

GUIDELINES FOR TRANSLATORS

When translating, please follow these general guidelines:

- Translate all text, including any localizable text in HTML code (keywords, error messages, prompts, etc.) and all relevant text in graphics, being consistent in terminology and style.
- Your audience is [*include a description of the audience, for example: an educated, professional public; please translate in a clear, concise manner, at a level appropriate for professionals in thier field, but still accessible to lay native speakers of the language.*]
- Follow correct grammar, punctuation, and capitalization conventions for your language.
- Choose terminology that is as “neutral” and “standard” as possible.
- Make sure to match the format of the original text: use the same font and point size, bolding, italics, color, etc
- Use any glossary that may have been provided. Research new terminology, and keep a separate glossary of new terms for the current project.
- Choose appropriate terminology for the field and context. When more than one term is widely used in the field, it is acceptable to introduce both, at least on first mention.
- Use terminology consistently.
- Translate interface items consistently. Some of these may have been collected in available project glossaries.
- Make sure that repeated headings and section names are translated consistently.
- Make all necessary conversions to metric units.
- Ask questions. If something is not clear, you will not be able to translate it. At times, this may also help us clarify the original. Keep a list numbering the questions and identifying the location of the suspect term or passage so the appropriate person may investigate and answer.
- Report any errors you find in the source text.
- Review your translation carefully after completing the translation.
- Spell-check the text before delivering the translation.
- Submit the clean manuscript with single sheet.