

Style Guide

The standards in this style guide apply to projects from **UPS-HLD**.

CATEGORY	COMMENTS
ACRONYMS	<p>If the acronym is expanded, translate the first instance and use the English acronym onwards.</p> <p><i>Example EN-ES:</i> Document and Data Control (DDC) -> Control de Documentos y Datos (DDC)</p> <p>If the acronym is not expanded, do not alter it – maintain the acronym as it is in the target text as well.</p>
ADDRESSES	<p>Do not localize addresses.</p>
DATES	<p>Use this date format: DD.MM.YYYY</p>
SPECIAL INSTRUCTIONS FOR GUI PROJECTS (Graphical User Interface)	<p>Czech, Hungarian, Simplified Chinese and Russian documents:</p> <p>The users in these languages are using the app in English and the English GUIs will apply to them. But please note that not all translated documents will include screenshots of the EN GUIs. In these documents, the field label names or field selection values are specified in EN, and details/description of the labels/fields are to be translated.</p>

Example from Chinese:

CAPA Escalation Selection	• 对于 Major 和 Critical 偏差, "Create CAPA"选项为强制性选择 (无论风险评估结果如何)。
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Spanish, Portuguese, German, French, Italian, Polish and Turkish documents:

For these languages, the user is operating the eQMS in their localized language. The GUI field and labels are translated. In documents where screenshots of the GUIs are included, of course the translation will follow the term used in the GUI. Where GUI screenshots are not included, the field label names/field selection values "as-is" will be provided by UPS.

ADDITIONAL GUI INSTRUCTIONS
(for Czech, Hungarian, Simplified Chinese, and Russian)

Where a GUI term is referenced within running text, the English GUI term should be retained and followed by a translation in parentheses.

For example:

Click Save (Uložit)

Select Shipment Status (Статус отправления)

This approach helps users match the translated documentation to the English interface they see in the application.

TARGET AUDIENCE

Internal employees.

TONE OF VOICE

N/A