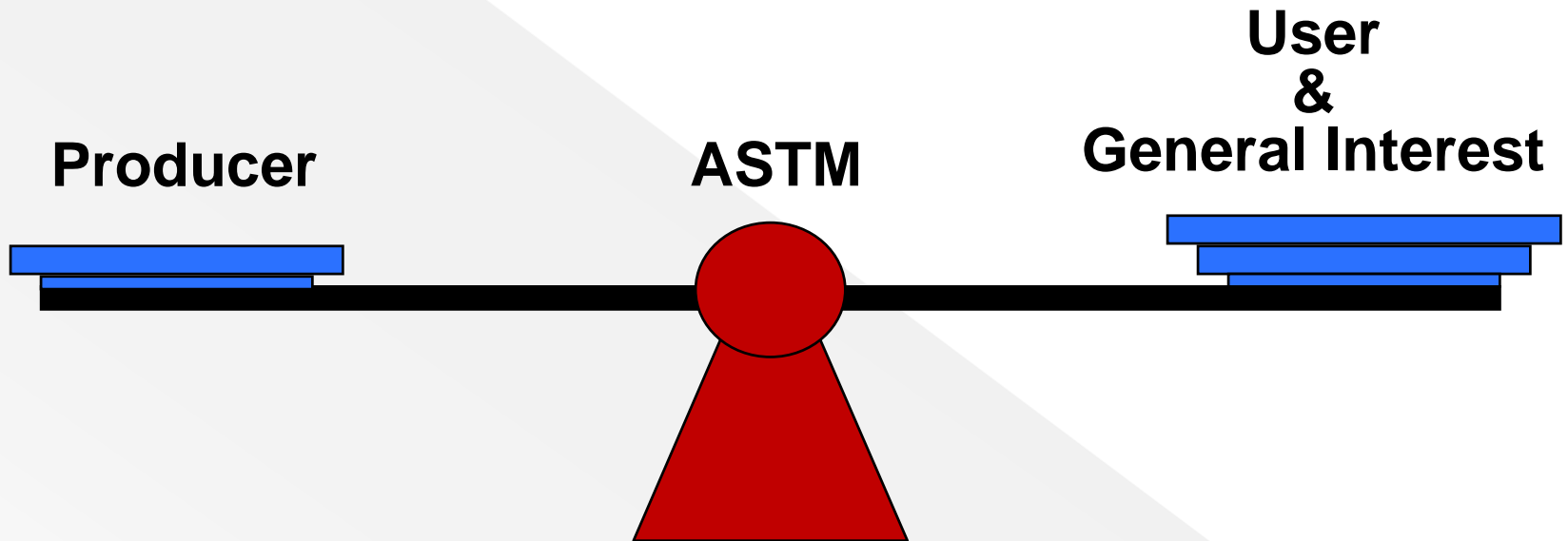# ASTM F2089-15 Standard Practice for Language Interpreting
ASTM F2575-14 Standard Guide for Quality Assurance in Translation

Helen Eby, Gaucha Translations

Balance of Interest

Producer

ASTM

**User
&
General Interest**

*Technical Committees are balanced.
No excess influence by any interest group.*

ASTM International Standards are:

- Referenced by government agencies in codes, certifications, regulations and laws
- Cited in contracts
- Used globally by tens of thousands of individuals, companies and agencies

National Technology Transfer and Advancement Act (1996)

All Federal agencies and departments shall:

- Use technical standards developed or adopted by voluntary consensus standards bodies if compliance would not be inconsistent with applicable law or otherwise impracticable; and

- Consult with voluntary, private sector, consensus standards bodies and shall, when such participation is in the public interest and is compatible with agency and departmental missions, authorities, priorities, and budget resources, participate in the development of technical standards.

Revised ASTM F2575 Standard Guide for Quality Assurance in Translation

Content:

› Scope
› Referenced Documents
› Terminology
› Significance and Use
› Selecting a Service Provider
› Description of Project Phases

Revised ASTM F2575-14 Standard Guide for Quality Assurance in Translation

› Specifications Phase (revised 2014):

- Translation Parameters
- Source Content Information
- Target Content Requirements
- Process Parameters
- Project Environment
- Project Stakeholder Relationship

Revised ASTM F2575-14 Standard Guide for Quality Assurance in Translation

> Production Phase

> Post-project review

> Appendix

How does this fit with every project?

- It is the context for every project.
- It gives the client an understanding of my role – and his.
- The specific details of the project are arranged by email.
- No, I don't complete a worksheet for every project. I often simply ask the pertinent questions for the project at hand.
- The worksheet is at http://wp.me/a5uXWG-8h

What is a translator?

"Translators work with the written word, <u>converting text from a source language into a target language</u>. This is far more than replacing one word with another. The translator must also convey the <u>style, tone, and intent</u> of the text, while taking into account <u>differences of culture and dialect</u>. The finished document should read as if it had originally been written in the target language for the target audience."

http://najit.org/documents/03082016/T&I%20Descriptions%20-%202016-03-05.pdf

What is a translator?

Though the translator must be able to

(1) <u>read and comprehend</u> the source language and

(2) <u>write comprehensibly</u> in the target language, the translator must also be able to

(3) <u>choose the equivalent expression</u> in the target language that both fully conveys and best matches the meaning intended in the source language (referred to as congruity judgment)."

What is a translator?

Certified Translators:

- can document
  - › certifying or assessment body
  - › language combinations assessed
- Maintain Continuing Education credits
- Follow a code of professional conduct

When certification is not available for a language pair:

- › sample translations reviewed by highly-qualified third parties may provide an acceptable practical alternative.

http://najit.org/documents/03082016/T&I%20Descriptions%20-%202016-03-05.pdf

Translation Worksheet

Payer	full invoicing details
Work order number	
Date of original request	
Date of acceptance of estimate	
Deadline	Depending on the text and the type of editing required, a reasonable time frame would be 2000 words per day, with at least two work days to complete each project in order to have time for input from a reviewer. This can be adjusted depending on the type of document and the needs of the client.

Translation Worksheet

Requester	name and contact info
Project manager	name and contact info
Translator	name and contact info
Reviewer	name and contact info
Other team members	name and contact info
Delivery method	Electronic, physical, etc.

Translation
Source text

Source text	Locale and audience it was written for	
	Subject matter	Medical, legal, science, etc.
	Type of document	brochure, inter office memo, etc.
	Format, including graphics	PDF, inDesign file, etc. Word files are easier for translators to work within the editing process.

Translation
Target text

Target text	Target audience locale and nationality	
	Purpose of translation	Publication, gisting, information for medical staff, etc.
	How much localization is expected?	Are the units going to be converted to metric? Is it acceptable to change some text to communicate the same point in a more culturally relevant way? Changes of this type will be submitted to the requestor for approval before being implemented.
	Format for delivered text	Straight text? Formatted text?
	Style guide to be used	
	Layout expectations	

Translation Responsibilities

Responsibilities	How to handle text in graphics	Sometimes the translator doesn't have the ability to modify graphics that include text elements.
	Desktop publishing responsibilities	Sometimes the same desktop publisher the business used for the original document, with input from the translator before publication.
	Terminology research	
	Software testing	
	Other ancillary responsibilities	

Translation Qualifications

Qualifications	Knowledge of source and target languages	Can be demonstrated using test scores, certifications, or degrees obtained.
	Translation competence	ATA certification, a degree in translation, experience, references may be indicators of competence.
	Task type competence	Polished translation, gisting, extraction of information, identification of topics
	Subject field competence	
	Text-type competence	
	Translation technology competence	
	Clearances	For some work, security clearances are required

Translation Environment, reference materials

Process, project environment	Location where work will be performed	Usually the translator's office, but when confidentiality is at a premium the translator may work at a location of the client's choice
	Third party review	If the requester will have another party review the document after delivery, the translator should have an opportunity for input after the review.
	Use of specialized tools	
Reference materials provided by requester	Source and translated versions of similar texts	Previous translations or materials published in both the source and target languages on the topic will help the translator be consistent with previous work done by others. In some cases, the translator may suggest alternate terms.

Translation Compensation

Compensation	Fee	
	Terms of payment	
	Method of payment	
	Identification of translator in target document	
	Fee for ancillary services (desktop publishing, software testing, extensive terminology research, etc.)	

Gaucha Translations

Process of translation, based on ASTM Standard Guide for Quality Assurance in Translation F2575-14

- Specifications agreement
- Terminology
  - develop glossary using client's resources and ongoing translation process
- Translation
- Editing:
  - Compare source text to target text for:
    - completeness
    - accuracy
    - free from misinterpretations
  - Referring only to target text:
    - coherence
    - readability

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Gaucha Translations

Process of translation, based on ASTM Standard Guide for Quality Assurance in Translation F2575-14

- Formatting and compilation
- Proofreading and verification:
  - typographical errors
  - spelling
  - formatting
- Comparison with specifications
- Delivery
- Client review

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Translation
Examples of quality

- 30 second spot can be read in 30 seconds.

- Pickling crane: no more accidents with the galvanized steel process.

- Patients follow post-op instructions.

- To accomplish this, linguistic quality and translation accuracy are essential. The ultimate goal is an elegant document that meets the specific need for accuracy.

    › Elegant: The language does not get in the way of the message.

Translation
Examples of quality

Tuality Hospital website:

English:

http://www.tuality.org/tuality/

Spanish:

http://www.tuality.org/es/

Teamwork:

We followed this process to the letter.

The designer and I sat down side by side to compare the English and Spanish sites and match them for two days at the end. This was part of the original plan and we did it at the end.

Client response

Wow! You are a professional!

QUESTIONS REGARDING THE ASTM STANDARD FOR INTERPRETING or TRANSLATION?

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Charts at

http://wp.me/a5uXWG-kb - interpreting

http://wp.me/a5uXWG-8h - translation