



## How to Do a Translation Review

The review cycle can be one of the most important phases of the translation process if it is done properly. Here are the steps we recommend so that we work in partnership with you.

- 1) **Please appoint only one person to coordinate the review process.** We will have one project manager to coordinate communications among members of our translation teams, and we will work most efficiently with only one contact person at your end.
- 2) **Select a review team.** The most effective reviewers are those who:
  - a) have specialized knowledge of terminology or your target market;
  - b) are native speakers of the appropriate dialect of your target language (such as Canadian French);
  - c) can provide clear critiques and/or suggestions about the translation.
- 3) **Circulate one master copy of the translation for each target language along with the original source document you provided us.**

Reviewers cannot effectively evaluate a translation without having the source or original document you submitted to us. They must also have the same instructions you gave us such as, "Please translate this document in an informal style."
- 4) **What to look for:**
  - a) Mistranslations, incorrect word order and incorrect direct translations;
  - b) Misspellings, grammar errors and omissions, checking the translated file against the original;
  - c) Culturally inappropriate expressions for the document's target audience;
  - d) Compliance with your provided reference materials and/or glossaries.

The first two points (a and b) are unlikely, but are certainly possible. Before delivering, **ALWAYS** please run the grammar and spell checker.

- 5) **What not to do:**
  - a) Please do NOT make "stylistic edits." These change our translations to your personal ways of saying the same concept, such as in English switching "around three hours" to "about three hours." Stylistic changes do not usually improve the text and simply prolong the evaluation process.
  - b) Please do NOT add words, phrases or concepts that were not part of the source document. This includes your rewriting the translation in the way you think it should be

expressed. We must assume that the source file went through an approval cycle at your company. Proper translations convey that intent and meaning of the original without adding or detracting from your submission.

*The most effective contributions are only non-stylistic issues that significantly correct or improve the original translation.*

6) **Marking edits.** Changes should be marked legibly and directly on the electronic translation and not rewritten on a separate sheet or new file. Please activate the "Highlight changes" tool on MS Word (*Tools Menu > Control changes > Highlight changes*) to reflect all your edits.

7) **Please submit the entire reviewed file back to us.** This will allow us to:

- a) update our glossary with your preferred terms for the next project; and
- b) respond to the changes.

If we disagree with the reviewer's edits, we will send you a brief explanation so that you, the client, can decide how you wish to proceed.

If you have any comments on the translation, please type them into a separate file (a simple text file, for example, on Notepad) instead of entering them in the document with the Note tool.

**THANK YOU. We look forward to working in partnership with you to achieve the best possible result.**