

language**wire**

STYLE GUIDE

Arabic-MSA

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1. Applicability of these guidelines

The following rules must be applied consistently throughout all LanguageWire jobs into Arabic – unless otherwise specified. Current customer style guides/templates should take precedence. The guide is not meant to be comprehensive; if you cannot find something in this guide, please consult a standard style reference appropriate for the type of content you are translating or checking. For Arabic, we recommend Almaany, AL-MAWRID A MODERN ENGLISH ARABIC DICTIONARY, and Oxford English - Arabic Dictionary.

2. General Guidelines

Subject	Instructions
Translation tone of voice & text	LanguageWire uses one locale for all the Arabic speaking markets, the <i>Modern Standard Arabic</i> (MSA), which is common and understandable for all the Arabic speaking countries. Unless the client specifies otherwise, avoid using Arabic dialects and opt for using simple, friendly and straightforward Arabic expressions.
Active vs Passive	Use the active voice where possible.
Capitalization	There is no capitalization in Arabic.
Abbreviations	There are no abbreviations in Arabic. If the source text contains an abbreviation, it should be translated fully, adding the abbreviation between brackets. Example: WHO (WHO) منظمة الصحة العالمية
Note on alphabetical order	The alphabetical order is different from the alphabet, although both can be used. The alphabetical order is: أ ب ج د ه و ز ح ط ي ك ل م ن س ع ف ص ق ر ش ت ث خ ذ ض ظ غ
Calendar/Era	Hijri and Gregorian calendars.
Weekend	- Friday and Saturday in all Arab countries, except for UAE. - In all Emirates, the weekend is Saturday and Sunday, except for Sharjah, in which the weekend is 3 days: Friday, Saturday and Sunday.
Separator	/
Default Date Format	yyyy/m/d Example: 2021/1/15 15 يناير 2021
Default Time Format	The standard time can be used in 24 hour or 12 hour format, but 24 hour format is mostly used in airports or other international places.



3. Months

Country/region: Algeria; Bahrain; Egypt; Iraq; Jordan; Kuwait; Lebanon; Libya; Morocco; Oman; Qatar; Saudi Arabia; Sudan; Syria; Tunisia; United Arab Emirates and Yemen:

January	يناير
February	فبراير
March	مارس
April	أبريل
May	مايو
June	يونيو
July	يوليو
August	أغسطس
September	سبتمبر
October	أكتوبر
November	نوفمبر
December	ديسمبر

There is another Gregorian calendar that is mainly used in Syria and Lebanon:

January	كانون الثاني
February	شباط
March	آذار
April	نيسان
May	أيار
June	حزيران
July	تموز
August	آب
September	أيلول
October	تشرين الأول
November	تشرين الثاني
December	كانون الأول

In most cases, when targeting Syrian or Lebanese markets, both forms are used together.

Example:

January	يناير/كانون الثاني
---------	--------------------

4. Numbers

Number Element	Arabic Equivalent
List Separator	:
Decimal Separator	,
Thousand Separator	,
Thousand separators are not used in Arabic most of the times.	
Date Separator	/
Time Separator	:

5. Phone Numbers

Sample Country

Country/region	Egypt
International Dialing Code	20
Area Codes Used?	Yes
Number of Digits – Area Codes	2
Separator	space or hyphen
Number of Digits – Domestic	10 ,11 or 12
Digit Groupings – Domestic	(###) ### ## ## ## or (###) ### ## ## # or (###) ### ## ##
Number of Digits – Local	7 ,8 or 9
Digit Groupings – Local	### ## ## ## or ### ## ## # or ### ## ##
Number of Digits – Mobile	8
Digit Groupings – Mobile	(###) ### ### ##
Number of Digits – International	13, 14 or 15
Digit Groupings – International	(#####) ### ## ## ##### or (#####) ### ## ## ### or (#####) ### ## #####

6. Addresses

Address Format

1. [Title] First Name Last Name
2. [Company Name]
3. Address 1
4. [Address 2]
5. City, Postal Code
6. [Country]

Example:

السيد حمد محمود
الشركة العالمية
حي الأشجار، شارع الأزهار، بناية الأخضر، الطابق الخامس
عمّان، الرمز البريدي xxxxx
المملكة الأردنية الهاشمية



7. Currency

Currency symbol position: Left side of the digits.

Subject	Currency English Symbol	Currency Name	Currency Arabic Symbol	Currency subunit
Algeria	DZD	دينار جزائري	د.ج.	سنتيم
Bahrain	BHD	دينار بحريني	د.ب.	فلس
Egypt	EGP	جنيه مصري	ج.م.	قرش
Iraq	IQD	دينار عراقي	د.ع.	فلس
Jordan	JOD	دينار أردني	د.أ.	فلس
Kuwait	KWD	دينار كويتي	د.ك.	فلس
Lebanon	LBP	ليرة لبنانية	ل.ل.	قرش
Libya	LYD	دينار ليبي	د.ل.	درهم
Morocco	MAD	درهم مغربي	د.م.	سنتيم
Oman	OMR	ريال عُماني	ر.ع.	بيسة
Qatar	QAR	ريال قطري	ر.ق.	درهم
Saudi Arabia	SAR	ريال سعودي	ر.س.	هلاله
Sudan	SDG	جنيه سوداني	ج.س.	قرش
Syria	SYP	ليرة سورية	ل.س.	قرش
Tunisia	TND	دينار تونسي	د.ت.	مليم
UAE	AED	درهم إماراتي	د.إ.	فلس
Yemen	YER	ريال يمني	ر.ي.	فلس

8. Digit Groups

Decimal Separator: Comma (,)

Decimal Separator Description: Comma

Example: 1,5

9. Measurement Units

System Used: Metric System

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	كيلومتر	كم
	Meter	متر	م
	Decimeter	ديسيمتر	د سم
	Centimeter	سنتيمتر	سم
	Millimeter	ملليمتر	مم
Capacity	Hectoliter	هكتولتر	هكل
	Liter	لتر	ل
	Deciliter	ديسلتر	د سل
	Centiliter	سنتيلتر	سل
	Milliliter	مليلتر	مل
Mass	Ton	طن	طن
	Kilogram	كيلو جرام	كجم
	Pound	رطل	رطل
	Gram	جرام	ج
	Decigram	ديسيجرام	د سج
	Centigram	سنتيجرام	سج
	Milligram	ملليجرام	ملجم
English Units of Measurement	Inch	بوصة	
	Feet	قدم	
	Mile	ميل	
	Gallon	غالون	

10. Grammar

- Arabic grammar should be observed throughout the text. For example, number rules, subject, object, adjective, etc. should be properly used to fit in the context.

أربع فتيات ✓
أربعة فتيات ✗

- If you are spelling out the numbers, then you need to follow the Arabic grammar rule regarding the gender of the number, as in the following example:

تكرّم ألف معلّم ✓
درست عشرة تلميذات ✓
مشيت خطوة واحدة ✓
كتب أحمد اثنتي عشرة قصيدة ✓
حصدت ثلاثة عشر طنّاً من القمح ✓

- For number range, replace hyphen by “إلى” whenever possible.

Example: From 10-19 Jan should be من 10 إلى 19 يناير.

11. Countable nouns

In most languages, for example German and English, there are always two variants for countable nouns: the singular and plural form. For Arabic, this is not the case.

For the number 1, the countable noun is singular and the number 1 is not actually written. Since the noun itself is singular, it is already implied that there is only one. If the number needs to be added, it should be written in full, not as a numeral.

Example:

1 smartphone

هاتف ذكي واحد

For the number 2, there is a form specific to Arabic. This is called "the dual form" and is used for a pair. There is no need to add the number 2.

Example:

2 smartphones

هاتفان ذكيان

For the numbers 3-10, we add the number and use the plural form as usual.

Examples:

3 smartphones

3 هواتف ذكية

9 smartphones

9 هواتف ذكية

For the numbers 11-100 and above, we go back to the singular form.

Examples:

13 smartphones

13 هاتف ذكي

100 smartphones

100 هاتف ذكي

We advise to add a different variant for each case.
If that's not possible, please use a longer version of the countable noun.

Examples:

2 smartphones

2 من الهواتف الذكية

8 smartphones

8 من الهواتف الذكية

16 smartphones

16 من الهواتف الذكية

105 smartphones

105 من الهواتف الذكية

The literal translation is "of smartphones" and it will be grammatically correct with any number. The only issue is that it's a bit too long.

12. Diacritics

- In general, try to use diacritics where you believe they will improve the meaning.
- It is recommended to add diacritics to the letter that precedes the last one in a word that has to have “Tanween” “تنوين”.
- The exception to this rule is when the ending alef is preceded with a lam letter. This exception is due to the fact that the word looks rather strange to the user who might not be familiar with this rule.

Example: The word “First” should be translated and written.

أولاً ✓
أولا ✗

- In general, try to use the “Dhamma” when using the passive voice in Arabic.
- Try to use the “Shadda”. It is highly recommended especially since the use can help avoid ambiguity.

13. Spelling

Always use the hamza where it should be used. Avoid adding a hamza where it is not needed and vice versa.

Examples:

	✗	✓
Use	إستخدام	استخدام
Ahmed	احمد	أحمد
Responsibility	مسؤولية	مسؤولية

14. Punctuation

- Avoid leaving extra spaces before punctuation marks.
- Avoid separating “و” with a space when used as a conjunction.
- Avoid replicating the punctuation system of English in Arabic as is. The same applies when translating from Arabic into English.

15. Period

- في نهاية الجملة تامة المعنى والمستقلة في إعرابها
- بعد كل حرفٍ يدل على كلمة مُختزلة

Notes:

- Do not close sentences that have an infinitive as the main verb (usually commands) with a period.
- Do not close nominal phrases with a period, even if the English does.

16. Comma

- بين الجمل التي يتكون من مجموعها كلام تام الفائدة في معنى معين
- بين الجمل القصيرة المعطوفة المستقلة في معانيها
- بين أنواع الشيء وأقسامه
- بعد لفظ المنادى المتصل
- بين الشرط وجوابه إذا كانت جملة الشرط طويلة
- بعد حروف الجواب (وهي: نعم، لا، كلا، بلى)

17. Colons

- بين لفظ القول والكلام المقول، أو ما يشبههما في المعنى، مثل: قال، أجب، حكى، سأل، أخبر، ردّ، الخ...
 - بين الشيء وأقسامه
- قبل الكلام الذي يعرض لتوضيح ما سبقه

18. Abbreviations

It's strongly recommended not to use abbreviations in Arabic. Arabic does not have this feature. However, to refer to a long company name, we can use one word only.

Example: USA is known in English, but we can't say III or م.و.أ to refer to الولايات المتحدة الأمريكية.

19. Exclamation Marks

Please do not overuse exclamation marks in Arabic. Exclamation marks are often used in English with words such as "sorry", "warning", "important", etc. Quite often, a comma or colon can be used instead.

Examples:

Sorry! There was a problem in uploading an attached file.

عذرًا، حدثت مشكلة أثناء تحميل الملف.

Warning! These images can harm your phone.

تحذير: هذه الصور قد تلحق الضرر بهاتفك.

20. Quotation Marks

Double quotation marks are the only quotation marks used in Arabic. They should be used whenever something is actually being quoted from a person or other work, or to distinguish the title of a book or article, etc.

Example: للمزيد من المعلومات، يُرجى مراجعة فصل "ما العمل في حالة حدوث مشكلات".

Punctuation is always placed outside the quotation marks.

21. Question Marks

Do not use a question mark in an indirect question

Example: سأل المُعلِّم عما إذا كان الطالب قد حضر إلى المدرسة.

22. Em-dashes (—)

Em-dashes are the most commonly used dash and can either indicate a break in thought, or set off part of a sentence. Avoid using such types of dashes as it's not common in Arabic. So, it's recommended to turn it into a comma or rewrite the sentence to avoid it.

Examples:

	❌	✅
We've teamed up with this company to make it even easier to share content - directly from your keyboard!	لقد تعاونا مع هذه الشركة لنُسبِّل عليك مشاركة المحتوى - من لوحة المفاتيح مباشرة!	لقد تعاونا مع هذه الشركة لنُسبِّل مشاركة المحتوى باستخدام لوحة المفاتيح مباشرة.

23. Gender

There are two genders in Arabic, masculine and feminine. The masculine form is often used as addressee form. But sometimes, we can avoid gender biased form by using "مرحباً" as a greeting form for example.



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