

THE RULES OF GOOD TRANSLATION

Clients and translation agencies in Western Europe have, with the passing of time, learned to expect a certain standards of quality from the translation providers, which imply the careful creation of the translation work, mandatory proofreading and drafting of the translations with all necessary checking, and the final glance at the end.

Important points of a good translation practice are:

Black and White checking (no particular acceptable reason for not fulfilling one of the following conditions)

- *absoluteness* - Is everything in it's place? Has all required been translated?
- *correct transfer of meaning* - Is the translation correct?
- *spelling* - Have the names and abbreviations been correctly written? Has the text undergone automatic computer spelling check?
- *numbers* - Are they written in correct form? Decimal places and commas, points?
- *layout* - Is it in the format explicitly requested by the client and in correct software format?
- *script* - Is the text written in the script ordered and specified by the client? Can the client safely distribute your translation work with all the diacritical signs and accentuation.

Gray check (area about which we could deliberate with clients or upkeep our personal opinion)

- *terminology* - Have you been using the correct terms preferred by client?
- *consistency in terminology* - Have the terms used been applied to the overall text? Have you consulted with pervious translations or used texts of reference?
- *style* - Is the text readable?
- *register* - Is the text corresponding with it's primary purpose it was meant to reflect?
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Commercial checks

- *respect towards client requests* - Have you actually done what the client ordered?
- *delivery* - Is it in due time? How the client wants the material delivered?
- *price tag* - Is it as the one agreed? Have the accounting conditions been respected?
- *professional approach to obscurities in the text* - Do not keep guessing the answers, or hope, but ask! Ask the client for help or decision.
- *relations towards the client* - Show sincere will for client needs from the very first question to problem solving - timely information is decisive, specially if there are problems with delivery or price.
- *virus check* - Have you made sure that the translation you've made includes no virus?

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