

## **Guidelines for translating and producing PILLARS**

### **Translating tips**

1. Before starting a translation, read the whole text through, so you know what it is all about.
2. Look up any words you do not understand in a dictionary
3. Always keep the reader in mind. Will they understand the sense of this sentence? Have I translated it too literally to be understood? The text must not sound like a translation. The reader must think it has been written in their own language, not 'borrowed' from somebody else's!
4. Never translate word for word. Read the whole page, understand what the writer wants to say. Then write that meaning in the other language. It will often mean turning the order of words round. It might mean using proverbs and sayings, or finding other ways to convey the meaning of the original.
5. Keep your sentences short and simple. Use words that are easy to understand.
6. If the original language has used a strange word or expression that has no direct translation in your language, discover exactly what it means and then use a short phrase instead. If however a new word is needed, take great care to find the appropriate word. Sometimes you may need to use the original word or transliterate from the international language (use the closest corresponding letters in your alphabet so that it sounds the same). In all cases add a footnote to explain what it means.
7. Take special note of indexes and chapter titles: they must always be the same as each other. Also look out for inconsistency in translating important words that occur frequently throughout the text. Double-check the spelling of people's names and addresses.
8. Do not translate addresses, except the name of the country.
9. Do not translate titles of books unless you know that they exist in your language: in which case you must use the real title, not your own translation.

**Remember that mistakes are easy to correct and cost little at the translation stage. They cost time and money at the design stage. At the printing stage they can be disastrous and very costly!! Never rush into print without very, very careful checking and proof reading.**

### **Guidelines for translating PILLARS guides**

1. It is essential that the translators translate into their **mother tongue** wherever possible.
2. If the translation is being done during a workshop, divide participants into small **groups** of 3 or 4 people, including one experienced person in each group if at all possible. Each group is given a section of the Guide to translate. It is best to start by translating only a few pages which are then discussed by the workshop as a whole. This ensures consistency of vocabulary and allows each person to learn from others early on in the process.

3. Each group completes its text and **passes it on** to another group, who make suggestions for amendment and correction, and return the text to the original group for further discussion.

4. If possible it is then good to see the whole text written out and put around the room. It can be **read out loud** by participants and fully appreciated. Some further suggestions will be made for improvements. Some words will have been translated differently by the different groups, so these need to be made consistent. Hearing it read out loud will reveal if a sentence does not flow well: it can then be improved.

5. When the completed draft has been typed up, it must be **proofread** by one or two people to spot any typing errors and any missing sentences.

6. A proofreading should be also done if at all possible by someone whose mother tongue is that of the **original language** to ensure the original has not been misunderstood. Any suggested changes to the text should be agreed by one of the translators.

## Design and Printing Tips

### DESIGN TIPS

1. Check availability of local designers and obtain two or three estimates of price if possible.

2. Check evidence of selected designer in terms of quality, value for money, accuracy and reliability (ask other organisations or obtain references)

3. What software does the designer use? (At present Quark Xpress v4, InDesign or Pagemaker are used.)

4. Check if Tearfund can provide contextualised artwork (eg Asian or African) – both for images and photos. If not, can the designer provide this?

5. Check the designer's first proof of the work, reading the whole text to make sure no sentences or words are missing. Check that the right amount of space has been left on the page, so that the text does not look crowded. (Use the original Tearfund publication as a model for this.) Mark any changes needed and carefully check the second proof, to make sure all changes are made and no additional errors have occurred. Do not accept the work until you know it is correct.

### PRINTING TIPS

1. Use Tearfund colours, design and paper quality whenever possible. Appearance is very important to attract readers. Good quality is important for long life, especially if many people are reading it.

2. Check availability of local printers and obtain two or three estimates of price if possible. Explain exactly what you want, showing them an example.

3. Check evidence of selected printer in terms of quality, value for money, accuracy and reliability (ask other organisations or obtain references)

4. Always obtain a 'printer's proof': one copy produced for you to check carefully before telling the printer to go ahead. Read the whole text to make sure no sentences or words have been missed out. Look out for bad colour, unclear print of text, pages in the wrong order. Do not be afraid to refuse the work and insist on another improved 'proof'. Again, check it carefully. Only say yes when you are happy with the result.

5. Discuss carefully how many copies to print: ideally a quantity that can be stored and used within 3 years. It is rarely cost effective to print less than 800 copies, so if you cannot use so many consider photocopying instead.
6. Where will the printed resources be stored? (Check pest control, security and access)

## **Working with designers and printers**

1. Most designers prefer plain text sent as rich text format with any ideas for layout or illustrations included separately. The designer will produce a draft design. This must be proofread, looking for any mistakes that may have crept in during the design process. This might include incorrect accents or special signs; sentences missing; 'bold' or 'italic' text wrongly put in or missing captions for pictures. This proofreading can be done by either one of the translators or another person.

2. These corrections are clearly marked on a good copy and sent back to the designer. When all corrections have been made by the designer, one of the translators must do a **final read-through** and then accept or modify any changes that have been made. They might also notice more typing errors or other mistakes, which must also be corrected by the designer and then checked again as correct by the translator. Only when you are completely sure the layout and text is accurate should the publication be photocopied or printed.

3. If the publication is to be printed, research possible printers, looking at examples of their work, and obtain advice and recommendations from others. It is recommended that a contract is first agreed, to avoid any potential problems. A **printer's proof** must be produced by the printer and checked thoroughly, looking particularly for missing words or sentences, and incorrect order of text. This should be checked carefully for print quality. Page layout and numbering, poor colour, ink spots, overlapping borders or poorly placed text are all common mistakes. Any errors should be clearly marked on the draft and returned to the printer. Take photocopies of the changes if the quality is not good: you may need evidence if the final printing has the same mistakes. If these are serious, a further print draft may be required, but this is not usually necessary.

**Please send 3 copies of the translated resource to 'Resources Development, Tearfund, 100 Church Road, Teddington, Middlesex, TW11 8QE, United Kingdom'**

## **Tearfund publications: PLEASE READ CAREFULLY**

**Where a Tearfund publication is being translated, without the direct supervision of the Tearfund Language Editor:**

1. The Tearfund logo must be removed, unless otherwise specified by Tearfund.
2. On the inside front cover 'Published by Tearfund' must be changed to 'This is a translation of a Tearfund publication'.
3. The title must be amended on the inside front cover so that it reads "Translated from 'title in English'".

**In all cases,**

1. the ISBN number must be removed.
2. titles of other Tearfund resources, advertised in this publication, must be left in English unless they have already been translated, in which case the correct translated title must be used.
3. when quoting from the Bible, please use a well-known version of the Bible in your language. Never translate a Bible quotation yourself, unless there is no Bible available in your language. If possible, add a note to say which version of the Bible has been used.
4. add to the inside front cover: 'Translated by:.....' with the name of the Language Committee or the names of those who have translated and proofread the document, unless this presents a security risk.