



Office of Language Access: 10 Best Practices for Translation Projects

1. Consider your **audience, translatability and cultural responsiveness**.
2. Review your source document for **plain language**.
3. Factor translation into your **timeline**.
4. Share the **final source document**, including design.
5. Share **reference materials**.
6. Be **specific about the final product**.
7. If working with a language services provider, ask for a quote, including **cost and timeline**.
8. Consider **secondary review** (validation).
9. Take advantage of **translation memory**.
10. Develop a **style guide and glossaries**.

Glossary of Translation Terms

Translation means converting written communications from one language (source) to another (target) while preserving the intent and meaning of the original text. It is different from **interpretation**, which means rendering oral or sign language information from one language into another language in oral or signed form.

Source language/document refers to the original language/document that will be translated into another language.

Target language/document refers to the final language(s) that the source documents will be translated into or the translated documents themselves.

Secondary review (validation) means review of a translation by a third party. This review is typically for errors and omissions in the translation but can also include spelling and grammatical errors. A secondary review helps ensure accuracy and completeness of a translation and contributes to overall quality.

Glossaries contain approved translations of certain terms and help ensure consistency across translated materials.

Style guides provide guidelines for translators related to an organization's preferred grammar, tone, register and overall style of translation.

Translation memory (TM) software is a type of computer-assisted translation (CAT) tool that stores translated phrases and sentences in a database, called a translation memory (commonly referred to as a "TM"). This database can then be used to automatically match and pre-translate similar phrases in future translations, thereby improving consistency and efficiency in the translation process while decreasing the overall cost.