

Forum Nokia Style Guide

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About This Guide

This document (formerly called the *Nokia Editorial Style Guide*) presents editorial guidelines for content published by Forum Nokia electronically or in print. These guidelines supplement the following resources:

- The section “Editorial Style Guide for American English” in the *Nokia Online Environment Guide*
- *Microsoft Manual of Style for Technical Publications* (2nd ed.), which is out of print pending publication of the 3rd ed. but is now available as a free download (Windows systems only) from the Microsoft Press site at www.microsoft.com/mspress/education
- *The Chicago Manual of Style* (14th ed.)
- *Merriam-Webster’s Collegiate Dictionary* (10th ed.), a subset of which (*The Merriam-Webster Dictionary*) can be accessed on the Merriam-Webster site at www.m-w.com

Some points made in the references above are repeated here for emphasis. In case of conflicting guidelines, the ones in this style guide take precedence, followed by those above in the order listed. The *Microsoft Manual of Style* in particular contains many additional guidelines and elaborations on those in this guide; for convenience when cross-checking between the two, many aspects of that guide (for example, the names chosen for specific entries) are followed here.

In addition, *The Elements of Style* (4th ed.) by Strunk and White provides excellent general guidance on the subjects of language usage, composition, and style, and *The Associated Press Stylebook and Briefing on Media Law* is useful for journalistic types of issues that may come up in newsletters and the like (for example, geographic references).

Also note the following about the Nokia editorial guidelines:

- In general, the content they apply to includes not only documents such as white papers, case studies, tutorials, and technical documentation, but also Web pages and marketing material. Some guidelines are qualified to indicate that they apply to documents in particular.
- The guidelines are independent of the particular formatting being used for the content. For details on formatting, see the format guide and/or template for the type of content you will be working with.
- Newly created content should follow the guidelines. When working on older, existing content, incorporate as many of the guidelines as possible within reason, always making sure to maintain consistency within each document (or other content unit).
- Although every attempt is being made to stabilize the guidelines, they are still subject to change. Any and all feedback is welcome; see “Style Guide Review and Updates.”

Using This Guide

Using this guide by searching through it electronically is highly recommended. Many entries list unacceptable terms along with the appropriate terms, so searching for either will lead to the correct guideline. Also, the little box that pops up when you drag the scroll box displays the section heading or title of the entry you will scroll to if you release the mouse button at that point. (That is, the entry titles are set up as headings in Microsoft Word.)

This guide follows the editorial style it recommends and so can be used as a style model (except for obvious differences due to the different type of content). In particular, note that italic is used for terms used as terms, but this doesn't mean (unless stated otherwise) that those terms must be italic when used in Forum Nokia content. (As in the *Microsoft Manual of Style*, examples of usage appear in quotation marks.)

The comment *do not use* means just that; *avoid* means try not to use, but usage is acceptable in special circumstances where nothing else will do.

About This Version

This version, 3.0, incorporates feedback from reviewers and users of the guide, and adds and expands many entries to reflect issues that arose during review of some Series 60 documents. Significant additions and changes are marked in green, and “Appendix: Revision History” lists the new and revised entries. Also, comments have been added in some entries to trace the origin of the style decision.

This version has also been reformatted to simplify the mechanics of cross-referencing entries in the guide. (It now uses Word's cross-reference feature rather than bookmarks.)

The next version will include new and expanded guidelines. This work is being done on an ongoing basis, so if you don't see what you want in this draft, please ask for it by writing to Karyl Scott at karyl.scott@nokia.com.

Style Guide Review and Updates

Feedback on this guide is always welcome. In addition, before each version of the guide is distributed generally, a draft is sent out to selected reviewers for formal review (with a deadline for responses, which are incorporated into the final version). Feedback or style queries should be directed to Karyl Scott. You can also request to be added to the list of reviewers.

Updated versions are expected to be released quarterly, with changes and additions from the previous version always marked in some way (and listed under “Appendix: Revision History”).

A–Z Reference

A

Abbreviations and Acronyms

Spell out the complete term or name at first mention (followed by the abbreviation or acronym in parentheses) unless it should be unquestionably clear to the reader — for example, for common abbreviations or acronyms. Terms that are generally not spelled out are indicated as such on a case-by-case basis under “List of Acronyms and Abbreviations” or in individual entries in this guide; however, in all these cases there may be exceptions. Spelling out certain common terms may be advisable in content aimed at novices, *or in descriptions of glossary entries that are abbreviations or acronyms*; similarly, less common terms may not need spelling out for more advanced audiences who should already be familiar with them. Use editorial judgment.

The article preceding an acronym should agree with the acronym, not with what it stands for (for example, “an SDK” rather than “a SDK”).

To ensure that abbreviations and acronyms have been entered correctly, change the default setting of the Microsoft Word **Spelling & Grammar** preferences so that the spelling checker will *not* ignore words in all uppercase.

above

Do not use to mean earlier in the document; use *previous*, *preceding*, or *earlier* instead. For an immediately preceding item (such as a bulleted list) *above* is acceptable; however, always refer to a captioned element by its caption (for example, “in Figure 1,” not “in the figure above”). When appropriate to be used at all, *above* should follow, not precede, the noun (not “the above list”) and should not be used as a noun (not “the above”).

access key

Two words; not *accesskey*.

Addresses/Locations

In references to city and state (or city and country), set them off with commas.

The company, located in *San Jose, California*, is a leader in its field.

The company, headquartered in *Milan, Italy*, is known throughout the world.

*For passing references to cities (like those above), follow the entry for datelines in the Associated Press Stylebook to determine whether to include the state/province or country name. For example, *New York*, *Quebec*, and *Paris* should stand alone.*

Do not abbreviate state or country names, with these exceptions:

- *U.S.* (with periods) is an acceptable abbreviation for *United States* when used as an adjective. For the noun, spelling out *United States* is preferred, but *U.S.* is also acceptable (for example, for brevity in tables or after the first of several

consecutive references). *U.S.A.* should be used only as the last line of a postal address.

- Similar guidelines apply for *U.K.* as for *U.S.*, except that *United Kingdom* should be spelled out as the last line of a postal address.

For Web addresses, see **URLs**.

Americas

Use this term (preceded by *the*) when a single term is needed for brevity. However, since it may be too abstract for some readers, make sure it's perfectly clear that the term refers to the United States, Canada, and Latin America, and refer to these individual areas wherever feasible.

amongst

Do not use; use *among*.

analog

Not *analogue*.

app

Do not use as short for *application*.

Application Launcher

Not *App Launcher*.

Articles (*the*, *a*)

For information on whether Nokia product names are preceded by an article, see **Nokia Product References**.

as

Acceptable to use as a conjunction meaning “in the same manner as,” but not in subordinate clauses to mean “because” or “while.”

Asia-Pacific

Hyphenate references to this region; not *Asia Pacific*.

B

back up (v), backup (adj, n)

below

Do not use to mean later in a document; use *later* instead. For something that follows immediately, *following* is preferred; however, always refer to a captioned element by its caption (for example, “See Figure 1,” not “See the following figure”).

bitmap

Not *bit map*.

bits per second

Abbreviate as *bps*. Spell out at first mention.

board game

Two words; not *boardgame*.

bps

Abbreviation for *bits per second*, to be used only after a numeral (and separated from it by a space). Spell out at first mention.

British vs. American English

Follow American conventions, not British (for example, *favorite*, not *favourite*). This includes the use of double vs. single quotation marks and the placement of commas and periods inside quotation marks (except where technically incorrect).

Manufacturers can give their services a specific identity with their own “corporate stamp.”

built-in**C****cache**

When used as a noun, always takes an article. Per the *Microsoft Manual of Style*, differentiate between *cache* (meaning a memory cache) and *disk cache* (a portion of RAM) as needed. As in the following example (taken from the *Microsoft Press Computer Dictionary*), *cache memory* can also be used (without an article), to refer to the type of memory in a cache vs. a disk cache.

A cache is useful when RAM accesses are slow compared with the microprocessor speed, because cache memory is always faster than main RAM memory.

Calendar application

Calendar is the official name of the application provided with the Series 60 Platform. It can of course also be referred to generically as a *calendar application*.

Capitalization

For titles, headings, and other constructs for which title-style capitalization is appropriate, follow these guidelines:

- Always capitalize the first and last word.

- Capitalize all nouns, pronouns, adjectives, adverbs, verbs, and subordinate conjunctions (for example, *As* and *When*).
- Do not capitalize articles (*a*, *an*, *the*), coordinate conjunctions (*and*, *but*, *for*, *or*, *nor*), or the *to* in infinitives.
- Do not capitalize prepositions of four letters or fewer (“Test Cases with and Without Backup”) unless part of a verb phrase, as in “Backing Up Your Disk” (in which case “Up” is actually an adverb).

This guideline is spelled out in greater detail in the *Microsoft Manual of Style*.

Be careful not to overdo capitalization. The presence of capital letters in an abbreviation does not mean that the spelled-out term must be similarly capitalized. In general, generic terms should not be capitalized; see “List of Acronyms and Abbreviations” for further guidance regarding particular terms. Note in particular that general features of phones (such as predictive text input) should not be capitalized.

When referring to code elements such as classes, methods, and the like, never change the capitalization of their names if they are case-sensitive; thus, even in a title or heading or at the beginning of a sentence, do not capitalize a name that is case-sensitive and begins with lowercase (but avoid beginning headings or sentences with them). Use lowercase for generic terms corresponding to capitalized names; see **Code** for more information.

Captions

Captions on figures, tables, and code examples should use sentence-style capitalization (as in “High-level architecture of MIDP applications”) and should not end in a period (unless a complete sentence, which should be rare; in general, captions should be nouns or noun-equivalents).

All figures and tables in documents should be captioned, as should long code examples (see **Code** for more information). Caption numbers should be separate for each type of element being captioned; that is, follow Figure 1 with Table 1, not Table 2. In documents that are more than 50 pages long, the numbers should have the format *N.n*, where *N* is the chapter number and *n* is the page number.

See also **Cross-References**.

cascading style sheets

An acceptable generic term for these style sheets; not to be abbreviated to *CSS*. The capitalized name Cascading Style Sheets (*CSS*) refers to the technology as a whole.

cell phone

Do not use; see **mobile phone**.

Chapter Headings and Subheadings

See **Headings and Subheadings**.

check box

Not *checkbox*.

click

Use *click* rather than *click on*, although *click in* a window or other region is acceptable.

client/server

Not *client-server*.

Code

Examples or other listings of code more than just a few lines long should be captioned (see **Captions**). However, be consistent within the same section: if only one of several examples in a particular section is short, caption all of them.

The line preceding noncaptioned code should be punctuated as it would be if the code were run into the sentence (that is, not necessarily ending in a colon).

The call to make at this point is

```
ByteArrayOutputStream bos = new ByteArrayOutputStream();
```

When referring to code elements (classes, methods, and the like) or showing a short excerpt of code within text, use the code font.

The `Screen` class is useful for creating text on the screen of a mobile phone.

The proper call is `Display.getDisplay(this).setCurrent(screen)`.

The source file contains an implementation of the `commandAction()` method.

Notice that references to method names are followed by `()`.

Also use the code font when referring to either input entered into or output generated by an application or other program (unless, of course, the exact font being used is relevant). For example, use the code font when showing a name typed in response to a prompt or an error message displayed on the screen.

Do not use names of code elements as generic terms; for example, the `Screen` class yields *a screen*, or perhaps *a Screen object*, but not *a Screen*. Using a generic term is preferred — for example, *command listener* for the `CommandListener` class, or even *displayable object* for the `Displayable` class (since *displayable* is unsuitable as a noun by itself) — but again, if there is no such suitable term, do not use the name by itself (that is, not *a CommandListener* or *a Displayable*). Similarly, it's acceptable to say “Run `ExampleMIDlet`,” “Run the `ExampleMIDlet` application,” or “Run the example `MIDlet`,” but not “Run the `ExampleMIDlet`.”

Although the technical content of code as received from a programmer must not be changed, code shouldn't necessarily be used exactly in the form received. Certain guidelines should be observed regarding code commenting and coding style; see the discussions of these topics in the *Microsoft Manual of Style* as well as the supplementary **Coding Style** discussion in this guide.

See also **Markup Language Elements**.

Coding Style

The *Microsoft Manual of Style* gives some general guidelines for coding style and notes other issues for which each group should develop its own conventions; this entry addresses some of those issues. What's most important is to apply a consistent style within each document and across all documentation for a particular product.

The following example illustrates the coding style to be used in documents — for example, where to indent and where to position the braces.

```
// Implementation of method from CommandListener interface,
// called when user invokes a command
public void commandAction(Command c, Displayable d)
{
    if (c == exitCommand)
    {
        midlet.exitRequested();
    }
    ...
    System.out.println("Counter is now " + iCount);
}
```

Notice that the quotation marks are ASCII characters, not the “curly” variety (“ and ”), and the ellipsis (representing omitted code) is three periods, not the special ellipsis character; to enter these characters, you may need to change your **AutoCorrect** settings in Word, or otherwise override its automatic conversion to the corresponding special (non-ASCII) characters.

Note the following alternative format for comments. Both formats are acceptable, but the same format should be used consistently within each documentation suite.

```
/* Implementation of method from CommandListener interface,
   called when user invokes a command */
```

Commands

See **Menus and Commands**.

Commas

Use serial commas (as in *hook, line, and sinker*).

communicator

Use (without capitalization) as the generic term referring to handsets that incorporate personal computers. Now that it's brand-specific (for example, Nokia 9210 Communicator), this term should no longer be used to refer to Symbian OS phones in general.

Company References

Use the singular when referring to a company.

Sun periodically checks Web sites for missing trademark symbols on its product names.

See also **Nokia**.

contacts database

Not *contact database*.

Contractions

It's acceptable to use contractions in **all content, including** documents.

Cross-References

Document and book titles should be referenced in text in *italic*. **Cross-references within a document to other Nokia documents should not be accompanied by URLs, nor should they refer to specific headings within those documents (to allow for change without requiring the maintenance of keeping the various documents in sync).**

Cross-references to chapters or sections within a document should specify the chapter or section number and enclose the title or heading in quotation marks, as in these examples:

See Chapter 5, "Writing a HelloWorld MIDlet," for an explanation of the code produced.

Now follow the steps in Section 4.2, "Running the MIDlet."

Cross-references to captioned elements have the form *Table*, *Figure*, or *Example* followed by the appropriate number. Never specify the location with words like *the following*, *below*, or *above*; **however, in the rare case that the element does not fall in the immediate vicinity, include the page number in the cross-reference.** Refer to *every* captioned element, even if just with the cross-reference in parentheses. **Do not end the introductory sentence with a colon.**

A suite of reference applications is provided; see Table 1.

Gauges (Figure 3.1) represent a numeric value graphically.

The diagram in Figure 2 shows the high-level and low-level UI classes.

As illustrated earlier (in Figure 2 on page 14), the `Screen` class is the common superclass of the high-level UI classes.

See also **Captions**.

Crystal

Do not use this code name (which has been deprecated by Symbian). The generic description for this category of Symbian OS phone is *keyboard-based mobile phone*. To refer to a specific UI, use the appropriate UI name — for example, for the Nokia 9200 Communicator series, use *Series 80*.

Currency

State global market figures in U.S. dollars followed by the equivalent in euros, as in this example (where the appropriate number should of course replace *xxx*):

The global market for SMS was \$7 billion (*xxx* euros) per month.

State local market figures in the local currency; if not U.S. dollars, follow with the U.S. equivalent, as in “14 million pesos (\$*xxx* USD).”

CYBIRD

The name of this Japanese content aggregator is all uppercase (not *Cybird*).

D

Dash

See **Em Dash** or **En Dash**.

Dates

Use the American style *month day, year* (as in “July 3, 2002”) with this exception: where brevity or a fixed length is needed, such as in a graph or table, use *dd-mmm-yy*, as in “03-Jul-02.” (Note that the latter is the only form in which there are leading zeros on day numbers less than 10.) For just the month and year, use *month year* (as in “July 2002”), or *mmm-yy* (“Jul-02”) where brevity or a fixed length is needed. For just the month and day, use *month day*, as in “July 3” (not “July 3rd”).

DFRD

Do not use this abbreviation for Device Family Reference Design (which has been deprecated by Symbian). The new term is *Symbian OS reference design*. (See, for example, **UIQ**.)

dialog

Not *dialogue*. When referring to a dialog box, generally include the word *box* unless it gets tedious.

Dialog Boxes

References to dialog box elements, such as labels on buttons and check boxes, should be bold and capitalized exactly as in the interface.

display (v)

A transitive verb, so a message (for example) *is displayed* on the screen (it does not *display* on the screen). Also note that things are displayed *on*, not *to*, the screen.

double-click (v), double click (n)

Use *double-click* rather than *double-click on*.

E

e-business

Includes a nonbreaking hyphen. When necessary to capitalize, use *E-business*.

ECMAScript

Not *ECMA Script*.

e-commerce

Includes a nonbreaking hyphen. When necessary to capitalize, use *E-commerce*.

EDGE

An acronym (for Enhanced Data Rates for Global Evolution); not *Edge*.

e.g.

Spell out as *for example* except perhaps for brevity in tables or figures. In those rare cases when used, remember to include the periods and the comma.

Em Dash

Use the special em dash character (—) to set off elements within a sentence (see the *Microsoft Manual of Style* for details). Precede and follow the em dash character with a space.

On Web pages (that is, in HTML), use `—` to produce the em dash character.

See also **En Dash**.

e-mail

Includes a nonbreaking hyphen; not *email*. When necessary to capitalize, use *E-mail*.

E-mail Addresses

No special font treatment, but set them up as “mailto:” links (as in “Write to Caroline Rose at crose@differnet.com”).

EmbeddedJava™

One word, always spelled out; do not abbreviate to *eJava*, *EJava*, or anything else.

En Dash

The special en dash character (–) is used mainly for ranges (see the *Microsoft Manual of Style* for details). On Web pages (that is, in HTML), use a hyphen instead.

For a general-purpose dash — for example, to set off sentence elements like this — use the em dash; see **Em Dash**.

end user (n), end-user (adj)**EPOC**

Do not use this deprecated name for Symbian OS, except in a historical context (referring to it as the product of Psion Software).

Ericsson R380 Smartphone

The full name of the first Symbian OS phone, based on Symbian OS v5. Once introduced, it can be referred to as *the R380*.

etc.

Do not use (except perhaps for brevity in tables or figures).

euro

Not *Euro*.

F**FAQ**

Stands for plural *frequently asked questions*, so corresponding content should use the singular *FAQ* in the title — for example, *Series 60 Introductory FAQ*.

fiber-optic cable

Not *fiberoptic cable*.

Figure Captions

See **Captions**.

File Names and Extensions

Use the code font for these.

File extensions should always be lowercase and begin with a period.

Load the graphics (`.gif`) file.

This tool is packaged in the installation (`.sis`) file.

Where the extension is not set off by other punctuation, lead with an asterisk for clarity.

Search for `*.gif` files.

The system includes many `*.sis` files.

flash memory

Not *Flash memory*.

for example

Do not abbreviate to *e.g.* except perhaps for brevity in tables or figures.

For example can stand alone (followed by a colon) as an introduction to something that starts on a new line below it, such as a bulleted list or a code snippet. Do not use just “Example:” in these cases.

Whether *for example*, *such as*, or something similar is used, *and so on* (or *etc.*) is not additionally needed; it goes without saying that an example is not the full story.

Forum Nokia

This refers to the developer services program, not just the Web site; therefore, “the Forum Nokia Web site” is not redundant. Always refer to the site in this way before providing its URL; do not just supply the URL.

The Series 60 MIDP SDK is available from the Forum Nokia Web site (www.forum.nokia.com).

Forum Nokia Knowledge Base

Not *Forum Nokia Knowledgebase*.

G

game playing vs. gameplay

These mean different things. *Game playing* (or *game-playing* as an adjective) refers to the act of playing a game, and as such is more likely to be appropriate in documentation; for examples of its use, see the **Games Terminology** entry. *Gameplay*, on the other hand, is a colloquial term that refers to the feel of playing a game, as in saying that a particular game product “has good gameplay.”

game state

Two words; not *gamestate*.

Games Terminology

Do not use *gaming* to refer to the playing of electronic games, because in American English it has the connotation of gambling. To refer to the industry as a whole, for example, use *games industry* or *games business* instead. Especially do not use *gaming* in titles, headings, or opening paragraphs (that is, the first two paragraphs of a white paper, case study, sidebar, book chapter, or Web page); once it has been made clear that *gaming* refers to game playing and not gambling, that term may be used, but alternatives are still preferred.

The general category for game-related devices is *game-optimized mobile devices* (not *phones*). The category of devices that includes the Nokia N-Gage mobile game deck is *mobile game deck devices*. Note too the following additional games terminology:

- *Mobility* refers in general to portability and interactivity in games. *Multiplay* (as in “a wireless multiplay platform”) refers to wide-area mobile game playing using cellular networks or near-distance community game playing over Bluetooth.
- *Publishers* control the game-production process from development to distribution.
- *Rich* games are high-quality 2-D or 3-D games that are available on memory cards (AAA-class video/console class games, not downloadable).

See also the individual game-related terms in this guide. (An electronic search for “game” will lead to all of them.)

gateway

Lowercase (except of course when part of a product name, like *Nokia WAP Gateway*).

Gender-Neutral Language

Use as much as possible, without resorting to absurdity. Where gender-specific pronouns are necessary, use both male and female forms. For further guidance, see “Bias-Free Communication” in the *Microsoft Manual of Style*.

grayscale

Not *greyscale*.

GUI

Stands for *graphical user interface*. This abbreviation is common enough that the full term need not be spelled out in text; however, there is no strong injunction against using the full term (in which case do not follow it with the abbreviation in parentheses).

Fitting smartphone requirements together into a graphical user interface that anyone can master is what distinguishes a smartphone from other handheld devices. The GUI elements include list boxes, radio buttons, and pop-up menus.

Having introduced the abbreviation, do not skip back and forth unnecessarily between it and the full term (or between it and *UI*).

H

handset

Do not refer to handsets that incorporate portable computers as *handsets*, but rather as *communicators*.

Headings and Subheadings

Do not follow a heading immediately with a subheading, without any intervening text. Note the following about introductory text below a chapter or section heading:

- It should refer to the chapter or section as *this*, not *the following*, chapter or section. (Likewise, an introduction to an entire document should refer to *this document*.) Reserve *the following* (or perhaps *the next*) for a chapter or section

that truly follows the current one (and whose placement is very unlikely to change).

- When introducing a section that follows, refer to it as *the following section* or *the next section*. For example, an introduction to an immediately following section might end with “This platform supports the messaging services described in the following section.” Such an introduction should never be phrased like “This platform supports the following messaging services” (and should always end in a period, never a colon).
- In introductory text immediately below a chapter or section heading, do not use *this* to refer to what is indicated in the heading, but instead repeat that information. For example, if the heading is the name of an SDK, the section should not start with “This SDK enables developers to...” Also, do not start a section with a sentence fragment that continues the text of the heading, such as “Enables developers to...” in this example.

For capitalization rules, see **Capitalization**.

home page

Two words; not *homepage*.

Honorifics

Do not use honorifics (for example, *Mr.* or *Ms.*). Use just the person’s name (in full the first time, and only the last name thereafter).

hot link

Two words; not *hotlink*. Do not use without explanation.

hot sync

A game-related term; not *hotsync*, *hot synch*, or *hot synch*.

Hyphens, Hyphenation

Regarding whether to use a hyphen between a prefix (like *non* or *pre*) and the stem word: if the stem word begins with a capital letter, hyphenate (as in “non-ASCII”); otherwise, look the word up in this style guide, the *Microsoft Manual of Style*, and the dictionary (in that order of priority). If the word isn’t found in any of those sources, do not hyphenate unless a confusing word would result. A stem word’s beginning with a vowel does not necessitate hyphenation, and there should especially be no confusion if the stem word is easily recognizable by the target audience. For example, use *noneditable* and *noninteractive*.

When a noun-noun combination is used as an adjective preceding a noun, do not hyphenate it if it can easily grasped as a unit by the target audience — for example, *user interface design* (not *user-interface design*).

Make hyphens nonbreaking where indicated in this style guide, or in similar cases where a line break after the hyphen would be particularly awkward or unfortunate; otherwise, just type the regular hyphen character.

I

i.e.

Spell out as *that is* except perhaps for brevity in tables or figures. In those rare cases when used, remember to include the periods and the comma.

imaging phone

This term (which may be shortened to *phone* in subsequent references) is the preferred way to refer to a phone that does video capture and playback.

i-mode

Includes a nonbreaking hyphen.

inline

Not *in-line*.

instance (n), instantiate (v)

Most of the programming that Nokia documentation discusses is object-oriented programming (OOP), in which classes are defined that can be used to create multiple software objects with similar behavior and attributes. Each such object is an *instance* of the class; to create the object is to *instantiate* the class.

Internet

intranet

IrDA

J

J2EE™, J2ME™, J2SE™

Short for the following (respectively):

- Java™ 2 Platform, Enterprise Edition
- Java™ 2 Platform, Micro Edition
- Java™ 2 Platform, Standard Edition

Be careful not to omit the word *Platform*.

According to Sun, the only words that are approved to follow these trademarked abbreviations are *platform*, *technology*, *software*, *class*, and *configuration*, and the “most proper” way to introduce one of the abbreviations is as follows:

Java™ 2 Platform, Micro Edition (J2ME™ platform)

Consistent with this guideline, do not refer to “Nokia’s J2ME phones” (or “J2ME-based phones”); instead, use wording such as “Nokia’s phones that support J2ME technology.”

JAD, JAR

These common abbreviations stand for the Java Application Descriptor and Java Archive file formats, respectively. They should always be followed by an appropriate noun — usually *format* or *file*. Once the corresponding file extension has been identified if and as necessary, *JAD file* or *JAR file* is preferred to *.jad file* or *.jar file*.

Java™

Like all trademarks, *Java* is not to be used independently — that is, never as a noun and never hyphenated with another word (thus *Java-enabled* is not acceptable). It always modifies something. Typical references include:

- *Java application* — An application created using the Java programming language
- *Java platform* — The Java application execution environment (in our case, the software in the phone that enables the phone user to run Java applications)
- *Java programming language* — The actual programming language that developers use when writing Java applications
- *Java technology* — The Java programming language and the Java application execution environment; often appropriate in place of references to Java by itself (meaning the Java product in general)

According to Sun, the only other words that are approved to follow Java are *environment*, *class files*, *class library*, *independent development environment* (or *IDE*), *library*, *method*, *programming environment*, *run-time environment*, *specification*, and *virtual machine*.

For example, say “develop for the Java platform,” not “develop for Java” or “develop Java”; similarly, say “develop in the Java programming language,” not “develop in Java.” Do not, however, torture the language.

For guidance regarding whether and where to place trademark symbols in the name of a specific product related to the Java technology, see **Trademark Symbols and Attribution**. For additional general guidance regarding Sun’s trademarks, see their trademark requirements (www.sun.com/policies/trademarks).

Java™ 2 Platform, Enterprise Edition (J2EE™)

Not *Java 2, Enterprise Edition*.

Java™ 2 Platform, Micro Edition (J2ME™)

Not *Java 2, Micro Edition*.

Java™ 2 Platform, Standard Edition (J2SE™)

Not *Java 2, Standard Edition*.

JavaPhone™**JavaScript™**

One word; not *Java Script*. Consistent with the guidelines not to use trademarks as nouns, after setting the proper context use *script* as the corresponding noun, not *JavaScript*.

According to Sun, the only terms that are approved to follow *JavaScript* are *programming language* and *technology*. So, for example, one way to introduce *script* as the generic term would be to spell it out the first time as “a script written in the JavaScript programming language.”

JSR Numbers

Include a hyphen, as in “MIDP 1.0 specification (JSR-37).”

K**K**

Do not use as an abbreviation for *kilobyte*; use *KB* instead. Also do not use to mean \$1000.

KB

Abbreviation for *kilobyte*, to be used only after a numeral (and separated from it by a **nonbreaking** space). Do not spell out at first mention.

Kbit

Abbreviation for *kilobit*, to be used only after a numeral (and separated from it by a **nonbreaking** space). Do not spell out at first mention. Do not abbreviate to *Kb*.

KBps, Kbps

Abbreviations for *kilobytes per second* and *kilobits per second*, respectively; to be used only after a numeral (and separated from it by a **nonbreaking** space). Spell out at first mention. Do not use *KB/s* or *Kb/s*.

Keyboard/Keypad Keys

Use bold when referring to keys on a keyboard or numeric keypad. For names of keys, use initial cap (on both words, if more than one) — for example, **Space**, **Right Arrow**, **Left Arrow**, **Up Arrow**, **Down Arrow**, **Enter**, **Home**, **End**, **NumPad**, **Shift**, **Ctrl**, and

Alt. Set keypad numbers off with square brackets (also bold), as in referring to the **[5]** key.

kilobit

Use the abbreviation *Kbit* (without spelling it out at first mention).

kilobits per second

Abbreviate as *Kbps*. Spell out at first mention.

kilobyte

Use the abbreviation *KB* (without spelling it out at first mention). Do not use *K*, *Kb*, or *Kbyte*.

kilobytes per second

Abbreviate as *KBps*. Spell out at first mention.

L

leader board

A game-related term. Two words; not *leaderboard*.

Linux

Not *LINUX*.

Lists

Capitalize every item in a list. In general, do not introduce lists with sentence fragments unless the list items complete the sentence. “For example:” is an exception; it can introduce a list even if the items in the list are not complete sentences.

long press (n)

Two words; not *longpress*.

An application switcher is available via a long press of the menu button.

M

mark up (v), markup (adj, n)

Never *mark-up*.

Markup Language Elements

Elements of markup languages, such as HTML, WML, and XHTML, should be in the code font, lowercase, and set off with angle brackets (for example, *the <do> element*).

massively multiplayer game

Generally spell out in full, but if used repeatedly may be abbreviated to *MMG*. Use in favor of terms such as *massively multiplayer online game* (MMOG), *massively multiplayer online role-playing game* (MMORPG), and *persistent world* (PW).

Matsushita

For the sake of readers who may not know that Panasonic is a brand of this company, show the company name as *Matsushita (Panasonic)*.

MB

Abbreviation for *megabyte*, to be used only after a numeral (and separated from it by a **nonbreaking** space). Do not spell out at first mention, and do not use *meg*.

Mbit

Abbreviation for *megabit*, to be used only after a numeral (and separated from it by a **nonbreaking** space). Spell out at first mention.

Mbps

Abbreviation for *megabits per second*, to be used only after a numeral (and separated from it by a **nonbreaking** space). Spell out at first mention.

Measurements

Always use numerals for measurements, even if the number is less than 10 (and whether or not the unit is abbreviated). Note that bits and bytes are considered measurements but time is generally not (except of course time of day). **Except when using *mm* in a photographic context (as in “35mm slides”),** always add a space after the numeral — a **nonbreaking space** if the unit is abbreviated (for example, “128 KB memory”).

Use consistent units of measurement in comparisons, as in “bandwidth increase from 9.6 Kbps to 100 Kbps” (not “from 9600 bps to 100 Kbps”).

For pixel measurements, use the style *176 x 208 pixels* (with nonbreaking spaces around the *x*), not *176 by 208 pixels*.

megabit

Use the abbreviation *Mbit* (without spelling it out at first mention).

megabits per second

Abbreviate as *Mbps*. Spell out at first mention.

megabyte

Use the abbreviation *MB* (without spelling it out at first mention). Do not use *meg*.

Menus and Commands

Names of menus and items (commands) in menus should be bold and capitalized exactly as in the interface.

The shorthand format of, for example, “Click **View > Workspace > Editing**” (short for “On the **View** menu, point to **Workspace**, and then click **Editing**”) is acceptable; however, use it sparingly — mainly, when brevity is needed — and only when the context (of clicking commands on menus) is perfectly clear. Note that the “>” character is also bold.

When referring in text to a command that’s followed by an ellipsis (...) in a menu, do not include the ellipsis in the reference.

Messages application

Messages is the official name of the application provided with the Series 60 Platform. It can of course also be referred to generically as a *messaging application*. Note that the name of the application as implemented on a particular phone may differ from this name — for example, the application name is Messaging on the Nokia 7650 imaging phone.

Microsoft

Never abbreviate to *MS*.

MIDlet

Not *midlet*. This term refers to a Java application that conforms to the specifications set forth by the Mobile Information Device Profile (MIDP); use it when writing in general terms about groups of applications that can include MIDP applications and PersonalJava applications.

Do not use *J2ME MIDlet*, which is redundant. *J2ME/MIDP application* is acceptable where needed for brevity, but see also **MIDP**.

MIDP

Stands for *Mobile Information Device Profile*. It takes an article when spelled out (*the Mobile Information Device Profile*) but not when abbreviated. It can be used by itself or followed by a version number (for example, *MIDP 1.0*) or followed by terms such as *programming*, *applications*, and *APIs*. Do not refer to the *MIDP profile*.

MIDP is part of (essentially a subtechnology of) J2ME, but having been introduced that way, it should not thereafter be referred to as *J2ME MIDP*.

Setting the context by referring to *Java MIDP* is acceptable (note, for example, the SDK named Series 60 SDK for Java MIDP; also, Sun itself uses *Java MIDP* in articles on its Web site). Do not, however, introduce *Java MIDP* as the full term — for example, not “Java Mobile Information Device Profile (Java MIDP)” — and do not reverse the order to *MIDP Java*. In general, once the Java context has been established, *Java* should be dropped.

It can especially be useful to use *Java MIDP* to set the context in summaries (typically tables or brief lists). Likewise, where it's appropriate for a summary to refer to the broader technology, J2ME, this can be shown as *J2ME/MIDP* to emphasize that it includes MIDP.

Refer to the *MIDP specification* (not the *MIDP Specification*). To be more specific regarding the version number, refer, for example, to “the MIDP 1.0 specification.” See also **JSR Numbers**.

mMode

A high-speed wireless data service from AT&T (based on WAP 1.x); not a technology.

mobile browser

Use *Nokia Mobile Browser* (never abbreviated to *NMB*) but *Series 60 mobile browser* (or *Series 60 browser* for short).

mobile device

This term refers to all pocket-sized devices, including PDAs, communicators, mobile phones, and pagers. See also **mobile phone** and **terminal**.

Mobile Information Device Profile (MIDP)

See **MIDP**.

mobile phone

This term (which may be shortened to *phone*) refers to the traditional mobile phone (handset) and is the preferred way to refer in general to hardware running Symbian OS. Symbian prefers this term to *device*, and *Symbian OS phone* to *phone based on Symbian OS*. Likewise, the preferred way to refer to an OEM is as a *mobile phone manufacturer* (not a *device manufacturer* or *handset manufacturer*).

Do not use *cell phone* or *mobile terminal*. See also **mobile device** and **terminal**.

N

namespace

One word; not *name space*.

Navi™

See **Nokia Product References**.

Nokia

Can be used by itself only to refer to the company, never to a Nokia product. For example, it's acceptable to refer to *Nokia's phones* or *a Nokia phone* but not to *a Nokia*. See also **Trademark Symbols and Attribution** and the *Nokia Global Brand Book*. Never use *Nokian*.

Do not spell out the company name any more than this except where required for legal reasons (for example, “Nokia Corporation” in legal notices).

Nokia 92xx Communicator

Refer to a specific product in this category as, for example, “the Nokia 9210 Communicator” (not “the Nokia 9210 phone”). **Later references can refer to the product generically as a *communicator*; at a higher level it is best referred to as a *device* rather than a *phone*.** When referring to the collection of all products in this category, use *the Nokia 9200 Communicator series*. **Note that *series* is not capitalized, and it must not appear in any other location; the term *Nokia 9200 Communicator* must remain intact.** References to any Communicator model or to the Communicator series must always include *Nokia*, the model (or series) number, and *Communicator* — for example, not *the Nokia Communicator*, *the Nokia 9210*, or *the Nokia 9200 series*.

This document is an introduction to creating Java applications for the Nokia 9200 Communicators series.

It follows from the requirements above that to refer in general to any communicator in this category, you must not use a term like *Nokia 9200 Series Communicator* or *Nokia Series 9200 Communicator*. The acceptable alternative is *Nokia 92xx Communicator*; however, use *Nokia 9200 Communicator series* wherever reasonable to avoid having to use the *Nokia 92xx* form.

Note that (like the lowercase generic term, *communicator*), *Communicator* in the product name can be localized (translated into different languages), as *can series*.

Nokia Product References

Product names that are trademarks must *always* be followed by a descriptive term, and the resulting product reference takes an article; for example, “the Nokia N-Gage mobile game deck” is acceptable, but not “the Nokia N-Gage.” Note that product names of the form *Nokia xxxx* are trademarks even though not followed by a trademark symbol. (See also **Trademark Symbols and Attribution**.)

Nokia product names that are not trademarks need not be followed by a descriptive term. Although these product names are not required to take an article, they generally do (by virtue of ending in a noun) — for example, “the Nokia Mobile Internet Toolkit.”

The following table shows how to refer to some common Nokia products. A good source of information regarding the latest Nokia product names is the Nokia Web site.

Product Reference	Comments
the Navi™ key or the Navi™ roller	
the Nokia xxxx mobile phone (or imaging phone if appropriate)	For example, “the Nokia 3510 mobile phone” and “the Nokia 7650 imaging phone.” Once introduced, either descriptive term can be shortened to <i>phone</i> . Never omit <i>Nokia</i> before a model number.

Product Reference	Comments
the Nokia 92xx Communicator	See Nokia 92xx Communicator .
the Nokia Activ Server	Note the spelling of <i>Activ</i> .
the Nokia Developer Hub	Once introduced, it can be referred to as <i>the Hub</i> for short.
the Nokia Mediamaster	Use a nonbreaking space between Mediamaster model numbers and the letter following, as in “the Nokia Mediamaster 210 S.”
the Nokia Mobile Browser	Do not abbreviate to <i>NMB</i> . Do not capitalize <i>simulator</i> or <i>device simulator</i> following this product name.
the Nokia Mobile Internet Toolkit	Once introduced, it can be referred to as <i>the Toolkit</i> for short.
the Nokia N-Gage™ mobile game deck	Includes a nonbreaking hyphen. Once introduced as a <i>mobile game deck</i> , it can be called a <i>game deck</i> for short (and, even shorter, <i>device</i> is acceptable as well). See also Games Terminology .
the Nokia PC Connectivity SDK	
the Nokia WAP Gateway	
the PopPort™ interface	
the SmartCover™ handset	
the Xpress-on™ cover	Includes a nonbreaking hyphen.

For Nokia products that have version numbers, references to a particular version should specify only the number at the end of the product name (without *Version*, *v*, or anything else) and always without a preceding article.

The Nokia Activ Server enables secure mobile connectivity to a company's existing information systems. Nokia Activ Server 2.1 can be downloaded for testing.

Nokia Smart Messaging

Numbers

Spell out zero through nine (for example, “five pages,” “two years”) except for units of measure (“3 feet,” “8 bits”) or when used as input. See also **Measurements**.

Numbers applicable to the same category should be treated alike throughout a paragraph or section — that is, numerals should not be used in some cases and words in others.

(However, a number at the beginning of a sentence must always be spelled out, even if this results in inconsistency; reword to avoid.)

This Web site has 16 pages, whereas the smaller one has 5 pages.

O

online

Not *on-line*.

onsite

Not *on-site*.

Open Mobile Alliance (OMA)

Precede with an article (*the Open Mobile Alliance, the OMA*). Do not use terms such as *OMA-compliant* or *OMA-certified*.

The OMA was formed when the WAP Forum merged with the Open Mobile Architecture Initiative. Other groups (including Wireless Village and the SyncML Initiative) have since been consolidated into it, as discussed in the OMA overview available from their Web site at www.openmobilealliance.org. References to the earlier names of forums that are now part of the OMA can be made for tie-in but should eventually be phased out. If a specification of one of the former forums has been released by the OMA, refer to it by the OMA specification name.

The OMA lists its releases of specifications on its technical specifications and release page at www.openmobilealliance.org/documents.asp. When referring to OMA specifications currently implemented in Nokia products and solutions, refer only to approved OMA enabler releases. Discussion of Nokia's plans to implement OMA specifications in the future may refer to other releases.

The Nokia Presence Server 1.0 is based on the OMA Instant Messaging and Presence Services version 1.1.

Nokia plans to implement the OMA Digital Rights Management version 1.0 during the first half of 2003.

Follow the OMA's convention of spelling out *version*, as illustrated here.

OS

To enforce the brand where *OS* is part of a product name (as in *Symbian OS* and *Palm OS*), do not use it elsewhere as an abbreviation for *operating system*.

P

P800

See **Sony Ericsson P800**.

Palm OS

Two words; not *PalmOS*. Do not precede this product name with an article (not *the Palm OS*), although when introduced the product can be described as *the Palm operating system* (and of course the article is appropriate in constructs such as *the Palm OS architecture*). See also **OS**.

PC Connectivity

Capitalized even when not part of a specific product name — for example, “PC Connectivity applications and services.”

Pearl

Do not use this code name (which has been deprecated by Symbian). The generic description for this category of Symbian OS phone is *mobile phone with keypad*. To refer to a specific UI, use the appropriate UI name — for example, for the Nokia 7650 imaging phone, use *Series 60*.

percent

Use *percent* in body text but % (with no space before it) in tables or figures.

Perl

Not *PERL* or *perl*.

PersonalJava™

Do not abbreviate to *pJava*, *PJava*, or anything else.

phone

See **mobile phone** and **imaging phone**.

phone book

Two words; not *phonebook* (in spite of the Phonebook application name).

Phonebook application

Phonebook is the official name of the application provided with the Series 60 Platform. It can of course also be referred to generically as a *contacts database application*. Note that the name of the application as implemented on a particular phone may differ from this name — for example, the application name is *Contacts* on the Nokia 7650 imaging phone.

Photos application

Photos is the official name of the application provided with the Series 60 Platform. Do not refer to it as the *Photo Album application*. Note that the name of the application as implemented on a particular phone may differ from this name — for example, the application name is *Images* on the Nokia 7650 imaging phone.

plug-in (adj, n)

Not *plugin*.

PopPort™

See **Nokia Product References**.

pop-up (adj)

Do not use as a noun. For further guidance, see the *Microsoft Manual of Style*.

prefix (n, v)

Do not use *prepend* as the verb. When strings of characters are manipulated, a *prefix* is put before a string and a *suffix* after. The corresponding verbs are *prefix* and *append*.

prepend

Do not use; use *prefix* instead.

Product Names

See **Nokia Product References** or the specific product names in this style guide.

Punctuation Formatting

Follow what the entry on punctuation in the *Microsoft Manual of Style* says on this subject. Some key points are summarized here.

If a comma, period, semicolon, or colon follows text to which a special character format (for example, italic) has been applied for reasons such as emphasis or to designate a term being defined or a document title, also apply the character format to the punctuation mark. However, if the preceding text is specially formatted because it's a command, part of code, or the like, do not apply the format to the punctuation mark.

For parentheses or brackets within a sentence, use the formatting of the text outside the marks, not within the marks.

The term takes an article when spelled out (*the Developer Network*) but not in its short form (not *the DevNet*).

Push

When referring to the Push technology, capitalize *Push* (although not the corresponding verb *push*). *Push* can be used by itself or before another term, in which case the subsequent term is normally not capitalized; common examples include *Push content*, *Push framework*, *Push functionality*, *Push initiation*, *Push message*, *Push system*, and *Push protocol*.

Push functionality enables application to push information and services to wireless terminals.

Of course, for formal names (such as Push Access Protocol) the entire name is capitalized.

Q

Quartz

Do not use this code name (which has been deprecated by Symbian). The generic description for this category of Symbian OS phone is *pen-based mobile phone*. To refer a specific UI, use the appropriate UI name — for example, for the Sony Ericsson P800 smartphone, use UIQ.

R

R380

Introduce it as the *Ericsson R380 Smartphone*, after which it can be referred to as *the R380*.

radio button

Use this term only where necessary in technical documentation. Elsewhere (particularly for an end-user audience) use just *option* or the name of the specific option.

Ranges

May be written with an en dash, in which case do not repeat the unit, and add a **nonbreaking** space between the last number and the unit (for example, “100–200 KB”).

real time (n), real-time (adj)

RealOne Player

right-click (v), right click (n)

Use *right-click* rather than *right-click on*.

ring tone

Not *ringtone* or *ringing tone*. (Note, however, that *RTPL* stands for *Ringling Tone Programming Language*.)

role playing (n), role-playing (adj), role-play (v)

Not *roleplay*.

RS-232

Includes a nonbreaking hyphen. This is the original name of the standard, but it’s now in revision F and, according to an authority at the Electronic Industries Alliance (EIA), “is now TIA-232-F. The *TIA* stands for *Telecommunications Industry Association*, which is a sector of the EIA. Originally the *RS* stood for *Recommended Standard* and was the prefix to EIA standards.”

run time (n), runtime (n), run-time (adj)

Run time is the time during which an application is running, whereas a *runtime* is a file that's required in order for an application to run.

In the context of Java technology, the proper term is *Java run-time environment*.

S**screen shot**

Two words; not *screenshot*.

Second Person

Whether to use second person (*you*) or third person is an issue of context and clarity. In general:

- Use third person in content aimed at a variety of audiences (for example, introductory material for both programmers and marketers).
- Use second person in content aimed at a particular audience (that is, where *you* is unambiguous), and especially in instructional material (which typically also uses the imperative).

This guideline can be applied to either entire documents or smaller content units, such as chapters within documents. In other words, whether second or third person is used, and which audience the second person refers to, may vary within a single document, depending on the specific context. However, make sure the audience is clear when you use second person, and use it consistently within that context (for example, in a content unit whose audience is programmers, do not also use second person to refer to the end user).

In content with a limited audience for which there may be cultural considerations against using the second person, do not use it.

Series xx

Includes a nonbreaking space. If referring to the entire software platform, follow with *Platform* (always capitalized); otherwise, follow with some other appropriate word, as in *Series 60 phone*. The platform term takes an article except (per the **Version Numbers** entry) when followed by a version number; thus, use *the Series 60 Platform* but *Series 60 Platform 1.0* (without an article). Once the full platform term has been introduced, *Platform* (and the article) can be dropped, as illustrated in the following example; however, the versioned form must always be spelled out in full (for example, not *Series 60 1.0*). Never abbreviate to *Sxx* (not *S60*, in this case).

The first retail product based on the Series 60 Platform was the Nokia 7650 imaging phone. Siemens and Matsushita were the first companies that licensed Series 60 for integration into their own devices.

Avoid using the hyphenated form *Series 60-based*.

Do not precede general references to one of these platforms with *Nokia*, since phones based on them will come from multiple manufacturers; however, it is acceptable to mention the origin of the platform by stating that Nokia released it, or by referring to it as, for example, “the Series 60 Platform from Nokia.”

Refer to the *Series 60 mobile browser* (or *Series 60 browser* for short) and the *Series 60 emulator*. (Note that the term following *Series 60* is not capitalized in these cases.)

Consistent with the **J2EE™**, **J2ME™**, **J2SE™** entry, when referring collectively to all Series *xx* phones that support J2ME technology, do not shorten such references to “Nokia’s J2ME phones” (or “J2ME-based phones”).

Service Marks (SM)

See **Trademark Symbols and Attribution**.

set up (v), setup (adj, n)

set-top (adj)

short press (n)

Two words; not *shortpress*.

smart card

Two words; not *smartcard*.

SmartCover™

See **Nokia Product References**.

smartphone

One word; not *smart phone*.

soft key

Two words; not *softkey*.

solo play (n), solo-play (adj)

A game-related term; not *soloplay*.

Sony Ericsson

Two words; not *SonyEricsson*.

Sony Ericsson P800

This product name takes an article; once introduced, it can be referred to as *the P800*. Sony Ericsson refers to the P800 as a *multimedia phone*; it’s also acceptable to call it a *smartphone* in Forum Nokia content. In the context of Symbian OS, it should be

described as a “pen-based mobile phone from Sony Ericsson based on Symbian OS v7.0.”

stand-alone

Not *standalone*.

start up (v), startup (adj, n)

style sheet

Two words; not *stylesheet*.

Symbian

Be sure to distinguish between Symbian the company and Symbian OS the software. In addition to the guidelines that follow here, see the Symbian glossary (www.symbian.com/technology/glossary.html) for an explanation of technologies related to Symbian OS, and the Symbian trademark and corporate identity guidelines (www.symbian.com/about/trademarks.html) regarding the use of company logos.

Symbian Developer Network

This term can be shortened to *Symbian DevNet*, in which case show it the first time as *Symbian Developer Network (Symbian DevNet)*. It takes an article when spelled out (*the Symbian Developer Network*) but not in its short form (not *the Symbian DevNet*).

Symbian OS

Do not precede this product name with an article (not *the Symbian OS*), although when introduced the product can be described as *the Symbian operating system* (and of course the article is appropriate in constructs such as “the Symbian OS APIs”). Do not introduce it as “Symbian OS (Operating System).” See also **OS**.

Do not use in the possessive. Names of third-party products based on Symbian OS should end in “for Symbian OS” (for example, “Series 60 SDK for Symbian OS”). Never abbreviate to *SOS*, *SyOS*, or anything else.

The product category with which Symbian OS is associated is mobile phones (not devices); see **mobile phone** for more information.

Symbian OS Developer Knowledgebase

Note the inclusion of the word *Developer*, and the spelling of *Knowledgebase* as one word.

Symbian OS Version Numbers

Use *v* followed immediately by the version number, as in *Symbian OS v7.0*. (Symbian also uses the form *Symbian OS Version 7.0*, but the *v* form is preferred.) Note that Symbian OS versions before v6.0 had no decimal part (for example, *Symbian OS v5*, not *Symbian OS v5.0*), but no version numbers past 5 should be shown that way.

Reference designs should be referred to as, for example, “UIQ reference design for Symbian OS v6.1,” not “UIQ v6.1”; this can be shortened to “UIQ for Symbian OS v6.1” after first mention.

Symbian platform

This term should no longer be used to describe Symbian OS, although it’s acceptable to say, for example, that “Symbian OS provides a platform for services and applications on mobile phones.”

synchronization

Do not shorten to *sync* (or *synch*). The phrase *in sync* is, however, acceptable.

SyncML

There is no longer a single SyncML standard; it has been divided into SyncML Data Sync (SyncML DS) and SyncML Device Management (SyncML DM). Forum Nokia content that has heretofore referred to SyncML should be changed to refer to SyncML Data Sync (SyncML DS).

T

Tables

For column headings and all table entries, use sentence-style (not title-style) capitalization.

Do not overdo the use of tables. In simple cases where there is only a single, brief explanation (or whatever) for each item, consider using a bulleted list instead.

See also **Captions**.

terminal

A mobile device with wireless communication capability; a good term to use when writing about different network technologies, such as GPRS, HSCSD, and WCDMA. Do not use *mobile terminal*. See also **mobile device** and **mobile phone**.

that is

Do not abbreviate to *i.e.* except perhaps for brevity in tables or figures.

three-dimensional, 3-D

Not *3D*. Note that 3-D includes a nonbreaking hyphen.

time to market

Not *time-to-market* (unless used as an adjective).

Titles of Books and Documents

Book and document titles should be referenced in text in italic. For capitalization rules for titles, see **Capitalization**.

Titles of People

Capitalize a person's title if it immediately precedes the person's name (as in "Director of Marketing Jane Doe") or if it follows the name after a quotation, as in this example:

"This is an excellent strategy."
— Jane Doe, Director of Marketing

Do not capitalize the title if it otherwise follows the person's name, as in "Jane Doe, the director of marketing, believes this is an excellent strategy."

Do not spell out the title *CEO* (chief executive officer).

T-Mobile

Includes a nonbreaking hyphen.

To-Do application

To-Do is the official name of the application provided with the Series 60 Platform. Do not refer to it as the *To-Do List application* or the *To-Do list application* (although it can of course be referred to generically as a *to-do list application*). Note that the name of the application as implemented on a particular phone may differ from this name.

toolkit

One word; not *tool kit*. Capitalize when used as shorthand for *Nokia Mobile Internet Toolkit*.

touchscreen

One word; not *touch screen*.

trade show

Two words; not *tradeshaw*.

Trademark References

This entry addresses only to how to refer to trademarks in text; the entry and placement of trademark symbols is addressed under **Trademark Symbols and Attribution**.

Trademarks should not be used independently — that is, not as a noun (and therefore never plural or possessive) or a verb, and never hyphenated with another word. They must always modify something; for example, a trademark that is a product name must *always* be followed by a noun describing the product. See also particular product names in this guide.

Company names are not trademarks; therefore, it's acceptable to refer to "Nokia's products."

Trademark Symbols and Attribution

This entry covers trademark symbols (whether and where to place them in the content) and the trademark attribution (sometimes called the trademark legend or trademark footnote), where ownership of trademarks is indicated.

Trademark symbols must be included for all Nokia trademarks except:

- *Nokia* used by itself, even though it's always listed in the trademark attribution as a registered trademark
- A product name of the form *Nokia xxxx* (where *xxxx* is a model number), even though each such name must be included in the trademark attribution

For more on specific Nokia trademarks, see **Nokia Product References**.

Do not include trademark symbols for trademarks of third parties unless required by a licensing agreement. The only such agreement as of this writing is that a TM symbol must be included for *Java* and *J2ME* (but not for other Sun trademarks).

Enter the appropriate trademark symbol after the first mention of the trademarked name in the body of the document, as well as on the cover or title page if it also appears there. If the first mention within the document occurs in a heading, it's not necessary to place the trademark symbol there if the name is mentioned again in the text immediately following the heading. Similar guidelines apply to Web pages (where each page is considered a separate "document," and which of course do not have cover pages but can have titles and headings).

Use TM as the symbol for unregistered trademarks, [®] for registered trademarks, and SM for service marks (which occur rarely; these are the equivalent of trademarks for services, as opposed to products). In Microsoft Word, the TM and [®] symbols can be entered using either the **Insert Symbol** command or the equivalent key combination, whereas SM (for which there is no special symbol) must be typed as those two characters. The TM symbol is superscripted by design, but the superscript font effect must be applied to [®] and SM. A similar appearance should be achieved in HTML, using special characters or superscripting as needed.

The trademark attribution consists of at least the following:

Nokia and Nokia Connecting People are registered trademarks of Nokia Corporation. Other product and company names mentioned herein may be trademarks or trade names of their respective owners.

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Nokia, Nokia Connecting People, and Nokia 7650 are trademarks or registered trademarks of Nokia Corporation. Java and all Java-based marks are trademarks or registered trademarks of Sun Microsystems, Inc. Other product and company names mentioned herein may be trademarks or trade names of their respective owners.

Note that *Java-based*, although required by Sun in the attribution, is not acceptable in the body of a document; see **Java™**.

See also **Trademark References**. For additional information related to trademarks, contact Nokia's legal department or consult the latest such information provided on Nokia's intranet.

two-dimensional, 2-D

Not *2D*. Note that 2-D includes a nonbreaking hyphen.

U

UI

Stands for *user interface*. This abbreviation is common enough that the full term need not be spelled out in text; however, there is no strong injunction against using the full term (in which case do not follow it with the abbreviation in parentheses).

The user interface of a smartphone is optimized for one-handed operation. A wide selection of UI elements is available, including list boxes, radio buttons, and pop-up menus.

Having introduced the abbreviation, do not skip back and forth unnecessarily between it and the full term (or between it and *GUI*).

UIQ

The name for a Symbian OS reference design for pen-based mobile phones. (For more information, see Symbian's UIQ page at www.symbian.com/uiq.)

UIQ is a Symbian OS reference design. The P800 UI is based on UIQ.

The Symbian subsidiary that develops UIQ (in Ronneby, Sweden) is called *UIQ Technology* (not *Symbian Ronneby*).

U.K.

See **Addresses/Locations**.

unmute

Not *un-mute*.

upon vs. on

Use the less formal *on* wherever reasonable, as in *based on* and *depend on*.

URLs

URLs should be set up as hyperlinks (except for obvious cases where inappropriate, such as in procedures where a URL is to be typed). On Web pages, they should be hidden (as in “[the Forum Nokia Web site](#)”); otherwise, they should be visible in the text, in which case they should be all lowercase (with no special font treatment) and follow one of these styles:

- Casual — for example, [www.forum.nokia.com](#) or [www.forum.nokia/newsletters](#) — with no protocol indication (`http://` in this case) or trailing slash (which, strictly speaking, is appropriate unless the final element in the URL is a file name, such as `filename.htm`)
- Formal ([http://www.forum.nokia.com/](#) or [http://www.nokia.com/newsletters/](#)), which includes the protocol indication and (if applicable) the trailing slash

Always use the formal style if the URL (specifically, its domain name) does not begin with `www`. In contexts in which multiple URLs appear and some of them do not begin with `www`, use the formal style for all of them, for consistency.

The tools that can be used to develop MIDlets include Sun ONE Studio, a free IDE from Sun Microsystems ([http://www.sun.com/software/sundev/jde/](#)), and the Series 60 MIDP SDK for Symbian OS available from the Forum Nokia Web site ([http://www.forum.nokia.com/](#)).

As illustrated in the preceding example, the surrounding text should make it clear what the URL refers to (in other words, not just “a free IDE available at [http://www.sun.com/software/sundev/jde/](#)”).

To prevent awkward line breaks, URLs can be set off on separate lines; however, note that the line preceding the URL should be punctuated as it would be if the URL were run into the sentence (that is, not necessarily ending in a colon).

The technical library can be found on the Symbian Web site at [www.symbian.com/developer/techlib/index.html](#)

U.S.

See **Addresses/Locations**.

User Interface Elements

See **Dialog Boxes** and **Menus and Commands**.

user name

Two words; not *username*.

V

vCalendar

Do not spell out on first mention (for example, as “virtual calendar”); it’s not an abbreviation. Do not abbreviate to *vCal*.

vCard

Do not spell out on first mention as if an abbreviation (for example, as “virtual card”); it’s not an abbreviation.

Version Numbers

For Nokia products that have version numbers, references to a particular version should specify only the number at the end of the product name, without *Version*, *v*, or anything else — and without the preceding article, if there usually is one.

The Nokia Activ Server enables secure mobile connectivity to a company’s existing information systems. Nokia Activ Server 2.1 can be downloaded for testing.

In references to products other than Nokia’s, follow the official convention for the particular product. See also **Symbian OS Version Numbers**.

Documents also have version numbers; these are designated as, for example, *Version 1.0* on the title page (but referred to by lowercase *version* in text, as in “version 3.0 of this guide”).

view

Use, for example, *Grid view* when referring to views in which icons can be displayed on a Series 60 phone.

VoiceStream

Not *Voicestream*; now (since late 2002) known as T-Mobile.

vs.

Not *versus*.

W

W3C

Short for *World Wide Web Consortium*; precede with an article (*the W3C*).

WAP Forum

Precede with an article (*the WAP Forum*), but use only in historical references. The WAP Forum has merged with the Open Mobile Architecture Initiative, to form the Open Mobile Alliance (OMA).

WAP Forum specification

Not *WAP Forum Specification*.

Web**Web Addresses**

See **URLs**.

Web site

Not *Website* or *website*.

white paper

Two words; not *whitepaper*.

white space (n), white-space (adj)

Never *whitespace*.

World Wide Web

Do not spell out at first mention (except in content aimed at novices); use *Web*.

World Wide Web Consortium (W3C)

Precede with an article.

WML

Add a space (and nothing else) before the version — for example, *WML 1.x*, not *WML1.x*.
See also **Markup Language Elements**.

WML browser**WMLScript**

Not *WML Script*.

WTAI public library function

Not *WTAI Public Library Function*.

X**XHTML Elements**

See **Markup Language Elements**.

Xpress-on™

See **Nokia Product References**.

List of Acronyms and Abbreviations

For important related guidelines, see “Abbreviations and Acronyms.”

The full term corresponding to a particular acronym or abbreviation should be capitalized only if shown that way in the “Meaning” column.

Acronym	Meaning	Comments
ACE	Adaptive Communication Environment	
AMS	application management software	
API	application programming interface	Do not spell out.
ASP	application service provider	Spell out to avoid confusion with Active Server Pages.
B2B	business-to-business	Do not spell out.
CBA	command button array	Not <i>command button area</i> .
CDC	Connected Device Configuration	
CDMA	Code Division Multiple Access	Do not spell out.
CGI	Common Gateway Interface	Do not spell out.
CLDC	Connected Limited Device Configuration	
CLI	Caller Line Identification	
CO	cache operation	
CSD	Circuit Switched Data	Do not spell out.
CSS	Cascading Style Sheets	Do not spell out; however, see cascading style sheets .
DLL	dynamic-link library	Do not spell out.
DRM	Digital Rights Management	
DTD	document type definition	Do not spell out.
ECMA	See comment.	Once stood for European Computer Manufacturers Association, but now (since 1994) no longer stands for anything.
ECML	Electronic Commerce Modeling Language	

Acronym	Meaning	Comments
EDGE	Enhanced Data Rates for Global Evolution	
EMS	Enhanced Messaging Service	Not <i>Message</i> . Refers to the technology; to refer to a message, use <i>EMS message</i> .
FPS	first-person shooter	Game-related term.
GPRS	General Packet Radio Service	Do not spell out.
GPS	Global Positioning System	
GSM	Global System for Mobile Communications	Do not spell out.
GUI	graphical user interface	Need not be spelled out in text; see GUI .
HSCSD	High Speed Circuit Switched Data	
HTML	Hypertext Markup Language	Do not spell out.
HTTP	Hypertext Transfer Protocol	Do not spell out.
IPC	interprocess communication	
JAD	Java Application Descriptor	See JAD, JAR .
JAM	Java Application Manager	
JAR	Java Archive	See JAD, JAR .
JNI	Java Native Interface	
JVM	Java virtual machine	Do not spell out.
KVM	K virtual machine	Do not spell out.
LCDUI	Limited Capability Device User Interface.	UI toolkit of MIDP.
MID	Mobile Information Device	
MIDP	Mobile Information Device Profile	
MIME	Multipurpose Internet Mail Extensions	Do not spell out.
MMG	massively multiplayer game	Generally do not abbreviate; see massively multiplayer game .
MMS	Multimedia Message Service	Not <i>Messaging</i> . Refers to the technology; to refer to a message, use <i>MMS message</i> .

Acronym	Meaning	Comments
MSISDN	Mobile Subscriber Integrated Services Digital Network	
MTM	Message Type Module	
OBEX	Object Exchange	Do not spell out.
OOP	object-oriented programming	
OS	operating system	Do not abbreviate; see OS .
OTA	Over the Air	
PAP	Push Access Protocol	
PIM	personal information management	Do not refer to <i>PIMs</i> .
PPG	Push Proxy Gateway	
PTD	personal trusted device	
PW	persistent world	Game-related term.
RMI	Remote Method Invocation	
RPG	role-playing game	
RTC	real-time clock	
RTPL	Ringing Tone Programming Language	
RTS	real-time strategy	Follow by <i>game</i> .
SDK	software development kit	Do not spell out.
SGML	Standard Generalized Markup Language	
SI	Service Indication	
SIM	Subscriber Identity Module	
SL	Service Loading	
SMIL	Synchronized Multimedia Integration Language	
SMPP	Short Message Peer to Peer	
SMS	Short Message Service	Not <i>Messaging</i> . Refers to the technology; to refer to a message, use <i>SMS message</i> .
SMSC	Short Message Service Center	
TCP/IP	Transmission Control Protocol/Internet Protocol	Do not spell out.

Acronym	Meaning	Comments
UA	user agent	
UAProf	User Agent Profile	Not <i>UAPROF</i> .
UI	user interface	Need not be spelled out in text; see UI .
URI	Uniform Resource Identifier	
URL	Uniform Resource Locator.	Do not spell out.
URN	Uniform Resource Name	
VAS	Value-Added Services	
VM	virtual machine	
WAE	Wireless Application Environment	
WAP	Wireless Application Protocol.	Do not spell out.
WBMP	Wireless Bitmap	File format.
WBXML	WAP Binary XML	
WCDMA	Wideband CDMA	
WDP	Wireless Datagram Protocol	
WIM	Wireless Identity Module	
WML	Wireless Markup Language	Do not spell out.
WPKI	WAP Public Key Infrastructure	
WPS	Wireless Protocol Stack	
WSP	Wireless Session Protocol	
WTA	Wireless Telephony Application	
WTAI	Wireless Telephony Application Interface	
WTLS	Wireless Transport Layer Security	
WTP	Wireless Transaction Protocol	
XHTML	Extensible Hypertext Markup Language	Do not spell out.
XML	Extensible Markup Language	Do not spell out.
XMS	Expressive Messaging System	Solution from Futureice.

Appendix: Revision History

The tables in the sections that follow summarize the major areas of change in the indicated versions of this guide.

Changes in Version 3.0

With this version, the guide's title changes from *Nokia Editorial Style Guide* to *Forum Nokia Editorial Style Guide*. In addition to the additions and changes listed in the following table, several entries were added or expanded under “List of Acronyms and Abbreviations.”

New entries	New entries (continued)	Revised/expanded entries
Americas	massively multiplayer game	Abbreviations and Acronyms
as	Matsushita	Addresses/Locations
Asia-Pacific	PC Connectivity	cache
board game	phone book	Capitalization
Calendar	Phonebook application	Code
click	Photos application	Contractions
Coding Style	Punctuation Formatting	Cross-References
contacts database	right-click (v), right click (n)	Dates
display (v)	role playing (n), role-playing (adj), role-play (v)	dialog
double-click (v), double click (n)	run time (n), runtime (n), run-time (adj)	Em Dash and En Dash
E-mail Addresses	solo play (n), solo-play (adj)	FAQ
end user (n), end-user (adj)	synchronization	for example
Forum Nokia Knowledge Base	SyncML	Games Terminology
game playing vs. gameplay	three-dimensional, 3-D	Headings and Subheadings
game state	time to market	J2EE™, J2ME™, J2SE™
hot sync	Titles of People	JavaScript™
Hyphens, Hyphenation	To-Do application	KB, Kbit, and KBps, Kbps
JAD, JAR	trade show	MB, Mbit, and Mbps

New entries	New entries (continued)	Revised/expanded entries
JSR Numbers	two-dimensional, 2-D	Measurements
leader board	upon vs. on	megabit
Lists	unmute	Nokia 92xx Communicator
		Numbers
		Open Mobile Alliance (OMA)
		ring tone
		Series xx
		URLs
		vCalendar and vCard

Changes in Version 2.0

Version 2.0 was a reorganization and reworking of version 1.4 (which was called simply the *Nokia Style Guide*). The entire “Document Format Guide” section of version 1.4 was moved into a separate format guide and template (combined).

New entries	Revised/expanded entries	Revised/expanded entries (continued)
amongst	above	kilobyte
app	Abbreviations and Acronyms	kilobytes per second
Application Launcher	below	long press
bits per second	bitmap	mobile phone
bps	British vs. American English	Menus and Commands
cascading style sheets	cache	namespace
cell phone	Capitalization	Nokia
Company References	Captions	Nokia 92xx Communicator
Em Dash	Code	Nokia Product References
EmbeddedJava™	Contractions	Numbers
En Dash	Cross-References	percent
i-mode	Crystal	PersonalJava™

New entries	Revised/expanded entries	Revised/expanded entries (continued)
intranet	Currency	pop-up (adj)
IrDA	Dates	Push
Markup Language Elements	Dialog Boxes	Quartz
MB	e.g.	R380
Mbit	e-business	radio button
Mbps	e-commerce	Ranges
megabit	e-mail	real time (n), real-time (adj)
megabits per second	EPOC	RS-232
megabyte	etc.	Second Person
Microsoft	FAQ	Series xx
Nokia	File Names and Extensions	short press
Nokia Smart Messaging	for example	Sony Ericsson P800
Open Mobile Alliance (OMA)	Games Terminology	Symbian Developer Network
Pearl	GUI	Symbian OS
PopPort™	i.e.	Symbian OS Version Numbers
set up (v), setup (adj, n)	imaging phone	Tables
SmartCover™	instance (n), instantiate (v)	that is
Symbian OS Developer Knowledgebase	J2EE™, J2ME™, J2SE™	toolkit
T-Mobile	Java™	Trademark References
vCalendar	JavaScript™	Trademark Symbols and Attribution
vCard	KB	UI
white paper	Kbit	URLs
	KBps, Kbps	Version Numbers
	Keyboard/Keypad Keys	view
	kilobit	WAP Forum
	kilobits per second	World Wide Web

In addition:

- The guideline to use *billion* only when referring to U.S. currency, and otherwise to use thousand million, was removed. That may be appropriate in certain region-specific documents but not in general, since the general guideline is to follow U.S. conventions. (Also note that there's a Nokia press release that refers to "sales of EUR 11.3 billion.")
- Many entries were added or changed under "List of Acronyms and Abbreviations."