



Canadian French Style guide Instructions

Spaces	1
Punctuation.....	1
Numbers	2
Common abbreviations.....	2
Acronyms	2
Bulleted lists.....	3
Checks to perform before delivery.....	3
What to Search for using Transit RegEx searches.....	3
Save your Search for future reuse.....	4
How to use a Saved Search	4

Spaces

Do not include spaces before “?”, “!”, “;”

Semi-colons, exclamation and question marks are not preceded by a non-breaking space.

Use non-breaking space before colon (:), percentage symbols (%), currencies (\$)

See more in: <http://www.btb.termiumplus.gc.ca/redac-chap?lang=fra&lettr=chapsect6&info0=6.13>.

Use non-breaking spaces:

- between numbers and units, e.g. 3 km, 10 kg, 2 l
- between currency and the number that goes with it, e.g. 40 \$
- between numbers and nouns, e.g. trois arbres, 24 heures, 200 passagers, Chapitre 1
- before the % sign and the degree Celsius, e.g. 10 % and 25 °C
- as a thousand separator, e.g. 1 000 and 10 000
- after an opening guillemet and before a closing guillemet, e.g.: « exemple »

Use French chevrons («...») in all cases except:

- In pure IT context such as UI strings.
- When quoting within a quotation.
Ex. « Tu devrais voir le pare-chocs de ma voiture : il est tout “magané”! »

TIP: In Transit, use the shortcut Alt + 0160 to add a non-breaking space

Punctuation

- **Follow the basic rules** listed above and in [Termium](#).
- **Avoid** to use **semicolons**. Two shorter sentences are better and easier to read.
- **Don't systematically reuse exclamation marks as in the source**. Use stronger words.
- **Replace the em dash by a period, comma or parentheses**.



Numbers

- Use a comma as Decimal separator, eg. 2,30
- Use a non-breaking space as thousand separator, e.g.: 1 000 and 10 000
- Numbers below 10 should usually be written out in French Canadian, except if there are other numbers in the same sentence. For example, we will write: "La mise à niveau vers la version 10.1 prendra 4 à 9 minutes." But "Le temps de chargement est estimé à neuf secondes."
- Currency symbols must be placed after the number, e.g. 40\$

Common abbreviations

Plural abbreviations don't take an "s" in Canadian French. (ex. "des URL")

See List of common abbreviations below.

<i>Expression</i>	<i>Acceptable abbreviation</i>
article	art.
chapitre	chap.
deuxième, troisième	2e, 3e
deuxième, troisième	2e, 3e
exemple	ex.
heure	h
monsieur	M.
million	Mio*
minute	min
numéro	no
premier, première	1er, 1re
reportez-vous à	cf.
référence numéro	réf. no

* Use the abbreviation M when it's used with another symbol (M\$) and avoid using an abbreviation otherwise. If Mio must be used, then it would be necessary to write it next to the long form of million before using it alone. Example: million (Mio).

Acronyms

Write acronyms in capital letters, without periods or spaces.

When the acronym can be pronounced as a proper name, it's permissible to write it in lower case with an initial capital (for example, Unesco, Opep). Some acronyms, having become common nouns, are treated as such (for example, ovni, laser).

When acronyms are localized, they take the gender of the first substantive, e.g DTP in English becomes "la PAO (Publication assistée par ordinateur)"

Bulleted lists

- 1) If the bulleted items are complete sentences, each begins with a capital and ends with a period.

Example:

[Vous pouvez obtenir plus d'informations dans les chapitres suivants de cette deuxième partie.](#)

- [Le chapitre 6 traite des lettres types.](#)
- [Le chapitre 7 traite des étiquettes et autres documents à fusionner.](#)

- 2) If the bulleted items continue an introductory clause, each begins with a lower case letter and ends with a semicolon, except the last, which ends with a period.

Example:

[Vous avez le choix entre les options suivantes :](#)

- [alignement contre la marge gauche;](#)
- [alignement contre la marge droite;](#)
- [centrage entre les deux marges.](#)

Checks to perform before delivery

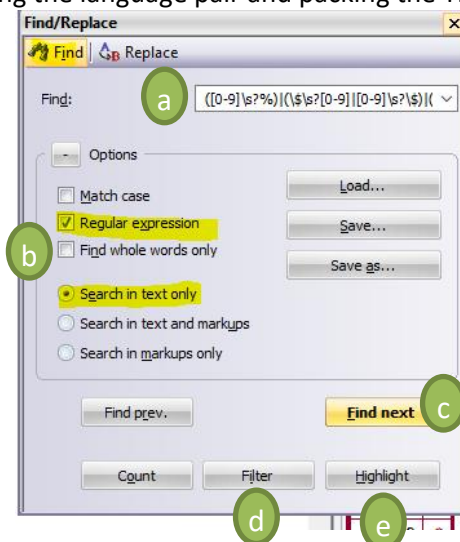
Your translation must be delivered without basic formatting errors:

- use the Transit “Find” feature to check for common issues, and
- ensure they are fixed before delivery.

What to Search for using Transit RegEx searches

This search will find segments with missing non-breaking space before % symbol, missing space or incorrect placement of \$ symbol, superfluous space before punctuation marks, missing space for thousands, missing/extra spaces in parenthesis, double spaces & double punctuation.

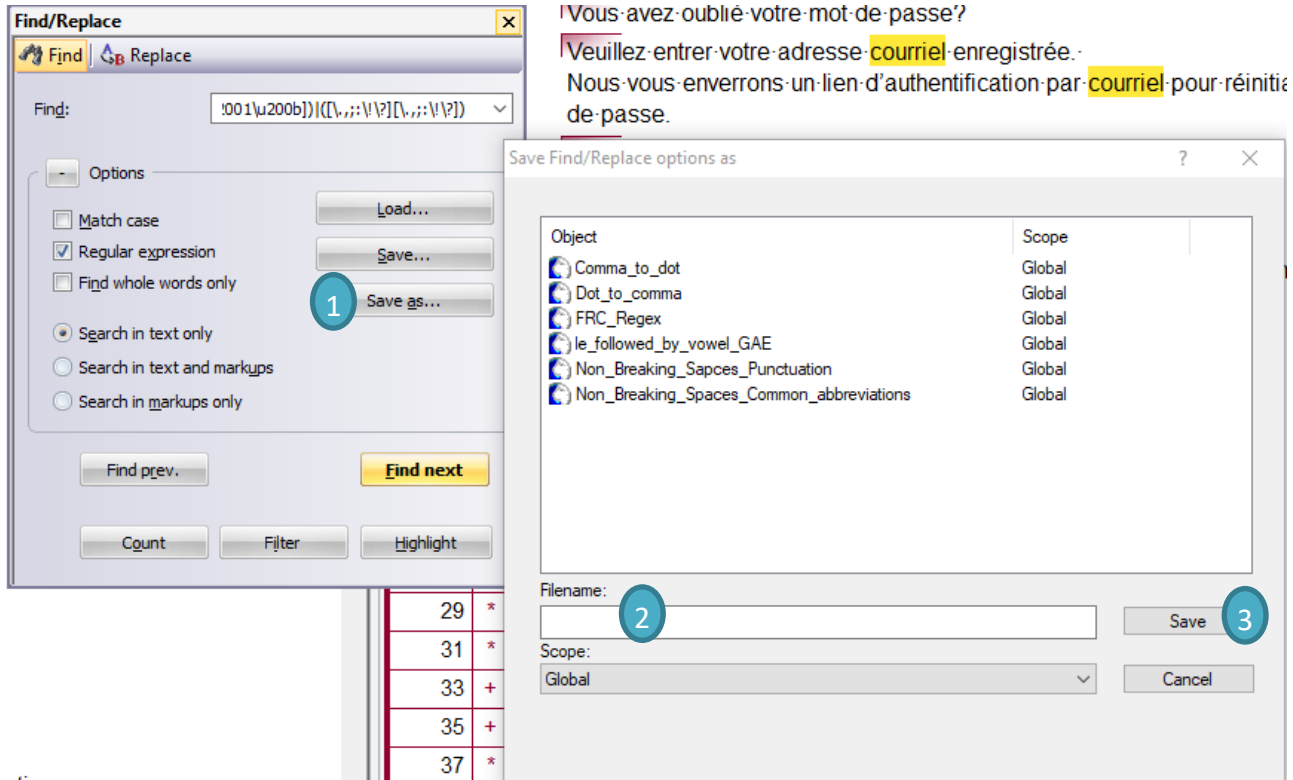
1. Open the language Pair and place the cursor in the Target.
2. Click **CTRL+F** to open the “Find” feature.
3. In “Find” (a), insert:
`[[0-9]\s?%)](\s\s?[0-9] | [0-9]\s?\$) | (([0-9](\s? | \. | \.) [0-9] [0-9] [0-9]) | ([\s\u00a0\u2001\u200b][\.,;:\!]?)) | ((\s | \s)) | ([a-zââçèéêîôûæœ](!\s)\(|\s)[a-zââçèéêîôûæœ]) | ([\s\u00a0\u2001\u200b][\s\u00a0\u2001\u200b]) | ([\.,;:\!]?)[\.,;:\!]?]`
4. In “Options” (b), tick “Regular expression” and “Search in text only”.
5. Click “Find next” (c) to be taken to the next segment with a matched result.
6. Click “Filter” (d) to display only the Segments with matched results.
7. Click “Highlight” (e) to easily see where the potential errors are.
8. Fix the errors before saving the language pair and packing the TPF.



Save your Search for future reuse

Once you have entered all search options correctly and what is it that you want to find...

- Click “Save as...” (1),
- Name the search file with a relevant description (2), and
- Click “Save” (3).



How to use a Saved Search

- **CTRL+F** to open the Find Feature
- Click “Load...” (1),
- Select the appropriate search file (2) and
- Click “Open” (3).

