

## Translation Quality Standards

There are multiple levels involved in this complex function, because translation is an activity that is carried out in the broadest cultural and functional context. To ensure that the translated document adequately and accurately conveys explanation in the most heuristic manner, project managers directing a translation project have to ensure that adequate focus is centered on performing total and professional **Quality Assurance** on these translated products, on all of the levels involved in recasting the source language into the target language

We would like to help you make sure of good quality of our work by sharing a few of our hints and suggestions about translating.

**Remember!** The quality of your translation depends first of all on your awareness of mistakes that can be made.

The table below depicts just a few of the standards that a translator/reviewer must be aware of during translation/review process

<b>Accuracy</b>	<ul style="list-style-type: none"> <li>- No relevant information in the source language should be omitted or added unless specifically requested/required.</li> <li>- Required omissions should not lead to misinterpretation or functionality and usability problems.</li> <li>- The meaning of the original and the translated texts should not differ from each other.</li> <li>- If a phrase or sentence can be translated in more than one way, the best match should be chosen.</li> <li>- The translated sample should not contain text other than in the target language unless required/requested.</li> </ul>
<b>Terminology</b>	<ul style="list-style-type: none"> <li>- Terminology of the product (glossaries approved by the customer) should be used.</li> <li>- Consistency (within products or parts of the same product) must be met.</li> <li>- The appropriate terminology for the given context must be used</li> </ul>
<b>Language and style</b>	<p><b>Style Guide</b> or any documented instruction/guidelines for the target language.</p> <ul style="list-style-type: none"> <li>- Expressions/sentences read naturally</li> <li>- Language based on standard grammar, syntax rules and conventions of the target language.</li> <li>- Correct spelling and punctuation.</li> <li>- The translated text is politically correct</li> </ul>
<b>Country Standards</b>	<ul style="list-style-type: none"> <li>- Adequate adaptation of cultural references (appropriate and up-to-date examples, names and scenarios are used).</li> <li>- Specific components, such as units of measure, number and date formats, should be consistent with the target language standards and/or guidelines and style-guide for the given project.</li> </ul>