

# LIP 3.0 Style Guide

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# 1. Introduction to the Malay (Brunei Darussalam) Style Guide

Welcome to the Malay (Brunei Darussalam) Style Guide. You will use this Style Guide to help you make choices about how to translate the words and phrases in the files and documents you have been asked to translate.

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. A question mark (?) denotes a translation example that can be used but should be avoided if possible. All translation examples in this document are only intended to illustrate the point in question and are not a source of approved terminology. Please check for approved translations in the Microsoft glossaries.

This section contains the following topics:

- [What's New](#)
- [About this Style Guide](#)
- [Recommended Malay \(Brunei Darussalam\) Reference Material](#)

## 1.1. What's New

This version of the Style Guide contains updated explanations and examples in the sections below:

- 4.1. Acronyms and Abbreviations
- 4.5. Error Messages

In addition, there are new sections added:

- 3.1. Bias-Free Language
- 4.3. Compounds
- 4.4. English Terminology and the Malay (Brunei Darussalam) Language System
- 4.7. Help and Documentation Guidelines
- 4.10. Negation

## 1.2. About this Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Malay (Brunei Darussalam) Microsoft products with general linguistic guidelines and standard conventions. These conventions address the needs of the translators who work on software and Help localization; they are easy to follow and applicable for all types of components to be localized.

The Style Guide covers the areas of formatting, spelling, typographic conventions, and grammatical conventions, as well as the use of standardized terminology and the topic of socio-cultural issues and language quality. This Style Guide also gives you a general idea of the reasoning behind the conventions whenever possible.

You are using this Style Guide to localize a user interface within a software application; therefore, the examples provided in this Style Guide relate to the process of localizing text and content for software.

We welcome your feedback, questions, and concerns regarding the Style Guide. Please contact your Engineering Partner with your thoughts and ideas about this Style Guide.

### **1.3. Recommended Malay (Brunei Darussalam) Reference Material**

The references in this Style Guide are divided into normative references, which must be adhered to at all times, and informative references, which provide additional information, context, and so on. This section of the Style Guide contains the following topics:

- Informative References

### 1.3.1. Informative References

The following informative references provide supplementary and comparative information, background details, and so on; these references are for your information only and do not supersede the information found in this Style Guide or in the normative references.

- [www.dbp.gov.bn](http://www.dbp.gov.bn) (Institute of Language and Literature)
- [www.brunet.bn](http://www.brunet.bn)

Proofing tool for Malay language:

- [www.dewanejapro.com](http://www.dewanejapro.com) (Dewan Eja Pro, dictionary and spell checker for Malay language)

## 2. Language Quality Criteria

This section of the Style Guide will help you understand quality criteria ratings and how they have been applied to this Style Guide. This section contains the following topics:

- Localization and Language Quality
- Accuracy, Consistency, and Clarity
- User Target Group

## **2.1. Localization and Language Quality**

Localization is more than the process of simply translating a product for a specific international market. Localization includes the adaptation of the product to the language, standards, and cultural norms of a particular country or region, as well as the accommodation of the requirements and expectations of a specific target group. Language, gestures, images, symbols, values, and norms can vary significantly from one country or region to the next.

Therefore, localizers must be thoroughly familiar with both the culture of the original language and that of the target language.

## **2.2. Accuracy, Consistency, and Clarity**

As the accuracy and consistency of localized language within a product increases, the clarity of the overall language use increases as well. By translating terms consistently within a software user interface, and across multiple similar product interfaces, you will help the people using the product understand the interface.

Inconsistencies in the interface are the most obvious obstacles to an efficient use of the localized product. In order to produce a consistent localization, you must use only one translation for each concept, and you must use that translation consistently each time the concept appears in the product. Your translations must be consistent and clear to avoid confusing the people who use the product.

### **2.3. User Target Group**

The people who will use computers with a Language Interface Pack (LIP) installed are largely novice computer users. Therefore, the LIP content should be localized to accommodate the requirements of novice computer users who depend heavily on the localized terminology in their software to understand how to use that software.

### **3. Style and Tone Considerations**

This section of the Style Guide contains the following topics:

- Bias-Free Language
- Consistency versus Idiomaticity
- Tone and Voice

### 3.1. Bias-Free Language

Biased language that refers to women or racial, ethnic, and other minority groups ranges from patronizing representations, stereotypes, and often well-intended “euphemisms” to obviously offensive expressions. Avoid introducing this type of language into your translations. This section provides specific examples that will help you use bias-free language and contains the following topics:

- Gender Bias
- Ethnic and Racial Bias

### 3.1.1. Gender Bias

You should always recognize your audience’s sensitivity to male and female stereotypes. Instead of stressing gender differences or reinforcing stereotypical distinctions between men and women, use language that is as neutral as possible. The neutral approach also applies to the localization of scenarios, comparisons, examples, illustrations, and metaphors.

Create a balance when assigning roles and functions to men and women (active vs. passive roles, leading vs. secondary roles, technical vs. non-technical professions, and so on). Scenarios, pictures, metaphors, and comparisons should be based on areas and attributes common to both genders.

Instead of using phrases which mention the two genders separately, use a general term that includes both genders such as “people,” “users,” or “persons.”

Avoid writing sentences that refer to a single person whose gender is unknown. You can often avoid this situation by rewriting the sentence to make the subject plural. In cases where a reference to a single person is impossible to avoid, do not use “he or she,” “him or her,” or “his or hers.” The language in Microsoft products should sound natural, as if part of a spoken conversation. Also, generally avoid the use of slashes to combine both genders (although sometimes exceptions are made - see table below).

Use the following strategies to avoid the use of overtly gender-biased expressions:

Linguistic method	Example	Context
Use a Neutral noun	orang, pemimpin, ketua kumpulan, pakar, pekerja, pengguna	Concept descriptions, explanations

Malay (Brunei Darussalam) language is not gender biased in general. For example, the third person pronoun “dia” can be either “he” or “she”. In English, there are gender-specific words that describe roles, such as “actor” and “actress”, “headmaster” and “headmistress”, “chairman” and “chairwoman”, etc. The translations in Malay (Brunei Darussalam) are simply “pelakon”, “guru besar” and “pengerusi” respectively. They apply to both genders.

There are some examples of gender specific words in Malay, like “mahasiswa” and “mahasiswi”, which means male and female college student respectively. They should be easily replaced with words that do not distinguish between genders, such as “pelajar”.

### **3.1.2. Ethnic and Racial Bias**

Ethnic or racial slurs are easy to identify and avoid. It is more difficult, however, to avoid involuntary bias, which includes the use of expressions or names that are considered inappropriate by the group that is represented by the expression or term.

As a rule, the group and its members should be represented in the manner in which they refer to themselves, which means using the name that the group itself uses. These names are subject to change resulting from altered awareness within the specific culture or a change of consciousness within the group itself, so that terms used in the past may no longer be acceptable. If in doubt, you need to research the most current sources on the name of the group.

Ethnic and racial bias should always be avoided in scenarios, examples, and other illustrations.

### **3.2. Consistency versus Idiomaticity**

Consistency and the adaptation of the product to the local language (idiomaticity) play an equally important role for localization. The language in Microsoft products should have the “look and feel” of a product originally written in Malay (Brunei Darussalam), using idiomatic syntax and terminology. At the same time, the language must maintain a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

Fluency, readability and intelligibility are essential to the success of any localized product. In practice, this means that if there is a more idiomatic way of structuring a given sentence, use the Malay (Brunei Darussalam) word order instead of translating word by word, as long as the key message is conveyed.

### 3.3. Tone and Voice

The tone of the Malay (Brunei Darussalam) translation should mimic the tone of the source product, but should also be respectful. Any word forms that are specific to a particular dialect should be avoided.

There are not many first person singular pronouns in the Malay (Brunei Darussalam) language. Apart from “saya” the others are “aku” and “gua” (slang). It is better to stick to “saya” as “aku” is usually used among friends and equals only.

There are more than one way to say “we” in Malay (Brunei Darussalam), but the distinctions implied are not quite the same as those implied by other pronouns (“kita” means “you” and “me” whereas “kami” means “we” in the sense of a group that does not include “you”).

The Malay (Brunei Darussalam) language has a multiplicity of words for “you”. Among them, “awda”, “awak”, “kamu”, “engkau” and “hang”, the last two being classified as slang. In view of the complexity in the use of the second person singular in the Malay (Brunei Darussalam) language we will stick to “**awda**” (more formal, mostly used in advertising and on signs) for “you” though among equals “kamu” and “awak” are the most frequently used. Please note that in formal letter-writing “awda” is almost always used (when you do not know the gender of the person) to whom you are writing.

English example	Malay (Brunei Darussalam) example
You are now connected to the Internet.	(+) <b>Awda</b> kini disambung kepada Internet.

Malays (Brunei Darussalam) have only one third person singular pronoun, “dia”. It can be either he or she, whereas in English we must make a distinction between male and female.

## 4. Localization Guidelines

This section of the Style Guide describes all of the general localization guidelines that apply to Malay (Brunei Darussalam).

This section contains the following topics:

- [Acronyms and Abbreviations](#)
- [Capitalization](#)
- [Compounds](#)
- [English Terminology and the Malay \(Brunei Darussalam\) Language System](#)
- [Error Messages](#)
- [Help and Documentation Guidelines](#)
- [Measurements and Numerals](#)
- [“My” Terminology](#)
- [Negation](#)
- [Prepositions](#)
- [Product/Component Names and Copyright Information](#)
- [Punctuation](#)
- [System Messages](#)
- [UI References](#)
- [US-specific information](#)
- [Version Numbers](#)

## 4.1. Acronyms and Abbreviations

Use the common abbreviations listed in this section, but avoid extensive use of abbreviations. Do not abbreviate such words as “and,” “or,” “something,” “someone,” or any other word that users might not recognize. If you have any doubt, spell out the word rather than using an abbreviation.

This section contains the following topics:

- Acronyms
- Common Abbreviations
- Measurement Abbreviations

#### 4.1.1. Acronyms

The term acronym refers to words that are made up of the initial letters of the major parts of a compound term if they are pronounced as a new word. Some well-known examples of acronyms are WYSIWYG (What You See Is What You Get), OLE (Object Linking and Embedding), or RAM (Random Access Memory).

**Caution:** Do not include a generic term after an acronym or abbreviation if one of the letters in the acronym stands for that term. Even though this might occur in the US-English version, it should be “corrected” in the localized version. The following examples show the redundancy in red for English terms:

- (-) RPC call
- (-) HTML language
- (-) TCP/IP-Protocol
- (-) PIN Number

Below are examples in Malay (Brunei Darussalam):

- (-) bahasa HTML
- (-) nombor PIN
- (-) rangkaian LAN
- (-) protokol SMTP
- (-) protokol SNMP
- (-) sistem fail NTFS

##### 4.1.1.1. Localized Abbreviations and Acronyms

In online help or documentation, spell out the words that comprise an acronym or abbreviation the first time that acronym is used in the text. You should include the language-specific translation, the US term, and the acronym as in the following example:

- (+) **Objek Capaian Data** (Data Access Objects, DAO)
- (+) **Objek Data ActiveX** (ActiveX Data Objects, ADO)
- (+) **Halaman Pelayan Aktif** (Active Server Pages, ASP)
- (+) **Bahasa Penanda Hiperteks** (Hypertext Markup Language, HTML)
- (+) **Protokol Pemindahan Fail** (File Transfer Protocol, FTP)

In the user interface, there is usually not enough space for all three terms (US term, language-specific translation, and the acronym); only in wizards, the acronym can easily be spelled out and localized on first mention. If there are space constraints or there is no 'first' occurrence, it is up to you to judge to the best of your knowledge whether the acronym or abbreviation can be left as is or should be spelled out and localized.

You should also consider that different users will have different levels of knowledge about a product. For example, an Italian Exchange user will understand “DL,” but the average Italian Windows user might not understand “DL” and would need to see “lista di distribuzione” (distribution list) instead. Try to be consistent within a product with your use of acronyms and initializations.

**Note:** Although the English acronym cannot generally be derived from the language-specific translation, creating a new acronym derived from the language-specific translated term is not an option. For example, do not replace an English acronym with a language-specific acronym; instead, leave the English acronym or abbreviation intact, as in the following examples “where DLL” and “DPI” are correctly rendered as “DLL” and “DPI”:

Language	English example	Acceptable translation
Hausa	Application Initialization DLL	Farawa Afilikeshon DLL
Kiswahili	DPI Scaling	Urekebishaji DPI

#### ***4.1.1.2. Unlocalized Abbreviations and Acronyms***

Many abbreviations and acronyms are standardized and remain untranslated. They are only followed by their full spelling in English if the acronym needs to be explained to the speakers of a different language. In other cases, where the acronym is rather common, adding the fully spelled-out form will only confuse users. In these cases, the acronym can be used on its own.

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

If you are unsure what an acronym or abbreviation stands for or refers to, please contact the Moderator responsible for this Style Guide.

#### 4.1.2. Common Abbreviations

The following table lists common Malay (Brunei Darussalam) expressions and their associated, acceptable abbreviations.

English example	English acceptable abbreviation	Malay (Brunei Darussalam) example	Malay (Brunei Darussalam) acceptable abbreviation
for example	e.g.	(+) contoh	cth.
versus	vs.	(+) lawan	lwn.
et cetera	etc.	(+) dan lain-lain	dll.
like		(+) seperti	spt.
for		(+) untuk	utk.
to		(+) kepada	kpd.
as		(+) sebagai	sbg.
with		(+) dengan	dgn.
from		(+) daripada	drpd.
that		(+) yang	yg.

Additional guidelines:

- Use a non-breaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.
- If non-breaking spaces cannot be used (in Help files, for example) it is also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.

#### 4.1.3. Measurement Abbreviations

In addition to common measurements such as km, m, cm, mm, and so on, the abbreviations in the following table are used in the product user interface and in technical documentation.

Measurement	English abbreviation	Malay (Brunei Darussalam) abbreviation	Comment/Example
Gigabyte	GB	GB	
Gigabit	GBit	GBit or Gb	
Kilobyte	KB	KB	
Kilobit	KBit	KBit or Kb	
Megabyte	MB	MB	
Megabit	MBit	MBit or Mb	
Terabyte	TB	TB	
Terabit	TBit	TBit or Tb	
Bits per second	Bit/s	Bit/s	Use same type for similar measurements, e.g. frames per second => F/s
Megabits per second	MBit/s or Mbps	MBit/s or Mbps	
Kilobits per second	KBit/s or Kbps	KBit/s or Kbps	
Bytes per second	B/s	B/s	
Megabytes per second	MB/s	MB/s	
Kilobytes per second	KB/s	KB/s	
Point	Pt.	Poin	
Inch	"	"	" is acceptable in Packaging and tables, but not in body text.
Megahertz	MHz	MHz	
Hertz	Hz	Hz	

## 4.2. Capitalization

If the first word in the English source string is capitalized, the corresponding first word in the target language should also be capitalized. If the word in the English source string is not capitalized, the corresponding first word in the target language should also not be capitalized, unless language-specific rules specify different capitalization. In German, for instance, any noun is spelled upper-case and a noun in phrase-initial position would always be capitalized, even if the English source string begins with a lower-case noun.

Some strings are concatenated “at run-time” and you will occasionally find strings that seem to lack a subject or simply start in the middle. Be careful not to start such strings with an upper-case letter, unless the spelling rules of your language require it.

### Example of a string:

is trying to connect to this computer. If you allow, you will be disconnected, but you can resume later. Do you want to allow this connection?\r\n

English example	Malay (Brunei Darussalam) example
unknown software exception\r\n	(+) pengecualian perisian tak diketahui\r\n
acquired	(+) diperoleh
Log off user	(+) Log keluar pengguna
Edit...	(+) Edit...

Many more nouns and verbs are capitalized in the English source string than would normally be expected. You should not try to mimic the capitalization in the source strings, but use your knowledge of the spelling conventions of Malay (Brunei Darussalam) to decide which words in a string to capitalize and which to leave lower-case. Over-capitalization is awkward and leads to inconsistencies in the UI.

In the English software products, the first letter of a term (or first letter of each word in a term) in menu titles, commands, options, etc is in upper case. In the Malay (Brunei Darussalam) translation, if they are translated with more than one word, the first letter of each word in the term in such circumstances should be capitalized.

English example	Malay (Brunei Darussalam) example
Undo	(+) Buat Asal
Update	(+) Kemas Kini
Save As	(+) Simpan Sebagai
Select All	(+) Pilih Semua

However, if these terms are used in a context or as messages, only the first letter of the first word should be capitalized.

English example	Malay (Brunei Darussalam) example
Update your file before saving it.	(+) Kemas kini fail awda sebelum menyimpannya.
Save as Word document.	(+) Simpan sebagai dokumen Word.

Proper nouns and copyrighted product names should always be capitalized.

English example	Malay (Brunei Darussalam) example
Windows Vista	(+) Windows Vista
Microsoft	(+) Microsoft

Internet Explorer	(+) Internet Explorer
-------------------	-----------------------

Should an English noun be capitalized in the source string and be translated by two words in the target language, be consistent in capitalizing either both words, or neither word, or capitalize one word and not the other. Be consistent in the application of spelling rules.

### 4.3. Compounds

Noun and verb compounds are a frequent word formation strategy in English. Product user interfaces, online help, and documentation contain a number of such examples. However, not all languages use compounding to create complex word meanings.

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided by verbally expressing the relationship among the various compound components. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

English examples	Malay (Brunei Darussalam) example
Internet Accounts	(+) Akaun Internet
Logon script processing	(+) Pemprosesan skrip log masuk
Workgroup Administrator	(+) Pentadbir Kumpulan Kerja
Internet News Server Name	(+) Nama Pelayan Berita Internet

This section contains the following topics:

- Compounds with Product or Component Names
- Compounds with Acronyms, Abbreviations or Numerals

#### 4.3.1. Compounds with Product or Component Names

The compounds below contain both, product and component names. The product names are marked in red. Product names are usually trademarked and, therefore, must remain unchanged. Additions to a product or component name are added with a hyphen or, if that is not appropriate, you need to create a periphrastic construction.

English example	Malay (Brunei Darussalam) example
Windows password	(+) kata laluan Windows
Microsoft Word document	(+) dokumen Microsoft Word
Microsoft SQL Server Database	(+) Pangkalan Data Microsoft SQL Server
Microsoft BackOffice product family	(+) keluarga produk Microsoft BackOffice
ActiveX Control	(+) Kawalan ActiveX

**Note:** The major product groups use the following unlocalized product portfolio names; these are considered product names and are always used without a hyphen or article in any language:

- Microsoft Office System
- Microsoft Windows Server System
- Windows Mobile

#### 4.3.2. Compounds with Acronyms, Abbreviations or Numerals

The compounds below contain either an abbreviation or a numeral followed by a component name. The abbreviation or numeral is marked in red in the English example. The Malay (Brunei Darussalam) example below show how such constructions should be translated.

English example	Malay (Brunei Darussalam) example
CD-ROM drive	(+) pemacu CD-ROM
2-D gridlines	(+) garisan grid 2-D
24 bit color value	(+) nilai warna 24 bit
3.5 Floppy	(+) Cakera Liut 3.5
5 1/4-inch Floppy	(+) Cakera Liut 5 1/4 inci
35mm slides	(+) slaid 35mm

#### 4.4. English Terminology and the Malay (Brunei Darussalam) Language System

The influx of English into other languages has significantly increased in recent years. Some speaker communities welcome this trend, while others resist it. Microsoft must guard against taking a stance in this debate and, therefore, use the terminology that is most widely used in the computer press and among users. This terminology usage naturally depends on the target market of each product (technical products are bound to contain more specialized language, which usually means more English terminology).

While it is acceptable to use English terms if they are indeed the industry standard in your country or region, you should also research current industry standards. For example, stylistic anglicisms are still a major translation mistake (see section on anglicisms below).

When incorporating English terms, you must follow the spelling, grammar, and syntax rules of your language. Sometimes English words get incorporated as a whole into other languages, but most often the English word gets “phonologized” and integrated into the target language. If you are sure that there is no Malay (Brunei Darussalam)-specific equivalent for an English loan word and decide to incorporate an English word instead, please check with your translation lead and other team members. In many languages the spelling of incorporated loanwords is not documented and it is important that English loan words are spelled consistently in the target language.

The most important guidelines for the use of English terminology in your language system are outlined in the following sections:

- Anglicisms
- Nouns
- Verbs and Verb Forms

#### 4.4.1. Anglicisms

Anglicisms often sneak into sentence structure and word usage. Please edit your documents with this concern in mind.

The following examples from German and Italian illustrate “direct translations” with syntactic and lexical mistakes that you should try to avoid in your own translations. The text marked in red in the target language highlights the wrong choice.

English example	Anglicism in target language	Correct example
For several minutes	(-) für mehrere Minuten	(+) mehrere Minuten lang
Middle East	(-) Mittlerer Osten	(+) Naher Osten
For more information please contact ...	(-) Für weitere Informationen kontaktieren Sie ...	(+) Um weitere Informationen zu erhalten, wenden Sie sich an ...
assume	(-) assumere	(+) supporre
fatal error	(-) errore fatale	(+) errore irreversibile
resolved invalid	(-) risolto invalido	(+) risolto non valido

Below are some “anglicism” examples found in Malay (Brunei Darussalam) language that should be avoided.

English example	Anglicism in Malay (Brunei Darussalam) language	Correct example
More Colors ...	(-) Lebih Warna ...	(+) Warna Lain ...
If you find any broken links ...	(-) Sekiranya awda menjumpai mana-mana pautan terputus ...	(+) Sekiranya awda menjumpai mana-mana pautan terputus ...
How to shutdown internet connection	(-) Bagaimana untuk menutup sambungan internet	(+) Bagaimana untuk mematikan sambungan internet

Some of English loan word remain it original spelling but most of the time, it is adapted into Malay (Brunei Darussalam) spelling such as *metodologi* for methodology, *aset* for asset and *komputer* for computer. However, when both Malay (Brunei Darussalam) word choice and English loan word exists, the Malay (Brunei Darussalam) word is preferred. The examples are *sekuriti* and *keselamatan* for security, *bajet* and *belanjawan* for budget and *global* and *sejagat* for global.

#### 4.4.2. Nouns

Many languages differentiate between different noun classes based on features such as animacy, shape, gender, and so on. English loan words must be integrated into the noun class system of your language. When faced with an English loan word not 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 your language?
- **Analogy:** Is there an equivalent Malay (Brunei Darussalam) term that could be used to justify the noun class the noun gets assigned to?
- **Frequency:** Is the term used in other technical documentation? If so, what noun class is it assigned to most often? The Internet may be a helpful reference here.

If the choice of noun class is left up to you, ensure that you provide consistent translations within the Microsoft product. Please consult with your translation team lead and team members to decide what noun class to assign.

English example	Malay (Brunei Darussalam) example
Delete it from <b>server</b> .	(+) Hapuskannya daripada server.
Enter a password to log into the <b>server</b>	(+) Masukkan kata laluan untuk log masuk ke dalam server
DNS cannot resolve the <b>server</b> IP address	(+) DNS tidak dapat menyelesaikan alamat IP server
Verify the name of the <b>server</b> 's certificate	(+) Tentu sahkan nama sijil server

The examples below show how English loanwords inflect for number in Malay (Brunei Darussalam).

English example	Malay (Brunei Darussalam) example
<b>directories</b>	(+) direktori
<b>vendors</b>	(+) vendor
<b>assets</b>	(+) aset
<b>proxies</b>	(+) proksi
<b>cables</b>	(+) kabel
<b>methodologies</b>	(+) metodologi

#### 4.4.3. Verbs and Verb Forms

Sometimes an English verb can be used as loan word in the target language. Such loan words usually follow the syntactic and morphological rules of the target language. For the sake of exposition, let us assume that the verbs in red below are not translated in Malay (Brunei Darussalam).

English example	Malay (Brunei Darussalam) examples	Malay (Brunei Darussalam) examples	Malay (Brunei Darussalam) examples
export	(+) eksport	(+) mengeksport	(+) pengeksportan
standard	(+) standard	(+) menstandardkan	(+) penstandardan
computer	(+) komputer	(+) berkomputer	(+) pengkomputeran
global	(+) global	(+) mengglobalkan	-
universal	(+) universal	(+) keuniversalan	-

## 4.5. Error Messages

Microsoft created the following guidelines in an effort to standardize error messages, which are often inconsistent and not always understandable even in English. 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. The messages cover a wide range of topics (for example, prompting the user to insert a disk in the disk drive, or informing the user of an error that requires rebooting the computer).

New localizers frequently ask for help with error messages. The main principles for translation are clarity, comprehensibility, and consistency.

The most important guidelines for the use of English terminology in your language system are outlined in the following sections:

- Standard Phrases
- Articles and Possessive Pronouns
- Negation
- Placeholder Text
- Syntactic Ordering
- Verbs

#### 4.5.1. Standard Phrases

Error messages written in US-English are occasionally inconsistent. As you localize the software into Malay (Brunei Darussalam), 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 Malay (Brunei Darussalam):

<b>English phrase</b>	<b>English example</b>	<b>Malay (Brunei Darussalam) example</b>
Cannot Could not	File could not be found File cannot be found	(+) Fail tidak dapat dijumpai
Failed to .. Failure of ..	Failed to connect Failure to connect	(+) Gagal untuk menyambung
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	(+) Tidak dapat mencari perisian pemacu
	Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) Kekurangan ingatan
.. is not available .. is unavailable	The command is not available The command is unavailable	(+) Perintah itu tidak tersedia

#### 4.5.2. Articles and Possessive Pronouns

Many error messages in English vary with regard to the use of articles, demonstrative and possessive pronouns. Please be consistent in how you deal with such variation in Malay (Brunei Darussalam).

English example	Malay (Brunei Darussalam) example	Explanation
File already exists The file already exists This file already exists	(+) Fail telah wujud (?) Fail ini telah wujud	In complete sentences, use determiners consistently even if the US string does not.
Not enough memory to complete this operation.	(?) Kekurangan ingatan untuk melengkapkan pengendalian ini.	No need to use a demonstrative construction, unless it is important in context.
Windows Vista cannot start your system. If the problem persists, contact your network administrator.	(?) Windows Vista tidak dapat memulakan sistem awda. Jika masalah berterusan, hubungi pentadbir rangkaian awda.	Avoid using possessive marker “your” unless ownership is important in context.

### 4.5.3. Negation

Many error messages alert the user to the fact that an action could not be completed or that an item could not be found. Be consistent in how you convey such messages in Malay (Brunei Darussalam).

English example	Malay (Brunei Darussalam) example	Explanation
File not found. File was not found. The file was not found.	(+) Fail tidak dapat dijumpai.	Use one basic syntax for all negative sentences.
Not enough memory.	(+) Kekurangan ingatan.	not enough = insufficient
Wrong file type.	(+) Jenis fail salah.	wrong = incorrect
Incorrect MS-DOS version.	(+) Versi MS-DOS salah.	
Invalid file type.	(+) Jenis fail tak sah.	Invalid =illegal
An illegal setting name has been entered.	(+) Nama seting tak sah telah dimasukkan.	
%1 has a bad format.	(+) %1 mengandungi format tak sah.	Use "invalid" instead of "bad", unless the meaning is physically broken.
Object doesn't support current locale setting.	(+) Objek tidak menyokong seting tempatan semasa.	Use standard word order (i.e., be aware where the negative maker is placed in sentence)

Negation "tak" is the colloquial, shorter version of "tidak". "Tak" is often used in informal writing, while "tidak" is normally used in formal writing. However, "tak" is still acceptable. For example, "invalid" may be translated as "tak sah".

#### 4.5.4. Placeholder Text

Error messages contain placeholder text that will be filled in by the operating system when the message is shown to users. The following table provides examples of error messages with placeholder text, and the final error messages that users will see:

Placeholders in English error messages	Final error message text that users will see
%d minute(s) remaining	3 minute(s) remaining
Dialing %s...	Dialing business phone
The disk in drive %c: cannot be formatted.	The disk in drive C: cannot be formatted.

When localizing error messages containing placeholders, find out what text will replace the placeholder when the user sees the error message. This process is necessary because you must ensure the resulting sentence will be grammatically correct when the placeholder is replaced with a word or phrase. Most source strings have instructions that detail what text will replace the placeholder.

In the English source string, placeholders are found in the position where they would naturally occur in that language. Since in English numerals typically precede the noun, the numeral placeholders typically precede the noun in the source strings. If the numeral follows the noun it modifies in Malay (Brunei Darussalam), you have to move the placeholder after the noun. See the examples from Yoruba below

English examples	Yoruba examples
in %d days	ní àwọn ọjọ %d
%d minutes	ìsẹ́jú 30

The letters and symbols used in placeholder text convey a specific meaning. Please refer to the following table for examples of placeholder text and corresponding error message text that users will see.

Placeholder text	Error message text that users will see
%d, %ld, %u, and %lu	Number (such as 3 or 512)
%c	Letter (such as “f” or “s”)
%s	String (such as “Click here to continue.”)
“Checking Web %1!d! of %2!d!”	“Checking Web <number> of <number>”
“INI file “%1!-.200s!” section”	“INI file “<string>” section”

If your language has agreement between adjectives and nouns, and the noun is a placeholder, it can be important to know what exact string will be in the placeholder, so that a preceding adjective can be inflected accordingly. The wording of most source strings has already been adjusted to avoid such localization issues and a syntactic construction has been chosen in which a placeholder is not modified by an adjective. However, be mindful of such issues when localizing software. In some languages there is also agreement between a noun subject and the verb. If your language has syntactic agreement, try to reword the translation to avoid a potentially ungrammatical sentence.

English example	Message User will see	Malay (Brunei Darussalam) example
Replace invalid %s?	Replace invalid data? Replace invalid file?	(+) Gantikan %s tak sah?
%s already exists	File already exists Name already exists	(+) %s telah wujud
%s is now set as your personal	Regina is now set as your	(+) %s kini diset sebagai orang

contact.	personal contact Mr. Kim is now set as your personal contact	hubungan pribadi anda.
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(+) %s berhenti bekerja dan telah ditutup

#### 4.5.5. Syntactic Ordering

In error messages, describe the action the user is supposed to take before the purpose of the action. Phrases like “To skip creating your startup disk, click Cancel” should be rephrased as “Click Cancel to skip creating your startup disk”. Avoid personified inanimate subjects and try to replace active constructions with passive ones where possible.

English example	Malay (Brunei Darussalam) example	Explanation
Setup encountered an error while creating your startup disk. Setup cannot find the remote computer. Setup cannot get disk information.	(?) Pemasangan menghadapi ralat semasa penyediaan cakera pemula. (?) Pemasangan tidak menjumpai komputer jauh. (?) Pemasangan tidak mendapat maklumat cakera.	Avoid personified subjects if the context allows for omission ( e.g. Setup encountered/Setup cannot ... in Setup error messages). Rephrase and change the word order. In many cases, a passive construction may be possible.
Remove any existing settings to free space.	(+) Alih keluar sebarang seting sedia ada untuk membebaskan ruang.	Generally, describe the action before the purpose instead of the other way around.
Attempt to remove current directory	(-) Cubaan mengalih direktori semasa	Use a passive construction instead of “Attempt to ...”

#### 4.5.6. Verbs

Be consistent in how you translate verbs in error messages. If it is grammatical to omit the predicate “be” in your language, you can omit it in error messages, but you should be consistent in your usage across all error messages. Be concise without changing the meaning of the source string.

English example	Malay (Brunei Darussalam) example	Explanation
The document is too large. Document too large.	(+) Dokumen terlalu besar. (-) Dokumen adalah terlalu besar.	Be consistent in your usage of the verb “to be”
Access was denied. Access denied.	(+) Capaian dinafikan. (-) Capaian telah dinafikan.	In complete sentences, use verbs and the same tense as in the source string.
The file '%s' is an unknown graphics format.	(+) Fail '%s' mengandungi format grafik tak diketahui. (-) Fail '%s' ialah format grafik tak diketahui.	Rephrase “is” with “have” if necessary to produce an appropriate translation.
The application may attempt to convert the graphic.	(+) Aplikasi cuba menukar grafik tersebut. (-) Aplikasi mungkin cuba menukar grafik tersebut.	may + Verb can be rephrased as Verb + possibly
A problem occurred while trying to connect to the network share '%1s!'.	(+) Masalah berlaku semasa menyambung ke perkongsian rangkaian '%1s!'.  (-) Masalah berlaku semasa cubaan menyambung ke perkongsian rangkaian '%1s!'.	Shorten and rephrase if necessary to “A problem occurred while connecting to the network share '%1s!'”
The following error occurred: '%1s!' (error #%2!lx!)	(+) Ralat: '%1s!' (ralat #%2!lx!) (-) Ralat berikut telah berlaku: '%1s!' (ralat #%2!lx!)	Shorten this construction where possible, e.g. Error: '%1s!' (error #%2!lx!).
An unknown error has occurred./ No error occurred.	(+) Ralat tak diketahui. / Tiada ralat.  (-) Ralat tak diketahui telah berlaku./ Tiada ralat berlaku.	Shorten this construction where possible, e.g. Unknown error. / No error

#### 4.6. Guidelines for Transliteration of Foreign Words

In Malay (Brunei Darussalam) language, there are many borrowed words from other countries, such as Arabic, Dutch, Chinese and English.

Sometime the Malay (Brunei Darussalam) language needs a string of basic Malay (Brunei Darussalam) words to describe something new. In such cases, English words or other foreign words are frequently accepted in common usage. A good number of English words has been borrowed and transliterated into Malay (Brunei Darussalam) language, a few with their original spelling but many with new modified forms, which are spelt according to Malay (Brunei Darussalam) phonetic system.

<b>English example</b>	<b>Malay (Brunei Darussalam) example</b>
Computer	(+) Komputer
Technology	(+) Teknologi
Calculator	(+) Kalkulator
Format	(+) Format
Normal	(+) Normal

## 4.7. Help and Documentation Guidelines

This section describes how to translate the online Help and documentation associated with the products you are localizing. This section of the Style Guide contains the following topics:

- [Headings](#)
- [Procedural Syntax](#)

#### 4.7.1. Headings

Headings should convey as much information as possible about the ensuing text to help readers locate information quickly. If in English the heading begins with a gerund, try to use a nominalized form in Malay (Brunei Darussalam).

English example	Malay (Brunei Darussalam) example
Sending a file	(+) Menghantar fail
Using Styles	(+) Menggunakan Gaya

##### 4.7.1.1. Capitalization

In English headings, all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (such as “that,” “until,” and “which”) are capitalized. Please do not apply the same principle to Malay (Brunei Darussalam) headings. Instead, follow the normal Malay (Brunei Darussalam) capitalization rules. The same rule applies to software strings.

English example	Malay (Brunei Darussalam) example
Switching Between Windows	(+) Bertukar antara Windows

##### 4.7.1.2. In Lists and Tables

Whenever possible, headings of lists and tables should consist of one or two words, preferably active nouns. They should be concise, even if the original heading uses a longer phrase.

US heading	Malay (Brunei Darussalam) heading
In order to	(+) Untuk
Do this	(+) Buat Ini
How to use	(+) Bagaimana untuk guna
First do this	(+) Mula-mula buat ini
Then do this	(+) Kemudian buat ini
How to:	(+) Bagaimana:
Walkthrough	(+) Sepintas lalu

#### 4.7.2. Procedural Syntax

In procedural text, which tells the user to perform certain actions in a certain number of steps, the order in which interface terms are to appear in the translation is usually top to bottom (for example, “menu,” “command,” “dialog box,” “dialog box controls”). This order reflects the sequence in which the action needs to be performed, and it should be maintained unless there are technical reasons preventing it.

This convention is less important in normal body text, which is usually written in a more personal tone and less formal style, thus requiring the translator to be more creative.

English example	Malay (Brunei Darussalam) example
On the View menu, click Filter	(+) Pada menu Paparan, klik Penapis
On the Tools menu, click Internet Options, and click the Security tab	(+) Pada menu Alat, klik Pilihan Internet, dan klik tab Sekuriti

##### 4.7.2.1. Descriptors

Use the descriptor (“menu,” “button,” “command,” and so on) only if the original text uses it or if it is needed for clarifying the position of a term in the interface.

##### 4.7.2.2. Sentences of the type “To do this and that, click on ...”

You may come across procedural instructions of the type “To do this and that, click on ...”. You should rearrange such sentences to first mention the action the user needs to do and then the purpose. The reason for putting the action first is that the action usually matters most to the user. However, sometimes it is important to stress the purpose of an action before describing it. In this case, you can start the sentence with the purpose, followed by the action.

English example	Malay (Brunei Darussalam) example
To open the shortcut menu, click View Source	(+) Untuk membuka menu pintas, klik Paparkan Sumber
To end the install, click Cancel	(+) Untuk menamatkan pemasangan, klik Batal

#### 4.8. Measurements and Numerals

Use numerals for all measurements. This is true whether the measurement is spelled out, abbreviated, or replaced by a symbol. Numerals are also used for coordinates in tables or worksheets and for numbered sections of documents. Avoid beginning a sentence with a numeral.

<b>English example</b>	<b>Malay (Brunei Darussalam) example</b>
Envelope 110x230 mm.	(+) Sampul 110x230 mm.
5x7 photo paper	(+) kertas foto 5x7
Please type a port number between 1 and 65535.	(+) Sila taip nombor port antara 1 hingga 65535.
6 months	(+) 6 bulan

#### 4.9. “My” Terminology

“My” terminology is frequently used in US-English interfaces and documentation. The guidelines for Malay (Brunei Darussalam) are as follows:

1. The localization of “my” terminology will be decided on a per-product basis. The new trend favors leaving out the possessive pronoun completely (e.g.: “My TV” -> “TV”).
2. Terms that have already been used for one product will remain the same for the next product update, if the source remains unchanged. Already established terminology such as “My Computer” in Windows should be maintained for consistency reasons unless otherwise instructed.

#### 4.10. Negation

In English, the basic pattern for negating a sentence is through the use of the negative particle “not” in conjunction with the auxiliary “do”. The example sentences below contain the most frequently occurring negative verb phrases in the Windows and Office UI. Please use the provided translations as a reference when localizing the LIP UI.

English example	Malay (Brunei Darussalam) example
Is not supported/installed	(+) Tidak disokong/dipasang
could not be opened/found	(+) tidak dapat dibuka/dijumpai
You will not be able to	(+) Awda tidak akan dapat
Is not available	(+) Tidak tersedia
Invalid password	(+) Kata laluan tak sah
Account does not exist	(+) Akaun tidak wujud
Unsuccessful request	(+) Permintaan tidak berjaya
Warning: Memory inefficiency	(+) Amaran: Ketidakcekapan ingatan

Nouns and adjectives can also have negative meaning through the use of a derivative marker. The following examples show how to do this in Malay (Brunei Darussalam).

English example	Malay (Brunei Darussalam) example
non-member	(+) bukan ahli
undefined	(+) tak tertakrif
invisible	(+) halimunan
unavailable	(+) tidak tersedia
inefficiency	(+) ketidakcekapan
invalid	(+) tak sah

## 4.11. Prepositions

Prepositional phrases in English need to be translated according to their context; anglicisms should be avoided. The table below contains frequently used verbs and the prepositions that follow them. Please use this table as a reference.

Locative prepositions contain “di”, “ke”, “dari”, “kepada” and “daripada”. Prepositions “di”, “ke” and “dari” are used for “places” while “kepada” and “daripada” are used for “things”.

US-English expression	Malay (Brunei Darussalam) expression	Comment
migrate to	(+) pindah ke	
Migrate from	(+) Pindah dari	
import to	(+) import ke	
import from	(+) import dari	
export to	(+) eksport ke	
export from	(+) eksport dari	
update to	(+) kemas kini ke	
upgrade to	(+) tatar ke	
change to	(+) tukar kepada	
click on	(+) klik pada	
connect to	(+) sambung kepada	
welcome to ...	(+) selamat datang ke ...	

The examples below contain frequently occurring noun phrases that are preceded by a preposition. Please use this table as a reference.

US-English expression	Malay (Brunei Darussalam) expression	Comment
in the toolbar	(+) dalam bar alat	
on the tab	(+) pada tab	
on the menu	(+) pada menu	
on the net	(+) pada Internet	
on the Internet	(+) pada Internet	
on the Web	(+) pada Web	
on a web site	(+) pada tapak web	
on a web page	(+) pada laman web	

## 4.12. Product/Component Names and Copyright Information

The general rule is that product names are not translated if they include the word Microsoft and/or are trademarked (for example, Microsoft Draw or Microsoft Graph). The Microsoft PM and/or Subsidiary should always be contacted for final approval before you translate a product or component name.

The terms “Microsoft,” “Windows,” and “Office” must always remain unlocalized; however, these terms may be transliterated if you receive approval for the appropriate Microsoft PM and Subsidiary. Refer to the section of this Style Guide that discusses trademarks for the complete list of product and component names that must remain in English. Ensure that you apply the chosen product terminology consistently throughout your translation of a set of content or an interface.

Microsoft product names are usually trademarked and remain unlocalized. Product names and non-translated feature names are considered proper nouns and are used without definite or indefinite articles in English. For instance, attaching a genitive “s” to trademarked product names is not feasible as it could be interpreted as a modification of such names. Additions to a product or component name are either added with a hyphen or a periphrastic construction needs to be used. For example, instead of expressing a possessive relationship by using the genitive marker “s” in English, a periphrastic construction should be used:

- (-) Microsoft’s products
- Microsoft products
- Products by Microsoft

Product names and non-translated feature names should also be treated as proper nouns in Malay (Brunei Darussalam).

English example	Malay (Brunei Darussalam) example
Windows Mail shares your Internet Connection settings with Internet Explorer	(+) Windows Mail mengongsi seting Sambungan Internet awda dengan Internet Explorer
Website addresses will be sent to Microsoft	(+) Alamat tapak web akan dihantar ke Microsoft

By contrast, translated feature names are used with a definite or indefinite article as they are not treated as proper names.

English example	Malay (Brunei Darussalam) example
Hide the Task Manager when it is minimized	(+) Sembunyikan Pengurus Tugas apabila ia diminimumkan
Check for updates in your installed Media Player's language	(+) Semak kemas kini dalam bahasa Pemain Media terpasang awda

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The following translations must be used:

English text	Malay (Brunei Darussalam) translation
Copyright	(+) Hak cipta
All rights reserved	(+) Hak cipta terpelihara
Microsoft Corporation	(+) Microsoft Corporation

### 4.13. Punctuation

This section explains how to use Malay (Brunei Darussalam)-specific punctuation in place of the US-English punctuation found in the source interface and content. This section of the Style Guide contains the following topics:

- [Commas and Other Common Punctuation Marks](#)
- [Comma vs. Period in Numerals](#)
- [In Lists and Tables](#)
- [Quotation Marks](#)

#### **4.13.1. Commas and Other Common Punctuation Marks**

Please follow the following basic rules for the use of punctuation marks in Malay (Brunei Darussalam). If your language uses a character set that is based on the Latin alphabet, make sure to include a space after commas and periods.

The Malay (Brunei Darussalam) general punctuation rules are identical to English. Punctuation spacing in Malay (Brunei Darussalam) is also as in English, i.e. punctuation marks are always followed by one space.

#### 4.13.2. Comma vs. Period in Numerals

US English uses a period as the decimal separator, while many other languages use a comma. In Malay (Brunei Darussalam) a period is used. Do not use a space for this purpose as a space separates the numeral from the abbreviation.

In paper sizes (the last example in the table below) the decimal separator and the abbreviation "in" for inches are kept, since the sizes are US norms and should be represented accordingly.

English example	Malay (Brunei Darussalam) example
5.25 cm	(+) 5.25 sm
5 x 7.2 inches	(+) 5 x 7.2 inci
Letter Landscape 11 x 8.5 in	(+) Landskap Letter 11 x 8.5 in

For thousands, English uses a comma while many other languages use a period (at Microsoft we normally do not use a space for this purpose, but we use a period instead to avoid wrapping problems). In Malay (Brunei Darussalam) a comma is used.

English example	Malay (Brunei Darussalam) example
1,526	(+) 1,526
\$ 1,526.75	(+) \$ 1,526.75

### 4.13.3. In Lists and Tables

Please adhere to the following guidelines when determining whether to include a period at the end of a list or table entry:

- If bulleted items are complete sentences: each ends with a period.
- If bulleted items continue an introductory clause: do not use a period.
- For items in a list (chapters, sections, products, system requirements, etc.) that are neither sentences nor continuations of sentences, do not use a period.
- If your translation is longer than the US text, or if you split your translation into several independent sentences, use common sense and insert a period if it improves the Malay (Brunei Darussalam) style.
- Never put a period after just one word.
- The same convention applies to instruction lists, captions, and callouts.

#### **4.13.4. Quotation Marks**

Please follow the following basic rules for the use of quotation marks in Malay (Brunei Darussalam).

In Malay (Brunei Darussalam), the commonly used quotation marks are single quote (') and double quote (").

#### 4.14. System Messages

Messages are sometimes phrased differently in US-English software interfaces even though they have the same meaning. Try to avoid phrasing the same message differently in the Malay (Brunei Darussalam) version of the software you are localizing. Use one standard translation as in the following example:

English term	Correct Malay (Brunei Darussalam) translation
Press F1 to get Help	(+) Tekan F1 untuk Bantuan
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) Kekurangan ingatan
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) Simpan perubahan untuk %1?
Do you want to save changes to %1?	

## 4.15. UI References

Translating UI items can be a challenge at times, in part because you do not always know the context or the exact function of a particular UI item. This topic is intended to give some general guidelines about UI references.

Always use all available resources to establish the context for UI items. When working with LocStudio EDBs, these resources are the following columns: Instructions, Resource ID, String ID, and sometimes Previous Source and Term Note. If you need more context for a string, contact your Engineering Partner.

This section of the Style Guide contains the following topics:

- [Access Keys \(also known as Hot Keys\)](#)
- [Checkboxes and Radio Buttons](#)
- [Dialog Box Contents and Titles](#)
- [Menus, Commands, Buttons, and Other Interface Text](#)
- [Status Bar Messages](#)
- [Tool Tips and InfoTips](#)
- [Welcome Screens](#)

#### 4.15.1. Access Keys (also known as Hot Keys)

“Hot keys” are a combination of keys such as ALT+F or Ctrl+S that move the focus to a menu, command, or control, without using the mouse.

The following table lists special options for hot keys in US-English interfaces and describes whether each option is allowed in Malay (Brunei Darussalam):

Hot key special options	Usage: is it allowed?	Notes
"Slim characters", such as <i>i, l, t, r, f</i> can be used as hot key Example: <i>A<sup>l</sup>at</i>	Yes	
Characters with downstrokes, such as <i>g, j, y, p</i> and <i>q</i> can be used as hotkeys  Note that it can be difficult to see the hotkey underline for these characters Example: <i>Op<sup>s</sup>yen</i>	Yes	
Extended characters can be used as hotkeys Example: N/A	N/A	Malay (Brunei Darussalam) language does not include any extended character.
An additional letter, appearing (between brackets or not) after item name, can be used as hotkeys Example: <i>Op<sup>s</sup>yen <u>w</u> / Op<sup>s</sup>yen (<u>w</u>)</i>	Yes	Any single letter available on the keyboard can be used.
A number, appearing (between brackets or not) after item name, can be used as hotkey Example: <i>Op<sup>s</sup>yen <u>3</u> / Op<sup>s</sup>yen (<u>3</u>)</i>	Yes	Any single letter available on the keyboard can be used.
A punctuation sign, appearing (between brackets or not) after item name, can be used as hotkey Example: <i>Op<sup>s</sup>yen <u>&gt;</u> / Op<sup>s</sup>yen (<u>&gt;</u>)</i>	Yes	Any single letter available on the keyboard can be used.

Some very common Access Keys are listed in the following table:

English	Function	Product
Ctrl+A	select all	Windows Office
Ctrl+A	reset all	Windows
Ctrl+B	send to back	Windows
Ctrl+C	reset current	Windows
Ctrl+C	copy	Windows Office SQL
Ctrl+D	delete	Windows Works

Ctrl+D	duplicate	Powerpoint Picturelt
Ctrl+D	dial	Windows
Ctrl+D	select domain	Windows
Ctrl+E	open image for editing	Windows
Ctrl+E	attributes	Windows
Ctrl+F	filter	Windows
Ctrl+F	forward	Outlook
Ctrl+F	view bitmap	Windows
Ctrl+F	file transfer	Windows
Ctrl+F	find	Windows SQL
Ctrl+F	full screen	Windows
Ctrl+G	go to	Windows
Ctrl+G	grid	Windows
Ctrl+G	paste to page	Windows
Ctrl+G	date	Works
Ctrl+H	replace	Windows SQL Outlook
Ctrl+H	space	Windows
Ctrl+I	invert colors	Windows
Ctrl+L	rotate left	Windows
Ctrl+L	color box	Windows
Ctrl+L	view log	Windows
Ctrl+M	new slide	Powerpoint
Ctrl+N	new call	Windows
Ctrl+N	new message	Outlook
Ctrl+N	new snapshot	Office
Ctrl+N	next code	Windows
Ctrl+N	new	Windows Office SQL
Ctrl+N	new connection	Windows
Ctrl+O	options	Windows
Ctrl+O	select code	Windows
Ctrl+O	open	Windows Office Works Visual Studio
Ctrl+P	previous	Windows Excel
Ctrl+P	print	Windows SQL Outlook Visual Studio Access Publisher
Ctrl+R	rotate right	Windows
Ctrl+R	flip/rotate	Windows

Ctrl+R	reply	Outlook
Ctrl+S	sharing	Windows
Ctrl+S	update	Windows
Ctrl+S	save	Windows Office Visual Studio
Ctrl+S	send	Windows
Ctrl+S	setup	Windows
Ctrl+T	toolbox	Windows
Ctrl+T	transfer	Windows
Ctrl+V	paste/insert	Windows SQL Works Outlook
Ctrl+W	stretch/skew	Windows
Ctrl+W	whiteboard	Windows
Ctrl+Y	redo	Windows Office
Ctrl+Y	repeat	Windows Works
Ctrl+Z	undo	Windows Office SQL Works Visual Studio

The following table lists the hot keys that are permissible in Malay (Brunei Darussalam). Please note that only single stroke characters can be used. If there are no single stroke characters in your language, or not enough of them, please indicate whether US characters can be used instead.

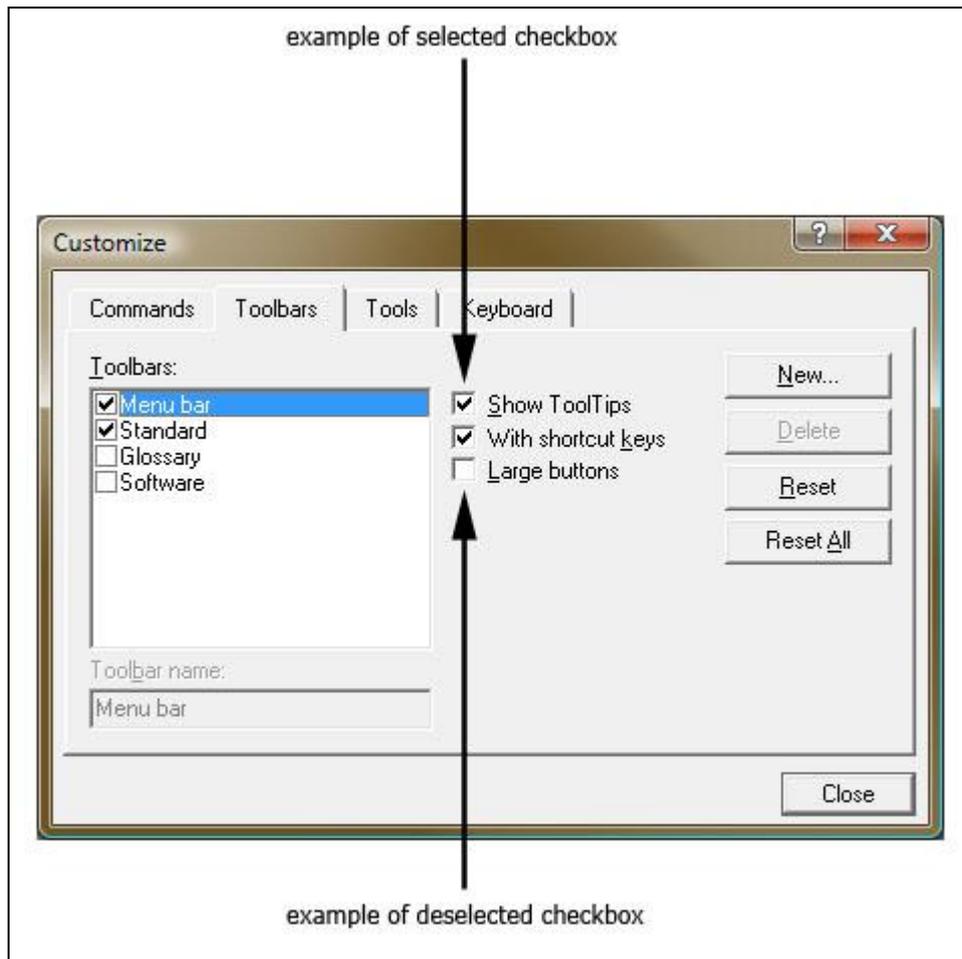
Hot key character	Preferred or allowed?	Case-sensitive?
A	Preferred	False
B	Preferred	False
C	Preferred	False
D	Preferred	False
E	Preferred	False
F	Preferred	False
G	Preferred	False
H	Preferred	False
I	Preferred	False
J	Preferred	False
K	Preferred	False
L	Preferred	False
M	Preferred	False
N	Preferred	False
O	Preferred	False
P	Preferred	False
Q	Preferred	False
R	Preferred	False
S	Preferred	False

T	Preferred	False
U	Preferred	False
V	Preferred	False
W	Preferred	False
X	Preferred	False
Y	Preferred	False
Z	Preferred	False
0	Allowed	False
1	Allowed	False
2	Allowed	False
3	Allowed	False
4	Allowed	False
5	Allowed	False
6	Allowed	False
7	Allowed	False
8	Allowed	False
9	Allowed	False
<	Allowed	False
>	Allowed	False

#### 4.15.2. Checkboxes and Radio Buttons

In the texts for checkboxes and radio buttons, it is not typical to address the user directly. Using a personal pronoun such as "you," "vous," or "Sie," in languages that use this form of address in checkbox or radio button texts should, therefore, be a relatively rare choice.

Within an interface, a checkbox can be selected or deselected; refer to Figure 1 for a visual example of selected and deselected checkboxes within an interface.



**Figure 1.** Example of selected and deselected checkboxes.

In addition, a radio button can be selected or deselected; within a list, if one radio button is selected, none of the other radio buttons can be selected. Refer to Figure 2 for a visual example of selected and deselected radio buttons within an interface.

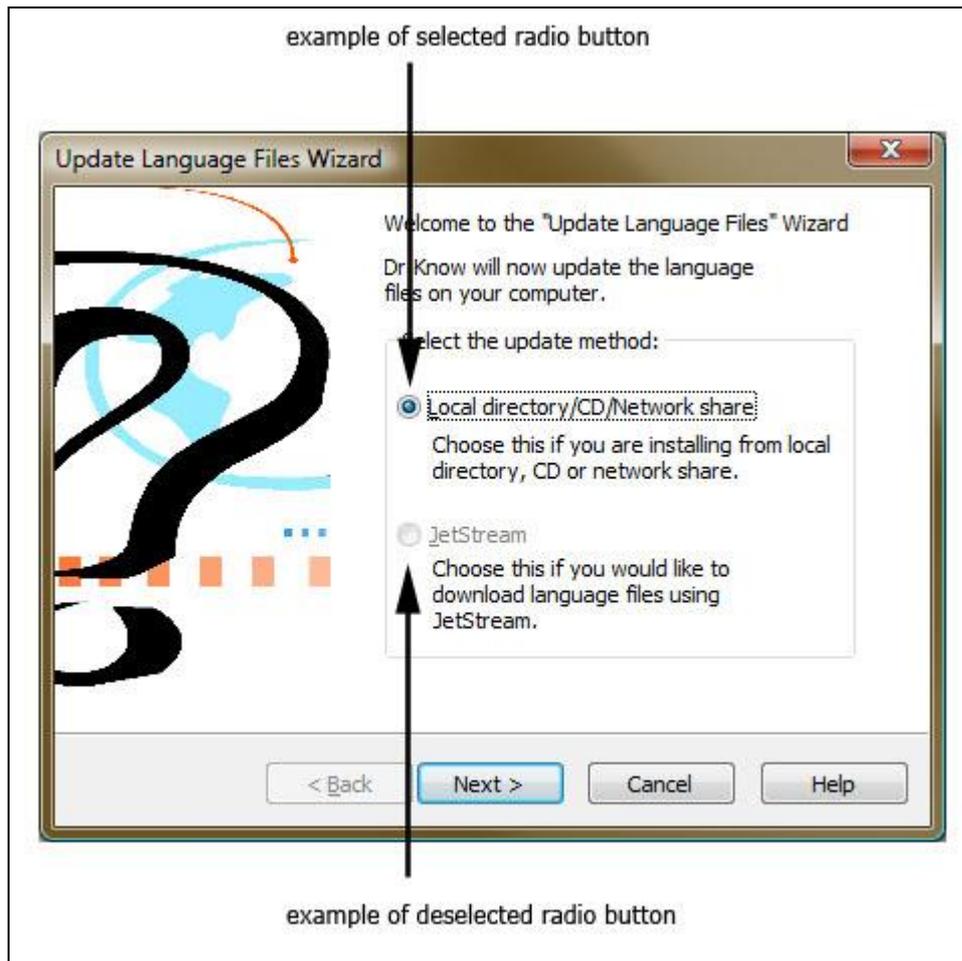


Figure 2. Example of selected and deselected radio buttons.

Punctuation in the source text often indicates whether a string is to be interpreted as a full sentence, but unfortunately this is not always the case. As a general rule, text in checkboxes and radio buttons receive no period at the end. If the period is there in the source text and if the string is a complete sentence, the localized string should also end with a period. A period is also advised if the target string is a complete and complex or long sentence (full sentence with sub-clauses or stretching over several lines).

**Examples:**

English example	Malay (Brunei Darussalam) example
I accept the license terms.	(+) Saya terima syarat pelesenan tersebut.
I accept this agreement.	(+) Saya terima perjanjian ini.
Confirm file format conversion on open	(+) Sahkan penukaran format fail semasa membuka

### 4.15.3. Dialog Box Contents and Titles

When translating dialog box contents, you are expected to use consistent terminology and language style in all dialog boxes and ensure that your translations are consistent with translations in other localized applications. Also, applications that are not currently localized may be localized in the future, and the same translations will be used in those applications. Refer to Figure 3 for a visual example of the **Insert Picture** dialog box and the context in which the dialog is referenced.

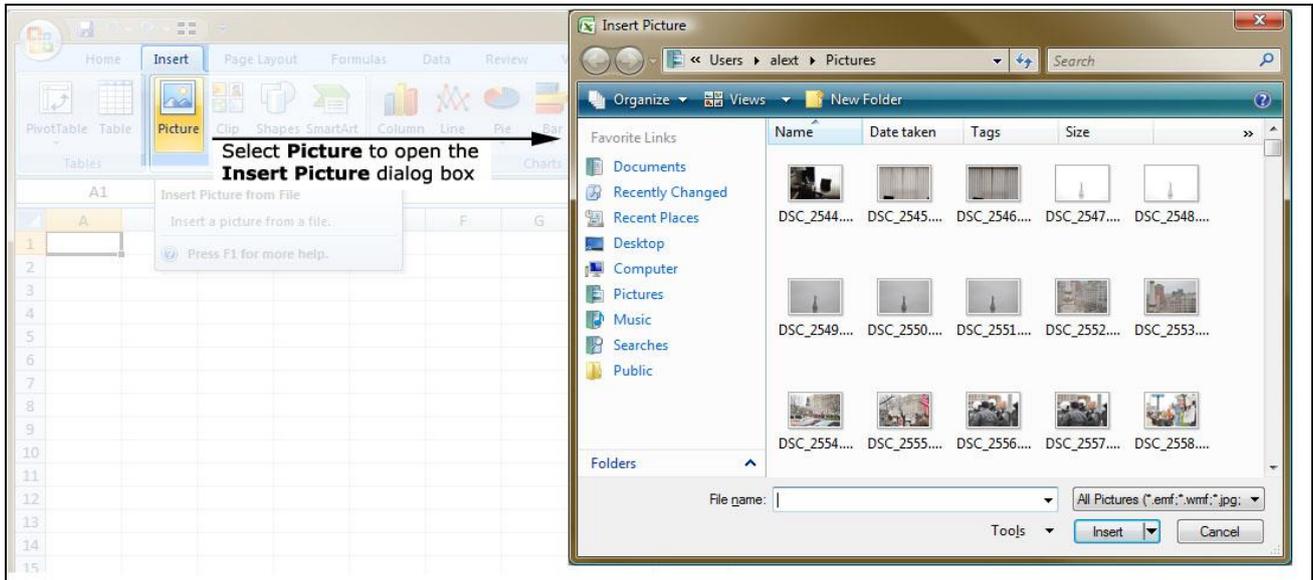


Figure 3. Example of a typical dialog box and the menu context associated with the dialog box.

Dialog box titles should be consistent with the menu items or menu commands that call them. Typically, menus are noun or infinitive; therefore, dialog titles should be noun or infinitive. This pattern is usually observed in the source text, and the source text format is decisive here. If the source text does use a headline format (“Doing xyz”), the Malay (Brunei Darussalam) equivalent to this format should be used.

**Example:**

English example	Malay (Brunei Darussalam) example
Insert Table	(+) Sisipkan Jadual

Use parallel language for dialog box elements that are parallel in function, such as the contents of lists and tables. Ensure that all items are similar in form, and use the same part of speech. For example, translate all items in a list within a dialog box using an infinitive verb, or translate them all as noun/gerund, or translate them all as imperative verbs. Rely on the rules for Malay (Brunei Darussalam) to determine how best to translate the contents of dialog box elements such as lists and tables.

#### 4.15.4. Menus, Commands, Buttons, and Other Interface Text

When translating menus, commands, and buttons, you should translate a verb as a verb (infinitive or citation form), unless there is a good reason not to do so. Always try to establish whether a word is a noun or a verb, using all available context and material. Some words can be both nouns and verbs (such as “View” in English interfaces), so be sure you know the context in which the word is being used in the interface. If the part of speech is ambiguous, there are often instructions that clarify whether you are dealing with a noun, verb, or adjective in a given context.

#### Examples:

English example	Malay (Brunei Darussalam) example
Archive <small>[noun]</small>	(+) Arkib
Set <small>[verb]</small> Query <small>[noun]</small>	(+) Set Pertanyaan
View <small>[verb]</small>	(+) Papar

#### 4.15.5. Status Bar Messages

A status bar message is information about the active document, a selected command, or any active selected interface item. The 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. Some status bar messages refer to actions being performed or already completed (for example in Microsoft Internet Explorer). Refer to Figure 4 for a visual example of a dialog box.

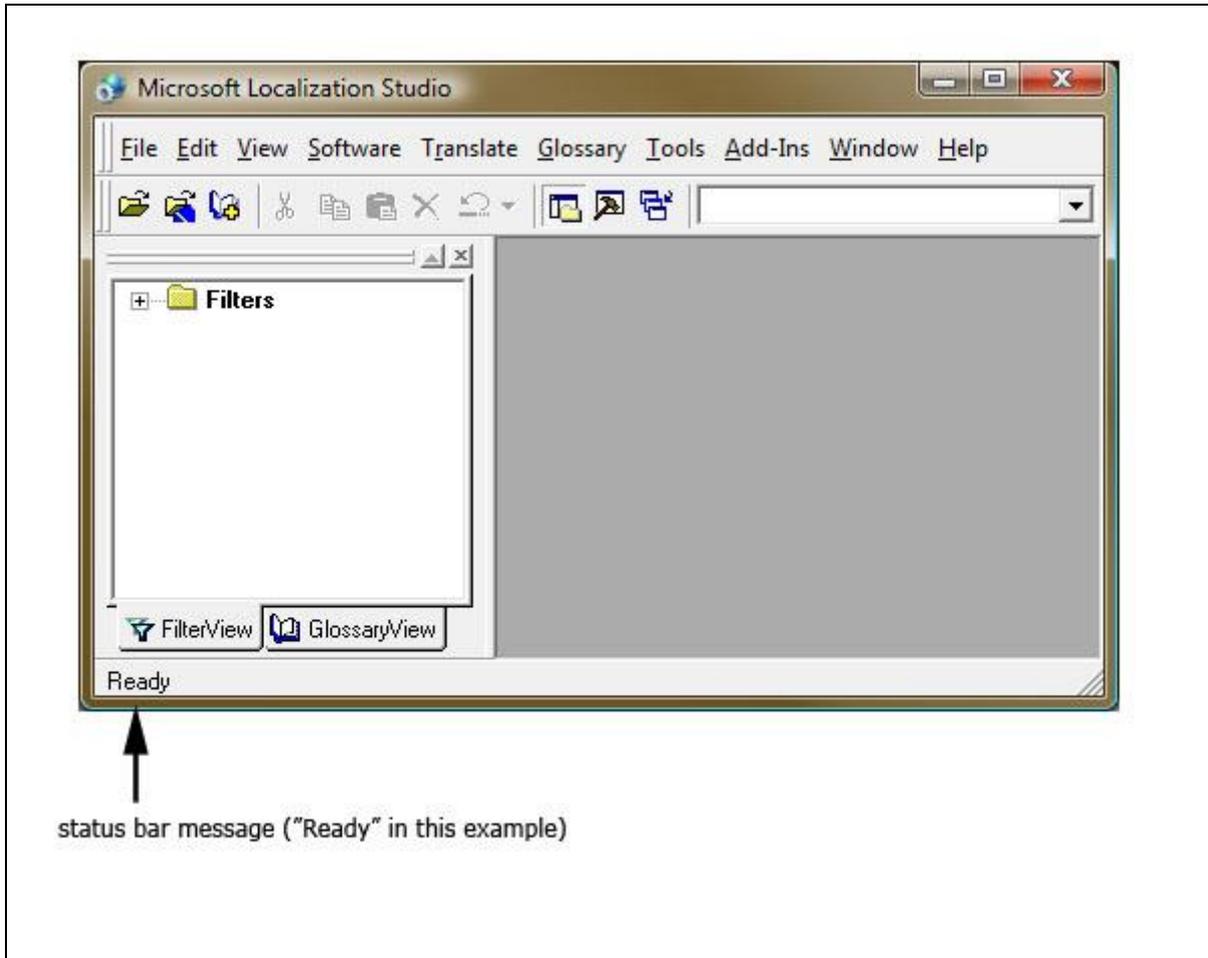


Figure 4. Example of a typical status bar and status bar message.

Messages reporting that a process is executing usually use a verb in the “-ing” form plus three dots after the text. In Malay (Brunei Darussalam) you should choose a verb tense and/or aspect that expresses the ongoing nature of the action.

Difficulties can arise if this convention is not kept in the US text and the status or progress message is not immediately recognizable as such (although sometimes the Resource ID will tell). The standard syntax should be applied to status bar messages wherever possible.

#### Examples:

English example	Malay (Brunei Darussalam) example
Scanning files...	(+) Mengimbas fail...
Opening message...	(+) Membuka mesej...

#### 4.15.6. Tool Tips and InfoTips

A tool tip is a short description of the icon or function over which the user hovers with the cursor. Tool tips are typically shown in a software interface for a short amount of time.

Tool tips should be short and concise, but helpful to the users. In very many cases, they have exactly the same linguistic form as menus, commands, or buttons, and use an impersonal style without a period. In other cases they serve as short explanations and address the user directly (see, for example, the extended tool tips in Office 2007). You should translate tool tip text using a consistent and usability-centered approach, and you should ensure that consistency is maintained; avoid using multiple different translations for the same tool tip.

##### Examples:

English example	Malay (Brunei Darussalam) example
Insert Microsoft Excel Worksheet	(+) Sisipkan Lembaran Kerja Microsoft Excel
Click here to begin	(+) Klik sini untuk mula
No feeds detected on this page (Alt+J)\nFeeds provide updated website content	(+) Tiada suapan dikesan pada halaman ini (Alt+J)\nSuapan membekalkan kandungan tapak web kemas kini

InfoTips are similar to tool tips because they appear briefly and explain a specific part of an interface. InfoTips contain short sentences or sentence fragments that describe what an item does or how it can be used.

For items that describe what the user can do with the item (one that users can manipulate upon opening), use infinitive or verb phrase. This is the most common type of InfoTip.

##### Example:

English example	Malay (Brunei Darussalam) example
Analyze items with a spreadsheet application	(+) Menganalisis item dengan aplikasi hamparan

For items that have an automatic action (one that requires no user manipulation) upon opening, use infinitive or verb phrase.

##### Example:

English example	Malay (Brunei Darussalam) example
Opens the calendar	(+) Buka kalendar

#### 4.15.7. Welcome Screens

There is no guideline for translating Welcome screens within wizards. Complete phrases are just as fine as “Welcome” only. However, the names of Welcome screens should be localized according to one consistent pattern within one product.

**Example:**

Source	Target option 1	Target option 2
Welcome to the Connection Wizard	(+) Selamat datang ke Wizard Sambungan	N/A

#### **4.16. US-specific information**

If the English text contains US-specific information that does not apply to Malay (Brunei Darussalam) or Brunei Darussalam, please contact your Engineering Partner to discuss how the US information can be replaced.

## 4.17. Version Numbers

Version numbers always contain a period (Version 4.2, for example). Please note the following punctuation examples of “Version x.x”:

### Examples:

English example	Malay (Brunei Darussalam) example
If you are using Word version 7.0 or later...	(+) Jika awda menggunakan Word versi 7.0 atau lebih baru...
If you are using Microsoft Excel version 6.0 for Windows...	(+) Jika awda menggunakan Microsoft Excel versi 6.0 untuk Windows...

Version numbers are usually also part of version strings, but technically they are not the same.

## 5. Language Kit – Country- and Language-Specific Information

The Language Kit contains the following topics:

- Address Format
- Characters
- Date Format
- Days
- Decimal Separator
- Holidays
- Key Names
- Measurement Units
- Months
- Names of People
- Sample Text
- Sorting Guidelines
- Telephone Numbers
- Time Format
- Translation Equals Source
- What Language Is It?

**Note:** In case of doubt or if not included in this Style Guide, always follow first and foremost the grammatical standards established for the local language by the local linguistic authorities.

## 5.1. Address Format

<b>Country</b>	Brunei Darussalam		
<b>Disclaimer</b>	Please note that the information in this entry should under no circumstances be used in examples as fictitious information.		
<b>Address</b>	<p><b>Format</b></p> <p><u>For office:</u></p> <ol style="list-style-type: none"> <li>[CompanyName]</li> <li>Address1</li> <li>[Address2]</li> <li>City PostalCode</li> <li>[Country]</li> <li>[Title/Honorific] Name</li> </ol> <p><u>For residence:</u></p> <ol style="list-style-type: none"> <li>[Title/Honorific] Name</li> <li>Address1</li> <li>[Address2]</li> <li>City PostalCode</li> <li>[Country]</li> </ol>	<p><b>Local Example</b></p> <p><u>For office:</u></p> <p>Dewan Bahasa dan Pustaka Jalan Elizabeth II Bandar Seri Begawan BB3510 Brunei Darussalam U.P.: Awang Mohamed bin Yahya</p> <p><u>For residence:</u></p> <p>Awang Mohamed bin Yahya Jalan Elizabeth II Bandar Seri Begawan BB3510 Brunei Darussalam</p>	<p><b>Example Guide</b></p> <p><u>For office:</u></p> <p>Dewan Bahasa dan Pustaka [=CompanyName] Jalan Elizabeth II [=Address1] Bandar Seri Begawan BB3510 [=City + PostalCode] Brunei Darussalam [=Country] U.P.: Awang [=Title] Mohamed bin Yahya [=FirstName + LastName]</p> <p><u>For residence:</u></p> <p>Awang [=Title] Mohamed bin Yahya [=FirstName + LastName] Jalan Elizabeth II [=Address1] Bandar Seri Begawan BB3510 [=City + PostalCode] Brunei Darussalam [=Country]</p>
<b>Local Postal Code Format</b>	zzxxxx		
<b>Notes</b>	Postal code format is standardized as 2 alphabets followed by 4 digits.		
	For an office address, the recipient's name is written on the last line.		
	For a residential address, the recipient's name is written on the first line.		
	n/a		
	n/a		

## 5.2. Characters

<b>Country</b>	Brunei Darussalam
<b>Lower-case characters</b>	a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z
<b>Upper-case characters</b>	A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z
<b>Characters in caseless scripts</b>	n/a
<b>Extended Latin characters</b>	n/a
<b>Note on alphabetical order</b>	Alphabetical order is based on the list of letters in the alphabet.
<b>Total number of characters</b>	26
<b>Notes</b>	n/a
	n/a

### 5.3. Date Format

<b>Country</b>	Brunei Darussalam
<b>Calendar/Era</b>	Gregorian Calendar
<b>First Day of the Week</b>	Monday
<b>First Week of the Year</b>	The week starts with 1 <sup>st</sup> January
<b>Separator</b>	/
<b>Default Short Date Format</b>	dd/MM/yy
<b>Example</b>	17/03/04
<b>Default Long Date Format</b>	dddd MMMM yyyy
<b>Example</b>	17hb. Mac 2004
<b>Additional Short Date Format 1</b>	n/a
<b>Example</b>	n/a
<b>Additional Short Date Format 2</b>	n/a
<b>Example</b>	n/a
<b>Additional Long Date Format 1</b>	n/a
<b>Example</b>	n/a
<b>Additional Long Date Format 2</b>	n/a
<b>Example</b>	n/a
<b>Leading Zero in Day Field for Short Date Format</b>	Yes
<b>Leading Zero in Month Field for Short Date Format</b>	Yes
<b>No. of digits for century for Short Day Format</b>	2
<b>Leading Zero in Day Field for Long Date Format</b>	No
<b>Leading Zero in Month Field for Long Date Format</b>	No
<b>Number of digits for century for Long Day Format</b>	4
<b>Date Format for Correspondence</b>	Default Long Date Format
<b>Example</b>	17hb. Mac 2004
<b>Notes</b>	n/a
	n/a
<b>Abbreviations in Format Codes</b>	<p><b>d</b> is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name)</p> <p><b>M</b> is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name)</p> <p><b>y</b> is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)</p>

## 5.4. Days

<b>Country</b>	Brunei Darussalam
<b>Normal Form</b>	Monday    Isnin Tuesday    Selasa Wednesday    Rabu Thursday    Khamis Friday    Jumaat Saturday    Sabtu Sunday    Ahad
<b>Abbreviated Form</b>	Monday    n/a Tuesday    n/a Wednesday    n/a Thursday    n/a Friday    n/a Saturday    n/a Sunday    n/a
<b>First Day of Week</b>	Monday
<b>Is First Letter Capitalized?</b>	Yes
<b>Notes</b>	Abbreviation of the days is not recommended. n/a

## 5.5. Decimal Separator

<b>Country</b>	Brunei Darussalam
<b>Separator</b>	.
<b>Description</b>	Period
<b>Examples</b>	25.34; B\$13.65
<b>Notes</b>	n/a
	n/a

## 5.6. Holidays

Country	Date	English	Malay (Brunei Darussalam)	Floating or Fixed Date
Brunei Darussalam	1 <sup>st</sup> January	New Year Day	Awal Tahun Masihi	Fixed
Brunei Darussalam	26 <sup>th</sup> January	Chinese New Year	Tahun Baru Cina	Floating
Brunei Darussalam	23 <sup>rd</sup> February	National Day	Hari Kebangsaan Negara Brunei Darussalam Ke-25	Fixed
Brunei Darussalam	9 <sup>th</sup> March	Prophet Muhammad's Birthday	Maulud Nabi Muhammad SAW	Floating
Brunei Darussalam	31 <sup>st</sup> May	Anniversary of the Royal Brunei Armed Forces	Hari Ulang Tahun Angkatan Bersenjata Diraja Brunei	Fixed
Brunei Darussalam	15 <sup>th</sup> July	His Majesty's Birthday	Hari Keputeraan Kebawah DYMM Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam Yang Ke-63 Tahun	Fixed
Brunei Darussalam	20 <sup>th</sup> July	Isra' Mikraj	Israk Mikraj	Floating
Brunei Darussalam	22 <sup>nd</sup> August	1 <sup>st</sup> Day of Ramadhan	1hb. Ramadan	Floating
Brunei Darussalam	7 <sup>th</sup> September	Revelation of the Nuzul Al-Quran	Memperingati Nuzul Al-Quran	Floating
Brunei Darussalam	20 <sup>th</sup> – 21 <sup>st</sup> September	Hari Raya Aidilfitri	Hari Raya Aidilfitri	Floating
Brunei Darussalam	27 <sup>th</sup> November	Feast of Sacrifice	Hari Raya Aidil Adha	Floating
Brunei Darussalam	25 <sup>th</sup> December	Christmas Day	Hari Krismas	Fixed

## 5.7. Key Names

US-English	Malay (Brunei Darussalam)
ALT	ALT
ALT GR	ALT GR
BACKSPACE	BACKSPACE
BREAK	BREAK
CAPS LOCK	CAPS LOCK
CLEAR	CLEAR
COMMAND (Macintosh)	COMMAND (Macintosh)
CTRL	CTRL
DEL	DEL
DELETE (Macintosh)	DELETE (Macintosh)
DOWN ARROW	DOWN ARROW
END	END
ENTER	ENTER
ESC	ESC
F1-F12	F1-F12
HOME	HOME
INS	INS
LEFT ARROW	LEFT ARROW
NUMPAD ENTER	NUMPAD ENTER
NUM LOCK	NUM LOCK
NUMPAD +	NUMPAD +
NUMPAD -	NUMPAD -
NUMPAD *	NUMPAD *
NUMPAD /	NUMPAD /
NUMPAD 0-9	NUMPAD 0-9
OPTION (Macintosh)	OPTION (Macintosh)
PAGE DOWN	PAGE DOWN
PAGE UP	PAGE UP
PAUSE	PAUSE
PRINT SCREEN	PRINT SCREEN
RETURN (Macintosh)	RETURN (Macintosh)
RIGHT ARROW	RIGHT ARROW
SCROLL LOCK	SCROLL LOCK
SHIFT	SHIFT
SPACEBAR	SPACEBAR
SYS RQ	SYS RQ
TAB	TAB
UP ARROW	UP ARROW

## 5.8. Measurement Units

<b>Metric system commonly used</b>	Yes		
<b>Temperature</b>	Celsius		
<b>Linear measure</b>	English	Translation	Abbreviation
	Kilometer	Kilometer	km
	Meter	Meter	m
	Decimeter	Desimeter	dm
	Centimeter	Sentimeter	cm
	Millimeter	Milimeter	mm
<b>Capacity</b>	English	Translation	Abbreviation
	Hectoliter	Hektoliter	hL/hl
	Liter	Liter	L/l
	Deciliter	Desiliter	dL/dl
	Centiliter	Sentiliter	cL/cl
	Milliliter	Mililiter	mL/ml
<b>Mass</b>	English	Translation	Abbreviation
	Ton	Tan	n/a
	Hundredweight		Ratus berat n/a
	Kilogram	Kilogram	kg
	Pound	Paun	n/a
	Gram	Gram	g
	Decigram	Desigram	dg
	Centigram	Sentigram	cg
	Milligram	Miligram	mg
<b>English units of measurements</b>	English	Translation	Abbreviation
	Inch	Inci	n/a
	Feet	Kaki	n/a
	Mile	Batu	n/a
	Gallon	Gelen	n/a
<b>Power</b>	English	Translation	Abbreviation
	SQ	Persegi	n/a
<b>Notes</b>	n/a		
	n/a		

## 5.9. Months

<b>Country</b>	Brunei Darussalam	
<b>Full Form</b>	January February March April May June July August September October November December	Januari Februari Mac April Mei Jun Julai Ogos September Oktober November Disember
<b>Abbreviated Form</b>	January February March April May June July August September October November December	Jan. Feb. Mac Apr. Mei Jun Jul. Ogos Sept. Okt. Nov. Dis.
<b>Long Date Format</b>	January February March April May June July August September October November December	Same as Full Form Same as Full Form
<b>Is First Letter Capitalized?</b>	Yes	
<b>Notes</b>	n/a	
	n/a	

## 5.10. Names of People

<b>Country</b>	Brunei Darussalam
<b>Disclaimer</b>	Please note that the information in this entry should under no circumstances be used in examples as fictitious information.
<b>Number of first names</b>	1; 2; 3; 4(seldom)
<b>Middle name usage</b>	n/a
<b>Last name(s) usage</b>	For Malays, it refers to the father's name.
<b>Initials usage</b>	n/a
<b>Notes on names and initials usage</b>	n/a
<b>Capitalization</b>	First letters of the names are capitalized.
<b>Married and maiden names</b>	Married women do not change their name.
<b>Sorting</b>	n/a
<b>Most common name format in text</b>	For Malay people, Male: FirstName bin LastName Female: FirstName binti LastName
<b>Most common name format in lists</b>	Same as above
<b>Most common last names</b>	n/a
<b>Most common male first names</b>	For Malays, the male first names are commonly preceded with: Mohamad, Abdullah
<b>Most common female first names</b>	For Malays, the female first names are commonly preceded with: Siti
<b>Notes</b>	For Malays, first names are separated from last names with "bin" or "binti": - "bin" is used after male first names, e.g. Azmi bin Khalid - "binti" is used after female first names, e.g. Arfah binti Khalid
	n/a

## 5.11. Sample Text

<b>Sample Text</b>	<p>Awang Mohamed bin Yahya Jalan Elizabeth II Bandar Seri Begawan BB3510 Brunei Darussalam Tel: +673 2324124</p> <p>Bahasa jiwa bangsa. Bahasa merupakan sebahagian daripada identiti bangsa. Bahasa tidak dapat hidup tanpa dukungan pengguna asal. Tiada sebab dan alasan mengapa bangsa yang bukan bangsa Malaysia mahu mendukung dan mendaulatkan bahasa Malaysia.</p> <p>Semenjak berkurun-kurun Bahasa Malaysia telah terbukti sebagai bahasa yang berwibawa. Malah semenjak keagungan Melaka, bahasa Malaysia sudah menjadi bahasa buana. Sama ada pedagang Asia Timur mahupun pedagang dari Barat, wajib belajar bahasa Malaysia jika mahu berniaga di Melaka. Hanya dengan penjajah peranan bahasa Malaysia mula diperkecil dan bangsa Melayu lalu diagung-agungkan dan dinaikkan martabat.</p> <p>Peminjaman kata atau adaptasi bahasa bukan menunjukkan kelemahan bahasa. Tiada bahasa di dunia ini yang tidak meminjam kata-kata lain dari bahasa lain. Adaptasi istilah akan memperkaya bahasa lantas memperkukuh bahasa itu. Cuma proses adaptasi perlu dibuat secara tersusun dan mengikut peraturan.</p> <p>Sama ada kita kerani di pejabat, mahupun ketua eksekutif, pemerintah mahupun rakyat, yang dipilih mahupun yang memilih tidak ada sebab kita harus mengabaikan bahasa atau menggunakan bahasa yang salah. Peranan memperjuangkan bahasa di dalam era maklumat bukan sahaja peranan ahli politik mahupun pejuang bahasa tetapi peranan semua individu rakyat Malaysia. Paling kurang kita harus menggunakan bahasa yang baik dalam pertuturan terutama dalam penulisan sebagai sumbangan kita terhadap tamadun bangsa negara.</p> <p>Kini Bahasa Malaysia digunakan secara meluas di negara ini. Penggunaannya meliputi pelbagai peringkat sama ada rasmi ataupun tidak rasmi. Contohnya, semua jabatan dan agensi kerajaan menggunakan Bahasa Malaysia dalam surat-menyurat, dokumen, notis dan sebagainya. Ini merupakan satu lagi cara untuk memartabatkan Bahasa Malaysia. Usaha untuk memelihara dan meningkatkan taraf Bahasa Malaysia haruslah dilakukan secara berterusan tanpa jemu untuk memastikan Bahasa Malaysia setanding dengan bahasa-bahasa lain.</p> <p>Bahasa juga merupakan salah satu medium untuk menyemai semangat perpaduan antara kaum. Bahasa Malaysia sebagai bahasa kebangsaan dapat menunjukkan identiti rakyat negara ini yang berbilang kaum sebagai satu bangsa di mata dunia. Penggunaan Bahasa Malaysia di dalam kehidupan seharian tanpa mengabaikan bahasa ibunda sesuatu kaum itu boleh membantu mengeratkan hubungan sesama penduduk.</p> <p>Sumber: The Name Technology Sdn. Bhd. Dicipta pada 29hb. Julai 2009, pukul 3.30 petang.</p>
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## 5.12. Sorting Guidelines

<b>Sorting Rules</b>	<ol style="list-style-type: none"> <li>1. Capital letters and lowercase letters are equal. No distinction is made between them.</li> <li>2. Sorting is according to alphabetical order.</li> </ol>
<b>Character Sorting Order</b>	<p>a – 1, b – 2, c – 3, d – 4, e – 5, f – 6, g – 7, h – 8, i – 9, j – 10, k – 11, l – 12, m – 13, n – 14, o – 15, p – 16, q – 17, r – 18, s – 19, t – 20, u – 21, v – 22, w – 23, x – 24, y – 25, z – 26</p>
<b>Examples of Sorted Words</b>	<p>Aaron  andere  chaque  chemin  cote  Czech  irdisch  lie  lire  llama  luck  lye  myndig  pint  pylon  savoir  Sietla  subtle  symbol  verkehrt  vox  waffle  wood  yen  yuan  yucca  zoo  Zviedrija  zysk  zzlj  zznj  zznz</p>

### 5.13. Telephone Numbers

<b>Country</b>	Brunei Darussalam
<b>International dialing code</b>	673
<b>Area codes used</b>	Yes
<b>Number of digits - area codes</b>	1
<b>Separator</b>	Space (usually used in telephone book)
<b>Number of digits - domestic</b>	7
<b>Digit groupings - domestic</b>	#####
<b>Number of digits - local</b>	7
<b>Digit groupings - local</b>	#####
<b>Number of digits - mobile</b>	7
<b>Digit groupings - mobile</b>	#####
<b>Digit groupings - international</b>	+673 #####
<b>Notes</b>	<p>The space separator usually is only used in telephone book. For normal practice, space is not required.</p> <p>Only 1 digit is used for area code. Below shows the area codes used for places in Brunei Darussalam:</p> <ol style="list-style-type: none"> <li>1) Bandar Seri Begawan – 2</li> <li>2) Kuala Belait – 3</li> <li>3) Tutong – 4</li> <li>4) Temburong – 5</li> <li>5) Mobile – 8</li> </ol>

## 5.14. Time Format

<b>Country</b>	Brunei Darussalam	
<b>24 hour format</b>	n/a	
<b>Standard time format</b>	H.mm.ss	
<b>Standard time format example</b>	7.08.19	
<b>Time separator</b>	Period (.)	
<b>Time separator examples</b>	7.08.19	
<b>Hours leading zero</b>	n/a	
<b>Hours leading zero example</b>	n/a	
<b>String for AM designator</b>	12:00AM	Tengah malam
	12:01AM – 11:59AM	Pagi
<b>String for PM designator</b>	12:00PM	Tengah hari
	12:01PM – 6:59PM	Petang
	7:00PM – 11:59PM	Malam
<b>Notes</b>	To tell the time in Malay (Brunei Darussalam), it always begins with “pukul”, followed by the time: Examples:	
	9:25AM	Pukul 9.25 pagi
	7:30PM	Pukul 7.30 malam
	n/a	



## 5.16. What Language Is It?

<b>What Language Is It?</b>	<p>Malay (Brunei Darussalam) is written using the Roman alphabet, from a – z. It is running in horizontal columns, from left to right. It is an agglutinative language. The meaning of the word can be changed by adding the necessary prefixes or suffixes to the root word. Below shows some common prefixes and suffixes as well as changes of meaning after adding prefix or suffix:</p> <p>Common prefixes: be, ber, me, men, meng, pe, per, pem, ke, di, ter, te, pen, se, mence, meny, penge, penye, perse, pemer, memper, terper, keter, sese, seper, sepen</p> <p>Common suffixes: an, kan, i, nya, kah, lah</p> <p>Example: (Root word) main → play (Prefix “pe” added) pemain → player (Prefix “per” and suffix “an” added) permainan → game</p>
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## Appendix A: Trademarks (® and ™)

The following list of Microsoft Trademarks is provided here for your reference; the list online at <http://www.microsoft.com/library/toolbar/3.0/trademarks/en-us.mspx> is the authoritative list and should be checked for updates to the information provided here. Note that trademarked names and the name Microsoft Corporation should not be localized.

Trademark	Status	Descriptor
.Net logo	TM	
Access	®	database software
Active Accessibility	®	programming interfaces tools
Active Desktop	®	interface item
Active Directory	®	directory service
ActiveMovie	®	application programming interface
ActiveStore	®	retail technology architecture
ActiveSync	®	technology
ActiveX	®	technologies, platform, controls, scripting, server framework
Advisor FYI	®	personalized financial guidance
Aero	®	desktop experience
Age of Empires	®	video game
Age of Mythology	®	video game
Amalga	TM	software for healthcare
Ask for Genuine Microsoft Software	TM	computer software
Authenticode	®	technology
AutoRoute	TM	road atlas
AutoRoute Express	®	road atlas
AutoRoute Plus	®	professional road atlas
Azurik	®	video game
Bankshot Billiards	®	video game
BattleTech	®	game universe
BitLocker	TM	drive encryption
Bizspark	TM	technology
BizTalk	®	server
Blinx	®	video game

Blood Wake	®	video game
Blue Dragon	TM	video game
Bookdings	®	font
Brute Force	®	video game
BugLight	TM	IT pro technology
Calibri	®	font
Cambria	TM	font
Candara	®	font
Carbonated Games	TM	video games
Cariadings	TM	font
ClearType	®	display technology
Consolas	®	font
Constantia	®	font
Convection	®	font
Convergence	®	conference
Corbel	TM	font
Cortana	®	action figure
Crackdown	®	video game
Crimson Skies	®	video game
DataTips	®	pop-up information
DaunPenh	TM	font
Dexterity	®	software
Digital Anvil	®	video games
Direct3D	®	application programming interface
DirectAnimation	®	application programming interface
DirectBand	®	wireless technology
DirectDraw	®	application programming interface
DirectInput	®	application programming interface
DirectMusic	®	application programming interface
DirectPlay	®	application programming interface

DirectShow	®	application programming interface
DirectSound	®	application programming interface
DirectX	®	application programming interface
DreamSpark	TM	technology
DreamScene	®	visualization technology
Drivatar	TM	AI technology
Encarta	®	multimedia encyclopedia/online encyclopedia
Encarta logo (graphic only)	®	
Ensemble Studios	®	games
Entourage	®	e-mail and personal information manager
ESP	TM	visual simulation platform
Excel	®	spreadsheet software
Exhibition	®	demo disc
Expression	®	design software
Expression Blend	TM	design software
FASA Studio	®	video games
Finty Flush	®	video game
FlexGo	TM	prepaid and subscription technology
Fluent	TM	user interface
Forefront	TM	client security
Forza Motorsport	®	video game
Fox head logo	®	
Freelancer	®	video game
Fringer	®	video game
FRx	®	software
Fuzion Frenzy	®	video game
GameSpring	TM	subscription service
Game with Fame	®	event
Genuine Advantage Logo	®	
Georgia	®	font

Gisha	®	font
Great Plains	®	software
Groove	®	software
Habu	®	gaming mouse
Halo	®	video game
Halo logo	®	
Halo Wars	TM	video game
Halo 2 logo	®	
HDCD	®	audio enhancement technology
HDCD logo	®	
HealthVault	TM	healthcare website technology
HealthVault logo	TM	
Hexic	®	video game
High Road to Revenge	®	video game
Hotmail	®	web-based e-mail service
HotStart	®	technology
Hyper-V	TM	technology
Imagine Cup logo	TM	
Infinite Undiscovery	TM	video game
InfoPath	®	information-gathering program
Inkseine	TM	computer search engine software
IntelliMirror	®	management technologies
IntelliMorph	®	software
IntelliMouse	®	pointing device
IntelliSense	®	technology
IntelliShrink	®	text compression system
Internet Explorer	®	internet browser
Iskoola Pota	TM	font
It's Mr. Pants	®	video game
Jawbreaker	®	video game
JScript	®	development software
Kung Fu Chaos	®	video game
Laser Technology logo	TM	
LifeChat	®	headset
LineDrive	TM	mapping feature
Lionhead	®	video game

Lionhead logo	®	
Lips	®	video game
Live Mesh logo	TM	
Lost Odyssey	TM	video game
MapPoint	®	business mapping software
Marine Mania	®	video game
Master Chief	TM	action figure
Maximum Chase	®	video game
MechAssault	®	video game
MechCommander	®	video game
MechWarrior	®	video game
Mediaroom	TM	multimedia software platform
Mediaroom logo	TM	
MedVault	®	computer software for medical database/storage
Microsoft	®	software
Microsoft Auto logo	TM	
Microsoft Digital by Choice logo	TM	
Microsoft Dynamics	®	business software
Microsoft Dynamics logo	®	
Microsoft eMbedded Visual Tools logo	®	
Microsoft Game Studios logo	®	
Microsoft Internet Explorer logo (graphic only)	®	
Microsoft .NET Connected logo	TM	
Microsoft Points logo	TM	
Microsoft Press	®	books
Microsoft Surface	TM	software and touch computing platform
Microsoft Surface logo	TM	
Midtown Madness	®	video game
Monster Truck Madness	®	video game
MorphX	®	software
Motocross Madness	®	video game
Mozaki	®	video game

MS	®	computer software
MS-DOS	®	operating system
MSDN	®	developer program
MSN	®	network of Internet services
MSN logo (butterfly)	®	
MultiPoint	TM	technology
Natural	® TM	keyboard mouse
Navision	®	software
NavReady	TM	software
Nina	®	font
Ninety-Nine Nights	®	video game
Office logo (puzzle design)	®	
Office logo	®	
OneCare	TM	computer protection and maintenance software and services
OneCare logo	®	
OneNote	®	note-taking program
OpenType	®	font technology
Optical Technology logo	®	
OptiMatch	®	game matchmaking system
Outlook	®	messaging and collaboration client
Outlook Launch Icon (2007)	TM	
OutSmart	®	online game
Passport logo	®	
People Ready	TM	business software
Perfect Dark Zero	®	video game
PerformancePoint	®	business intelligence software
PGR	®	video game
Phantom Dust	®	video game
Photosynth	TM	technology
Photosynth logo	TM	
PinPoint	TM	online business marketplace
PivotChart	®	dynamic views
PivotTable	®	dynamic views

PlayFX	TM	suite of audio enhancement technologies
PlayReady	®	content access technology
PlaysForSure logo	®	interoperability and compatibility logo
Popfly	TM	technology
PowerPoint	®	presentation graphics program
PowerPointLaunch Icon (2007)	TM	
ProClarity	®	business analysis software
Project Gotham Racing	®	video game
Quantum Redshift	®	video game
Rally	TM	device connectivity service
Rare	®	video game
Rare logo	®	
Reader logo	®	
ReadyBoost	TM	technology
ReadyDrive	TM	technology
Reclusa	®	gaming keyboard
Response Point	TM	phone system software
Response Point logo	TM	
Rise of Legends	TM	video game
Rise of Nations	®	video game
Rise of Perathia	®	video game
RoundTable	TM	communications and archival system
RP Stylized	TM	computer hardware/software for voice over IP services
Sabre Wulf	®	video game
SeaDragon	TM	technology
Security Shield logo	®	
Segoe	®	font
Shadowrun	®	video game
SharePoint	®	team services portal server services
ShapeSheet	®	shape extensibility

SideGuide	®	wi-fi access service
SideShow	®	technology
SideShow logo	TM	
SideWinder	® ® TM TM	joystick game pad computer mice keyboard
SideWinder logo	TM	
Silverlight	TM	browser plug-in browser plug-in development tool
Silverlight logo	TM	
SkyDrive	TM	storage technology
SmartArt	®	graphics
Smarter Hospitality	TM	technology architecture
Smarter Retailing	TM	retail technology architecture
SmartShapes	®	symbols
Sneakers	®	video game
SoftGrid	®	Technology
Softricity	®	Technology
Software Jukebox logo	TM	
Songsmith	TM	Software
Spaces logo	®	
Spaces for our World	TM	social causes program
SportsLounge	TM	streaming technology
Starlancer	®	video game
Starts Here	®	multimedia training series
SteadyState	TM	technology for multiple computers
Sudeki	TM	video game
SuperFetch	TM	memory management technology
SQL Server	®	database software
Tahoma	®	font
Tao Feng	®	video game
Terminal Services RemoteApp	®	network software
The Age of Kings	®	video game
The Code Room	TM	entertainment services

The Hive and Design	TM	
The Time Sweeper	®	video game
TrueSkill	TM	matchmaking ranking
Turn 10	TM	video games
Ultimate Play the Game logo	TM	
Verdana	®	font
Virtual Earth	TM	mapping software
Visio	®	drawing and diagramming software
Visual Basic	®	development system
Visual C++	®	development system
Visual C#	®	development tool
Visual FoxPro	®	database development system
Visual InterDev	®	web development system
Visual J++	®	development system, development system for the Java language
Visual J#	®	development tool
Visual SourceSafe	®	version control system, version control software
Visual Studio	®	development system
Visual Studio logo (graphic only)	®	
Viva Piñata	®	video game
Voodoo Vince	®	video game
Webdings	®	font
Whacked!	®	video game
Win32	®	application programming interface
Windows	®	operating system
Windows Calendar icon	TM	
Windows CardSpace	TM	identity selector
Windows Contacts icon	TM	
Windows DVD Maker icon	TM	
Windows Flare logo	®	
Windows Game icon	TM	
Windows Live	TM	network of internet services

Windows Live Call Button logo	TM	
Windows Live Messenger icon (single)	®	
Windows Live Messenger icon (double)	®	
Windows Live OneCare logo	TM	
Windows logo (aka the flag logo, graphic only)	®	
Windows logo (the 2002 edition)	®	
Windows Mail icon	TM	
Windows Marketplace icon	TM	
Windows Media	®	technologies, player
Windows Media Player Icon	TM	
Windows Meeting Space Icon	TM	
Windows Mobile	®	software
Windows Movie Maker Icon	TM	
Windows NT	®	operating system
Windows Photo Gallery Icon	TM	
Windows PowerShell	TM	command line interface
Windows Server	®	operating system
Windows Server System	TM	integrated server software
Windows Sidebar Icon	TM	
Windows start button	®	
Windows Start logo (design)	®	
Windows Update Icon	TM	
Windows Vista	®	operating system
WinFX	®	application programming interface
Wingdings	®	font
Word Launch Icon (2007)	TM	
WMV/HD logo	®	
Xbox	®	video game system
Xbox 360	®	video game and entertainment system
Xbox Authentic Product logo	®	
Xbox LIVE	®	online game service

Xbox LIVE logo	®	
Xbox "Ring of Light" logo	TM	
Xbox "Sphere" logo	TM	
Xbox "X" logo	®	
XL design (aka the "Microsoft Excel logo")	®	
XNA	®	development platform
XNA logo	TM	
xRank	TM	search feature
Your Potential. Our Passion.	®	
Zoo Tycoon	®	video game
Zune	®	digital media player
Zune logo	TM	