

COMPUTER TRANSLATION STYLE & CONVENTION GUIDE FOR HINDI

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**Words are the only jewels I possess,
Words are the only clothes I wear,
Words are the only food that sustains my life,
Words are the only wealth I distribute among people.**

--Tukaram

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PREFACE |

Preface is being prepared by

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1. WHY?

Whenever we are touching a key on a keyboard for translating anything into Hindi, we are having great responsibility. The responsibility of conveying the message of any source text into Hindi is having the responsibility to convey to the millions of users. And so the problem is acute. Hindi is not just a language in India. Hindi is not just one culture of India. Combine many languages, many cultures, many dialects, many traditions – the one result you will get is Hindi. That is why it is not a simple job to define what really Hindi is? You can find different forms of Hindi from Kashmir to Kanyakumari and From Gujarat to Arunachal Pradesh. That is why translating in Hindi is more challenging job than what generally it is being seen.

Language is like a running water. The field of computer translation is very new and so lot of experiments are happening daily. Till today, in open content zone, there is nothing like a style guide that can be used by normal users. The style guide will be helpful in making the translation continuously better. More fair, More accurate, More consistent. It will try to connect better with the audiences. This is not a simple do and don't. The style & convention guide will try to help translators and interested localization engineers in increasing understandability of several aspects of translating any text in Hindi. This guide will talk about Fonts, Collation, Numerals, Calendar, Acronym, Glossaries, Punctuations, White Spaces, Message Lengths, to name a few. These are the very basic things but these aspects need much attention and also the understanding of these things are mandatory for a translator before translating any text in Hindi.

Questions can arise that following a style guide can be a hindrance in the development of any language. But the fact is that style guide is not a barrier in the development of language but it helps in the development of a language by making any text more useful and understandable for a group of people. Particularly it is important and almost mandatory for technical translation. For example, when we are translating any manual, software etc. some sort of consistency is needed to make user comfortable with the user interface, its manual etc.

A proper communications is very much necessary particularly in the case of Open Source and Free software communities where continuously new translators are joining in their community team and start working on their language. They should know the method and ways by which translation are being done in the community. So there should be some set of guidelines for the volunteers who are coming in the field of translation. Apart from tools to translate and translators' know how, three important resources are required: 1. Terminology, 2. Translation Style and conventions Guide, and 3. Quality Assessment Guidelines and related Ma-

trix. But we lack the above mentioned resources in Hindi. Particularly in open content there is nothing except some Wikipedia pages that can be freely quoted and used by the community. So this is one move towards creating these resources.

At present, we can say that Hindi is spread over whole of India with different slang and understanding and we should take this point as an important one that as Hindi is understood by a large and different population. So being a translator we need to be more cautious in translating into Hindi. For the wider acceptability and to lessen the confusion, we should follow one particular style and convention for the language. Therefore this guide is prepared for Hindi and its translators and localisers communities.

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2. WHAT IS HINDI?

According to Wikipedia, Hindi (Devanāgarī: हिन्दी or हिंदी, IAST: Hindī, IPA: [ˈɦɪndiː]) is the name given to various Indo-Aryan languages, dialects, and language registers spoken in northern and central India (the Hindi belt), Pakistan, Fiji, Mauritius, and Suriname. Standard Hindi, a standardized register of Hindustani, is one of the 22 scheduled languages of India and the primary official language of the Indian Union. In the broadest sense of the word, "Hindi" refers to the Hindi languages, a culturally defined part of a dialect continuum that covers the "Hindi belt" of northern India. It includes Bhojpuri, an important language not only of India but, due to 19th and 20th century migrations, of Surinam, Guyana, Trinidad and Mauritius, where it is called Hindi or Hindustani; and Awadhi, a medieval literary standard in India and the Hindi of Fiji. Standard Hindi is the official language of India and is the most widely spoken of India's scheduled languages. It is spoken mainly in northern states of Rajasthan, Delhi, Haryana, Uttarakhand, Uttar Pradesh, Madhya Pradesh, Chhattisgarh, Himachal Pradesh, Jharkhand and Bihar. It is the second major language in Andaman and Nicobar Islands and is also understood in Maharashtra and Gujarat. Hindi is the official language of India. It is also the official languages for 11 states.

Hindi language is mainly written in Devanagari. Devanagari (pronounced /ˌdɛvəˈnɑːɡəriː/; Hindustani: [d̪eːʋˈnaːɡri]; देवनागरी Devanāgarī) is written from left to right, does not have distinct letter cases, and is recognizable by a horizontal line runs along the top of full letters by joining a word. Devanāgarī is the main script used to write Standard Hindi, Marathi, and Nepali. Since the 19th century, it has been the most commonly used script for Sanskrit. Devanāgarī is also employed for Bhojpuri, Gujarati, Pahari (Garhwali and Kumaoni), Konkani, Magahi, Maithili, Marwari, Bhili, Newari, Santhali, Tharu, and sometimes Sindhi, Sherpa and Kashmiri. It was formerly used to write even Gujarati. So the effect of several languages can be seen in the making of Hindi language since it is spoken in large geographic area of India. If we count by combining both first and second language status, this language is being understood by almost 70 percent of the population of India. Apart from Sanskrit and Prakrit, Hindi is very much influenced by Persian. In Hindi, so there is only two gender where Gujarati and Marathi like Sanskrit based languages are still have one neuter gender. Hindi lexicon has taken a sizable number of words from Persian and English along with other regional languages and dialects. Now a days the case of code switching and code mixing are also a common phenomena in Hindi.

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3. WHO SHOULD TRANSLATE?

This is a very basic question. Who should translate? A general assumption is that anybody who knows the two languages, ie the source language and the target language, can translate. It is entirely not true. Translation is an art. It needs a level of experience, a good level of knowledge of the subject matter being translated and art of translating.

Being native is one of the important criteria and it should be also. Just you are native, you know the several inherent complexity of the language easily. But it is noted that nativity is not a static thing. If you live away from your native language speaking area from long time, it is being eroded slowly and in this condition, there is a tendency of forgetting the small know-how of the language as well. So in this case, it is imperative that a translator should enrich him/herself by listening native language news, reading newspaper, magazine and attending conferences related to native language issues etc.

But being native should not be the only criteria. Expertise on subject matter and experience of doing translation are added advantage for a person interested in doing the translation. So if any person who is new to this field, s/he should be aware of what already has happened in the field or community if the project is under any community participation.

Translation is not just a profession. Translation creates a bridge between two distinct culture, two distinct locale. So it needs, apart from just professionalism, a feeling towards your language, a passion to see your language on computer, mobile, web or any hand held device. On one mailing list, one of my friend once wrote, “*computer aur mobile par Hindiyane ka sukh shayad sabse alag aur anokha sukha hota hai.*” The scene of ICT is changing very fast and it is our duty to create all computing related interface a great place for Hindi.

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4. GENERAL TRANSLATIONS GUIDELINES

Before starting translating in Hindi, there are few things we must know For example, Fonts, Collation, Numerals, Calendar, Acronym, Glossaries, Punctuations, White Spaces, Message Lengths, to name a few.

4.1 FONTS

For Translating any documents or any application in Hindi language, we need to use Unicode based Devanagari fonts. Eg. Lohit, Sarai etc. The font should contain a glyph for each allocated code point prescribed by Unicode. The font should contain the following: (1) vowels; (2) consonants; (3) glyphs for conjuncts; (4) variants for vowel signs (matras), (5) vowel modifiers (Chandrabindu, Anuswar), (6) consonant modifier (Nukta); (7) digits and (8) punctuation marks.

4.2. COLLATIONS

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

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

4.3. PLURAL FORMS

There are a lot of languages which have more than one plural form. Sometimes it comes as embedded with strings and sometimes properly defined plural forms. By properly defining plural forms header, you will get the correct no of fields. For Hindi:

Language Name	Code	Category	Examples	Rules
Hindi	hi	One	0, 1	one → n in 0..1; other → everything else
		Other	2-999; 1.31, 2.31...	

4.4. WHITE SPACES

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

Source	Target (Wrong)	Target (Correct)	Context Application
%s is not a valid location.	% s एक वैध स्थान नहीं है.	%s एक वैध स्थान नहीं है.	Gedit
Stop loading the document	दस्तावेज़ लोड करना रोकें	दस्तावेज़ लोड करना रोकें	KDE
Get User Info	उपयोक्ता सूचना लें	उपयोक्ता सूचना लें	pidgin

4.5. ACCELERATORS

Different applications uses different accelerator markers such as KDE and Mozilla uses ampersand, GNOME used underscore and OpenOffice uses tilde. Usually in Asian languages where a keyboard is western (en_US), generally original English accelerator is being used. So for translating in Hindi as well, original English accelerators are being be used. So we should follow this conventions. We generally put the accelerators at the end of translated strings in the parentheses with the respective accelerator marker.

Source	Target (Wrong)	Target (Correct)	Context Application
~Rename	नाम बदलें (~र)	नाम बदलें (~R)	OpenOffice
Logout _without Saving	बिना सहेजे _लॉगआउट करें	बिना सहेजे लॉगआउट करें (_w)	Gedit

&Reload Tab	टैब फिर से लोड करें (&T)	टैब फिर से लोड करें (&R)	KDE
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4.6. PROGRAM SYNTAX, FUNCTIONS, TAGS, PLACEHOLDERS

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

Source	Target (Wrong)	Target (Correct)	Context Application
Changes made to the document in the last %ld second will be permanently lost.	दस्तावेज़ में अंतिम %एलडी सेकेंडों में किए गए परिवर्तन हमेशा के लिए मिट जाएँगे.	दस्तावेज़ में अंतिम %ld सेकेंडों में किए गए परिवर्तन हमेशा के लिए मिट जाएँगे.	Gedit
<html>Clear Location bar Clears the contents of the location bar.</html>	<एचटीएमएल>स्थानपट्टी हटाएँ स्थानपट्टी की सामग्री हटाता है.</एचटीएमएल>	<html>स्थानपट्टी हटाएँ स्थानपट्टी की सामग्री हटाता है.</html>	KDE
\\<variable id=\\\\"wie\\\\">To access this function...\\</variable \\>	\\<चर id=\\\\"wie\\\\" \\>इस प्रकार्य की पहुँच पाने के लिए...\\</चर\\>	\\<variable id=\\\\"wie\\\\" \\>इस प्रकार्य की पहुँच पाने के लिए...\\</variable \\>	OpenOffice Help

4.7. MESSAGE LENGTH

The message length is an important aspect of any translation particularly in technical translation areas. The message length should not exceed more than 20 percentage of the number of words present in the source text . Though it takes time to make translation concise, but there is big need to concentrate on this aspect.

Source	Target (Wrong)	Target (Correct)	Context Application
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Can't Restore	पूर्व अवस्थ में नहीं पहुंच सकते हैं	बहाली असंभव	openoffice
AutoCorrect	स्वचालित ढंग से ठीक करें	स्वतः सुधार	openoffice
Save As	इस प्रकार संरक्षित करें	ऐसे सहेजें	gedit openoffice

4.8. NUMERALS

We will use International form of Indian Numerals in translation instead of Devanagari numerals. However, the employment of Devanagari numerals is same as Indian numerals. So we will use 0, 1, 2, 3, 4, 5, 6, 7, 8, and 9 instead of ०, १, २, ३, ४, ५, ६, ७, ८ and ९.

4.9. CALENDER

The Indian national calendar (sometimes called Saka calendar) is the official civil calendar in use in India. It is used, alongside the Gregorian calendar, by The Gazette of India, news broadcasts by All India Radio, and calendars and communications issued by the Government of India.

4.10. HONORIFIC USAGES

It is encouraged to use honorific pronoun in Hindi. So, it is better to use words like आप, ये, वे instead of तुम, यह, वह respectively. Along with this, we should not translate like ढूँढो, खोजो, करो etc. Saying anything like this are being seen as rude in Hindi.

Source	Target (Wrong)	Target (Correct)	Context Application
You do not have the required permissions to use this drive	तुम्हें इस ड्राइव के प्रयोग के लिए जरूरी अनुमति नहीं है	आपको इस ड्राइव के प्रयोग के लिए जरूरी अनुमति नहीं है	brasero
%s is calling you, do you want to answer?	%s तुम्हें बुला कर रहा है, क्या तुम जवाब देना चाहते हो?	%s आपको बुला कर रहा है, क्या आप जवाब देना चाहते हैं?	empathy
Any associated conversations and chat rooms will NOT be	कोई संबद्ध वार्तालाप और गपशप कक्ष को नहीं हटाया जाएगा यदि तुमने आगे बढ़ने के लिए	कोई संबद्ध वार्तालाप और गपशप कक्ष को नहीं हटाया जाएगा यदि आपने आगे बढ़ने के लिए	empathy

removed if you decide to proceed.\n\nShould you decide to add the account back at a later time, they will still be available.	निर्धारित किया है.\n\nक्या तुमने खाता को किसी बाद वाले समय में जोड़ने के लिए निर्धारित किया है, वह लोग अभी भी उपलब्ध रहेंगे.	निर्धारित किया है.\n\nक्या आपको खाता को किसी बाद वाले समय में जोड़ने के लिए निर्धारित किया है, वे लोग अभी भी उपलब्ध रहेंगे.	
The 'AutoText' directories are read-only. Do you want to call the path settings dialog?	'स्वतः पाठ' निर्देशिका केवल-पढ़ने के लिए है . क्या तुम पथ सेटिंग का संवाद आह्वान करना चाहते हो?	'स्वतः पाठ' निर्देशिका केवल-पढ़ने के लिए है . क्या आप पथ सेटिंग का संवाद आह्वान करना चाहते हैं?	
Find Again	फिर ढूँढो	फिर ढूँढें	firefox

4.11. ACRONYMS

Acronyms and initialisms are abbreviations that are formed using the initial components in a phrase or name. These components may be individual letters. The term acronym is the name for a word created from the first letters of each word in a series of words. Acronyms and initialisms are used most often to abbreviate names of organizations and long or frequently referenced terms, or any products. In the case of acronyms as a file name don't translate standard acronyms like Jpeg, HTML, xml to name a few. But in general if it is coming we should translate.

Source	Target (Wrong)	Target (Correct)	Context Application
_ Wants to receive HTML mail	HTML डाक प्राप्त करना चाहता हूँ (_ W)	एचटीएमएल डाक प्राप्त करना चाहता हूँ (_ W)	evolution
Transformed JPEG2000 has zero width or height	परिवर्तित JPEG2000 की चौड़ाई या ऊँचाई शून्य है	परिवर्तित जेपीइजी2000 की चौड़ाई या ऊँचाई शून्य है	gtk+
This key should contain a list of XML structures specifying custom	कुंजी को मनपसंद शीर्षिका निर्दिष्ट करने वाली एक्सएमएल संरचना को समाहित करनी चाहिए, और	कुंजी को मनपसंद शीर्षिका निर्दिष्ट करने वाली XML संरचना को समाहित करनी चाहिए, और क्या	evolution

headers, and whether they are to be displayed. The format of the XML structure is < header enabled> - set enabled if the header is to be displayed in the mail view.	क्या उसे निष्क्रिय किया जाना है. XML संरचना का प्रारूप <शीर्षिका सक्रिय> है - सक्रिय के रूप में सेट करें अगर शीर्षिका को डाक दृश्य में दिखाया जाना है.	उसे निष्क्रिय किया जाना है. एक्सएमएल संरचना का प्रारूप <शीर्षिका सक्रिय> है - सक्रिय के रूप में सेट करें अगर शीर्षिका को डाक दृश्य में दिखाया जाना है.	

4.12. PRODUCT/BRAND/COMPANY NAME

For Product/Brand/Company Name, it is general rule accepted by agencies to keep as it is like English. But since more than 90 percent of people is not aware of Roman letters and its pronunciation, so better transliterate it in Hindi and put it as a Brand name in English at its first instance.

Source	Target (Wrong)	Target (Correct)	Context Application
About Mozilla Firefox	Mozilla Firefox का परिचय	मोज़िल्ला फायरफ़ॉक्स का परिचय	Firefox
Rhythmbox Music Player	Rhythmbox संगीत प्लेयर	रिदमबॉक्स संगीत प्लेयर	Gnome Menu
This is the font used to display text in Konqueror windows.	यह फ़ॉन्ट Konqueror विंडो में पाठ दिखाने के लिए उपयोग में आता है.	यह फ़ॉन्ट कॉन्करर विंडो में पाठ दिखाने के लिए उपयोग में आता है.	KDE

4.13. KEYS NAME

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

Source	Target (Wrong)	Target (Correct)	Context Application
Both Ctrl keys together change layout.	दोनों कंट्रोल कुंजी एक साथ लेआउट बदलता है.	दोनों Ctrl कुंजी एक साथ खाका बदलती है.	gnome-applet
Ctrl	कंट्रोल	Ctrl	gok
Type a new accelerator, or press Backspace to clear	नया त्वरक टाइप करें या साफ करने हेतु बैक स्पेस दबाएँ	नया त्वरक टाइप करें या साफ करने हेतु Backspace दबाएँ	gedit
Check to make sure your password is spelled correctly and that you are using a supported login method. Remember that many passwords are case sensitive; your caps lock might be on.	जांच करें कि आपके कूटशब्द की वर्तनी शुद्ध है और फिर आप एक समर्थित लॉगिन विधि का प्रयोग कर रहे हैं. याद रखें कि बहुत से कूटशब्द कुछ बड़े-छोटे अक्षरों के प्रति संवेदनशील होते हैं; आपका कैप्सलाक ऑन हो सकता है.	जाँच करें कि आपके कूटशब्द की वर्तनी शुद्ध है और फिर आप एक समर्थित लॉगिन विधि का प्रयोग कर रहे हैं. याद रखें कि बहुत से कूटशब्द कुछ बड़े-छोटे अक्षरों के प्रति संवेदनशील होते हैं; आपका caps lock ऑन हो सकता है.	Evolution
The shortcut \"%s\" cannot be used because it will prevent correct operation of your keyboard. Please try with a key such as Control, Alt or Shift at the same time.	यह शॉर्टकट \"%s\" को प्रयोग नहीं किया जा सकता है क्योंकि यह आपके कुंजीपटल पर सही संक्रिया को रोकेगा. \n कृपया किसी कुंजी के साथ कोशिश करें जैसे कि कंट्रोल, आल्ट या शिफ्ट एक समय में ही. \n	यह शॉर्टकट \"%s\" को प्रयोग नहीं किया जा सकता है क्योंकि यह आपके कुंजीपटल पर सही संक्रिया को रोकेगा. \n कृपया Control, Alt या Shift जैसे किसी कुंजी के साथ एक ही समय में कोशिश करें. \n	deskbar-applet

4.14. ABBREVIATIONS

Abbreviations in Hindi are formed by the use of a dot or small circle (970 ° DEVANAGARI ABBREVIATION SIGN) after the first syllable of the word that needs to be abbreviated. For example, ईस्वी पूर्व is being written as ई° पू° and Dr. Ram Sharan Sharma will be written as डा° रा° एस° शर्मा or डा. रा. एस. शर्मा.

4.15. LEGAL STATEMENTS

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

4.16. CURRENCY

In India, Indian Rupee (INR) ie रूपए is accepted as a currency of India. So if the audience of the translation is from India, so we should translate the amount of money for the ease in understanding because it is not easier for a native user to understand the difference between 100 INR and 100 USD or any other currencies.

4.17. DATES AND TIMES

It should be noted that Dates and Times should be properly translated. If not it can create confusion much. For 28 August 2010, international dating system represents 2010-08-28 but the American Usage is 8.28.10. But in Hindi we write it like 28 अगस्त 2010 and it is represented as 28.8.10. So we should follow this convention of writing. For translating time, using colon will be preferred then just putting period. For example, 10:30 बजे.

Type	Source	Target (Wrong)	Target (Correct)
Dates	28 August 2010	अगस्त 28, 2010	28 अगस्त 2010
Decades	The 2010s	2010s	2010 के दशक
Chronology	AD 2010 / 563 BC	2010 ईस्वी / ईस्वी पूर्व 563	ईस्वी 2010 / 563 ईस्वी पूर्व
Spans	1991–95, 1991–2001	1991–1995, 1991–01	1991–95, 1991–2001
Spans	between 2001 and 2005	2001–05 के बीच	2001 और 2005 के बीच

5

5. HINDI TERMINOLOGY

Terminology is one of the major area where everybody put their attention in translating any text. There are currently two glossaries for Hindi.

5.1. FUEL HINDI

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

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

5.2. GNOME GLOSSARY

Gnome is one of the oldest project started in open source field in Hindi. There is a glossary for Gnome as well: [GNOME Hindi Glossary](#)

In conflicting situation, we will give preference to FUEL Hindi glossary.

Source	Target (Wrong)	Target (Correct)	Context Application
Restore Icon' s Original Size	चिह्न का असली आकार पुनर्स्थापित करें	प्रतीक का मौलिक आकार बहाल करें	Nautilus
Post a Reply	जवाब प्रेषित करें	जवाब दें	Evolution
Manage Bookmarks	पुस्तकचिह्न व्यवस्थित करें	पुस्तकचिह्न प्रबंधित करें	Firefox
Expand Slide	स्लाइड विस्तारित करें	स्लाइड फैलाएँ	Opeoffice

Mute Sounds	आवाज बंद करें	मूक करें	pidgin
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6

6. PUNCTUATIONS & TEXT CONVENTIONS

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

Text Conventions/Punctuations	Usage in English	Usages in Hindi
Bold	Bold face text makes text darker than the surrounding text. With this technique, the emphasized text strongly stands out from the rest; it should therefore be used to highlight certain keywords that are important to the subject of the text, for easy visual scanning of text.	It is same as English. So please keep the Bold text as Bold in Hindi as well.
<i>Italics</i>	Text is written in a script style, or the use of oblique, where the vertical orientation of all letters is slanted to the left or right. With one or the other of these techniques (usually only one is available for any typeface), words	It is same as English. So please keep the Italicized text as Italics.

	<p>can be highlighted without making them stand out much from the rest of the text (inconspicuous stressing). Traditionally, this is used for marking passages that have a different context, such as words from foreign languages, book titles, and the like.</p>	
Capitalization	<p>Capitalization is writing a word with its first letter as a majuscule (upper-case letter) and the remaining letters in minuscules (lower-case letters), in those writing systems which have a case distinction. The term is also used for the choice of case in text.</p>	<p>There is no upper case letters in Hindi. So in case we need to emphasize, can be done by increasing the font size. But it should be avoided as well. But making bold or italics is not a good way.</p>
Ellipsis	<p>Ellipsis (plural ellipses; from the Greek: ἔλλειψις, élleipsis, "omission") is a mark or series of marks that usually indicate an intentional omission of a word in the original text. An ellipsis can also be used to indicate a pause in speech, an unfinished thought, or, at the end of a sentence, a trailing off into silence (aposiopesis) (apostrophe and ellipsis mixed). When placed at the end of a sentence, the ellipsis can also inspire a feeling of melancholy longing. The ellipsis calls for a slight pause in speech.</p> <p>The most common form of an ellipsis is a row of three periods or full stops (...) or pre-composed triple-dot glyph (⋯). The usage of the em dash (—) can overlap the usage of the ellipsis.</p> <p>The triple-dot punctuation mark is also called a suspension point, points of ellipsis, periods of ellipsis, or colloquially, dot-dot-dot. Ellipses is written as one unit.</p>	<p>Same as English</p>
Double Quote	<p>Quotation marks or inverted commas (informally referred to as quotes^[1] and speech marks) are punctuation marks used in pairs to set off speech, a quotation, a phrase, or a word. They come as a pair of opening and closing marks in either of two styles: single ('...') or double ("..."). Single or double quotation</p>	<p>Though it is the choice of the author or translator, but it would be better if it should be translated as English.</p> <p>Whether Single or Double quotation marks, the first of the pair is generally inverted. It is similar to other European languages other</p>

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

	<p>the meaning of a sentence. Parenthetical phrases have been used extensively in informal writing and stream of consciousness literature. Parentheses may be used in formal writing to add supplementary information.</p>	
Inequality Signs	<p>The mathematical or logical symbols for greater-than (>) and less-than (<) are inequality operators, and are not punctuation marks when so used.</p>	Same as English
Angle Brackets	<p>Angle brackets or chevrons are often used to enclose highlighted material. Some dictionaries use chevrons to enclose short excerpts illustrating the usage of words. In Chinese punctuation, angle brackets are used as quotation marks. Half brackets are used in English to mark added text.</p>	In general, not used in Hindi.
Full Stop/Period	<p>A full stop (British English) or period (American English) is the punctuation mark commonly placed at the end of sentences. There should be no space between last letter and the period. If a title having exclamation mark is coming at the end of one sentence, we should not put full stop.</p>	<p>Same as English. In Hindi, using '.' or '।' is today a matter of preference. Some prefer Period [.] where some uses 'Khadi Pai/Danda' [।] . In Software translation, particularly in open source period is being used. Whatever you use, you should be consistent throughout the application. According to Unicode: In Hindi typography, there should be a visible amount of space before a Danda.</p>
Comma (,)	<p>Commas are often used to separate clauses. In English, a comma is generally used to separate a dependent clause from the independent clause if the dependent clause comes first: After I brushed the cat, I lint-rolled my clothes. Two independent clauses joined by a coordinating conjunction (for, and, nor, but, or, yet, so) or having a complementary relationship[4] may or may not be separated by commas, depending on preferred style, or sometimes a desire to overcome ambiguity.</p>	Generally same as English.
Colon	<p>A colon [:] is used before a list or any explanation that is coming next.</p>	<p>Since there is a character Visarga (ः) in Hindi similar to colon, so to avoid the problem we should use long dash instead of the colon. If we</p>

		need want to use colon, we should put one space before the colon.
Semi colon	Semicolons are followed by a lower case letter, unless that letter is the first letter of a proper noun. They have no spaces before them, but one space after (possibly two when using monospaced fonts). The semicolon (;) is a punctuation mark with several uses. The Italian printer Aldus Manutius the Elder established the practice of using the semicolon mark to separate words of opposed meaning, and to indicate interdependent statements.[1] The earliest, general use of the semicolon in English was in 1591; Ben Jonson was the first notable English writer to use them systematically. The modern uses of the semicolon relate either to the listing of items, or to the linking of related clauses.	Same as English
Question Mark	A question mark [?] is used at the end of any direct question. But in indirect question, it is not used. In general, we should avoid using question mark with other punctuation mark (eg. [!?]).	Same as English.
Exclamation Mark	An exclamation mark, exclamation point, shout pole, or bang (!) is a punctuation mark usually used after an interjection or exclamation to indicate strong feelings or high volume, and often marks the end of a sentence. There should be no space between last letter and the exclamation mark. If a title having exclamation mark is coming at the end of one sentence, we should not put full stop. Example: "Watch out!" The character is encoded in Unicode at U+0021.	Same as English. In general, Hindi error messages end with exclamation mark.
Slash	A slash is generally being used to show choice between words it separates. The slash is also used to indicate a line break when quoting multiple lines from a poem, play, or headline.	Same in Hindi.
Apostrophe	An apostrophe is used in English to indicate possession. The practice	No apostrophe is used in Hindi.

	<p>ultimately derives from the Old English genitive case: the “of” case, itself used as a possessive in many languages. The genitive form of many nouns ended with the inflection -es, which evolved into a simple -s for the possessive ending. An apostrophe was later added to replace the omitted e, not his as is and was widely believed.</p>	
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7

7. UNITS AND MEASUREMENTS

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

7.1. VOLUME, WEIGHT, LENGTH

English	Hindi	Hindi (Abbreviated)
Meter	मीटर	मी
Kilometer	किलोमीटर	कि॰मी॰
Gram	ग्राम	ग्रा॰
Kilogram	किलोग्राम	कि॰ग्रा॰ / किलो
Liter	लीटर	ली
Milliliter	मिलीलीटर	मि॰ली॰
Centimeter	सेंटीमीटर	सें॰मी॰
Millimeter	मिलीमीटर	मि॰मी॰

7.2. POWER, TEMPERATURE, ELECTRICITY

English	Hindi	Hindi (Abbreviated)
Watt	वाट	W
Volt	वोल्ट	V
Joule	जूल	J
Hertz	हर्ट्ज	Hz
Kilohertz	किलोहर्ट्ज	Khz
Celsius	सेल्सियस	°C
Fahrenheit	फॉरेनहाइट	°F

7.3. TIME UNITS

English	Hindi	Hindi (Abbreviated)
Hour	घंटा	Abbreviation Not Available
Minute	मिनट	मि.
Second	सेकेंड	से.

7.4. INFORMATION UNITS

English	Hindi	Hindi (Abbreviated)
Kilobyte	किलोबाइट	केबी
Megabyte	मेगाबाइट	एमबी
bit	बिट	बिट

bit/s	बिट/से.	बिट/से.
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8

8. GENERAL SPELLING GUIDELINES

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

8.1. ANUSVAR AND CHANDRAVINDU

In the Devanagari script, Anusvar (0902 ँ DEVANAGARI SIGN ANUSVARA) is represented with a dot (bindu) above the letter (मं). Chandravindu (0901 ँ DEVANAGARI SIGN CANDRABINDU) (meaning "moon-dot" in Sanskrit, alternatively spelled candrabindu, chandravindu, candravindu, or chôndrobindu) is a diacritic sign having the form of a dot inside the lower half of a circle. In Standard Hindi, the anusvāra is traditionally defined as representing a nasal consonant homorganic to a following stop, in contrast to the candrabindu (anunāsika), which indicates vowel nasalization. In practice, however, the two are often used interchangeably. But the reason for using it interchangeably is not correct. Use of nasalisation sign ie chandravindu is necessary to avoid any confusion in meaning. हंस-हँस is one of the famous example. Earlier printing days were not as easy as of today in this digital days. So that time making difference in between chandravindu and anusvar was difficult. But time has changed now and so we need to use these properly. If fifth consonant comes with any of the four remaining consonants of the same class, Anusvar is being used. Even all textbooks of NCERT have convention to use both the anusvar and chandravindu in proper ways. Hindi language alphabets and its each chars are of great phonetic importance and so preserving these variations would be necessary. So better we need to use these mark correctly.

Source	Target (Wrong)	Target (Correct)	Context Application
Click here to select a disc _image	डिस्क छवि चुनने के लिए यहां क्लिक करें (_i)	डिस्क छवि चुनने के लिए यहाँ क्लिक करें (_i)	brasero

Create Backup Copies	बैकअप नकल बनाएं	बैकअप नकल बनाएँ	gedit
Could not start the X server (your graphical environment) due to some internal error. Please contact your system administrator or check your syslog to diagnose. In the meantime this display will be disabled. Please restart GDM when the problem is corrected.	कुछ आंतरिक त्रुटि के कारण एक्स सर्वर (आपका आलेखीय वातावरण) प्रारंभ नहीं कर सका। कृपया अपने तंत्र प्रशासक से संपर्क करें या निदान हेतु सिसलॉग जाँचें। इस बीच यह प्रदर्शक असमर्थ रहेगा। कृपया समस्या निदान के उपरांत जीडीएम पुनः प्रारंभ करें।	कुछ आंतरिक त्रुटि के कारण एक्स सर्वर (आपका आलेखीय वातावरण) प्रारंभ नहीं कर सका। कृपया अपने तंत्र प्रशासक से संपर्क करें या निदान हेतु सिसलॉग जाँचें। इस बीच यह प्रदर्शक असमर्थ रहेगा। कृपया समस्या निदान के उपरांत जीडीएम पुनः प्रारंभ करें।	Gdm
Split Table	सारणी अलगाएँ	सारणी अलगाएँ	openoffice

8.2. USE OF NUKTA

Nukta [093C, ◌ Devanagari Sign Nukta] is a generic term for the diacritic mark in several Brahmic scripts, like Devanagari that is used to represent sounds from other languages by being applied to an existing character. The word nukta, originates from the Arabic word.

We should encourage the use of Nukta where use in innate form is desired. There are lot of words which lose its essence without a nukta. Sometimes not using it gives us different meaning as well. But we need to take precaution in using nukta. The Hindi and Hindi Edition of all books of NCERT (National Council of Educational Research and Training) used nukta properly and so it can be told that the people and students studying in CBSE are well aware of the nukta use. eg. We should always write like फ़ाइल not as फाइल without nukta.

Source	Target (Wrong)	Target (Correct)	Context Application
Apply Filters	फिल्टर लागू करें	फ़िल्टर लागू करें	evolution
File	फाइल	फ़ाइल	evolution firefox gedit

			gnometerminal nautilus openoffice
Tools	औजार	औज़ार	firefox gedit openoffice pidgin
Next Document	अगला दस्तावेज	अगला दस्तावेज़	gedit

8.3. CASE SIGNS

In Hindi, Case Signs are always written as separate words. For example, करुणाकर ने, लड़के को etc. There is one exception to it. When between pronoun and case sign, particles comes, then it will be written separately. When ही comes in between आप and के, then we will write it like this: आप ही के लिए.

8.4. TRANSLITERATION OF FOREIGN WORDS

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

Source	Target (Wrong)	Target (Correct)	Context Application
Menu Layout	मेनू लेआउट	मेन्यू खाका	menu
Screen Resolution	स्क्रीन रिजोल्यूशन	स्क्रीन रेज़ॉल्यूशन	menu
Work Offline	ऑफलाइन कार्य करें	ऑफलाइन काम करें	Evolution, firefox
Report broken Web Site	विखंडित वैबसाईट रिपोर्ट करें	खंडित वेबसाईट रिपोर्ट करें	firefox

8.5. CARDINALS, ORDINALS, MULTIPLICATIVE AND FRACTION

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

Source	Target (Wrong)	Target (Correct)	Context Application
Five minutes	पान्च मिनट	पाँच मिनट	Gnome-games
Quarter past two	साढ़े दो	ढाई	
sevenfold	सातगुना	सतगुना	
fourth	चारवां	चौथा	

8.6. INDECLINABLE

Indeclinable should be written separately. Honorific Indeclinable should also be written separately. But compound Indeclinables should be written together. For example, यहाँ तक, श्री रविकान्त, प्रतिदिन etc. Hyphen should be placed before some particles, co-ordinative compounds, and dependent determinative compounds

8.7. HYPHEN

Hyphen should be placed before some particles, co-ordinative compounds, and dependent determinative compounds. e.g. गनोम-केडीई, भू-तत्व, लिनक्स-सा.

8.8. GLIDAL IE SHRUTIMULAK 'YA' OR 'WA'

The use of glidal ie श्रुतिमूलक 'य' and 'व' should be avoided if it is optional.

Source	Target (Wrong)	Target (Correct)	Context Application
Appending new files to a multisession disc is not advised.	किसी बहुल सत्र डिस्क में नयी फ़ाइलें जोड़ने की सलाह नहीं दी जाती है.	किसी बहुल सत्र डिस्क में नई फ़ाइलें जोड़ने की सलाह नहीं दी जाती है.	Brasero

_Always forward calls to the given host	दिये गये होस्ट पर हमेशा कॉल अग्रसारित करें (_A)	दिये गए होस्ट पर हमेशा कॉल अग्रसारित करें (_A)	Ekiga
Truncate displayed value to the chosen word size ([)	दिखाए गये मान को चुने गये शब्द आकार में काटें ([)	दिखाए गए मान को चुने गए शब्द आकार में काटें ([)	Gcalctool

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9. BASIC QUALITY PARAMETERS

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

9.1. ACCURACY

Accuracy is an important characteristic of any technical translation. Accuracy refers to preserving the meaning of the original text. The term accurate is essentially synonymous with the term faithfulness, but some translation theoreticians differentiate between the two terms. A translation which is accurate is faithful to the intended meaning of the original author. Notice that, a translation can be coherent and cohesive but inaccurate. The error creating difference in the meaning, adding or omitting something, difference in headers and footers etc. can be termed as the error of accuracy.

Source	Target (Wrong)	Target (Correct)	Context Application
Next Document	नया दस्तावेज़	अगला दस्तावेज़	Gedit
Subscribe to Other User's Folder	अपने उपयोक्ता फोल्डर की सदस्यता लें	अन्य उपयोक्ता फोल्डर की सदस्यता लें	evolution

9.2. LANGUAGE AND GRAMMAR

The evaluation of a translation with regards to the grammatical components must be governed by the criterion of correctness. Like most of the developed language Hindi is also having a grammar and following

grammar is necessary for consistent and standard text. Any popular grammar book like 'हिंदी व्याकरण' of Kamta Prasad Guru (कमता प्रसाद गुरु) can be accepted as reference. We should not do any mistake of grammar, spelling, and punctuation.

Source	Target (Wrong)	Target (Correct)	Context Application
Show Hidden Files	छुपे फाइल दिखाएँ	छुपी फाइलें दिखाएँ	Nautilus
Open in New Window	नई विंडो में खोलें	नए विंडो में खोलें	OpenOffice
Move Folder To...	यहाँ फ़ोल्डर खिसकाएँ	यहाँ फ़ोल्डर खिसकाएँ...	evolution

9.3. TERMINOLOGY

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

Source	Target (Wrong)	Target (Correct)	Context Application
File transfers	फाइल हस्तांतरण	फ़ाइल हस्तांतरण	Pidgin
Move Folder To...	फोल्डर इसमें विस्थापित करें...	यहाँ फ़ोल्डर खिसकाएँ...	evolution

9.4. COMPREHENSIBILITY

Translations should be comprehensible and understandable not only for its translators but for its readers. Translators should avoid unnecessary words or expressions that may confuse the readers.

Source	Target (Wrong)	Target (Correct)	Context Application
gedit could not back up the old copy of the file before saving the new one. You can ignore this	जीएडिट फ़ाइल की पुरानी नकल नये को सहेजते हुये बैकअप नहीं कर सकती है. आप इस चेतावनी को अनदेखा कर सकते हैं और फ़ाइल	जीएडिट नई फ़ाइल सहेजने के पहले फ़ाइल की पुरानी नकल का बैकअप नहीं ले सकी. आप इस चेतावनी को अनदेखा कर सकते हैं और वह	Gedit

warning and save the file anyway, but if an error occurs while saving, you could lose the old copy of the file. Save anyway?	किसी तरह सहेज सकते हैं, लेकिन अगर त्रुटि सहेजने के दौरान पैदा होती है, आप फ़ाइल की पुरानी नक़ल खो सकते हैं. किसी तरह सहेजें?	फ़ाइल किसी तरह सहेज सकते हैं, लेकिन अगर त्रुटि सहेजने के दौरान पैदा होती है, आप फ़ाइल की पुरानी नक़ल खो सकते हैं. किसी तरह सहेजें?	
You can specify which web sites are allowed to install add-ons. Type the exact address of the site you want to allow and then click Allow.	आप निर्दिष्ट कर सकते हैं कि कौन सी वेसाइट सहयुक्तियों को संस्थापित करने के लिए अनुमति प्राप्त हैं. साइट का सटीक वेब पता टाइप करें जिसे आप अनुमति देना चाहते हैं और फिर अनुमति दें पर क्लिक करें.	कौन-सी वेबसाइटें सहयुक्तियों का संस्थापन करेंगी यह आपके हाथ में है. जिनको आप यह अनुमति देना चाहते हैं उनका सही वेब पता लिखें और 'अनुमति दें' पर क्लिक करें.	Firefox

9.5. CULTURE SPECIFIC

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

Source	Target (Wrong)	Target (Correct)	Context Application
Beige	बीज	भदमैला	OpenOffice
India	इंडिया	भारत	Gnome Location
Egypt	इजिप्ट	मिश्र	Gnome Location

9.6. TARGET READERSHIP

The group of people for which a text is translated, for example subject experts, novices, prospective customers. It is important to understand the target readership when doing a translation. In Open Source translation community is the key to understand the target readership or acceptability of a translated text

Source	Target (Wrong)	Target (Correct)	Context Application
Expand All Threads	सारे थ्रेड विस्तारित करें	सभी लड़ियाँ फैलाएँ	Evolution
Check for Junk	जंक के लिए जाँचे	कचरा डाक जाँचे	Evolution

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10. CONCLUSION

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

BIBLIOGRAPHY & FURTHER READING

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

- 1.Wikipedia
- 2.हिन्दी व्याकरण – डा. कमला प्रसाद गुरु
- 3.FUEL Project
- 4.Open Mailing List Discussions like Indlinux, Sarai, Chitthakar etc.
- 5.अच्छी हिन्दी –
- 6.Modern Hindi Grammar – Omkar N.Koul
- 7.Hindi Grammar – R. S. Mc Gregor