



German style guide - Instructions -

Spelling

Please follow the Duden recommendations where relevant, write e.g. zeitaufwendig instead of zeitaufwändig.

Please write all words together that are found in the Duden, e.g. Clouddienst etc., unless otherwise instructed or for reasons of readability (in case of long words and/or in marketing texts).

Please use the orthographic inverted commas, e.g. „these“, unless otherwise instructed.

After a colon follows upper-case only if it's a full sentence including a noun and a verb.

Correct examples:

Mit anderen Worten: Das Ergebnis ist außergewöhnlich gut.

Ende: gegen 20 Uhr.

For the American currency, please use US-Dollar as Duden recommends.

Please do not use a dot to mark the thousand separator → 1000; 1.000

Punctuation

Commas - not to be used in main clauses with und/oder; to be used in extended infinitive clauses.

Correct examples:

Ein Blick auf den Bildschirm und schon wissen Sie, ob es Probleme gibt.

Probleme frühzeitig zu erkennen, zahlt sich also langfristig für Sie aus.

Non-breaking space - to be used in:

- common abbreviations such as z. B., d. h., u. U., u. a. etc. **1**
- between numbers and units, e.g. 3 km **2+3**
- between numbers and nouns, e.g. im 4. Quartal **2+3**
- between numbers and nouns that belong together, e.g. XYZ 12, especially at the end of a sentence. **2+3**
- before the % sign and degree Celsius, e.g. 10 % and 25 °C **2+3**
- before an en-dash **4**
- after short titles such as Dr **1**

Correct examples:

Anders als erwartet erzeugte die Probe aus Silo 2 nach der Konsolidierung mit 9 kPa etwas niedrigere Scherspannungswerte als die Probe aus Silo 1.



Während das Granulat den Herstellungsprozess durchläuft, bleiben die relativen BFE-Werte konsistent gruppiert – die BFE-Werte der Bedingungen 3 & 4 sind immer höher als die der Bedingungen 1 & 2.

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

Regular expressions for non-breaking spaces

To quickly find in Transit if the non-breaking spaces have not been used for the categories below, use the “find” regular expression. To replace all instances where the non-breaking space was not used, use the “replace” regular expression. The numbers below correspond to those in the Non-breaking space section in page 1.

1 Abbreviations

Find:

```
#([a-zäöüß]?\. )0(\s?)#([A-ZÄÖÜß]?|[a-zäöüß]?)\. )1
```

Replace:

```
#0\u00A0#1
```

Important: the “match case” option must be ticked.

Note: this syntax only works if you have a small letter first and then either another small letter or a capitalized letter.

E.g.

z. B. = ✓

d. h. = ✓

Z. B. = ✗

Z. b. = ✗

2 Numbers before words

Find:

```
#([0-9]|[0-9]\. )0(\s?)#([a-zäöüß]|\%|°C|°F|°K)1
```

Replace:

```
#0\u00A0#1
```

3 Numbers after words

Find:

```
#([a-zäöüß])0(\s?)#([0-9]+)1
```

Replace:

```
#0\u00A0#1
```



4 En dash

Find:

(\s?)\u2013

Replace:

\u00A0\u2013

How to use Regular Expressions for Find/Replace in Transit

- Press Ctrl + F for the Find/Replace screen to pop up in your screen, as shown in the picture.
- Copy the find/search regular expression that you want to use and paste it in the “find”/“search” field.
- Press “Find Next”.

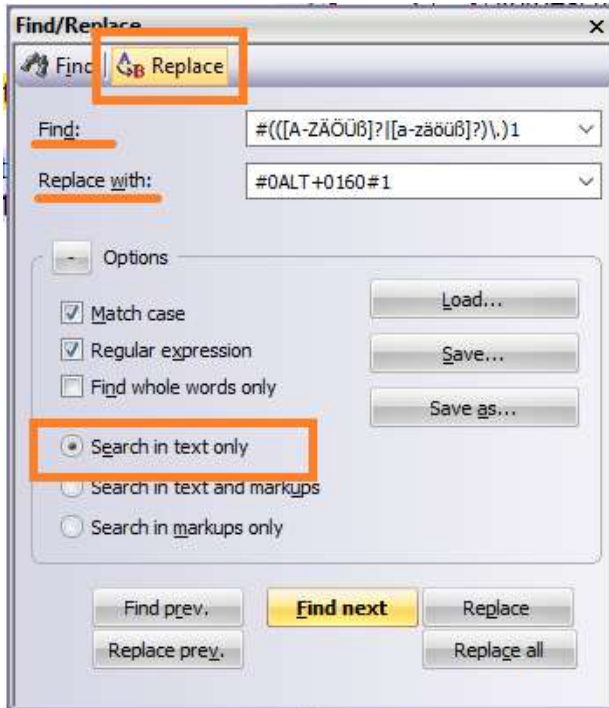


- Press “replace” if you want to replace automatically the instances where a non-breaking space should be added. Please do not choose “replace all”: regular expressions are conceived to cover the largest possible range of occurrences to simplify your work, but this also means they might return “false positives”. In those cases, non-breaking spaces might be added even where they’re not strictly required.

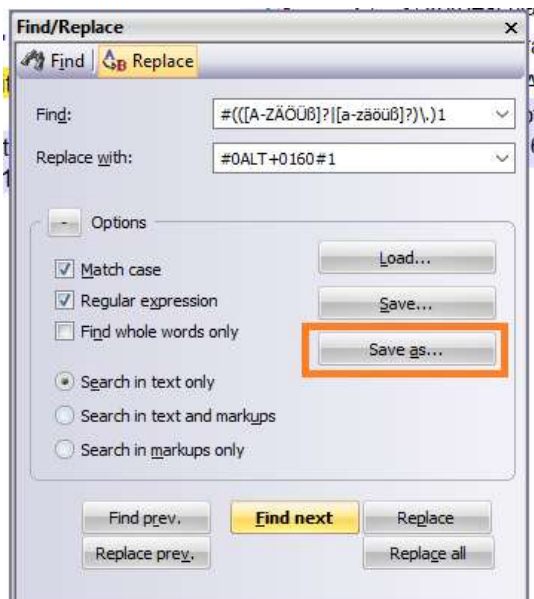


How to save a specific Find/Replace search in Transit

1. Open the “replace” screen and add the correspondent regular expression for both “find” and “replace with”.
Make sure that you have ticked the boxes “regular expression” and “search in text only”.

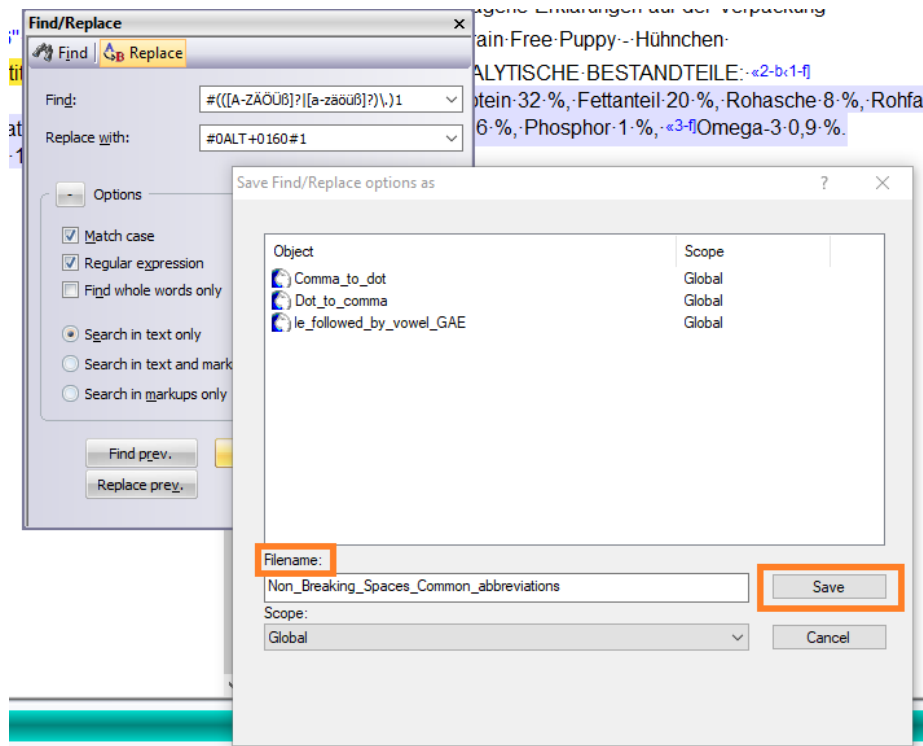


2. Click “save as”.



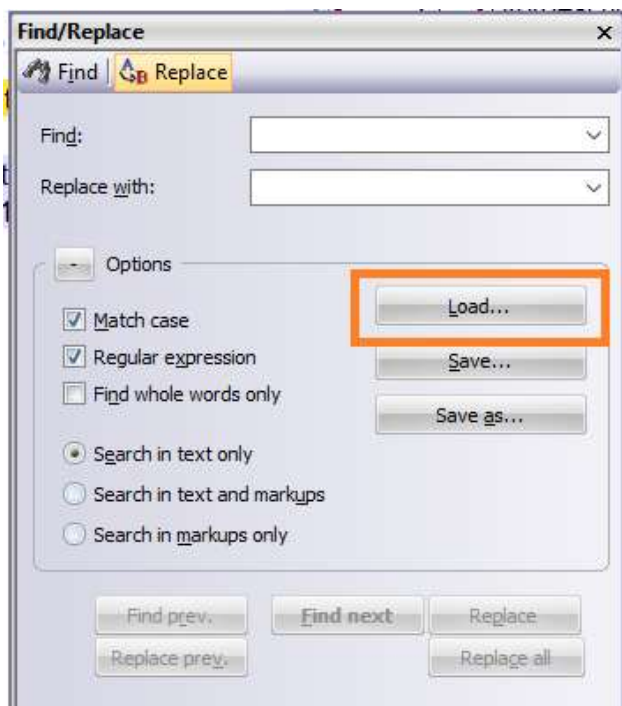


3. Add a filename for that regular expression and click “save”.



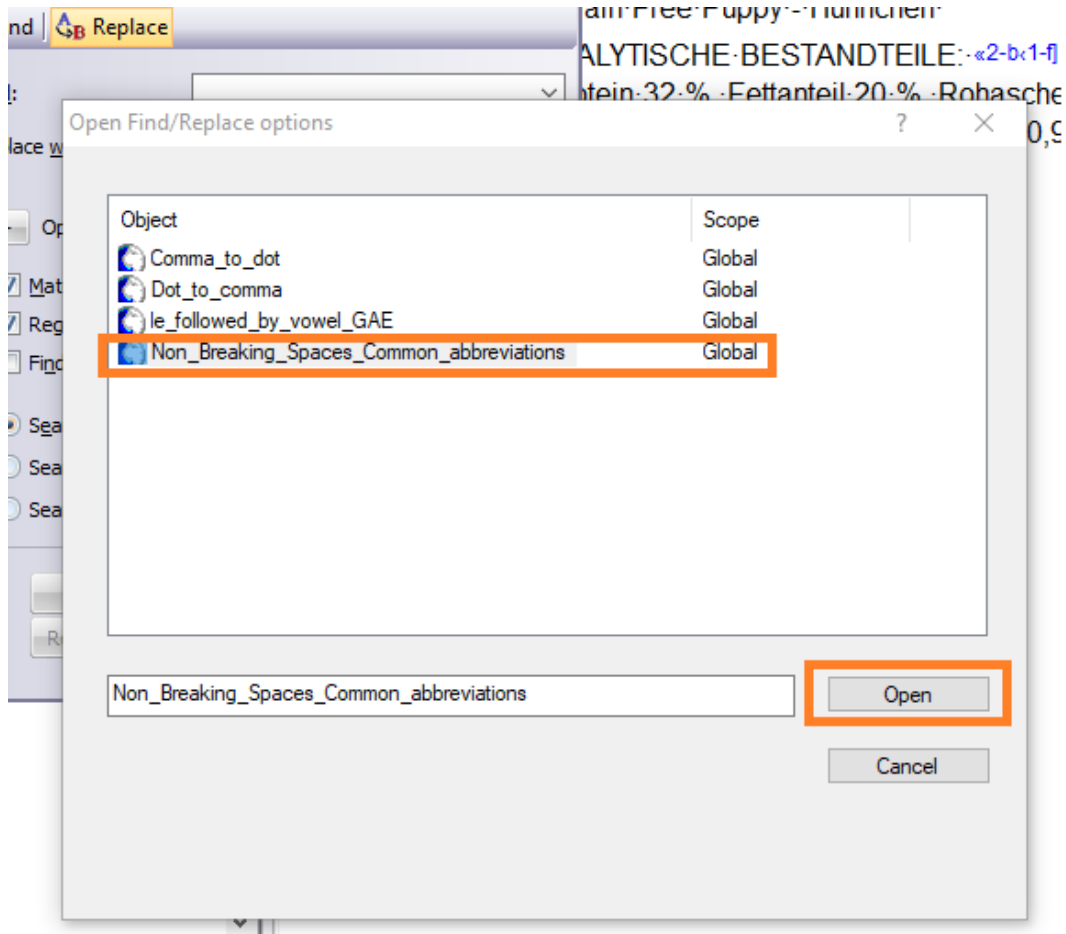
How to load a specific Find/Replace search in Transit

1. Open the “find” or “replace” screen and click “load”.





2. Choose the regular expression that you've previously saved and click "open".



3. The regular expression in both "find" and "replace with" fields will appear without having to copy and paste anything.