

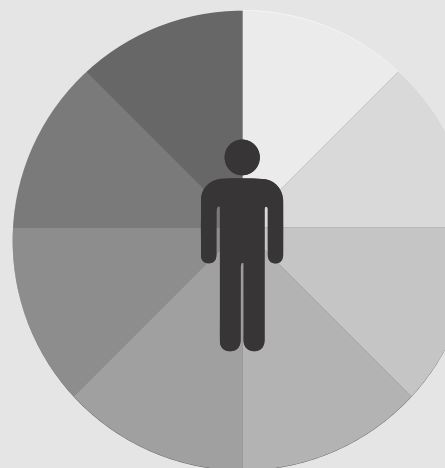
# THE TEXT&FORM GUIDE TO SUCCESSFUL TRANSLATION REVIEWS

General rules of thumb to help you and your in-house teams to perform outstanding translation reviews every time.

by text&form

## 1 ONE REVIEWER

If possible, have the same person(s) perform all your in-house translation quality assessments – ideally a person with a basic knowledge of the source language or at least of the reference language.



## 2 DON'T OVERDO IT

Use as much of the translation output as possible. Avoid rewrites of the same content using different words unless necessary. It results in delays and costs.

## 3 DOUBLE-CHECK

Make stylistic changes only if they reflect the source text's tone and content. If you do not understand the source language make a note in the target text for the LSP to double-check your desired change against the source text.

## 4 GRAMMAR

Aim for a grammatically, syntactically and semantically correct translation. Apply rules regarding spelling, punctuation and hyphenation.



## 5 USE TERMINOLOGY TOOLS

Ensure that key terminology is correctly translated in accordance with term databases and that untranslated terms are provided in a list of "Do Not Translate" terms (e.g. product or brand names).

## 6 DON'T ADD OR SUBTRACT

Ensure that no information has been accidentally added or omitted.

## 7 DON'T OFFEND

Edit any offensive, inappropriate or culturally unacceptable content.

## 8 MAKE IT LOOK GOOD

Ensure that the formatting is correct.



By applying these rules, you can ensure that the revision cycle runs smoothly and that your translation projects are completed on time and budget.