



**Irish style guide
- Instructions -
Version 5.0**

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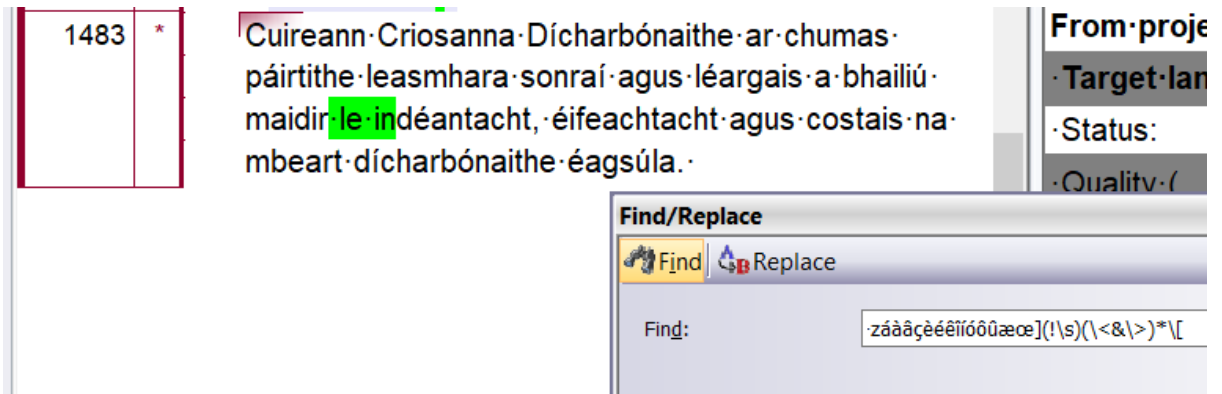
Before starting:

1. Read the **backup info** to ensure you do not lose your work
2. Follow the **instructions** provided in **SOP 11** and by the Project Manager
3. Translate the text, doing **research** along the way as required
4. **Carefully check the translation against the source**, sentence by sentence (or phrase by phrase if sentences are very long) and make any necessary amendments
5. **Once the translation is completed, filter out Check 1 & Check 2 segments and copy the Target text out to MS Word**
(see video on the Portal: [Copying the Target to MS Word](#))
 - ✓ run a full spell / grammar check
 - ✓ ensure the comma style is consistent (all straight or all curly, but not both!)
 - ✓ **Implement any necessary changes in Transit**
6. Save the language pair
7. Run all your **standard checks** in Transit
8. Save the **TPF** and submit via the Supplier Portal

Keep reading as we share more guidelines on Grammar, checks before delivery, tips, free online resources and tools.

Grammar

1. The Irish preposition 'le', followed by a vowel, puts an 'h' on the vowel. Also, avoid the hyphen between 'h' and the vowel; for example: le hathair, and not le h-athair. In Transit, our customised search will find occurrences where the "h" is missing or the hyphen should be removed. See section on [Checks to perform before delivery](#).



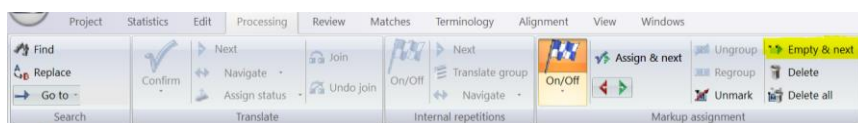
2. **Avoid versions of verbs which are not in the Caighdeán Oifigiúil** such as 'thugadar'. Even though both the foirm scartha (e.g. 'cheannaigh muid') and the foirm tháite (e.g. 'cheannaíomar') of the first person plural are now permitted by An Caighdeán Oifigiúil, please use the foirm tháite: this will ensure consistency if a text is translated by more than one translator.
3. **Avoid overuse of 'trí' as a translation for 'by' or 'through'**. Change the sentence structure; for example: put the second clause first etc. This is preferable once the meaning is retained.
4. **Hyphens**: avoid keeping to the English hyphens as the rules are different for both languages. For example: Third-level institutions (ENG), corresponds to institiúidí tríú leibhéal (GAE) - if the hyphen is not required, leave it out.
5. **Quote Marks and apostrophes**: Keep the quote marks and apostrophes the same as the English. Do this even if they are used inconsistently and erroneously in the English. **1)** you do not know how the quotes and apostrophes will be presented in the final document; **2)** you do not always know the post processing that will be done on your text to convert them into something else and; **3)** it is the most conservative approach and is faithful to the original. Please note source errors with your delivery comments. Example quote styles: Left Single Quotation Mark ('), Right Single Quotation Mark (') Left Double Quotation Mark ("), Right Double Quotation Mark ("), Single Straight Quote ('), Double Straight Quote (")
6. Follow the rules for the usage of "seo" and "sin". As explained by previous translation guidelines from the DGT: Is gnách sa Ghaeilge 'seo' a úsáid chun tagairt a dhéanamh do rud atá le lua agus 'sin' chun tagairt do rud a luadh roimhe. Is féidir a mhalairt a bheith fíor sa Bhéarla; ná déantar aithris air sin sa Ghaeilge.
7. os comhair / os cionn, but ós rud é... (ó+is)



8. A number of **common grammatical/usage questions** are discussed in the Cruinneas section of the Aistear website.

Grammar check: Transit does not support grammar check. At the moment, the easiest way to check the grammar in Transit is to **right click** one segment of the target language in the Transit editor, click "**Display preview in Office application**". The target language opens in Word, and the active Transit segment will be highlighted in the Word document. If changes are required, make sure you make your edits in Transit. (*Prerequisite: in MS Word > Languages > Irish must be an "editing language" and the "Proofing" must be installed*).

9. **Bunuimhreacha:** Prefer the use of the **newer simplified system** ('an córas simplithe') over the older system 'an córas seanbhunaithe'. See [An Gúm translation guidelines](#). With an córas simplithe, the **numbers 1-19** should be followed by a séimhiú or an urú, as appropriate, and the singular form of the noun should be used, except in the case of nouns which have a special plural form that is used with the bunuimhreacha (these are listed on pg. 146 of An Caighdeán Oifigiúil) e.g. bliain. The bunuimhreacha 1-19 + aidiachtaí follow the rules as laid out in An Caighdeán Oifigiúil on pages 147-8 e.g. 'dhá leabhar mhóra', 'seacht bhfuinneog shalacha', 'cúig bliana fada', 'naoi gcinn mhaithe'. The **bunuimhreacha 20+** should not be followed by either a séimhiú or an urú. For bunuimhreacha 20 + aidiachtaí, the singular adjective is used, and a séimhiú is put on adjectives that describe feminine nouns e.g. '22 bád mór', '53 bó mhór'.
10. **Dátaí & Blianta:** Avoid using 'ú' when writing dates ('Empty and next' the markup, see below). Most of the time, an t-alt should be used e.g. an 28 Samhain 2023. It should only be left out if it is in a title (on a poster or a newspaper headline). E.g. Oireachtas na Gaeilge, 1-3 Samhain 2013. 'In' is used before years, rather than 'í' e.g. 'in 2018'.



Style and Ensuring Consistency

1. **Time markers** -> Use p.m. / a.m. and not the Irish equivalent i.n / r.n., unless you think the use of the Irish equivalent is appropriate for the text you are translating. In that case, please add a note when delivering the project.
2. Etc., e.g. and i.e. can be left in Latin unless otherwise instructed by client.



3. Check **terminology databases** for **terms** and **place names**. Research is part of translation!
 - ✓ Paste the word in Google under a regular search
 - ✓ Search for parallel text, published texts originally written in Irish
 - ✓ Visit official websites
 - ✓ Search in terminology banks and databases
 - ✓ Consults specialised glossaries and dictionaries
4. **Consistency with Acts:** For the names of **Acts**, **material from statutory instruments**, and **EU material** visit Gaois.ie. For government schemes/initiatives, search gov.ie. If there is more than one translation on gov.ie, choose one name, stay consistent, and point this out upon delivery.
5. For **placenames**, use logainm.ie. Take good care when searching places. Be sure you have the right placename for the right county/area as a placename in English may have 2 or 3 different names in Irish, depending on its location.
6. Take care when handling **questionnaires**. 'Yes' and 'No' don't always translate to 'Tá' and 'Níl'. Answer the question being asked and use the PDF file for reference.
7. For **acronyms** and **abbreviations** follow section 3.2 in An Caighdeán Oifigiúil 2017, especially regarding the use of the article and gender of acronyms. Always use the Irish equivalent of acronyms and abbreviations unless uncommon/inappropriate for the text. In that case, please add a note when delivering the project. If necessary to ensure the target reader recognises an acronym, write the full Irish term out in words **in brackets** after the acronym **once** and use the acronym on its own from then on.
8. Where a source text uses Mr/Mrs/Miss/Ms titles, use the person's full name if possible to avoid confusion. Where this is not possible, see the table below for guidance. When addressing a letter, state the full name and 'a chara' - 'A Shíle Ní Mhurchú, a chara,' - see the table below for what to do where this is not possible.

English	Irish	Irish – start of letter
Mr.	An tUasal Ó X/An tUas. Ó X	A Uasail Ó X, a chara,
Mrs.	Bean Uí/Mhic X	A Bhean Uí X, a chara,
Miss	Iníon Uí X	A Iníon Uí X, a chara,
Ms	Bean Uasal X	A Bhean Uasal, a chara

See <https://publications.europa.eu/code/ga/ga-5000300.htm> for more information regarding this and other professional titles.

Ensuring a Natural Fluency

1. **Change the word order of sentences to reflect natural Irish.** For example: “We allocated the tasks, giving priority to the most important one”, if the literal translation is used for 'giving' as 'ag tabhairt', is unnatural Irish. Simply use 'agus + verb'.
Read translations, particularly long sentences, aloud to ensure that the word order sounds natural in Irish. This may mean translating a long sentence and coming back to it with fresh eyes a bit later. We translate ideas and ensure the meaning remains, rather than translating word for word.
2. **Pay attention to all special instructions given by clients.** This is essential. Special instructions can be found on the portal or in the Please Start email. If, for some reason, you don't follow an instruction, please leave a note upon delivery. You can also utilise the “**Ask a Question**” link underneath your project download area if you have any concerns about any aspect of your project.
3. Use the ‘**réimse**’ (‘domain’) function on tearma.ie/focloir.ie to ensure that you are using the most accurate term in the context of your project. This research and attention to detail is part of your job as a translator. Failure to use the correct term clearly demonstrates a lack of understanding of the text at hand.

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

Use the customised Irish Search Filter to find segments with “le” followed by a vowel, superfluous space before punctuation marks, missing/extra spaces in parenthesis, double spaces & double punctuation, missing space after a comma, etc.

How to get access to the Saved Search

In order to have access to this search every time you use Transit:

Log in to the Supplier Portal and download the “GAE Regex” from the **Help** page

RegX Searches

For issues that cannot be found during the standard Transit format checks, we have created Customised Search Filters.

1. Download the relevant Search => Right Click on the relevant link below, and then click “Save Link as”.
2. Save the relevant Search in your Transit/Config/global folder.
3. Run the Search to identify and correct the issues before delivery.

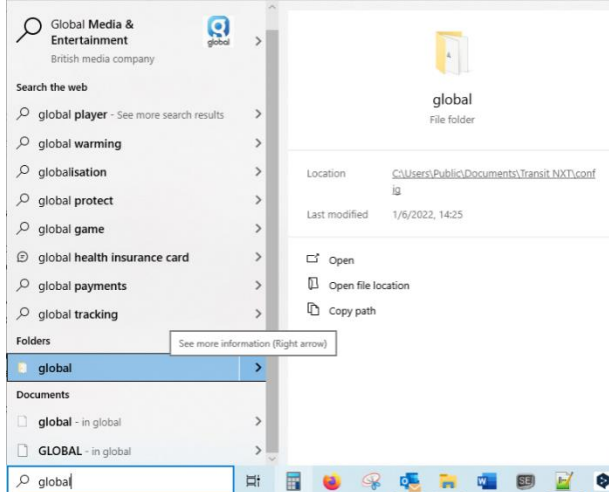
See guide for more details.

- * **NEW** * Right Click and Save Link As to Download [Search for Canadian \(FRC_Regex\)](#).
- * **NEW** * Right Click and Save Link As to Download [Search for Irish \(GAE_Regex\)](#).
- * **NEW** * Right Click and Save Link As to Download [Search for Spanish Mexican \(LSM_Regex\)](#).
- * **NEW** * Right Click and Save Link As to Download [Search for Remaining Target Languages \(GEN_Regex\)](#).



Save the GAE_Regex.SRD file in the root of your Transit **Global** folder.

Your Transit Global folder will probably be located here: **C:\Users\Public\Documents\Transit NXT\config\global**. If you cannot find the global folder; you can search for it as show below.

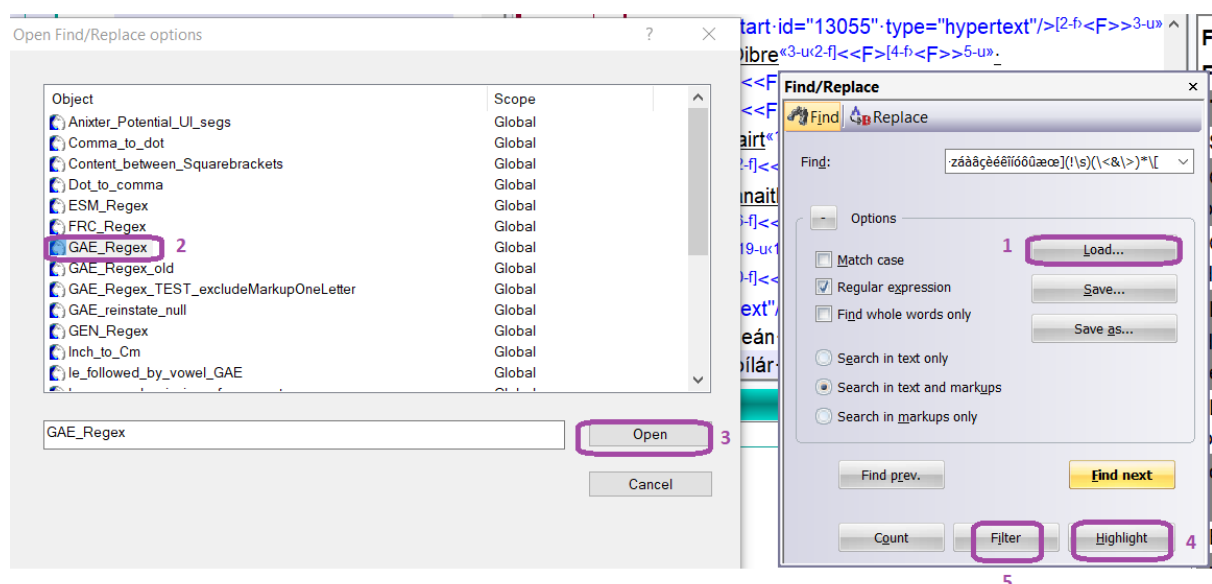


You will then be able to access the search every time you use Transit.

Using the Search

Once you have the language pair open, click on the **Target**, and **CTRL+F** to open the **Find** window.

Click **“Load...”** (1) ; select **“GAE_Regex”** (2) and click **“Open”** (3)



Finally, click **Highlight** (4). Results of the search will now be highlighted.

Click **“Filter”** (5) to only display the segments with results.

The highlighted items may not all be real errors. Some could be “false positives”. Check the results carefully and fix the errors before saving the language pair and packing the TPF.



Free Online Resources

- <https://www.aistear.ie/> (useful as a grammar reference. This discusses common errors and offers tips on how to avoid these)
- <https://www.focloir.ie/en/> (online dictionary - useful sample phrases provided to see how to use a term in context)
- logainm.ie (a source for finding official translations of Irish placenames)
- <https://iate.europa.eu/home> (the EU's terminology database - useful for technical/legal words and phrases)
- <https://www.teanglann.ie/en/> (a grammar database)
- <http://corpas.focloir.ie/>
- <https://www.tearma.ie/> (a terminology database for individual technical terms)
- <http://www.acmhainn.ie/>
- <https://www.gaois.ie/en/terminology/> (a corpus of terminology, mostly extracted from Irish government and EU legislation (allows term or phrase search and provides back a list of its use in context))

Additional Tools

- <https://www.cruinneog.com/> - Irish spelling and grammar checker.