DOCUMENT TRANSLATION – TOP PRACTICES

1. **PLANNING PHASE** – it helps to anticipate costs and keeps the project on budget
   - ✓ Determine *which documents should be translated*
   - ✓ Select *language(s) for translation*
   - ✓ Select appropriate *translation technology* (translation memory software)
   - ✓ Select appropriate *document formats*
     - o Proper document formatting should include *a standardized naming practice* for the identification of translated documents (i.e. identification of the form, language, date of original translation and any updates)
     - o *Multilingual format*
   - ✓ Select appropriate *glossaries*
     - o Courts should provide the translator with a *glossary of standardized legal terminology in the target language*.
       It requires courts to make available legal terminology glossaries in all languages for which the court provides translated materials.
   - ✓ Selection of *qualified translators, editors and proofreaders*

2. **PROJECT INITIATION/PRE-PRODUCTION PHASE**
   - ✓ *Structured translation specifications* (www.ttt.org/specs)
     - o For example, *a source content information, target content information, typical production tasks* (preparation, translation, in-process quality assurance) etc.
   - ✓ *Service Agreement*

3. **PROJECT EXECUTION/PRODUCTION PHASE**
   - ✓ *Source text analysis*
     - o Have a final version of the source content revised for *style, consistency* and *readability* before you submit it for translation.
     - o Plain English usage
   - ✓ *Initial Translation*
     - o Various processes could be used.
       For example, a process might specify that machine translation is acceptable for the initial translation.
   - ✓ *Translator self-check or post-editing of machine translation*
   - ✓ *Quality Assurance Process (Revision, Review and Proofreading)*
     - o **Revision:** Compare source text and target text
       - i. Revision is a *bilingual process involving a comparison of the source text and the target text.*
       - ii. Reviser is preferably a senior translator
       - iii. Error types
         - ▪ Problems of meaning transfer (accuracy and completeness)
         - ▪ Problems of content (logic and facts)
         - ▪ Problems of language and style (smoothness, tailoring, sub-language, idiom, mechanics – grammar, spelling, punctuation, house style)
         - ▪ Problems of physical presentation (layout, typography, organization)
     - o **Review and proofreading** by an expert in the relevant subject matter
       - i. Review is *a monolingual process involving an examination of the target text by a subject matter expert*.
       - ii. Proofreading is *a process of checking a text for typographical and formatting errors.*

4. **PROJECT CLOSURE/POST-PRODUCTION PHASE**
   - ✓ *Finalized translation sent back to the requestor*
   - ✓ *Files archived according to the Service Agreement*

DOCUMENT TRANSLATION PROJECT TIPS

GAIN PERSPECTIVE

- [ ] Identify forms maintained by AOC and courts
- [ ] Determine vitality exercise and which criteria will be used
- [ ] Identify most frequently used forms through court statistics
- [ ] Utilize plain language and most current version of form
- [ ] Determine your language needs and court community

PROFESSIONALS

- [ ] Collaborate with subject matter experts for different case types
- [ ] Establish a communication plan and editing timeline with translators
- [ ] Create a team of internal staff to manage different project roles
- [ ] Use bilingual, internal staff to serve as editors during review process

COMMUNICATIONS

- [ ] Share information about project timelines with court community
- [ ] Create notice in other languages on website and other outlets
- [ ] Ensure prominent display on websites
- [ ] Develop review/maintenance schedule based on legislature calendar

RESOURCE TOOLS

- [ ] Consider creating database or spreadsheet to document vitality
- [ ] Create version and update controls based on form number
- [ ] Develop a glossary of terms
- [ ] Maintain electronic versions and organized repository for final forms

DOCUMENTATION

- [ ] Develop criteria to determine vital forms and maintain final decisions
- [ ] Create calendar and update schedule for team members
- [ ] Include language in contracts specific to turn around time and format