Guidelines for a Successful Translation Review

Internal client reviewers play an important role in a successful translation project. It is critical, however that the reviewers agree with the English source text prior to reviewing the translation. If reviewers do not agree with the English document, or wish to add, delete or modify the underlying English source text, they should discuss these concerns with the internal company requestor.

Guidelines

1. Internal reviewers should be chosen based on both **language competencies** and **subject matter knowledge**. Without subject matter knowledge, translation reviewers tend to focus on stylistic differences exclusively rather than substantive differences in meaning (where true translation errors may occur).

2. Reviewers **must** be supplied with the **English source document.** The purpose of the review is to determine if the foreign language text (i.e., the translation) accurately reflects the original English document.

   Note: If a reviewer discovers a mistake in the original English text during the review process, he or she should make corrections to **BOTH** the English and the translated text, and bring the English source text error to the attention of the requestor.

3. Reviewers should **not re-type** the translation to incorporate revisions. This will add to the cost of production because it will require a line by line comparison with the original translation to identify changes.

4. Reviewers should focus on real errors, omissions, numerical accuracy, spelling (especially of English words, names of people, products, brand names, trademarks, etc.). The goal is to ensure completeness and correctness and to **avoid stylistic changes** that are purely subjective.

5. A given term may appear in several places. The reviewer should change all occurrences of the term he or she wishes to change to maintain consistency throughout the document.

6. If there is more than one internal reviewer, a "senior" reviewer should be designated who will consolidate individual reviewer comments and resolve any reviewer differences before submitting changes to Inline for analysis and input. Receipt of conflicting changes from multiple reviewers makes it difficult for Inline to create a final translation with consistent terminology, will delay project completion and could result in unbudgeted charges to provide analysis and feedback to client.

Written translation—all languages