

Format Guidelines

Language	1. Numbers and Currencies	2. Short Date	3. Long Date	4. Quotation marks Level 1	5. Quotation marks Level 2
Bulgarian	123 456 789,01 €	11.12.2008 г.	11 Декември 2008 г.	„...“	„...“
Czech	123 456 789,01 €	11.12.2008	11. prosince 2008	„...“	„...“
Danish	€ 123.456.789,01	11-12-2008	11. december 2008	”...”	”...”
Dutch (Belgium)	123.456.789,01 €	11/12/2008	11 december 2008	“...”	“...”
Dutch (Netherlands)	€ 123.456.789,01	11-12-2008	11 december 2008	“...”	“...”
English (UK)	€123,456,789.01	11/12/2008	11 December 2008	“...”	“...”
Estonian	123 456 789,01 €	11.12.2008	11. detsember 2008. a.	”...”	”...”
Finnish	123 456 789,01 €	11.12.2008	11. joulukuuta 2008	”...”	”...”
French (Belgium)	123.456.789,01 €	11/12/2008	11 décembre 2008	«...»	«...»
French (France)	123 456 789,01 €	11/12/2008	11 décembre 2008	«...»	«...»
Gaelic (Ireland)	€123,456,879.01	11/12/2008	11 Nollaig 2008	“...”	“...”
German (Germany)	123.456.789,01 €	11.12.2008	11. Dezember 2008	„...“	„...“
Greek	123.456.789,01 €	11/12/2008	11 Δεκεμβρίου 2008	«...»	«...»
Hungarian	123 456 789,01 €	2008.12.11.	2008. december 11.	„...”	»...«
Italian	€ 123.456.789,01	11/12/2008	11 dicembre 2008	“...”	“...”
Latvian	€ 123 456 789,01	11.12.2008	2008. gada 11. decembrī	„...”	„...”
Lithuanian	123 456 789,01 €	2008 12 11	2008 m. gruodžio 11 d.	„...“	„...“
Maltese	€123,456,789.01	11/12/2008	11 ta' Diċembru 2008	“...”	“...”
Polish	123 456 789,01 €	2008-12-11	11 grudnia 2008 r.	„...”	»...«
Portuguese (Portugal)	123.456.789,01 €	11-12-2008	11 de Dezembro de 2008	“...”	“...”
Romanian	123.456.789,01 €	11.12.2008	11 decembrie 2008	„...”	«...»

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Slovak	123 456 789,01 €	11.12.2008	11. decembra 2008	“ ”	‘ ’
Slovenian	123.456.789,01 €	11.12.2008	11. december 2008	“ ”	‘ ’
Spanish (Spain)	123.456.789,01 €	11/12/2008	11 de diciembre de 2008	“ ”	‘ ’
Swedish	123 456 789,01 €	2008-12-11	den 11 december 2008	” ”	’ ’

Notes:

1. Numbers and Currencies: Please make sure to use non-breaking spaces in between number blocks and between the number and the currency symbol to make sure that there can be no line break in between them. Non-breaking spaces are inserted in Microsoft Word and most other Windows based software by pressing **Ctrl+Shift and Space**. If you click on the Symbol ¶ in Word or press **Ctrl+Shift and 8** you make hidden formatting symbols visible (such as spaces and paragraph marks), and non-breaking spaces become visible as degree symbols (°), so that you can tell them apart from normal spaces which look like dots (-).
2. Quotation marks: If your quotation marks are not inserted automatically in the correct way, please replace them manually. In Windows, you can generate them by keeping the **Alt** button pressed while keying the respective **number code** on the number block on the right side of your keyboard. Hold the **Alt** key down as you type the 4 digit number and then release it. Now the correct characters should appear. It is important that your number block is activated. Press the **Num Lock** key to activate/deactivate the number block. On most key boards a green light will indicate that it is on. A list of Alt codes can be found below:

Symbol	Alt Code
“	Alt+0147
”	Alt+0148
„	Alt+0132
«	Alt+0171
»	Alt+0187

Symbol	Alt Code
‘	Alt+0145
’	Alt+0146
‚	Alt+0130
‹	Alt+0139
›	Alt+0155