

Translation Guidelines

Here is a list of hints that can help smooth the translation process

1. First we create a Translation Team:

Translation Coordinator/Collaborator (Bilingual)

- coordinates translation process
- creates final version
- discusses final version with translators

Translator/Collaborator A (Bilingual)

- translates from source to target language
- discuss final version with coordinator and Translator B

Translator/Collaborator B (Bilingual)

- translates from target back to source language
- discusses final version with coordinator and Translator A

Towards Gender Harmony Research Assistants

- Provides final check and suggest any necessary cultural adjustments

Translation Steps:

1. Translation: Original document is translated from source to target language by Translator A resulting in document Version A
2. Back-translation: Version A is translated back from target to source language by Translator B independently resulting in Version B
3. Discussion: Version A and B are discussed among translators and the language coordinator, discrepancies in Version A and B are detected and solutions are discussed. Version C is created.
4. Final cultural and site adjustments are made and final check is made with other language version
5. Final Translated Document

