

## 8.1 Translation Parameters:

- 8.1.1 This section provides parameters that may be used to develop checklists and templates to facilitate the negotiation of specifications. Before a translation project starts, the requester and the translation service provider should agree on relevant information about the content to be translated, specifications for project deliverables, and other aspects of the project. A set of specifications is not a metric but could be used as the basis for defining a metric.

*NOTE 13—Even if the requester provides initial requirements to the translation service provider, the requester is encouraged to work with the provider to develop mutually agreed-upon, clear specifications in order to avoid a mismatch of expectations concerning the final product.*

8.2 Source Content Parameters—The requester should provide the content to be translated. If not available during the specifications phase, a detailed description is needed from the requester. Preliminary specifications should be developed based on that description, subject to confirmation when the actual content becomes available, and should address the following factors:

- 8.2.1 Language and Locale—**Spanish; Madrid, Spain**
- 8.2.2 Audience—**Professors receiving the thesis**
- 8.2.3 Origin of Source Content—The following questions should be answered:
  - 8.2.3.1 Was it originally written in the source language? **Yes**
  - 8.2.3.2 Is it a modification of a previous version? **No**
    - (1) If yes, is there a translation of the previous version
- 8.2.4 Subject Field and Topic—**Social Implications of Artificial Intelligence**
- 8.2.5 Type of Text (also Known as Genre)—**University Research Paper**
- 8.2.6 Purpose—**Information; somewhat persuasive: this was to be defended as a thesis (or equivalent)**
- 8.2.7 Register—**Formal**
- 8.2.8 Physical Format—**PDF**
- 8.2.9 Volume— **~3000 words, 6 pages**
- 8.2.10 Terminology—The following questions should be answered:
  - 8.2.10.1 Is there a monolingual or bilingual glossary? **No**
  - 8.2.10.2 Are Internationalization Tag Sets (ITS) used? **No**
- 8.2.11 Additional Complexity—**Image descriptions, citations, references in footnotes, bibliographical entries, graph with text and numeric values, heading**
- 8.2.12 Does the requester have a style guide in the source language? **No**. Will this style guide be provided? **N/A**

*NOTE 14—If the style guide provided by the requester is written for the source language, it will need to be adjusted for the target language by reviewing previously published documents in the target language for consistency and accuracy.*

8.3 Target Text Parameters—The requester and translation service provider should agree on requirements for the translation product, independent of the process used to produce it, including the following:

- 8.3.1 Language and Locale—**English, United States**

- 8.3.2 Audience—**Newspaper readers, average consumers**
  - 8.3.2.1 Is the target audience different from the source content audience? **Yes**
- 8.3.3 Purpose—**Information: Informing the general public**
  - 8.3.3.1 Is the purpose of the translation different from the purpose of the source content? **Yes**
- 8.3.4 Register—**Polite, informal tone**
- 8.3.5 Type of Translation—Often the appropriate type of translation can be inferred from the audience and purpose, but the following questions should be answered to confirm:
  - 8.3.5.1 Is full translation required? **No; summary translation of no more than 1000 words is appropriate for a contemporary American newspaper publisher; translator only needs to translate and include sources 2, 10, 17, 49, 50, 51, 52, 53, 54, 55, 56 of the bibliography**

*NOTE 15—Full translation is the default option, however summary translation may be specified if a condensed version is needed in the target language.*

- 8.3.5.2 Should the translation read like it was authored in the target language? **Yes**
- 8.3.5.3 Or should aspects of the source culture be intentionally included in the translation? **No**
- 8.3.6 Style Guide—A style guide helps ensure that translations are consistent and that they follow the requester’s standards. The default is to use a standard style for the target language unless the requester provides their preferred style guide. The requester and the translation service provider should agree on an approach to style in the target language at the outset of the project, addressing target-language concerns such as tone, capitalization, punctuation, currencies, phone numbers, addresses, measurements, preferred terms, acronyms, etc., as well as formatting attributes, branding elements and other aspects of the content that may be unique to the requester’s organization.
  - 8.3.6.1 Does the requester have a style guide in the target language? **Yes**. If yes, will this style guide be provided? **Yes**. If not, will a style guide in the target language be a deliverable for the project? **N/A**

*NOTE 16—Additional expense may be incurred to prepare a style guide in the target language.*

- 8.3.7 Format:
  - 8.3.7.1 Presentation— **Newspaper article**
  - 8.3.7.2 Layout—**Appropriate for an American news article**
  - 8.3.7.3 Technical Output—**Microsoft Word or a similar word processor**
- 8.3.8 Terminology—The following questions should be answered:
  - 8.3.8.1 Is there a bilingual glossary? **No**
  - 8.3.8.2 Are Internationalization Tag Sets (ITS) used? **No**
  - 8.3.8.3 If the translation service provider has to create a glossary, is this glossary a deliverable and who will own it? **No**

*NOTE 17—Additional expense may be incurred to properly prepare terminology for the translation project.*

8.4 Process Parameters—Process parameters concern which production tasks are to be performed and by whom, regardless of how and where.

- 8.4.1 Typical Tasks—Three categories of tasks are typically performed during a translation project:
  - 8.4.1.1 Pre-Processing—Several tasks are performed before the production phase begins, such as identifying terms in the source content, obtaining word counts and converting source content to a processable format, if necessary. Some preprocessing tasks may need to be completed before specifications can be finalized and it is strongly recommended that production not start before all parameters have been addressed.
  - 8.4.1.2 Initial Translation—The first step is for a human or a machine to produce a translation. When performed by humans, this is called a draft translation and for machines, this is called a raw machine translation. It should be specified whether the initial translation will be HT (human translation) or MT (machine translation). See Annex A1 for a graphic representation of the translation spectrum, showing the range from fully machine translation to fully human translation. **No preference**
  - 8.4.1.3 Additional Tasks—What additional tasks are required for the project beyond the initial translation and who is responsible for each?
    - (1) In-Process Quality Management—Depending on the requirements of the project, this may include bilingual editing, monolingual editing, proofreading, focus-group testing, etc. **Determined by provider**
    - (2) Ancillary Services—For example, creating/updating translation memories and terminology databases, formatting, software testing, website testing, certification of the translation, etc. **Determined by the provider, through negotiation with requester**

8.5 Other Project Parameters—These parameters address issues such as how or where production tasks are to be performed, as well as expectations of the requester and the provider that are not limited to deadline and cost:

- 8.5.1 Software—Requester and provider should agree on answers to the following questions:
  - 8.5.1.1 Is a computer-assisted translation (CAT) tool required? **Not required, but it is recommended.** If so, is there a preference? **No preference**
  - 8.5.1.2 Is there a preferred formatting software? **Word**
  - 8.5.1.3 Is there a translation management system (TMS)? **No**
  - 8.5.1.4 Is there a content management system? **No**
  - 8.5.1.5 Is a specific tool used to manage terminology? **No**
- 8.5.2 Reference Material—Will the requester be providing any reference material? **No.** If yes, how will reference material be provided?
- 8.5.3 Work Location Requirements—Is there a requirement that part or all of the translation project be done at a specific location? **No**
- 8.5.4 Ownership—Who owns the copyright to the translation, updated translation memory and terminology database? **LTAC Global (non-profit organization)**
- 8.5.5 Use Restrictions—Who has the license to use the translation, updated translation memory, terminology database and other deliverables? **Creative Commons license**

- 8.5.6 Recognition—Will the individual translator’s name or the translation service provider’s name (or both) appear on the final product? **No**
- 8.5.7 Qualifications—What are the minimum qualifications for the following translation project team roles, as relevant to the project (for example, academic credentials, professional certification, citizenship, etc.)? (See Section 7.) **Determined by the provider, through negotiation with requester**

*NOTE 18—Please keep in mind that not all roles are required for every project and some of these roles may be performed by the same person based on agreement between requester and provider.*

- 8.5.7.1 Translator,
- 8.5.7.2 Bilingual editor,
- 8.5.7.3 Monolingual editor,
- 8.5.7.4 Proofreader,
- 8.5.7.5 Subject matter expert reviewer, and
- 8.5.7.6 Third-party evaluator.
- 8.5.8 Security—Are there any security requirements? **No** If so, what type?
  - 8.5.8.1 Worksite security? **No**
  - 8.5.8.2 Data transmission security (for example, encryption)? **No**
  - 8.5.8.3 Team member security (for example, background checks, fingerprinting, interviews, etc.)? **No**
  - 8.5.8.4 Personal security measures (for example, to protect personnel in hazardous zones, etc.)? **No**
  - 8.5.8.5 Is use of any online translation service (machine translation or computer-assisted translation tools) allowed? If so, requester and provider need to be aware that this may inadvertently pose a risk to data security. **Yes**
- 8.5.9 Confidentiality—Is confidentiality required regarding any aspect of the translation project, source content, target text or related information? **No** If so, what must be kept confidential? Who is specifically obligated to maintain confidentiality? **N/A** What documentation is required? **None** Are there any obligations of deletion or return after the project is complete? **No**
- 8.5.10 Communication— **Alan K. Melby ([alan.melby@gmail.com](mailto:alan.melby@gmail.com)), Josh Johnson ([jbjohnson1138@gmail.com](mailto:jbjohnson1138@gmail.com))**
- 8.5.11 Compensation— **As agreed upon with Alan K. Melby**
- 8.5.12 Deliverables—**Summary translation of source text as a .doc file (or similar word file)**
- 8.5.13 Delivery Method—**Secure file transfer or email**
- 8.5.14 Delivery Deadline(s)—**As agreed upon with Alan K. Melby**