

APPENDIX 6 – TRANSLATION REVIEW GUIDE

General Vendor/Freelancer Review Guidelines:

In order to guarantee the delivery of high-quality translations, Accentua proposes the following principles:

Native speakers: Reviewers must be native speakers of the target language and proficient in the source language.

Deadlines: It is important that deadlines are adhered to.

Source text: Reviewers must have the source text/s in addition to the translated target files when reviewing, to ensure accuracy and precision.

Reference material: If available, client reference materials will be provided for guidance, i.e. style guide, glossary and/or previous translations.

Clarity: If the reviewer does not understand or agree to a translated item, he/she should provide a clear recommendation.

Guidelines for Reviewers:

- We advise reviewers to use either the notes section in PPT or the track changes feature in MS Word to make notes directly in translated files. Doing this will ensure that the original translation remains intact. (Track changes allow us to see what changes the reviewer has made, enabling the Associate to easily accept valid suggestions).
- If the reviewer wishes to print the translation and make notes/corrections by hand, please write as clearly as possible.
- It is important that the translation is objectively reviewed against the original source provided.
- Please check for any grammatical or spelling errors within the translated document.
- The translation should not deviate from the original source text by more than 10%, i.e. it should not be a complete rewording of the source phrase or sentence. Please do not re-write the translation (i.e. saying the same thing in a different way).
- We welcome objective comments from reviewers. Any comments should deal directly with concrete issues that are fixable, as opposed to subjective changes that ultimately won't affect the quality of the overall translation/s. Should there be suggested edits, we also request that the reviewer provides a valid reason for the change. Additionally, he/she should provide the suggested change in the source text.

- In terms of review, if the Associate receives a translated file that is immediately apparent to be sub-standard, please notify the Project Manager immediately, before any further time is spent. The PM will advise a course of action based on the estimated new time to review and will update the Purchase Order accordingly.

If you have any questions, in relation to the above, please do not hesitate to contact the Project Manager who has been managing your particular project.