

# How to

## proofread multi-lingual documents



How to series / BPR2007

*Accurate and professional proofreading is a vital step in the process for producing good translations. We value the work of proofreaders very highly and we're always pleased to hear from skilled proofreaders and editors.*

### Your role in the translation workflow

The proofreader is there to help the translator and provide an extra level of quality assurance. Under the new standard BS EN 15038 for translation providers all translations have to be proofread by

an independent party. When the translator starts work on a project from us they normally receive several documents which may influence the way they translate. These are:

- A terminology glossary
- A translation memory
- A style guide – this is a document filled in by the client and Geo and gives the translator background info on what the client is trying to achieve along with the target audience for the translation etc.

A proofreader can and should have access to all of these documents

as they might influence the translator's style and choices.

The proofreader checks the work of the original translator. When the suggested changes are returned to us we forward them back to the original translator for approval or rejection. The original translator makes the final

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Stuck?

Contact us on:

Tel: +44 (0) 1483 577 750

Email: [help@geolanguageservices.co.uk](mailto:help@geolanguageservices.co.uk)

Web: [www.geolanguageservices.co.uk](http://www.geolanguageservices.co.uk)

decision on what goes and what stays.

As the document goes back to the translator it is wise to refrain from unnecessary criticism and changes for changes' sake, as this will count against you. Good editing to conform to a certain style, positive changes and suggestions are, of course, welcome.

### What's expected from you?

You are expected to check the following within the allotted deadline:

#### Faithful reproduction:

- Is the translation a correct version of the original ST?
- Have name and numbers been accurately transferred?
- Have telephone numbers and addresses been rendered correctly?
- Are there any sections missing?

- Are dates and version numbers correct?
- Have you checked the table of contents so that the page numbers are correct?
- Are figures correct?
- Have you checked references, cross references and footnotes for accuracy?

- Is style consistent with the original or with previous documents in a series?
- If something has been written according to Plain English Guidelines (as many documents written for public services are) does the target text conform to these guidelines?



#### Terminology:

- Is terminology consistent with any glossary or TM provided? If it is not provided, terminology

#### Grammar:

- Is spelling, syntax, punctuation etc. correct according to the rules of your language?
- Are capital letters used correctly and consistently?

#### Style:

- Does the style conform to the style guide?

#### Other documents in the How to series:

- How to work with Sign Language interpreters
- How to get the best from multilingual typesetting
- How to save money on translation costs
- How to use free translation tools online
- How to work with interpreters

should at least be consistent through a document or series of documents. If you have expertise in the field concerned then please do suggest corrections to any terminology you may feel is inaccurate and it will go through an approval process by us and the client.

## Formatting

- Is the document formatted exactly as in the original document?
- Have you checked font types, sizes and styles? Styles are very important as they are used to quickly assemble the table of contents after the text is written.
- Is spacing consistent between headings and text, between paragraphs etc. as per the original?
- Has a new paragraph been started on the last line?

- Have you checked the hyphenation and line breaks?

## Fit for Purpose

- Does the text make sense and is it fit for the target audience?
- Does it match local conventions and expectations?



- Is the use of colours and/or images appropriate?

A failure in any of these areas is a serious failure and can have far reaching consequences.

## A few proofreading tips for beginners:

- Go somewhere quiet and get your dictionaries and a thesaurus.

- Read the text aloud
- Check the text at least twice. Check once for accuracy. Then check again that it matches the source text.
- Take breaks. Divide the workload into bite-size sections so it gets your full concentration.
- Concentrate hard. The brain tends to skip over words and you need to go slowly and carefully.
- Remember to switch the “track changes” tool on in your text editing software.
- Consider using a free text-to-speech engine (also called screen readers) to read your document out to you

**See our website for all these guides and more.**

**Call us if you need help or advice.**

+44 (0) 1483 577 750

help@geolanguages.co.uk

www.geolanguages.co.uk