñ ñ Ó ó Ú ú Ü ü ¿ ;
Swedish	Å å Ä ä Ö ö
Welsh	Â â Ã ã Ê ê Ë ë Í î Î ï Ò ò Ö ö Ù ú Ŵ ŵ Ý ý ŷ ŷ

East European Languages

Albanian	Â â Ç ç Ë ë
Bosnian	Ć ć Č č Đ đ Š š Ž ž
Croatian	Ć ć Č č Đ đ Š š Ž ž
Czech	Á á Č č Ď ě É é Ê ê Í í Ň ň Ó ó Ř ř Š š Ť ť Ú ú Ů ů Ý ý Ž ž
Estonian	Ä ä Ö ö Õ õ Ü ü
Hungarian	Á á É é Í í Ó ó Ö ö Ő ő Ú ú Ü ü Ű ű
Latvian	Ā ā Č č Ē ē Ģ ģ Ī ī Ķ ķ Ļ ļ Ņ ņ Ō ō Ŕ ŕ Š š Ū ū Ž ž
Lithuanian	Ą ą Č č Ė ė Ę ę Į į Š š Ū ū Ų ų Ž ž
Polish	Ą ą Ć ć Ę ę Ł ł Ń ń Ó ó Ś ś Ź ź Ż ż
Romanian	Â â Ă ă Î î Ș ș Ț ț
Serbian	Ć ć Č č Đ đ Š š Ž ž
Slovak	Á á Ä ä Č č Ď ě É é Í í Ľ ľ Í í Ň ň Ó ó Ô ô Š š Ť ť Ú ú Ý ý Ž ž
Slovenian	Č č Š š Ž ž

African Languages

Afrikaans	Á á Â â Ã ã À à É é Ê ê Ë ë È è Í í Î î Ï ï Ì ì Ó ó Ô ô Õ õ Ò ò Ú ú Û ú Ü ü Ù ù
Somali	no special characters
Xhosa	no special characters

Latin-based Far Eastern Languages

Indonesian	no special characters
Tagalog/Pilipino	no special characters
Vietnamese	Ă ă Â â Đ đ Ê ê Ô ô Ơ ơ ư – plus 5 accents on all vowels e.g. à á ã á ạ

Chinese Written Forms

When producing work in Chinese, it is important to know where it is going to be used as this will affect the dialect and the written form that it will be produced in.

The spoken variants of Chinese are merely regional dialects and of these there are two main forms:

Mandarin: which comprises a wide range of localised dialects in the northern, central and western regions of China. North Mandarin, as spoken in Beijing, is the basis of modern standard Chinese and is the official dialect of China, Taiwan and Singapore.

Cantonese: which is mainly spoken in southern China (principally in the provinces of Guangdong and Guangxi), Hong Kong, Macau and in overseas Chinese communities.

The main area of confusion arises from the fact that not only are there various spoken dialects but there are also two written forms of Chinese: Simplified and Traditional, both of which are written in the form of ideographs which consist of a number of strokes.

SIMPLIFIED Chinese is also known as Modern Chinese. It was developed from the Traditional form in the People's Republic of China (PRC) in the late 1950s in the hope of increasing literacy levels within the country. The use of the more complex Traditional form was limiting and it was only understood and used by about half of the population. Simplified Chinese was developed using two main methods.

1. Difficult and awkward characters were changed into much simpler characters.
2. One simple character was used to replace three or four Traditional characters.

By doing this, some 13,500 Traditional characters were replaced by approximately 7,000 Simplified characters.

When the People's Republic of China was recognised by the United Nations in 1971, Simplified Chinese became the official Chinese language used in China. In addition, Singapore also adopted it as the official Chinese state language. Elsewhere in the Chinese world Traditional tends to be the norm.

TRADITIONAL Chinese is also called Complex Chinese. As indicated by its name, it is the traditional and more complex form of the written language and is used by all the Chinese communities outside mainland China, with the exception of Singapore. Traditional users tend to be proud of it and often consider it to be a

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more sophisticated form of Chinese. It is partly for this reason of superior sophistication that the Taiwanese refuse to use the Simplified form; another reason is that as claimants to being the true rulers of China the Taiwanese could not endorse a system sanctioned by Mainland China.

ROMANISATION - the idea of writing Chinese characters phonetically - was introduced into the People's Republic of China during the 1950s and is called Pinyin. Originally, it was hoped that it would be the first step on the way to superseding Chinese characters, but this aim has virtually been abandoned. It is now widely used in Western countries as a common standard for Romanising Chinese names. Before this, the most widespread system in the English-speaking world was the Wade-Giles system, and this is still frequently used in the USA, although Pinyin is now becoming more popular. Wade-Giles is normally used for the Romanisation of Taiwanese names.

Chinese (Simplified or Traditional) can be read either in the traditional way of top to bottom, or right to left, or in the slightly more modern way of left to right in the same way that English and other Latin based languages are read. Commercial texts are commonly written from left to right.

On average there are 2.3 Chinese characters to one English word.

COUNTRY	MAIN DIALECT	WRITTEN FORM
China	Mandarin	Simplified
Singapore	Mandarin	Simplified
Hong Kong	Cantonese	Traditional
Macau	Cantonese	Traditional
Taiwan (ROC)	Mandarin	Traditional
UK/Overseas Communities	Cantonese	Traditional

Simplified Chinese

这是简体中文

Traditional Chinese

這是繁體中文

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Language Expansions

High end approximate uplifts from English – for guide use only. Uplifts will vary according to type of text, technical, creative, etc	
French	10% to 25%
German	up to 15%
Italian	10% to 25%
Spanish	up to 30%
Portuguese	up to 25%
Dutch	5% to 15%
Czech	0% to 10%
Greek	up to 20%
Hungarian	0% to 10%
Polish	0% to 10%
Russian	0% to 5%
Danish	0% to 10%
Finnish	down by about 20%
Norwegian	0% to 15%
Swedish	0% to 15%
Japanese	Approx 2 characters = 1 English word
Korean	Approx 2 characters = 1 English word
Chinese (incl Taiwanese)	Approx 2 characters = 1 English word

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ASCII Codes for foreign language characters

To type the following characters, just hold down the ALT key and type in the number from the left hand column using the NUMERIC KEYPAD and then release the ALT key. For example, pressing ALT + 0232 = è

033	!	078	N	0123	{	0168	¨	0213	Õ
034	"	079	O	0124		0169	©	0214	Ö
035	#	080	P	0125	}	0170	ª	0215	×
036	\$	081	Q	0126	~	0171	«	0216	Ø
037	%	082	R	0127	□	0172	¬	0217	Ù
038	&	083	S	0128	€	0173		0218	Ú
039	'	084	T	0129	□	0174	®	0219	Û
040	(085	U	0130	,	0175	—	0220	Ü
041)	086	V	0131	f	0176	°	0221	Ý
042	*	087	W	0132	„	0177	±	0222	þ
043	+	088	X	0133	...	0178	²	0223	ß
044	,	089	Y	0134	†	0179	³	0224	à
045	-	090	Z	0135	‡	0180	´	0225	á
046	.	091	[0136	^	0181	µ	0226	â
047	/	092	\	0137	‰	0182	¶	0227	ã
048	0	093]	0138	Š	0183	·	0228	ä
049	1	094	^	0139	<	0184	¸	0229	å
050	2	095	_	0140	Œ	0185	¹	0230	æ
051	3	096	`	0141	□	0186	º	0231	ç
052	4	097	a	0142	ž	0187	»	0232	è
053	5	098	b	0143	□	0188	¼	0233	é
054	6	099	c	0144	□	0189	½	0234	ê
055	7	0100	d	0145	`	0190	¾	0235	ë
056	8	0101	e	0146	'	0191	¿	0236	ì
057	9	0102	f	0147	“	0192	À	0237	í
058	:	0103	g	0148	”	0193	Á	0238	î
059	;	0104	h	0149	•	0194	Â	0239	ï
060	<	0105	i	0150	–	0195	Ã	0240	ð
061	=	0106	j	0151	—	0196	Ä	0241	ñ
062	>	0107	k	0152	~	0197	Å	0242	ò
063	?	0108	l	0153	™	0198	Æ	0243	ó
064	@	0109	m	0154	š	0199	Ç	0244	ô
065	A	0110	n	0155	>	0200	È	0245	õ
066	B	0111	o	0156	œ	0201	É	0246	ö
067	C	0112	p	0157	□	0202	Ê	0247	÷
068	D	0113	q	0158	ž	0203	Ë	0248	ø
069	E	0114	r	0159	ÿ	0204	Ì	0249	ù
070	F	0115	s	0160		0205	Í	0250	ú
071	G	0116	t	0161	i	0206	Î	0251	û
072	H	0117	u	0162	¢	0207	Ï	0252	ü
073	I	0118	v	0163	£	0208	Ð	0253	ý
074	J	0119	w	0164	¤	0209	Ñ	0254	þ
075	K	0120	x	0165	¥	0210	Ò	0255	ÿ
076	L	0121	y	0166	¦	0211	Ó		
077	M	0122	z	0167	§	0212	Ô		

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Months and Salutations

English into French and German

ENGLISH	French	German
January	Janvier	Januar
February	Février	Februar
March	Mars	März
April	Avril	April
May	Mai	Mai
June	Juin	Juni
July	Juillet	Juli
August	Août	August
September	Septembre	September
October	Octobre	Oktober
November	Novembre	November
December	Décembre	Dezember
XX January 2002	XX janvier 2002	XX. Januar 2002
XX February 2002	XX février 2002	XX. Februar 2002
XX March 2002	XX mars 2002	XX. März 2002
XX April 2002	XX avril 2002	XX. April 2002
XX May 2002	XX mai 2002	XX. Mai 2002
XX June 2002	XX juin 2002	XX. Juni 2002
XX July 2002	XX juillet 2002	XX. Juli 2002
XX August 2002	XX août 2002	XX. August 2002
XX September 2002	XX septembre 2002	XX. September 2002
XX October 2002	XX octobre 2002	XX. Oktober 2002
XX November 2002	XX novembre 2002	XX. November 2002
XX December 2002	XX décembre 2002	XX. Dezember 2002
Dear Mr	Cher Monsieur...	Sehr geehrter Herr
Dear Mrs	Chère Madame...	Sehr geehrte Frau
Dear Miss	Chère Mademoiselle...	Sehr geehrtes Fräulein
Dear Ms	Chère Madame	Sehr geehrte Frau
Dear Sir	Monsieur	Sehr geehrter Herr,
Dear Madam	Madame	Sehr geehrte Frau,
Dear Sir/Madam	Monsieur, Madame	Sehr geehrter Herr /Frau,
Dear Friend	Cher ami	Lieber Freund
Dear Colleague	Cher collègue	Sehr geehrter Kollege
Dear Partner	Cher partenaire	Sehr geehrter Partner
Dear Reseller	Cher revendeur	Sehr geehrter Händler
Dear Dr	Cher Docteur	Sehr geehrter Dr.
Dear Customer	Cher client	Sehr geehrter Kunde

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ENGLISH	French	German
Yours sincerely	Veillez agréer, (recipient), l'expression de nos sentiments les meilleurs	Mit freundlichen Grüßen
Yours faithfully	Veillez agréer, (recipient), l'expression de nos salutations distinguées	Mit freundlichen Grüßen
Yours truly	Veillez agréer, (recipient), nos sincères salutations	Mit freundlichen Grüßen
Warmest regards	Amicalement	Mit besten Empfehlungen
Best wishes	Cordialement	Mit besten Wünschen

English into Polish and Danish

ENGLISH	Polish	Danish
January	Styczeń	Januar
February	Luty	Februar
March	Marzec	Marts
April	Kwiecień	April
May	Maj	Maj
June	Czerwiec	Juni
July	Lipiec	Juli
August	Sierpień	August
September	Wrzesień	September
October	Październik	Oktober
November	Listopad	November
December	Grudzień	December
XX January 2002	XX stycznia 2002 r.	XX. januar, 2002
XX February 2002	XX lutego 2002 r.	XX. februar, 2002
XX March 2002	XX marca 2002 r.	XX. marts, 2002
XX April 2002	XX kwietnia 2002 r.	XX. april, 2002
XX May 2002	XX maja 2002 r.	XX. maj, 2002
XX June 2002	XX czerwca 2002 r.	XX. juni, 2002
XX July 2002	XX lipca 2002 r.	XX. juli, 2002
XX August 2002	XX sierpnia 2002 r.	XX. august ,2002
XX September 2002	XX września 2002 r.	XX. september, 2002
XX October 2002	XX października 2002 r.	XX. oktober, 2002
XX November 2002	XX listopada 2002 r.	XX. november, 2002
XX December 2002	XX grudnia 2002 r.	XX. december, 2002

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ENGLISH	Polish	Danish
Dear Mr	Szanowny Panie	Kære hr.
Dear Mrs	Szanowna Pani	Kære fru
Dear Miss	Szanowna Pani	Kære
Dear Ms	Szanowna Pani	Kære
Dear Sir	Wielce Szanowny Panie	Kære hr.
Dear Madam	Wielce Szanowna Pani	Kære fru
Dear Sir/Madam	Wielce Szanowny Panie / Wielce Szanowna Pani	Kære hr./fru
Dear Friend	Drogi Przyjacielu / Droga Przyjaciółko	Kære ven
Dear Colleague	Drogi Kolego / Droga Koleżanko	Kære kollega
Dear Partner	Szanowny Parnetrze	Kære partner
Dear Reseller	Szanowny Dealerze	Kære forhandler
Dear Dr	Szanowny Panie Doktorze / Szanowna Pani Doktor	Kære Dr
Dear Customer	Szanowny Kliencie	Kære kunde
Yours sincerely	Szczerze oddany	Med venlig hilsen
Yours faithfully	Z poważaniem	Med venlig hilsen
Yours truly	Z wyrazami szacunku	Kærlig hilsen
Warmest regards	Serdeczne pozdrowienia	Kærlig hilsen
Best wishes	Z poważaniem	De bedste ønsker
OTHER GENERAL SALUTATIONS	NOTE: the forms with „Drogi / Droga”, and „Serdeczne pozdrowienia” are familiar.	We do not really use titles in Danish – sir/mrs/ms/Dr/madam/ should be just Kære + the name. Med venlig hilsen is standard at the end of the letter – anything else is considered odd in a business letter.

English into Finnish and Hungarian

ENGLISH	Finnish	Hungarian
January	Tammikuu	január
February	Helmikuu	február
March	Maaliskuu	március
April	Huhtikuu	április
May	Toukokuu	május
June	Kesäkuu	június

ENGLISH	Finnish	Hungarian
July	Heinäkuu	július
August	Elokuu	augusztus
September	Syyskuu	szeptember
October	Lokakuu	október
November	Marraskuu	november
December	Joulukuu	december
XX January 2002	XX.1.2002	2002. január XX.
XX February 2002	XX.2.2002	2002. február XX.
XX March 2002	XX.3.2002	2002. március XX.
XX April 2002	XX.4.2002	2002. április XX.
XX May 2002	XX.5.2002	2002. május XX.
XX June 2002	XX.6.2002	2002. június XX.
XX July 2002	XX.7.2002	2002. július XX.
XX August 2002	XX.8.2002	2002. augusztus XX.
XX September 2002	XX.9.2002	2002. szeptember XX.
XX October 2002	XX.10.2002	2002. október XX.
XX November 2002	XX.11.2002	2002. november XX.
XX December 2002	XX.12.2002	2002. december XX.
Dear Mr	Hyvä	Tisztelt Úr!
Dear Mrs	Hyvä	Tisztelt Asszony!
Dear Miss	Hyvä	Tisztelt Kisasszony!
Dear Ms	Hyvä	Tisztelt Asszonyom!
Dear Sir	Hyvä vastaanottaja	Tisztelt Uram!
Dear Madam	Hyvä vastaanottaja	Tisztelt Hölgyem!
Dear Sir/Madam	Hyvä vastaanottaja	Tisztelt Uram/Hölgyem!
Dear Friend	Rakas ystävä	Kedves Barátom!
Dear Colleague	Hyvä ammattitoveri	Kedves Kolléga!
Dear Partner	Hyvä yhteistyökumppani	Tisztelt Partnerünk!
Dear Reseller	Hyvä jälleenmyyjä	Tisztelt Viszonteladó!
Dear Dr	Hyvä Tri	Tisztelt Dr..... !
Dear Customer	Hyvä asiakas	Tisztelt Megrendelőnk!
Yours sincerely	Parhain terveisin	Szívélyes üdvözlettel
Yours faithfully	Ystävällisin terveisin	Maradok tisztelettel
Yours truly	Kunnioittavasti	Őszinte tisztelettel
Warmest regards	Lämpimin terveisin	Minden jót kívánva
Best wishes	Terveisin	Üdvözlettel

English into Norwegian and Swedish

ENGLISH	Norwegian	Swedish
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ENGLISH	Norwegian	Swedish
January	januar	Januari
February	februar	Februari
March	mars	Mars
April	april	April
May	mai	Maj
June	juni	Juni
July	juli	Juli
August	august	Augusti
September	september	September
October	oktober	Oktober
November	november	November
December	desember	December
XX January 2002	XX. januar 2002	Den XX januari 2002
XX February 2002	XX. februar 2002	Den XX februari 2002
XX March 2002	XX. mars 2002	Den XX mars 2002
XX April 2002	XX. april 2002	Den XX april 2002
XX May 2002	XX. mai 2002	Den XX maj 2002
XX June 2002	XX. juni 2002	Den XX juni 2002
XX July 2002	XX. juli 2002	Den XX juli 2002
XX August 2002	XX. august 2002	Den XX augusti 2002
XX September 2002	XX. september 2002	Den XX september 2002
XX October 2002	XX. oktober 2002	Den XX oktober 2002
XX November 2002	XX. november 2002	Den XX november 2002
XX December 2002	XX. desember 2002	Den XX december 2002
Dear Mr	Kjære hr.	Hej,
Dear Mrs	Kjære fr.	Hej,
Dear Miss	Kjære fr.	Hej,
Dear Ms	Kjære fr.	Hej,
Dear Sir	Kjære herr	
Dear Madam	Kjære fru/frøken	
Dear Sir/Madam	Kjære herr/fru/frøken	
Dear Friend	Kjære venn	Hej,
Dear Colleague	Kjære kollega	Hej, (Bästa kollega,)
Dear Partner	Kjære partner	
Dear Reseller	Kjære forhandler	Bästa återförsäljare,
Dear Dr	Kjære Dr.	Hej,
Dear Customer	Kjære kunde	Hej, (Bäste kund,)
Yours sincerely	Med vennlig hilsen	Vänliga hälsningar
Yours faithfully	Med vennlig hilsen	Vänliga hälsningar
Yours truly	Med vennlig hilsen	Med vänlig hälsning
Warmest regards	Våre varmeste hilsner	Varma hälsningar

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ENGLISH	Norwegian	Swedish
Best wishes	De beste ønsker	Bästa hälsningar
		<p>All months are written with small letters if they are in the middle of a sentence or phrase. If they are at the beginning of the sentence, they must start with a capital letter.</p> <p>There are no equivalents to Dear + title in modern Swedish. It is acceptable to either write "Hej," or sometimes you can avoid writing any kind of salutation e.g. when you are writing a form letter. The only exceptions are "Bästa kollega", "Bäste kund" and "Bästa återförsäljare", which are used fairly often.</p>

English into Italian and Swiss German

ENGLISH	Italian	Swiss German
January	Gennaio	Januar
February	Febbraio	Februar
March	Marzo	März
April	Aprile	April
May	Maggio	Mai
June	Giugno	Juni
July	Luglio	Juli
August	Agosto	August
September	Settembre	September
October	Ottobre	Oktober
November	Novembre	November
December	Dicembre	Dezember
XX January 2002	XX gennaio 2002	XX. Januar 2002
XX February 2002	XX febbraio 2002	XX. Februar 2002
XX March 2002	XX marzo 2002	XX. März 2002
XX April 2002	XX aprile 2002	XX. April 2002
XX May 2002	XX maggio 2002	XX. Mai 2002

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ENGLISH	Italian	Swiss German
XX June 2002	XX giugno 2002	XX. Juni 2002
XX July 2002	XX luglio 2002	XX. Juli 2002
XX August 2002	XX agosto 2002	XX. August 2002
XX September 2002	XX settembre 2002	XX. September 2002
XX October 2002	XX ottobre 2002	XX. Oktober 2002
XX November 2002	XX novembre 2002	XX. November 2002
XX December 2002	XX dicembre 2002	XX. Dezember 2002
Dear Mr	Egregio Signor	Sehr geehrter Herr
Dear Mrs	Gentile Signora ...	Sehr geehrte Frau
Dear Miss	Gentile Signorina ...	Sehr geehrtes Fräulein
Dear Ms	Gentile Signora ...	Sehr geehrte Frau
Dear Sir	Egregio Signore	Sehr geehrter Herr,
Dear Madam	Gentile Signora	Sehr geehrte Frau,
Dear Sir/Madam	Egregio Signore/Gentile Signora	Sehr geehrter Herr /Frau,
Dear Friend	Caro amico	Lieber Freund
Dear Colleague	Caro collega	Sehr geehrter Kollege
Dear Partner	Egregio partner	Sehr geehrter Partner
Dear Reseller	Egregio rivenditore	Sehr geehrter Händler
Dear Dr	Egregio Dr	Sehr geehrter Dr.
Dear Customer	Gentile cliente	Sehr geehrter Kunde
Yours sincerely	Sinceri saluti	Mit freundlichen Grüßen
Yours faithfully	Cordiali saluti	Mit freundlichen Grüßen
Yours truly	Distinti saluti	Mit freundlichen Grüßen
Warmest regards	Cordialità	Mit besten Empfehlungen
Best wishes	Cordialmente	Mit besten Wünschen

English into Dutch and Portuguese

ENGLISH	Dutch - Netherlands	Portuguese
January	Januari (SEE NOTE AT END OF COLUMN)	Janeiro
February	Februari	Fevereiro
March	Maart	Março
April	April	Abril
May	Mei	Maio
June	Juni	Junho
July	Juli	Julho
August	Augustus	Agosto
September	September	Setembro
October	Oktober	Outubro

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ENGLISH	Dutch - Netherlands	Portuguese
November	November	Novembro
December	December	Dezembro
XX January 2002	XX januari 2002	XX de Janeiro de 2002
XX February 2002	XX februari 2002	XX de Fevereiro de 2002
XX March 2002	XX maart 2002	XX de Março de 2002
XX April 2002	XX april 2002	XX de Abril de 2002
XX May 2002	XX mei 2002	XX de Maio de 2002
XX June 2002	XX juni 2002	XX de Junho de 2002
XX July 2002	XX juli 2002	XX de Julho de 2002
XX August 2002	XX augustus 2002	XX de Agosto de 2002
XX September 2002	XX september 2002	XX de Setembro de 2002
XX October 2002	XX oktober 2002	XX de Outubro de 2002
XX November 2002	XX november 2002	XX de Novembro de 2002
XX December 2002	XX december 2002	XX de Dezembro de 2002
Dear Mr	Geachte heer.....,	Ex.mo Sr.
Dear Mrs	Geachte mevrouw.....,	Ex.ma Sra.
Dear Miss	Geachte mevrouw.....,	Ex.ma Sra.
Dear Ms	Geachte mevrouw.....,	Ex.ma Sra.
Dear Sir	Geachte heer	Ex.mo Senhor
Dear Madam	Geachte mevrouw	Ex.ma Senhora
Dear Sir/Madam	Geachte heer/mevrouw	Ex.mo/a Senhor/Senhora
Dear Friend	Waarde vriend	Caro Amigo
Dear Colleague	Waarde collega	Caro Colega
Dear Partner	Geachte partner	Estimado Parceiro
Dear Reseller	Geachte reseller	Estimado Revendedor
Dear Dr	Geachte heer/mevrouw	Ex.mo Sr. Dr.
Dear Customer	Geachte klant	Estimado Cliente
Yours sincerely	Met vriendelijke groet,	Atenciosamente,
Yours faithfully	Met vriendelijke groet,	Atentamente,
Yours truly	Met vriendelijke groet,	Respeitosamente,
Warmest regards	Hartelijke groet,	Com os melhores cumprimentos,
Best wishes	Groeten,	Cumprimentos,
OTHER GENERAL SALUTATIONS	Groetjes, This is more informal than best wishes	
	Months in Dutch use lower case, unless they are at the beginning of the sentence.	

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English into Flemish and Walloon (for Belgium)

ENGLISH	Belgium/Dutch Flemish	Belgium/French Walloon
January	januari	janvier
February	februari	février
March	maart	mars
April	april	avril
May	mei	mai
June	juni	juin
July	juli	juillet
August	augustus	août
September	september	septembre
October	oktober	octobre
November	november	novembre
December	december	décembre
XX January 2002	XX januari 2002	le XX janvier 2002
XX February 2002	XX februari 2002	le XX février 2002
XX March 2002	XX maart 2002	le XX mars 2002
XX April 2002	XX april 2002	le XX avril 2002
XX May 2002	XX mei 2002	le XX mai 2002
XX June 2002	XX juni 2002	le XX juin 2002
XX July 2002	XX juli 2002	le XX juillet 2002
XX August 2002	XX augustus 2002	le XX août 2002
XX September 2002	XX september 2002	le XX septembre 2002
XX October 2002	XX oktober 2002	le XX octobre 2002
XX November 2002	XX november 2002	le XX novembre 2002
XX December 2002	XX december 2002	le XX décembre 2002
Dear Mr	(Geachte) heer... Mijnheer...	(Cher) Monsieur...
Dear Mrs	(Geachte) Mevrouw...	(Chère) Madame...
Dear Miss	Mejuffrouw ...	(Chère) Mademoiselle...
Dear Ms	(Geachte) Mevrouw...	(Chère) Madame...
Dear Sir	Mijnheer,	Monsieur,
Dear Madam	Mevrouw,	Madame,
Dear Sir/Madam	Mevrouw Mijnheer,	Madame, Monsieur,
Dear Friend	Beste vriend,	Cher ami,
Dear Colleague	Beste collega,	Cher collègue,
Dear Partner	Beste medewerker,	Cher associé,
Dear Reseller	Geachte leverancier,	Cher distributeur
Dear Dr	Geachte Dr.,	Cher docteur,

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ENGLISH	Belgium/Dutch Flemish	Belgium/French Walloon
Dear Customer	Beste klant,	Cher client,
Yours sincerely	Met vriendelijke groeten,	Veillez croire,... à l'expression de mes sentiments les meilleurs.
Yours faithfully	Met de meeste hoogachting,	Je vous prie de croire, ..., à l'assurance de mes salutations distinguées.
Yours truly	Hoogachtend,	Cordialement vôtre,
Warmest regards	Liefs,	Amitiés
Best wishes	Vele groeten,	Cordialement vôtre,

English into Spanish and Austrian German

ENGLISH	Spanish	Austrian/German
January	Enero	Jänner
February	Febrero	Februar
March	Marzo	März
April	Abril	April
May	Mayo	Mai
June	Junio	Juni
July	Julio	Juli
August	Agosto	August
September	Septiembre	September
October	Octubre	Oktober
November	Noviembre	November
December	Diciembre	Dezember
XX January 2002	XX de enero de 2002	XX. Jänner 2002
XX February 2002	XX de febrero de 2002	XX. Februar 2002
XX March 2002	XX de marzo de 2002	XX. März 2002
XX April 2002	XX de abril de 2002	XX. April 2002
XX May 2002	XX de mayo de 2002	XX. Mai 2002
XX June 2002	XX de junio de 2002	XX. Juni 2002
XX July 2002	XX de julio de 2002	XX. Juli 2002
XX August 2002	XX de agosto de 2002	XX. August 2002
XX September 2002	XX de septiembre de 2002	XX. September 2002
XX October 2002	XX de octubre de 2002	XX. Oktober 2002
XX November 2002	XX de noviembre de 2002	XX. November 2002
XX December 2002	XX de diciembre de 2002	XX. Dezember 2002

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ENGLISH	Spanish	Austrian/German
Dear Mr	Estimado Sr.	Sehr geehrter Herr
Dear Mrs	Estimada Srta.	Sehr geehrte Frau
Dear Miss	Estimada Sra.	Sehr geehrtes Fräulein
Dear Ms	Estimado Sr.	Sehr geehrte Frau
Dear Sir	Estimado señor	Sehr geehrter Herr,
Dear Madam	Estimada señora	Sehr geehrte Frau,
Dear Sir/Madam	Estimado señor o señora	Sehr geehrter Herr /Frau,
Dear Friend	Querido amigo	Lieber Freund
Dear Colleague	Querido colega	Sehr geehrter Kollege
Dear Partner	Querido compañero	Sehr geehrter Partner
Dear Reseller		Sehr geehrter Händler
Dear Dr	Estimado Dr.	Sehr geehrter Dr.
Dear Customer	Estimado cliente	Sehr geehrter Kunde
Yours sincerely	Cordialmente	Mit freundlichen Grüßen
Yours faithfully	Atentamente	Mit freundlichen Grüßen
Yours truly	Muy atentamente	Mit freundlichen Grüßen
Warmest regards	Saludos cordiales	Mit besten Empfehlungen
Best wishes	Con mis mejores deseos	Mit besten Wünschen

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International Dialling Codes and Time Differences

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Country	Domain Extension	Intl Dial Code	Hrs + - from GMT
AFGHANISTAN	.af	93	+4 1/2
ALBANIA	.al or .com.al	355	+1
ALGERIA	.dz	213	+1
ANDORRA	.ad	376	+1
ANGOLA	.ao	244	+1
ANGUILLA	.com.ai or .off.ai	1 809	-4
ANTARCTIC AUS TERRITORY		672	+4 1/2 +10
ANTARCTICA	.com.pg		
ANTIGUA & BARBUDA	.com.ag	1 809	-4
ANTILLES		599	-4
ARGENTINA	.com.ar	54	-3
ARMENIA	.am	374	+4
ARUBA	.aw	297	-4
ASCENSION ISLAND	.ac	247	0
AUSTRALIA	.com.au	61	+8 +10
AUSTRIA	.at or .co.at	43	+1
AZERBAIJAN	.com.az	994	+1
AZORES		351	-1
BAHAMAS		1809	-5
BAHRAIN	.com.bh	973	+3
BANGLADESH		890	+6
BARBADOS	.bb or .com.bb	809	-4
BELARUS	.com.by	375	+2
BELGIUM	.be	32	+1
BENIN	.bj		
BERMUDA	.com.bm	1 809	-4
BHUTAN	.bt	975	+6
BOLIVIA	.bo	591	-4
BOSNIA & HERZEGOVINA	.ba or .com.ba	387	+1
BOTSWANA	.bw	267	+2
BOUVET ISLAND	.bv		
BRAZIL	.com.br	55	-3
BRITISH INDIAN OCEAN TERRITORY	.io		

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BRUNEI	.bn	673	+8
BULGARIA	.bg	359	+2
BURKINA FASO		226	0
BURKINA FASO	.bf		
BURUNDI		257	+2
BURUNDI	.bi		
CAMBODIA	.com.kh	855	+7
CAMEROON	.cm	237	+1
CANADA	.ca	1	-3 1/2 - 8
CAPE VERDE	.cv	238	-1
CAYMAN ISLANDS		1 809	-5
CENTRAL AFRICAN REPUBLIC	.cf	236	+1
CHAD	.td	235	1
CHILE	.cl	56	-4
CHINA	.com.cn	86	+8
CHRISTMAS ISLAND	.cx	672	+7
COCOS (KEELING) ISLANDS	.cc	672	+6 1/2
COLOMBIA	.com.co	57	-5
COMOROS		269	+3
CONGO DR	.cd	242	+1
CONGO REP.	.cg	242	+1
COOK ISLANDS	.co.ck	682	+10 1/2
COSTA RICA	.co.cr	506	-6
COTE D'IVOIRE	.ci or .co.ci	225	0
CROATIA	.hr	385	+1
CUBA	.com.cu or .cu	53	-5
CYPRUS	.com.cy	357	+2
CZECH REP	.cz	42	+1
DENMARK	.dk	45	+1
DJIBOUTI	.dj	253	+3
DOMINICA	.com.dm or .dm	1 809	-4
DOMINICAN REPUBLIC	.com.do	1 809	-4
EAST TIMOR	.tp		
ECUADOR	.com.ec	593	-5
EGYPT	.com.eg	20	+2
EL SALVADOR	.com.sv	503	-6
EQUATORIAL GUINEA		240	+1
ERITREA	.er	291	+3
ESTONIA	.co.ee	372	+2
ETHIOPIA	.et	251	+3
FAEROE ISLANDS	.fo	298	0
FALKLANDS ISLANDS	.co.fk	500	-4
FIJI	.com.fj	679	+12

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Country	Domain Extension	Intl Dial Code	Hrs + - from GMT
FINLAND	.fi	358	+2
FRANCE	.com.fr or .fr	33	+1
FRENCH GUYANA	.gf	594	-3
FRENCH POLYNESIA	.pf	689	+10
FRENCH SOUTHERN TERRITORIES	.tf		
GABON	.co.ga	241	+1
GAMBIA	.gm	220	0
GEORGIA	.com.ge	7 & 995	+4
GERMANY	.de	49	+1
GHANA	.com.gh	233	0
GIBRALTAR	.com.gi	350	+1
GREECE	.com.gr or .gr	30	+2
GREENLAND	.gl	299	-3
GRENADA	.com.gd or .gd	1 809	-4
GUADELOUPE	.gp	590	-4
GUAM		671	-10
GUATEMALA	.com.gt	502	-6
GUERNSEY	.co.gg		
GUINEA	.com.gn	224	0
GUINEA-BISSAU	.gw	245	0
GUYANA	.com.gy or .gy	592	-3
HAITI	.ht	509	-5
HONDURAS	.hn	504	-6
HONG KONG	.com.hk	852	+8
HUNGARY	.co.hu or .hu	36	+1
ICELAND	.is	354	0
INDIA	.co.in	91	+5 1/2
INDONESIA	.co.id	62	+7 +8
IRAN	.co.ir	98	+3 1/2
IRAQ	.iq	964	+3
IRELAND	.ie	353	0
ISLE OF MAN	.co.im		
ISRAEL	.co.il	972	+2
ITALY	.it	39	+1
IVORY COAST		225	0
JAMAICA	.com.jm	1 809	-5
JAPAN	.co.jp	81	+9
JERSEY	.co.je		
JORDAN	.com.jo	962	+2
KAZAKHSTAN	.kz	7	+5 +6
KENYA	.co.ke	254	+3
KIRGHIZSTAN		7	+3
KIRIBATI		686	+12

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KOREA, D. REP.	.kp	850	+9
KOREA, REP.	.co.kr	82	+9
KUWAIT	.com.kw	965	+3
KYRGYZ STAN	.kg		
LAOS	.la	856	+7
LATVIA	.lv	371	+2
LEBANON	.com.lb	961	+2
LESOTHO	.ls	266	+2
LIBERIA	.lr	231	0
LIBYA	.com.ly or .ly	218	+1
LIECHTENSTEIN	.li	423	+1
LITHUANIA	.lt	370	+2
LUXEMBOURG	.lu	352	+1
MACAO	.com.mo	853	+8
MACEDONIA	.mk	389	+1
MADAGASCAR	.mg	261	+3
MALAWI	.mw	265	+2
MALAYSIA	.com.my	60	+8
MALDIVES	.mv	960	+5
MALI	.ml	223	0
MALTA	.com.mt	356	+1
MARSHALL ISLANDS		692	+12
MARTINIQUE	.mq	596	-4
MAURITANIA	.mr	222	0
MAURITIUS	.co.mu	230	+4
MAYOTTE	.yt	269	+3
MEXICO	.com.mx	52	-6 - 8
MICRONESIA	.fm	691	+11
MOLDAVIA	.md	373	+2
MONACO	.mc	33 93	+1
MONGOLIA	.mn	976	+8
MONTSERRAT	.ms	1 809	-4
MOROCCO	.ma	212	0
MOZAMBIQUE	.co.mz	258	+2
MYANMAR	.com.mm	95	+6 1/2
NAMIBIA	.na	264	+2
NAURU		674	-12
NEPAL	.np	977	+5 3/4
NETHERLANDS	.nl	31	+1
NETHERLANDS ANTILLES	.an	599	-4
NEW CALEDONIA		687	+11
NEW ZEALAND	.co.nz	64	+12
NICARAGUA	.com.ni	505	6

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NIGERIA	.ng	234	+1
NIUE	.nu		
NORWAY	.no	47	+1
OMAN	.om	968	+4
PAKISTAN	.com.pk	92	+5
PALAU	.pw		
PANAMA	.com.pa	507	-5
PAPUA NEW GUINEA	.com.pg	675	+10
PARAGUAY	.com.py	595	-4
PERU	.com.pe	51	-5
PHILIPPINES	.com.ph	63	+8
PITCAIRN ISLANDS	.pn	649	-8 1/2
POLAND	.com.pl or .pl	48	+1
PORTUGAL	.pt	361	+1
PUERTO RICO	.com.pr	1 809	-4
QATAR	.qa	974	+3
REUNION	.re		
ROMANIA	.com.ro or .ro	40	+2
RUSSIA	.com.ru or .ru	7	+2 1/2 +10
RWANDA	.rw	250	+2
SAINT KITTS AND NEVIS	.com.kn or .kn		
SAINT LUCIA	.com.lc		
SAINT VINCENT AND GRENADINES	.com.vc or .vc		
SAN MARINO	.sm	378	+1
SAO TOME AND PRINCIPE	.st		
SAUDI ARABIA	.com.sa	966	+3
SENEGAL	.sn	221	0
SEYCHELLES	.sc	248	+4
SIERRA LEONE	.sl	232	0
SINGAPORE	.com.sg	65	+8
SLOVAKIA	.sk	42	+1
SLOVENIA	.si	386	+1
SOLOMON ISLANDS	.com.sb	677	-11
SOMALIA	.so	252	+3
SOUTH AFRICA	.co.za	27	+2
SOUTH GEORGIA / SANDWICH ISLS	.gs		
SPAIN	.es	34	+1
SRI LANKA	.lk	94	+5 1/2
ST HELENA	.sh	290	0
ST KITTS AND NEVIS		1 809	-4
ST. PIERRE AND MIQUELON	.pm		
SUDAN	.sd	249	+2

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Country	Domain Extension	Intl Dial Code	Hrs + - from GMT
SURINAME	.sr	597	+3
SWAZILAND	.sz	268	+2
SWEDEN	.se	46	+1
SWITZERLAND	.ch	41	+1
SYRIA	.sy	963	+2
TAIWAN	.com.tw	886	+8
TAJIKISTAN	.com.tj or .tj	7	+5
TANZANIA	.co.tz	255	+3
THAILAND	.co.th	66	+7
THE BAHAMAS	.com.bs or .bs		
THE CAYMAN ISLANDS	.cy		
TOGO	.tg	228	0
TOKELAU	.tk		
TONGA		676	-13
TRINIDAD AND TOBAGO	.co.tt or .tt	1 809	-4
TUNISIA	.com.tn	216	+1
TURKEY	.com.tr	90	+2
TURKMENISTAN	.tm	7	+5
TURKS AND CAICOS ISLANDS	.tc	1 809	-5
TUVALU	.tv	688	-12
UGANDA	.co.ug	256	+3
UKRAINE	.com.ua	380	+2
UNITED ARAB EMIRATES	.co.ae	971	+4
UNITED KINGDOM	.co.uk or .net.UK or .org.uk	44	0
URUGUAY	.com.uy	598	-3
US MINOR OUTLYING ISLANDS	.um		
US VIRGIN ISLANDS	.vi		
USA	.us	1	-5 -11
UZBEKISTAN	.uz	7	+5 +6
Vanuatu		678	-11
VATICAN CITY	.va		
VENEZUELA	.com.ve	58	-4
VIETNAM	.com.vn	84	+7
VIRGIN ISLANDS (BRITISH)	.vg	1 809 49	-4
WALLACE & FUTUNA ISLANDS	.wf		
WESTERN SAHARA	.eh		
YEMEN	.ye	967	+3
ZAIRE	.zr	243	+1
ZAMBIA	.zm	260	+2
ZIMBABWE	.co.zw	263	+2

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ISO Language Codes

ISO 639-2 is the alpha-3 code. ISO 639-1 is the alpha-2 code. Multiple codes for the same language are to be considered as being synonyms.

ISO 639-2	ISO 639-1	Language Name (English)	Language Name (French)
abk	ab	Abkhazian	abkhaze
ace		Achinese	aceh
ach		Acoli	acoli
ada		Adangme	adangme
aar	aa	Afar	afar
afh		Afrihili	afrihili
afr	af	Afrikaans	afrikaans
afa		Afro-Asiatic (Other)	afro-asiatiques, autres langues
aka		Akan	akan
akk		Akkadian	akkadien
alb/sqi	sq	Albanian	albanais
sqi/alb	sq	Albanian	albanais
ale		Aleut	aléoute
alg		Algonquian languages	algonquines, langues
tut		Altaic (Other)	altaïques, autres langues
amh	am	Amharic	amharique
apa		Apache languages	apache
ara	ar	Arabic	arabe
arc		Aramaic	araméen
arp		Arapaho	arapaho
arn		Araucanian	araucan
arw		Arawak	arawak
arm/hye	hy	Armenian	arménien
hye/arm	hy	Armenian	arménien
art		Artificial (Other)	artificielles, autres langues
asm	as	Assamese	assamais
ath		Athapascan languages	athapascanes, langues
aus		Australian languages	australiennes, langues
map		Austronesian (Other)	malayo-polynésiennes, autres langues
ava		Avaric	avar
ave	ae	Avestan	avestique
awa		Awadhi	awadhi
aym	ay	Aymara	aymara
aze	az	Azerbaijani	azéri
ban		Balinese	balinais

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ISO 639-2	ISO 639-1	Language Name (English)	Language Name (French)
bat		Baltic (Other)	baltiques, autres langues
bal		Baluchi	baloutchi
bam		Bambara	bambara
bai		Bamileke languages	bamilékés, langues
bad		Banda	banda
bnt		Bantu (Other)	bantoues, autres langues
bas		Basa	basa
bak	ba	Bashkir	bachkir
baq/eus	eu	Basque	basque
eus/baq	eu	Basque	basque
btk		Batak (Indonesia)	batak (Indonésie)
bej		Beja	bedja
bel	be	Belarusian	biélorusse
bem		Bemba	bemba
ben	bn	Bengali	bengali
ber		Berber (Other)	berbères, autres langues
bho		Bhojpuri	bhojpuri
bih	bh	Bihari	bihari
bik		Bikol	bikol
bin		Bini	bini
bis	bi	Bislama	bichlamar
bos	bs	Bosnian	bosniaque
bra		Braj	braj
bre	br	Breton	breton
bug		Buginese	bugi
bul	bg	Bulgarian	bulgare
bua		Buriat	bouriate
bur/mya	my	Burmese	birman
mya/bur	my	Burmese	birman
cad		Caddo	caddo
car		Carib	caribe
cat	ca	Catalan	catalan
cau		Caucasian (Other)	caucasiennes, autres langues
ceb		Cebuano	cebuano
cel		Celtic (Other)	celtiques, autres langues
cai		Central American Indian (Other)	indiennes d'Amérique centrale, autres langues
chg		Chagatai	djaghataï
cmc		Chamic languages	chames, langues
cha	ch	Chamorro	chamorro

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che	ce	Chechen	tchetchène
chr		Cherokee	cherokee
chy		Cheyenne	cheyenne
chb		Chibcha	chibcha
nya	ny	Chichewa; Nyanja	chichewa; nyanja
chi/zho	zh	Chinese	chinois
zho/chi	zh	Chinese	chinois
chn		Chinook jargon	chinook, jargon
chp		Chipewyan	chipewyan
cho		Choctaw	choctaw
chu	cu	Church Slavic	slavon d'église
chk		Chuukese	chuuk
chv	cv	Chuvash	tchouvache
cop		Coptic	copte
cor	kw	Cornish	cornique
cos	co	Corsican	corse
cre		Cree	cree
mus		Creek	muskogee
crp		Creoles and pidgins (Other)	créoles et pidgins divers
cpe		Creoles and pidgins, English based (Other)	créoles et pidgins anglais, autres
cpf		Creoles and pidgins, French-based (Other)	créoles et pidgins français, autres
cpp		Creoles and pidgins, Portuguese-based (Other)	créoles et pidgins portugais, autres
hrv/scr	hr	Croatian	croate
scr/hrv	hr	Croatian	croate
cus		Cushitic (Other)	couchitiques, autres langues
ces/cze	cs	Czech	tchèque
cze/ces	cs	Czech	tchèque
dak		Dakota	dakota
dan	da	Danish	danois
day		Dayak	dayak
del		Delaware	delaware
din		Dinka	dinka
div		Divehi	maldivien
doi		Dogri	dogri
dgr		Dogrib	dogrib
dra		Dravidian (Other)	dravidiennes, autres langues
dua		Duala	douala

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dut/nld	nl	Dutch	néerlandais
nld/dut	nl	Dutch	néerlandais
dum		Dutch, Middle (ca.1050-1350)	néerlandais moyen (ca. 1050-1350)
dyu		Dyula	dioula
dzo	dz	Dzongkha	dzongkha
efi		Efik	efik
egy		Egyptian (Ancient)	égyptien
eka		Ekajuk	ekajuk
elx		Elamite	élamite
eng	en	English	anglais
enm		English, Middle (1100-1500)	anglais moyen (1100-1500)
ang		English, Old (ca.450-1100)	anglo-saxon (ca.450-1100)
epo	eo	Esperanto	espéranto
est	et	Estonian	estonien
ewe		Ewe	éwé
ewo		Ewondo	éwondo
fan		Fang	fang
fat		Fanti	fanti
fao	fo	Faroese	féroïen
fij	fj	Fijian	fidjien
fin	fi	Finnish	finnois
fiu		Finno-Ugrian (Other)	finno-ougriennes, autres langues
fon		Fon	fon
fra/fre	fr	French	français
fre/fra	fr	French	français
frm		French, Middle (ca.1400-1800)	français moyen (1400-1800)
fro		French, Old (842-ca.1400)	français ancien (842-ca.1400)
fry	fy	Frisian	frison
fur		Friulian	frioulan
ful		Fulah	peul
gaa		Ga	ga
gla	gd	Gaelic; Scottish Gaelic	gaélique; gaélique écossais
glg	gl	Gallegan	galicien
lug		Ganda	ganda
gay		Gayo	gayo
gba		Gbaya	gbaya
gez		Geez	guèze
geo/kat	ka	Georgian	géorgien
kat/geo	ka	Georgian	géorgien

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deu/ger	de	German	allemand
ger/deu	de	German	allemand
gmh		German, Middle High (ca.1050-1500)	allemand, moyen haut (ca. 1050-1500)
goh		German, Old High (ca.750-1050)	allemand, vieux haut (ca. 750-1050)
gem		Germanic (Other)	germaniques, autres langues
gil		Gilbertese	kiribati
gon		Gondi	gond
gor		Gorontalo	gorontalo
got		Gothic	gothique
grb		Grebo	grebo
grc		Greek, Ancient (to 1453)	grec ancien (jusqu'à 1453)
ell/gre	el	Greek, Modern (1453-)	grec moderne (après 1453)
gre/ell	el	Greek, Modern (1453-)	grec moderne (après 1453)
grn	gn	Guarani	guarani
guj	gu	Gujarati	goudjrati
gwi		Gwich'in	gwich'in
hai		Haida	haida
hau	ha	Hausa	haoussa
haw		Hawaiian	hawaïen
heb	he	Hebrew	hébreu
her	hz	Herero	herero
hil		Hiligaynon	hiligaynon
him		Himachali	himachali
hin	hi	Hindi	hindi
hmo	ho	Hiri Motu	hiri motu
hit		Hittite	hittite
hmn		Hmong	hmong
hun	hu	Hungarian	hongrois
hup		Hupa	hupa
iba		Iban	iban
ice/isl	is	Icelandic	islandais
isl/ice	is	Icelandic	islandais
ibo		Igbo	igbo
ijo		Ijo	ijo
ilo		Iloko	ilocano
inc		Indic (Other)	indo-aryennes, autres langues
ine		Indo-European (Other)	indo-européennes, autres langues

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ISO 639-2	ISO 639-1	Language Name (English)	Language Name (French)
ind	id	Indonesian	indonésien
ina	ia	Interlingua (International Auxiliary Language Association)	interlingua (langue auxiliaire internationale)
ile	ie	Interlingue	interlingue
iku	iu	Inuktitut	inuktitut
ipk	ik	Inupiaq	inupiaq
ira		Iranian (Other)	iraniennes, autres langues
gle	ga	Irish	irlandais
mga		Irish, Middle (900-1200)	irlandais moyen (900-1200)
sga		Irish, Old (to 900)	irlandais ancien (jusqu'à 900)
iro		Iroquoian languages	iroquoises, langues (famille)
ita	it	Italian	italien
jpn	ja	Japanese	japonais
jav	jv	Javanese	javanais
jrb		Judeo-Arabic	judéo-arabe
jpr		Judeo-Persian	judéo-persan
kab		Kabyle	kabyle
kac		Kachin	kachin
kal	kl	Kalaallisut	groenlandais
kam		Kamba	kamba
kan	kn	Kannada	kannada
kau		Kanuri	kanouri
kaa		Kara-Kalpak	karakalpak
kar		Karen	karen
kas	ks	Kashmiri	kashmiri
kaw		Kawi	kawi
kaz	kk	Kazakh	kazakh
kha		Khasi	khasi
khm	km	Khmer	khmer
khi		Khoisan (Other)	khoisan, autres langues
kho		Khotanese	khotanais
kik	ki	Kikuyu; Gikuyu	kikuyu
kmb		Kimbundu	kimbundu
kin	rw	Kinyarwanda	rwanda
kir	ky	Kirghiz	kirghize
kom	kv	Komi	kom
kon		Kongo	kongo
kok		Konkani	konkani
kor	ko	Korean	coréen

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kos		Kosraean	kosrae
kpe		Kpelle	kpellé
kro		Kru	krou
kua	kj	Kuanyama	kuanyama
kum		Kumyk	koumyk
kur	ku	Kurdish	kurde
kru		Kurukh	kurukh
kut		Kutenai	kutenai
lad		Ladino	judéo-espagnol
lah		Lahnda	lahnda
lam		Lamba	lamba
lao	lo	Lao	lao
lat	la	Latin	latin
lav	lv	Latvian	letton
ltz	lb	Letzeburgesch	luxembourgeois
lez		Lezghian	lezghien
lin	ln	Lingala	lingala
lit	lt	Lithuanian	lituanien
nds		Low German; Low Saxon; German, Low; Saxon, Low	bas allemand; bas saxon; allemand, bas; saxon, bas
loz		Lozi	lozi
lub		Luba-Katanga	luba-katanga
lua		Luba-Lulua	luba-lulua
lui		Luiseno	luiseno
lun		Lunda	lunda
luo		Luo (Kenya and Tanzania)	luo (Kenya et Tanzanie)
lus		Lushai	Lushai
mac/mkd	mk	Macedonian	macédonien
mkd/mac	mk	Macedonian	macédonien
mad		Madurese	madourais
mag		Magahi	magahi
mai		Maithili	maithili
mak		Makasar	makassar
mlg	mg	Malagasy	malgache
may/msa	ms	Malay	malais
msa/may	ms	Malay	malais
mal	ml	Malayalam	malayalam
mlt	mt	Maltese	maltais
mnc		Manchu	mandchou
mdr		Mandar	mandar

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man		Mandingo	mandingue
mni		Manipuri	manipuri
mno		Manobo languages	manobo, langues
glv	gv	Manx	mannois; manx
mao/mri	mi	Maori	maori
mri/mao	mi	Maori	maori
mar	mr	Marathi	marathe
chm		Mari	mari
mah	mh	Marshall	marshall
mwr		Marwari	marvari
mas		Masai	massaï
myn		Mayan languages	maya, langues
men		Mende	mendé
mic		Micmac	micmac
min		Minangkabau	minangkabau
mis		Miscellaneous languages	diverses, langues
moh		Mohawk	mohawk
mol	mo	Moldavian	moldave
lol		Mongo	mongo
mon	mn	Mongolian	mongol
mkh		Mon-Khmer (Other)	môn-khmer, autres langues
mos		Mossi	moré
mul		Multiple languages	multilingue
mun		Munda languages	mounda, langues
nah		Nahuatl	nahuatl
nau	na	Nauru	nauruan
nav	nv	Navajo	navaho
nde	nd	Ndebele, North	ndébélé du Nord
nbl	nr	Ndebele, South	ndébélé du Sud
ndo	ng	Ndonga	ndonga
nep	ne	Nepali	népalais
new		Newari	newari
nia		Nias	nias
nic		Niger-Kordofanian (Other)	nigéro-congolaises, autres langues
ssa		Nilo-Saharan (Other)	nilo-sahariennes, autres langues
niu		Niuean	niué
non		Norse, Old	norrois, vieux
nai		North American Indian	indiennes d'Amérique du Nord, autres langues

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sme	se	Northern Sami	sami du Nord
nor	no	Norwegian	norvégien
nob	nb	Norwegian Bokmål; Bokmål, Norwegian	norvégien bokmål; bokmål, norvégien
nno	nn	Norwegian Nynorsk; Nynorsk, Norwegian	norvégien nynorsk; nynorsk, norvégien
nub		Nubian languages	nubiennes, langues
nym		Nyamwezi	nyamwezi
nyn		Nyankole	nyankolé
nyo		Nyoro	nyoro
nzi		Nzima	nzema
oci	oc	Occitan (post 1500); Provençal	occitan (après 1500); provençal
oji		Ojibwa	ojibwa
ori	or	Oriya	oriya
orm	om	Oromo	galla
osa		Osage	osage
oss	os	Ossetian; Ossetic	ossète
oto		Otomian languages	otomangue, langues
pal		Pahlavi	pahlavi
pau		Palauan	palau
pli	pi	Pali	pali
pam		Pampang	pampang
pag		Pangasinan	pangasinan
pan	pa	Panjabi	pendjabi
pap		Papiament	papiament
paa		Papuan (Other)	papoues, autres langues
fas/per	fa	Persian	persan
per/fas	fa	Persian	persan
peo		Persian, Old (ca.600-400 B.C.)	perse, vieux (ca. 600-400 av. J.-C.)
phi		Philippine (Other)	philippines, autres langues
phn		Phoenician	phénicien
pon		Pohnpeian	pohnpei
pol	pl	Polish	polonais
por	pt	Portuguese	portugais
pra		Prakrit languages	prâkrit
pro		Provençal, Old (to 1500)	provençal ancien (jusqu'à 1500)
pus	ps	Pushto	pachto
que	qu	Quechua	quechua
roh	rm	Raeto-Romance	rhéto-roman

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raj		Rajasthani	rajasthani
rap		Rapanui	rapanui
rar		Rarotongan	rarotonga
qaa-qtz		Reserved for local use	réservée à l'usage local
roa		Romance (Other)	romanes, autres langues
ron/rum	ro	Romanian	roumain
rum/ron	ro	Romanian	roumain
rom		Romany	tsigane
run	rn	Rundi	rundi
rus	ru	Russian	russe
sal		Salishan languages	salish, langues
sam		Samaritan Aramaic	samaritain
smi		Sami languages (Other)	sami, autres langues
smo	sm	Samoan	samoan
sad		Sandawe	sandawe
sag	sg	Sango	sango
san	sa	Sanskrit	sanskrit
sat		Santali	santal
srd	sc	Sardinian	sarde
sas		Sasak	sasak
sco		Scots	écossais
sel		Selkup	selkoupe
sem		Semitic (Other)	sémitiques, autres langues
scc/srp	sr	Serbian	serbe
srp/scc	sr	Serbian	serbe
srr		Serer	sérère
shn		Shan	chan
sna	sn	Shona	shona
sid		Sidamo	sidamo
sgn		Sign Languages	langues des signes
bla		Siksika	blackfoot
snd	sd	Sindhi	sindhi
sin	si	Sinhalese	singhalais
sit		Sino-Tibetan (Other)	sino-tibétaines, autres langues
sio		Siouan languages	sioux, langues
den		Slave (Athapascan)	esclave (athapascan)
sla		Slavic (Other)	slaves, autres langues
slk/slo	sk	Slovak	slovaque
slo/slk	sk	Slovak	slovaque
slv	sl	Slovenian	slovène

ISO 639-2	ISO 639-1	Language Name (English)	Language Name (French)
sog		Sogdian	sogdien
som	so	Somali	somali
son		Songhai	songhai
snk		Soninke	soninké
wen		Sorbian languages	sorabes, langues
nso		Sotho, Northern	sotho du Sud
sot	st	Sotho, Southern	sotho du Sud
sai		South American Indian (Other)	indiennes d'Amérique du Sud, autres langues
spa	es	Spanish; Castilian	espagnol; castillan
suk		Sukuma	sukuma
sux		Sumerian	sumérien
sun	su	Sundanese	soundanais
sus		Susu	soussou
swa	sw	Swahili	swahili
ssw	ss	Swati	swati
swe	sv	Swedish	suédois
syr		Syriac	syriaque
tgl	tl	Tagalog	tagalog
tah	ty	Tahitian	tahitien
tai		Tai (Other)	thaïes, autres langues
tgk	tg	Tajik	tadjik
tmh		Tamashek	tamacheq
tam	ta	Tamil	tamoul
tat	tt	Tatar	tatar
tel	te	Telugu	télougou
ter		Tereno	tereno
tet		Tetum	tetum
tha	th	Thai	thaï
bod/tib	bo	Tibetan	tibétain
tib/bod	bo	Tibetan	tibétain
tig		Tigre	tigré
tir	ti	Tigrinya	tigrigna
tem		Timne	temne
tiv		Tiv	tiv
tli		Tlingit	tlingit
tpi		Tok Pisin	tok pisin
tkl		Tokelau	tokelau
tog		Tonga (Nyasa)	tonga (Nyasa)
ton	to	Tonga (Tonga Islands)	tongan (Îles Tonga)

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ISO 639-2	ISO 639-1	Language Name (English)	Language Name (French)
tsi		Tsimshian	tsimshian
tso	ts	Tsonga	tsonga
tsn	tn	Tswana	tswana
tum		Tumbuka	tumbuka
tur	tr	Turkish	turc
ota		Turkish, Ottoman (1500-1928)	turc ottoman (1500-1928)
tuk	tk	Turkmen	turkmène
tlv		Tuvalu	tuvalu
tyv		Tuvinian	touva
twi	tw	Twi	twi
uga		Ugaritic	ougaritique
uig	ug	Uighur	ouïgour
ukr	uk	Ukrainian	ukrainien
umb		Umbundu	umbundu
und		Undetermined	indéterminée
urd	ur	Urdu	ourdou
uzb	uz	Uzbek	ouszbek
vai		Vai	vai
ven		Venda	venda
vie	vi	Vietnamese	vietnamien
vol	vo	Volapük	volapük
vot		Votic	vote
wak		Wakashan languages	wakashennes, langues
wal		Walamo	walamo
war		Waray	waray
was		Washo	washo
wel/cym	cy	Welsh	gallois
wol	wo	Wolof	wolof
xho	xh	Xhosa	xhosa
sah		Yakut	iakoute
yao		Yao	yao
yap		Yapese	yapoïs
yid	yi	Yiddish	yiddish
yor	yo	Yoruba	yoruba
ypk		Yupik languages	yupik, langues
znd		Zande	zandé
zap		Zapotec	zapotèque
zen		Zenaga	zenaga
zha	za	Zhuang; Chuang	zhuang; chuang
zul	zu	Zulu	zoulou

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ISO 639-2	ISO 639-1	Language Name (English)	Language Name (French)
zun		Zuni	zuni

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Guide notes for translators

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- Preferred application, MS Word for Windows
- Preferred font, Arial 12 point (for body copy) – if not overwriting client's source file
- Keep paragraph breaks the same as in the source document
- Keep the use of upper and lower case letters and punctuation the same as in the source document
- Either indicate [page 1], [page 2] etc, or use the "Insert Page Break" function (keyboard shortcut = CTRL + ENTER) if it is important to indicate which text corresponds with which page of the source document
- **Do not use tabs** in an attempt to arrange the text on the page in the same layout as the source text, **please use tables** whenever possible as these allow texts to automatically reflow
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- **Do not** insert returns to force text onto the next page as the text may well not fall in exactly the same way as you intend when we open the file. Instead, use the "Insert Page Break" function (keyboard shortcut = CTRL + ENTER)
- Ensure there is a space between a numeral and an abbreviation of a unit of measurement, e.g. 10 g not 10g; 30 mm not 30mm; 220 V not 220V; 30 Hz not 30Hz
- Use a hyphen closed up on both sides to indicate a range of figures. Example: 25-56 not 25 - 56
- Use decimal commas rather than decimal points if your translation is in any language other than English, e.g. 39,3 mm not 39.3 mm
- In French, ensure there are spaces before the following characters: colon, semi-colon, question mark and exclamation mark, and use œ ligature (both upper and lower case) where necessary

Checking and Delivery of Translated Files

- Check you have translated all of the sentences, paragraphs, bullet points, headers, footers, (view the file in page or print layout to check) etc
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- Look for typos and spelling errors - regularly clean your user dictionary to remove any incorrect entries
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- Check for accuracy with regard to the source text, particularly numbers and names
- Look for consistency, particularly in terminology and in the use of accents on upper case letters and the presentation of figures. Example: type either 5000 or 5 000 or 5.000; do not vary the style throughout the document.
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