

## Four Step Quality Translation Process

	Definition	Description
1. Translate	To <b>render</b> text from a source language into a target language in written form conveying the full meaning, while applying appropriate punctuation, spelling, syntax, usage and style.	<ul style="list-style-type: none"> <li>• Punctuation - Standard punctuation of the target language, as described in conventional grammars, unless specified by an industry style guide.</li> <li>• Spelling - Spelling of a term according to an industry specific information source, i.e. a medical dictionary/RAE.</li> <li>• Syntax - Word order as per Spanish grammar conventions.</li> <li>• Usage - Cultural, market and industry specific use of terminology, based on <b>glossary</b>, industry standards and target market.</li> <li>• Style as per source register, conventions, previously translated text, and <b>HolaDoctor</b> or client specific <b>style guides</b>.</li> </ul>
2. Edit	To <b>verify</b> consistency and fluency of a text in the target language, identifying and documenting applicable corrections taking punctuation, spelling, syntax, use and style into account.	<ul style="list-style-type: none"> <li>• The single language editor reviews text for grammar, fluency, tone and reading level in the target language making sure that the client glossary and style guides have been followed. The single language editor also verifies compliance with specific client instructions.</li> <li>• Verifies and documents spelling, proper names, punctuation, numerical values and meaning and consistency of the message, terminology and style.</li> <li>• Details inconsistencies and questions in a Document Quality Evaluation Form (DQEF).</li> </ul> <p><b>Identifies inconsistencies and communicates findings to Project Manager.</b></p>
3. Proofread	To <b>compare</b> the language in the source text against the language in the target language verifying accuracy and completeness, taking into account appropriate punctuation, spelling, syntax, usage and style.	<p>Proofreader will verify accuracy and completeness of translation by performing a segment per segment comparison of source and target. The proofreader also verifies compliance with specific client instructions.</p> <ul style="list-style-type: none"> <li>• Verifies accurateness in translations with numeric values, proper names, and text within its context</li> <li>• Resolves issues presented by editor with his own expertise, source text or communication with the client, via Project Manager.</li> <li>• Verifies document format.</li> <li>• Evaluates translation and editing team and the end product.</li> <li>• Documents corrections to provide feedback to the translation and editing teams.</li> <li>• Updates the client's translation memory to conserve its integrity and accurateness.</li> <li>• Approves translation for delivery.</li> </ul> <p><b>Communicates findings and corrections to Project Manager.</b></p>
4. Quality Control	To <b>inspect</b> deliverable to assure target is a visual mirror of source document, while verifying integrity of text.	<p>QA will make sure deliverable resembles source file checking for:</p> <ul style="list-style-type: none"> <li>• Completeness of text after expansion or shrinking, page set up, font style, logo, word spacing, line spacing, word division, color, margins, paragraph spacing and margins, artwork, widows, bullet points, etc.</li> <li>• Reviews quality control documents to make sure all questions and issues have been resolved to satisfaction.</li> <li>• Verifies compliance with specific client instructions.</li> </ul> <p><b>Makes necessary changes. Changes in design will be sent to graphic designer and returned to QA for verification before final sign off.</b></p>