Standard Work Instruction #36

Revision #4

Date last revised: 10/8/2022

Title: ASWI #36 - Guideline For Proofreaders On How To Proofread Documents That Have Undergone Bilingual Or Monolingual Revision

New Terminology:

Apex Translations, Inc. is conforming to the requirements of the ISO 17100-2015 quality standards. Under this standard, the terms below have the following meanings:

> **Translation production = Translation + Revision** (i.e. the revision process is seen as an integral part of the production process)
>
> **Bilingual Editing**, also called **Revision** = comparing a translation for compliance with its source text. Accordingly, ISO 17100-2015 also uses the terms "**Bilingual Editor**" and "**Reviser**".
>
> **Monolingual Editing**, also called **Reviewing** or **Review** = checking a translation (or some other text) for subject matter and linguistic correctness in the absence of a source text. Accordingly, ISO 17100-2015 also uses the terms "**Monolingual Editor**" and "**Reviewer**".
>
> **Proofreading** = final checking process of a text prior to printing, publication, or release.

This document provides guidelines for proofreading only.

Important note:

The documents requiring proofreading have already undergone bilingual editing (revision) in a different format most likely by yourself or by another linguist to assure the correctness of the translation.

Now they need to undergo a final proofreading step to identify any implementation errors that may have been introduced during the course of creating these document(s), or errors that were not evident during the prior bilingual editing (revision).

More specifically, the proofreading activity should be limited to the following focus items below:

1. Alignment or placement errors of images and text boxes
2. Character spacing – this is particularly critical in Asian
3. Line spacing and section spacing
4. Coloration errors
5. R2L/ vs L2R errors for example: Does all text in Arabic script run R2L and does all text in Roman script run L2R – as they should? Have images, tables, etc. been properly moved to create "mirror" image.

6. Orphans – an 'orphan' is a single word that gets pushed over in to next line and remains the only word in this line. Orphans should be avoided.
7. Bold/Italic/underline errors
8. Text being covered up by other elements or other by text or text in tables being cut off
9. Font issues
10. Overall layout issues
11. Caption texts still in the source language
12. Embedded text in graphics: If you encounter non-editable text in graphics and there are no specific instructions provided regarding this text needs to be translated, please contact your Project Manager for guidance.
13. Decimal point/comma and mil separation errors or inconsistencies
14. Address convention errors or inconsistences
15. Bullet errors
16. Encoding issues (Erroneous characters)
17. TOC Pagination errors (MS Word documents: Update the TOC to make sure it updates properly to reflect the pagination of the translated content.)
18. Section and figure numbering errors
19. Last but not least - errors that were not evident during the prior bilingual editing (revision)

To make your changes visible to us, please note the following:

<u>MS Office documents:</u>

Please track all your changes using the MS Office "Track Changes" feature so that your changes can be readily implemented by someone without knowledge of the target language.

<u>PDF documents:</u>

These instructions below are based on having a version of Adobe Acrobat that allows this functionality. If you do not, please download/purchase a version. .
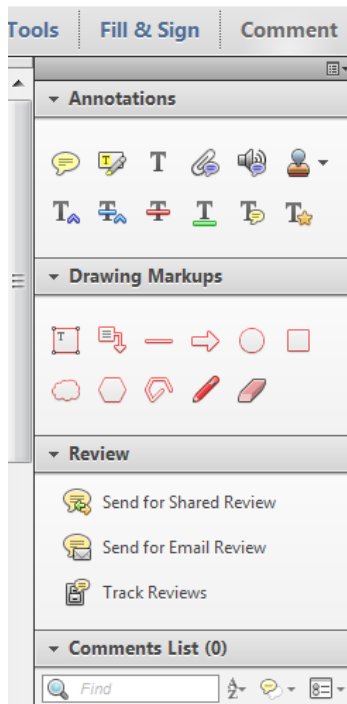If you do not have a PDF editor that has the features described below, please contact your Project Manager to find an alternate solution.

The functionalities described below should be used when correcting, proofing, editing, or revising genuine PDF documents. Note: You can use the editing/mark-up tools or textboxes as long as your changes are made very obvious to our DTP desk so they can implement changes without knowing the language.

In order to access the Markup buttons, click on "Comment":

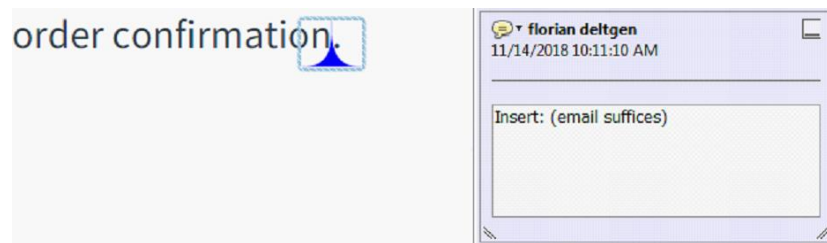You will then see the vertical access bar to Annotations, Markups, Review, and Comment buttons:

1) The following are the main editing or revising functions you should use:

2) allows you to insert text at the position, where your cursor is currently located. It looks like this:
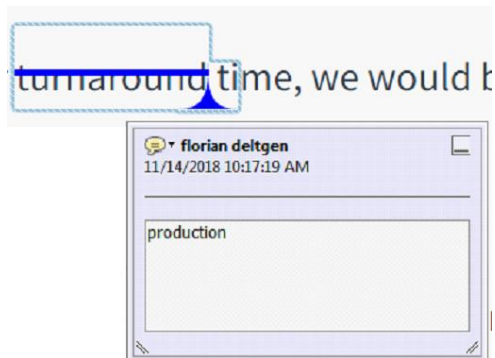
If you click on the blue triangle, a box will pop up that shows your edit:

3) ▣ is probably the single most used editing function. It is used for striking out a part of the text and replacing it with new text. Here is how this looks:

turnaround time,

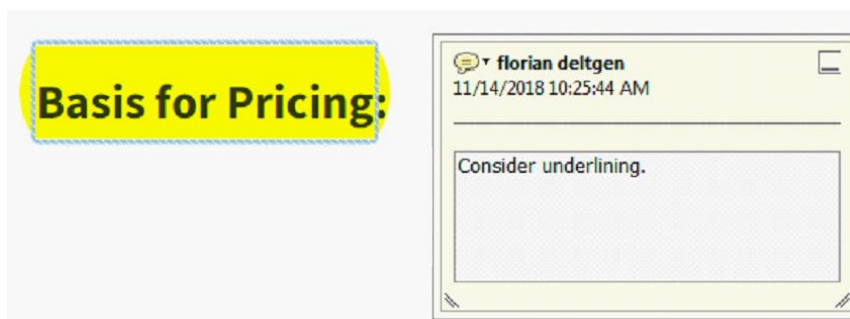If you click on the blue triangle, a box will pop up that shows the new text, which is to replace the struck-out text:

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production

4) ▣ is a simple strike-out or deletion mark. The text struck out by the red line is to be deleted with no new text to replace it.

5) ▣ underlines text.

6) ▣ adds a note to the text. The selected text is highlighted in yellow and a note balloon is placed next to the highlighted text. This is how this looks:
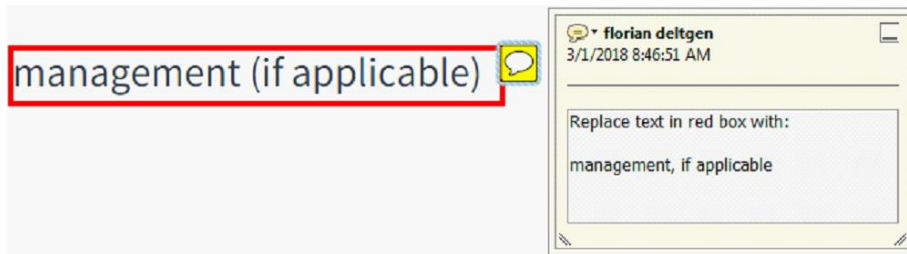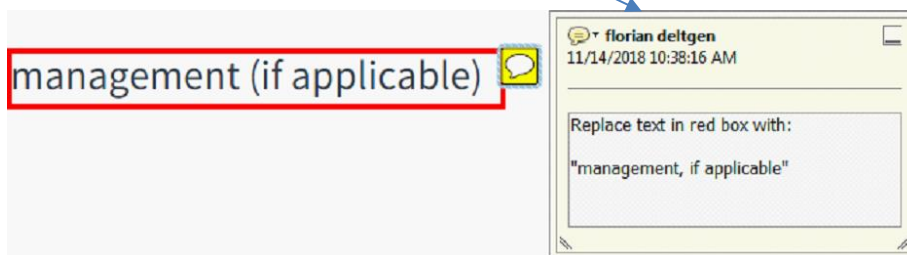
7)

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Consider underlining.

8) Occasionally, it is more practical to put a box – preferably a red box – around a selected text and then add a comment to the box that explains why the text was selected and/or what should be done with it. Here is, how this icon looks like:

and with the comment balloon and box it looks like this:

It is important that the text in the red box starts with "Replace text in red box with:", as the corrections you create may go to a DTP expert who speaks neither of the languages involved and it is therefore critical that all comments are unequivocal and clear beyond any possibility of misunderstanding them. It is also important to put an empty line between the "Replace text in red box with:" and the new text that is to replace the one in the box. It is further important not to use quotations marks for the new text unless you want is to be in quotation marks. In other words, **do not write…**

because our DTP specialist might think that the new text needs to be in quotation marks.

9) The mark allows you to insert a comment at any place of a PDF. Alternatively you may also use or simply for larger comments with no direct reference to any specific part of the text.

We appreciate your compliance to these rules and methods of marking up PDF documents. It creates clarity, avoids confusion, and promotes swift and efficient proofing.