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LANGUAGEWIRE GUIDELINES – PROOFREADING

Both the LanguageWire guidelines 'General Terms' and the guidelines for 'Proofreading' below must be followed by everyone who acts as a supplier for LanguageWire. If they are not, LanguageWire reserves the right to reduce payment.

These guidelines define the 6 different types of proofreading offered by LanguageWire, and present a checklist for each type of proofreading which you must comply with when carrying out a proofreading assignment for LanguageWire.

GUIDELINES

There are 6 types of proofreading jobs:

1. Proofreading of translations

2. Proofreading

3. Text editing

4. Layout check

5. Validation

6. Quality Feedback Review

Please also refer to the corresponding job type briefings that you find on every job in AGITO. For some companies, you will also find company-specific job type briefings with special requirements.

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1. PROOFREADING OF TRANSLATIONS

When you proofread a translation, you must check the translation to detect any material errors made by the translator - often errors that are due to carelessness. It is the proofreader's responsibility to ensure that the document contains no errors at all. These include:

Ensuring that there are no material errors.

Ensuring that the correct terminology is used, as it is commonly used in texts for the same work area / industry or as prescribed by the company's Termbase. Thus, the proofreader is responsible for ensuring that the translator adhered to any terminology provided by the client and/or LanguageWire.

Ensuring that nothing has been omitted in the translation which was present in the source document; i.e., you should always compare the translation to the source text.

Ensuring that there are no misunderstandings.

Please avoid changing the style, tone of voice or terminology, as this is the translator's responsibility unless this is to correct material errors.

Should you find that the translation is unfit for submission without major changes being made to it, you are bound to get in touch with the project manager as quickly as possible so a solution can be found.

In general, the proofreader is responsible for ensuring that the delivered file is completely free of material errors. The proofread document has to be delivered in two versions, one with tracked changes, one with accepted changes.

The translator will usually receive the proofreader's corrected version for reviewing the changes and implementing them - as far as the translator agrees with them - into the final document and TM (proofreading implementation job).

2. PROOFREADING

On a proofreading job, you are proofreading a document in the target language (your native language). It is your responsibility to find and correct any material errors in the text, such as spelling, grammar and punctuation errors. However, you should not re-write the text stylistically or make any changes with regard to the content.

The proofread document has to be delivered in two versions, one with tracked changes, one with accepted changes.

3. TEXT EDITING

Text editing means either proofreading and editing a text in the target language or proofreading and editing a translation against the original text. The purpose is to check and change not only the grammar, spelling and punctuation, but also the accuracy of the translation, style, tonality and terminology. More details on the purpose of the text editing will be given in the specific job briefing, for example:

- Upgrading the quality of documents that were translated by an employee with good linguistic skills but who is not a native speaker.

- Aligning the style and terminology of source texts that have been worked on by several employees to ensure a more consistent translation.

- Adapting a text to suit the specific requirements of a target market.

The edited document has to be delivered in two versions, one with tracked changes, one with accepted changes.

4. LAYOUT CHECK

The layout check is done after the typesetting of a translation in a graphic document format, e. g. Adobe InDesign. You will receive a PDF document for doing the layout check. The purpose is to compares the target document with the original and checks the text flow, line breakages and that all the text lengths are displayed in full.

The layout check does not include a proofreading or text editing of the translation itself. So when doing a layout check, it is not your responsibility to ensure that the translation is free of errors, but to ensure that the typeset document looks just as it should do in the target language. Any corrections are to be entered as sticky notes in the PDF.

5. VALIDATION

Validation is intended to ensure that the text complies with the customer's preferred style, tone of voice and terminology. Validation is carried out by an employee or representative of the client - a subsidiary in the target country, for example. This type of proofreading is not intended to ensure that the text is free of material, grammatical and spelling errors, but rather to ensure that it complies with the company's language policy. The translator will usually receive the validator's corrected version for reviewing the changes and implementing them into the final document and TM (validation implementation job).

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6. QUALITY FEEDBACK REVIEW

Sometimes we receive negative feedback from a customer on a translation that we delivered. Two cases can be distinguished:

A) Client has provided corrections / examples of translations that he disliked. The aim of this Quality Feedback Review is for you to provide a neutral third-party check and evaluation of the corrections received, so we can see what kind of corrections the client made, whether these are justified and whether they improve the quality of the translated text. On the job, you will receive a standardized review form that you have to fill in.

B) Client has not provided corrections / examples of translations that he disliked.
The aim of this Quality Feedback Review is for you to provide a thorough proofreading of the translation against the source text, resulting in an error-free final translation; and a neutral third-party check and evaluation of the quality of the provided translation, so we can see whether the client's negative feedback was justified. On the job, you will receive a standardized review form that you have to fill in.

For more information on communication, dialogs, "jumpstart rate" and quoting on jobs and so forth, we refer to the LanguageWire Guidelines - General Terms.