

Revision Guidelines and Parameters for Community Translations

1. Definition of translation revision

Translation revision consists of comparing a draft translation with its corresponding source document, **in order to identify language and translation errors and provide feedback in terms of translation appropriateness for the purpose outlined by the commissioner (if available)**. The focus in this document is therefore on translation revision undertaken by a third party, not the translator's own monitoring and revision as part of the translation process. Like translation, revision requires bilingual skills, and translation knowledge and skills. In addition, it requires revision skills: some translators may be able to produce appropriate translations, but not necessarily able to identify, categorise and provide feedback on translations.

2. Qualifications required

As a general rule, **a translation reviser must have qualifications that are equal to those required for the translation itself**. For example, if a translation was prepared by a NAATI-certified translator, the reviser needs to be certified at the same level at least. If the translation assignment falls within a specialised field such as medical or pharmaceutical translation, the reviser needs to have experience in translation and/or revision in the field (in addition to the relevant NAATI certification). Additional qualifications such as a tertiary degree in linguistics or translation studies are preferable, as advanced knowledge in these areas would enable the reviser to categorise errors appropriately and substantiate their feedback. **Monolingual readers may provide feedback on draft translations, but this will be limited to proofreading the translation and providing feedback on language and style, and how they might be perceived by an average end user.**

3. Professional solidarity

Once translation revision has been completed, the reviser's feedback, if any, needs to be forwarded to the translator to make the necessary amendments or respond otherwise. This is consistent with the principle of professional solidarity in the AUSIT Code of Ethics and Code of Conduct. Feedback needs to be sent through the same channel the revision task was received (e.g. if the revision task was received through a translation agency, feedback needs to be sent through them, even if the identity of the translator is disclosed in the translation). Feedback needs to be provided in a professional and neutral tone, identifying only those

instances that are judged as errors, not personal preferences. When there are suggestions to improve structure, expression or translation options, these need to be clearly marked as such.

*'The great danger when revising others is to treat the task as similar to self-revision. In self-revision, you naturally feel free to change your own wordings, even though that may mean wasting time (self-revisers who are perfectionists or do not yet have sufficient self-confidence may also replace their own perfectly good translations). However, **when revising others, you have to keep in mind that they probably take pride in their work and will not be happy if you have made large numbers of unnecessary changes. The result will be poor working relationships***. (Brian Mossop, *Revising and Editing for Translators*)

4. Micro- and macro-translation revision

Revision needs to be undertaken at both the macro and micro levels. The macro level refers to checking the overall communicative aspects of the translation (clarity of meanings, logical flow of ideas, language and style appropriateness from the perspective of a first-time reader). The micro level refers to checking the translation in detail to identify specific language, accuracy or other errors. It is recommended that the reviser start with a first reading of the entire translation to check whether the text makes sense and ideas flow logically and smoothly. Subsequently, they need to read the translation with reference to the source text to check transfer of meaning (i.e. accuracy, unjustified omissions/additions; contradictions/inconsistencies, etc.), language and style (i.e. syntactical, lexical errors, spelling, register, etc.) and presentation. One level of translation revision should not be at the expense of the other. **In the context of public messaging in particular, a final macro-level translation revision is necessary to ensure that the translation caters for the needs of the target users (i.e. it is culturally and linguistically suitable, accessible and communicatively effective).**

5. Risk of introducing new errors

Before or while preparing their translation, the initial translator would normally have conducted (subject-matter and terminological) research and become very familiar with the topic and contents of the material to be translated. Revisers are also required to have this background knowledge or, alternatively, take time to familiarise themselves with the content and investigate concepts, institutions and common language usage (e.g. terminology) before suggesting any corrections. Revision without adequate knowledge of the context and language variation in the target community might lead to introducing new errors. Revisers also need to check their own proposed revisions to ensure they did not introduce new errors in the process. Sometimes a reviser may be focused on correcting a minor syntactical or typographical error and overlook a major meaning transfer error that is introduced in the process of deleting, replacing or restructuring segments.

6. Translation revision format

Feedback on translations may be provided using Word track changes, an online system, or a template such as the ones in Section 9 below. The choice of one option or another will depend on organisational practice (if revision is undertaken for a government body, language service

or translation agency) and personal preferences (for revisers working independently). It will also depend on the size of the translation and the frequency of errors. In a large translation project where errors are frequent, track changes may become impractical and potentially confusing for the initial translator (and other colleagues).

7. General tips

Do's	Don'ts
Ask yourself first whether you are qualified to revise this translation (e.g. if the text is specialised)	Don't take on to revise translations in an area you are not familiar with (unless you are ready to do a lot of research)
Read translations in a quiet environment, using the display format of your preference (when you have a choice). Traditionally, revisers were advised to read on paper, not on screen, but this will vary from one person to another.	Don't check translations on a phone screen or while doing something else. Translation revision requires as much attention and rigour as translation itself.
Start with a macro reading of the translation. This will give you a general idea about its coherence, cohesion and language appropriateness.	Don't start looking for errors straightaway.
Think of the translation revision task as a quality check exercise, not a skills and creativity contest.	Unless it is completely necessary, don't retranslate segments/texts. Work with the existing translation and fix only the items that need fixing.
Limit your corrections to what is necessary in light of the text type and translation brief. Examples: translation that is difficult to understand; inconsistent meanings; clearly ungrammatical sentence, inappropriate register, etc.	Don't make/suggest changes based on personal preferences only.
Check your own amendments and comments, especially if you are prone to mistakes when typing or editing text	Don't introduce new errors in the revision process: meaning transfer errors due to comprehension issues; language errors while fixing inaccuracies or other meaning errors, etc.
Ensure consistency in your revision: e.g. if you correct a recurring item, make sure you correct it in the entire translation or, alternatively, indicate in a comment that this needs to be done.	Don't lose sight of the whole text while revising smaller items.
In public messaging in particular, revise translations with translation users in	Don't suggest "improvements" based on a literal approach to translation

mind (e.g. meaning clarity, readability, accessible language, natural expression)	
If there are limitations (e.g. terminological challenges), acknowledge them to the client or agency.	Don't simply say the translation is OK because you don't know, are not sure, or don't have time to do further research.

8. Translation revision parameters

The following parameters have been adapted from Mossop (2020) and expanded with considerations and examples relevant to community translations. Special emphasis is placed on effective communication and information accessibility in the context of non-specialised translations for the community (e.g. general healthcare awareness, emergency response to healthcare crises such as COVID-19, etc.). Some of the examples were taken from COVID-related translations published in Australia; others were created for illustration purposes.

Key

ST: source text

TT: target text (existing draft/translation; translation to be revised)

Rev.: suggested revision/amendments

Translations into Arabic

Broad categories	Parameters	Questions to consider while revising	Examples of errors
Meaning Transfer	<i>Accuracy</i>	Does the translation accurately convey the message of the source text? Are there any conceptual or factual errors?	<p>ST: Try to maintain perspective While it is reasonable for people to be concerned about the outbreak of coronavirus, try to remember that medical, scientific and public health experts around the world are working hard to contain the virus, treat those affected and develop a vaccine as quickly as possible.</p> <p>TT: محاولة المحافظة على وجهة النظر في حين أنه من المنطقي أن يقلق الناس بشأن انتشار فيروس كورونا، تذكر أن العلماء وخبراء الطب والصحة العامة في العالم كله يعملون جاهدين لاحتواء الوباء ومعالجة المصابين وإنتاج لقاح بأسرع وقت ممكن.</p> <p>Rev: لِتَكُنْ نظرتك إلى الأمور متوازنة ومتفائلة</p> <p>(or any alternative translation that captures the intended meaning in this context, not the literal meaning)</p>
	<i>Completeness</i>	Are there any unjustified omissions and/or additions? Have any parts of the source text been unjustifiably left in the source language?	<p>ST: It's normal to feel overwhelmed or stressed by news of the outbreak. We encourage people who have experienced mental health issues in the past to:</p> <ul style="list-style-type: none"> • activate your support network • acknowledge feelings of distress

			<ul style="list-style-type: none"> seek professional support early if you're having difficulties. <p>TT: من الطبيعي أن تشعر بالإرهاق أو التوتر بسبب أخبار تفشي المرض. تشجع الأشخاص الذين عانوا من مشاكل الصحة العقلية في الماضي على - تنشيط شبكة الدعم الخاصة بك - الاعتراف بمشاعر الضيق</p> <p>Rev: (Missing text)</p>
	Logic/ coherence	Does the sequence of ideas make sense? Do ideas flow logically? (Problems identified in a translation may be problems in the source text, which should be addressed at the translation and revision stages, if not identified earlier)	<p>ST: People with at least one dose. The count of all people who have received at least one dose of an eligible vaccine. People with at least one dose encompasses people fully vaccinated and people with only one dose.</p> <p>TT: الأشخاص الذين تلقوا جرعة واحدة على الأقل. عدد الأشخاص الذين تلقوا جرعة واحدة على الأقل من لقاح مرخص له. <u>يشمل الأشخاص الذين يتناولون جرعة واحدة على الأقل الأشخاص الذين تم تطعيمهم بالكامل ولكن ليس الأشخاص الذين يتناولون جرعة واحدة فقط.</u></p> <p>Rev: يشمل عدد الأشخاص الذين تلقوا جرعة واحدة على الأقل: الأشخاص الذين تم تطعيمهم بشكل كامل والأشخاص الذين تلقوا جرعة واحدة فقط.</p>
Language and Style	Cohesion	Are there good connections between sentences and clauses? Are sentences properly linked? Do they flow smoothly?	<p>ST: All medicines, including vaccines, have risks and benefits. Usually, any side effects are mild and may only last a few days.</p> <p>TT: <u>جميع الأدوية، بما في ذلك اللقاحات، لها مخاطر وفوائد. عادةً، ستكون أي آثار جانبية خفيفة وقد تستمر لبضعة أيام فقط.</u></p> <p>Rev: جميع الأدوية، بما فيها اللقاحات، لها فوائد ومخاطر، غير أن الآثار الجانبية، إن ظهرت، عادة ما تكون طفيفة ولا تدوم إلا أياماً معدودة.</p> <p>ST: Stay home if you feel unwell and get tested for COVID-19.</p> <p>TT: <u>البقاء في المنزل إذا كنت تشعر بتوعك وقم بالفحص ل COVID-19.</u></p> <p>Rev: الزم بيتك إذا شعرت بتوعك واخضع للفحص الخاص بكوفيد 19</p>
	Register and style	Does the language, style and tone fit the purpose of the translation (medium of dissemination and target audience)? Are the language structures and register likely to be accessible to the average user?	<p>ST: Anaphylaxis is a quick and serious allergic reaction. This could be a reaction to food or medicine.</p> <p>TT: التأق رد فعل تحسسي سريع وخطير قد ينجم عن مأكولات أو أدوية.</p> <p>Rev: الحساسية المفرطة رد فعل تحسسي سريع وخطير قد ينجم عن مأكولات أو أدوية.</p>
	Idiomacity	Is the translation idiomatic? Does it follow the stylistic and rhetorical norms of the target language? Does the translation in general read/sound natural?	<p>ST: The Australian Government's advice for <u>travellers</u> has not changed, even if you have been vaccinated.</p> <p>TT: لم تتغير نصيحة الحكومة الأسترالية للمسافرين، حتى لو تم تطعيمك.</p>

			<p>Rev: ما زالت نصائح الحكومة الأسترالية للمسافرين كما كانت، حتى بالنسبة إلى الأشخاص الذين تم تطعيمهم.</p> <p>ST: community pharmacies that are administering COVID-19 vaccines.</p> <p>TT: <u>صيدليات المجتمع</u> التي تعطي تطعيمات COVID-19</p> <p>Rev: الصيدليات المحلية التي تقدم خدمة التطعيم</p>
	<i>Grammar</i>	Are there any syntactical errors (e.g. subject-verb agreement, tense, prepositions, incomplete structure, etc.)	<p>ST: Don't forget to allow time for your children to be silly, giggle, laugh and play!</p> <p>TT: لا تنسى إتاحة الوقت لأطفالك ليتصرفوا ببساطة و عفوية، <u>يضحكون ويلعبون!</u></p> <p>Rev: لا تنس إتاحة الوقت لأطفالك ليتصرفوا ببساطة و عفوية و يضحكوا ويلعبوا!</p>
	<i>Lexical choice</i>	Are the words and terms used correct and appropriate for the type of text and the intended users?	<p>ST: Once you have been tested for COVID-19, you will receive your results within 24-48 hours via a phone call or text message.</p> <p>TT: بعد أن يتم <u>إمتحانك</u> من أجل كوفيد 19 ، سنتلقى نتائجك في غضون 24-48 ساعة عبر مكالمة هاتفية أو رسالة نصية.</p> <p>Rev: بعد أن تخضع لفحص كوفيد 19 ، سنتلقى نتائجك في غضون 24-48 ساعة عبر مكالمة هاتفية أو رسالة نصية.</p>
	<i>Spelling</i>	Are there any spelling errors or inconsistencies?	<p>ST: Although reporting is initially voluntary, approved providers are strongly encouraged to start weekly voluntary reporting now.</p> <p>TT: على الرغم من أن تقديم التقارير طوعي في البداية، يتم <u>تشجيع</u> مقدمي الرعاية المعتمدين بشدة على البدء بإعداد التقارير الأسبوعية الآن.</p> <p>Rev: على الرغم من أن تقديم التقارير طوعي في البداية، يتم <u>تشجيع</u> مقدمي الرعاية المعتمدين بشدة على البدء بإعداد التقارير الأسبوعية الآن.</p>
	<i>Punctuation</i>	Are there any punctuation errors, especially those that may impact meaning or connection between sentences?	<p>ST: If you cannot submit your report online, you can also make a report over the phone or by post or fax.</p> <p>TT: إذا لم تتمكن من تقديم <u>تقريرك</u>، عبر الإنترنت يمكنك تقديمه عبر الهاتف أو بالبريد أو الفاكس.</p> <p>Rev: إذا لم تتمكن من تقديم تقريرك عبر الإنترنت، يمكنك تقديمه عبر الهاتف أو بالبريد أو الفاكس.</p>
<i>Presentation</i>	<i>Layout</i>	Is the layout appropriate and consistent (including spacing, margins, indentations, positioning of footnotes, relationship of text to graphics)?	<p>ST: If you are pregnant, you are eligible for Comirnaty (Pfizer) vaccine.</p> <p>TT: إذا كنتِ حاملًا، فأنت مؤهلة للحصول على لقاح <u>COVID-19)Pfizer (Comirnaty.</u></p> <p>Rev: إذا كنتِ حاملًا، فأنت مؤهلة للحصول على لقاح "كوميرناتي (فايزر)".</p>

	<p><i>Typography</i></p>	<p>Are the typographic aspects (including bolding, underlining, font type and size) appropriate and consistent?</p>	<p>ST: Rural health is a priority for the NSW Government. We want to make sure people in rural areas can access the right care, in the right place, at the right time. While we have made major improvements in rural healthcare, more needs to be done. The NSW Rural Health Plan is a further important step in this process.</p> <p>TT: تعتبر الصحة في الأرياف من أولويات حكومة نيو ساوث ويلز. فنحن نسعى إلى أن نضمن لسكان المناطق الريفية الحصول على الرعاية المناسبة في المكان والوقت المناسبين. ومع أننا قمنا بإجراء تحسينات بالغة الأهمية في الرعاية الصحية الريفية، يتعين القيام بالمزيد. وتعد خطة الصحة الريفية في نيو ساوث ويلز خطوة مهمة أخرى في هذا الاتجاه.</p> <p>Rev: تعتبر الصحة في الأرياف من أولويات حكومة نيو ساوث ويلز. فنحن نسعى إلى أن نضمن لسكان المناطق الريفية أن الحصول على الرعاية المناسبة في المكان والوقت المناسبين. ومع أننا قمنا بإجراء تحسينات بالغة الأهمية في الرعاية الصحية الريفية، يتعين القيام بالمزيد. وتعد خطة الصحة الريفية في نيو ساوث ويلز خطوة مهمة أخرى في هذا الاتجاه.</p>
	<p><i>Organisation</i></p>	<p>Are headings, page numbers, table of contents, etc. properly organised?</p>	
<p>Cultural appropriateness</p>		<p>Does the translation contain any culturally inappropriate material, statements or references? Does the translation convey a stereotypical image of a given social or cultural group? Is the translation politically correct in light of the diversity in your community (gender, national, ethnic groups, etc.)?</p>	<p>ST: Dealing with childhood anger is one of the toughest things you will face as a parent.</p> <p>TT: يعد التعامل مع غضب الأطفال من أصعب الأمور التي تواجهها الأم.</p> <p>Rev: يعد التعامل مع غضب الأطفال من أصعب الأمور التي يواجهها الوالدان.</p> <p>ST: Cooking with lean sources of protein such as pork, accompanied by vibrant colourful salads, provides a healthy meal option that can be eaten at anytime of the day.</p> <p>TT: يوفر الطهي باستخدام مصادر البروتين الخالية من الدهون مثل لحم الخنزير، مع السلطات المتنوعة والمنعشة، خيارًا صحيًا للوجبات التي يمكن تناولها في أي وقت من اليوم.</p> <p>Rev: يوفر الطهي باستخدام مصادر البروتين الخالية من الدهون، مع السلطات المتنوعة والمنعشة، خيارًا صحيًا للوجبات التي يمكن تناولها في أي وقت من اليوم.</p>
<p>Specifications</p>	<p><i>Client Specifications</i></p>	<p>If a translation brief has been provided, has this been complied with?</p>	<p>Centrelink requires all proper nouns including payment names and organisation names be left in English.</p> <p>ST: Child Care Subsidy helps with the cost of approved child care. If you are eligible, we'll pay it directly to your child care provider to reduce the fees you pay.</p> <p>TT: يساعد دعم رعاية الطفل في تغطية تكلفة رعاية الطفل المعتمدة. فإذا كنت مؤهلاً للحصول عليها، سنقوم بدفعها مباشرة لخدمة رعاية طفلك لتقليل الرسوم التي عليك تسديدها.</p> <p>Rev: تساعد " Child Care Subsidy "</p>

		في تغطية تكلفة رعاية الطفل المعتمدة. فإذا كنت مؤهلاً للحصول عليها، سنقوم بدفعها مباشرة لخدمة رعاية طفلك لتقليل الرسوم التي عليك تسديدها.
	Organisation policy and guidelines	If the organisation has policies and guidelines relating to translation, have these been complied with?

Translations into Chinese

Broad categories	Parameters	Questions to consider while revising	Examples of errors
Meaning Transfer	Accuracy	Does the translation accurately convey the message of the source text? Are there any conceptual or factual errors?	ST: <i>Take your <u>medications</u> as prescribed by your doctor.</i> TT needs revision: 请带上医生开的 <u>药片</u> 。 TT revised: 请带上医生开的 <u>药品</u> 。
	Completeness	Are there any unjustified omissions and/or additions? Have any parts of the source text been unjustifiably left in the source language?	ST: <i>Make sure you have <u>at least</u> 30 days of prescription medicines.</i> TT: 请确保 30 天处方药量。 Rev: 请确保 <u>至少</u> 30 天处方药量。 *Addition/omission of words is sometimes necessary for fluency. In such case, revisions are not needed. For example: Addition: Family Violence Act (<u>反</u> 家庭暴力法); Drug Unit (<u>缉</u> 毒处); Omission: 70 years <u>or older</u> (年满 70 岁)
	Logic/coherence	Does the sequence of ideas make sense? Do ideas flow logically? (Problems identified in a translation may be problems in the source text, which should be addressed at the translation and revision stages, if not identified earlier)	ST: <i>If you have any concerns, phone your GP or specialist as soon as possible to make sure you are prepared and updated with the latest information.</i> TT: 如有疑问担忧, 请与 GP 或专科医生尽快联系以 <u>确保您对于最新消息做好准备和更新</u> 。 Rev: 如有疑问担忧, 请立即与 GP 或专科医生联系, <u>以便及时了解最新信息, 做好准备</u> 。
Language and Style	Cohesion	Are there good connections between sentences and clauses? Are sentences properly linked? Do they flow smoothly?	ST: <i>For a free telephone interpreter ring 131 450, say the language you need. Ask the interpreter to connect you to the Coronavirus Health Information line.</i> TT: 拨打 131 450 以获得免费电话翻译服务, 说您需要的语言。让口译员帮您接通冠状病毒健康信息热线。 Rev: 如需免费电话翻译服务, 可拨打 131 450, <u>先告知您使用的语言, 然后</u> 让口译员帮您接通冠状病毒健康信息热线。
	Register and style	Does the language, style and tone fit the purpose of the translation (medium of dissemination and target audience)? Are the language	Mid-autumn Day ST: <u>Message from the Prime Minister</u> TT: 来自总理的 <u>消息</u>

		structures and register likely to be accessible to the average user?	Rev: 总理 <u>中秋节贺词</u>
	<i>Idiomacity</i>	Is the translation idiomatic? Does it follow the stylistic and rhetorical norms of the target language? Does the translation in general read/sound natural?	ST: decline in value of depreciating assets TT: 折旧资产的 <u>价值下降</u> Rev: 折旧资产的 <u>贬值</u> ST: Always keep your identity documents secure. TT: 请务必保管好身份 <u>文件</u> 。 Rev: 请务必保管好身份 <u>证件</u> 。
	<i>Grammar</i>	Are there any syntactical errors (e.g. subject-verb agreement, tense, prepositions, incomplete structure, etc.)	ST: Residential aged care workers have been eligible for a COVID-19 vaccine throughout the national vaccine roll-out. TT: 养老院护理人员 <u>一直符合条件</u> 通过全国疫苗推广项目接种 COVID-19 疫苗。 Rev: 在全国疫苗推广项目期间, 养老院护理人员 <u>均有资格</u> 接种 COVID-19 疫苗。
	<i>Lexical choice</i>	Are the words and terms used correct and appropriate for the type of text and the intended users?	ST: selling drugs on the street TT: 街头 <u>销售</u> 毒品 Rev: 街头 <u>贩卖</u> 毒品 ST: Talk to your GP or specialist. TT: 请咨询您的家庭医生或 <u>专家</u> 。 Rev: 请咨询您的家庭医生或 <u>专科医生</u> 。
	<i>Spelling</i>	Are there any spelling errors or inconsistencies?	ST: lagoon TT: <u>泻</u> 湖 Rev: <u>潟</u> 湖 ST: I look forward to both states moving forward... TT: 我热切期待这两个州... <u>渡过</u> 疫情 Rev: 我热切期待这两个州... <u>度过</u> 疫情
	<i>Punctuation</i>	Are there any punctuation errors, especially those that may impact meaning or connection between sentences?	ST: Age Discrimination Act 2004 TT: 《反年龄歧视法》(2004) Rev: 2004 年《反年龄歧视法》
<i>Presentation</i>	<i>Layout</i>	Is the layout appropriate and consistent (including spacing, margins, indentations, positioning of footnotes, relationship of text to graphics)?	Inappropriate line breaks: ST: <i>Prevention and control of non-communicable diseases (NCD)</i> TT: 防控非 <u>传染</u> 性疾病 (NCD) Rev: 防控非 <u>传染性</u> 疾病 (NCD)
	<i>Typography</i>	Are the typographic aspects (including bolding, underlining, font type and size) appropriate and consistent?	ST: ATAGI recommended that Comirnaty was the <u>preferred vaccine</u> for people under the age of 50 years TT: ATAGI 建议 50 岁以下人群 <u>首选</u> Comirnaty 疫苗 Rev: ATAGI 建议 50 岁以下人群 <u>首选</u> Comirnaty 疫苗

	<i>Organisation</i>	Are headings, page numbers, table of contents, etc. properly organised?	
Cultural appropriateness		Does the translation contain any culturally inappropriate material, statements or references? Does the translation convey a stereotypical image of a given social or cultural group?	Health Minister Greg Hunt ST: <u>Mr Hunt</u> said he welcomed the move TT: <u>亨特先生</u> 表示, 他欢迎这一举措的实施 Rev: <u>亨特部长</u> 表示, 他欢迎这一举措的实施
Specifications	<i>Client Specifications</i>	If a translation brief has been provided, has this been complied with?	Centrelink requires all proper nouns including payment names and organisation names be left in English. ST: COVID-19 Disaster Payment will be \$100 if you're getting an eligible Centrelink payment. TT: 如果目前已在领取某项合格的福利署津贴, 则新冠疫情影响津贴金额将为 100 澳元。 Rev: 如果目前已在领取某项合格的 Centrelink 津贴, 则 COVID-19 Disaster Payment 金额将为 100 澳元。
	<i>Organisation policy and guidelines</i>	If the organisation has policies and guidelines relating to translation, have these been complied with?	

Translations into Spanish

Broad categories	Parameters	Questions to consider while revising	Examples of errors
Meaning Transfer	<i>Accuracy</i>	Does the translation accurately convey the message of the source text? Are there any conceptual or factual errors?	ST: <i>While it is reasonable for people to be concerned about the outbreak of coronavirus, <u>try to remember</u> that medical, scientific and public health experts around the world are working hard to contain the virus, treat those affected, and develop a vaccine as quickly as possible.</i> TT: Si bien es lógico preocuparse por el brote de coronavirus, <u>trate de recordar por qué</u> los expertos médicos, científicos y de salud pública de todo el mundo trabajan sin descanso para contener el virus, tratar a los afectados y desarrollar una vacuna lo antes posible. Rev: Si bien es lógico preocuparse por el brote de coronavirus, <u>procure recordar que</u> los expertos médicos, científicos y de salud pública de todo el mundo trabajan sin descanso para contener el virus, tratar a los afectados y desarrollar una vacuna lo antes posible. ST: <i>The AstraZeneca vaccination is <u>readily</u> available.</i> TT: La vacuna de AstraZeneca está <u>prontamente</u> disponible. Rev: La vacuna de AstraZeneca está <u>ampliamente</u> disponible.

			<p>ST: <u>Get tested for any symptom, every time.</u></p> <p>TT: <u>A cada</u> síntoma, <u>todas las veces</u>, <u>pida que le hagan</u> la prueba.</p> <p>Rev: <u>Ante cualquier</u> síntoma, <u>hágase siempre</u> la prueba.</p>
	Completeness	Are there any unjustified omissions and/or additions? Have any parts of the source text been unjustifiably left in the source language?	<p>ST: <i>Make sure you have <u>at least</u> 30 days of prescription medicines.</i></p> <p>TT: Asegúrese de tener medicamentos de venta con receta <u>para</u> 30 días.</p> <p>Rev: Asegúrese de tener medicamentos de venta con receta <u>para al menos</u> 30 días.</p> <p>ST: <i>It's normal to feel overwhelmed or stressed by news of the outbreak. We encourage people who have experienced <u>mental health issues</u> in the past to seek professional support early if you're having difficulties.</i></p> <p>TT: Es normal sentirse abrumado o estresado por las noticias del brote. Aconsejamos a las personas que hayan sufrido <u>problemas</u> que busquen apoyo profesional lo antes posible si están teniendo dificultades.</p> <p>Rev: Es normal sentirse abrumado o estresado por las noticias del brote. Aconsejamos a las personas que hayan sufrido anteriormente <u>problemas de salud mental</u> que busquen apoyo profesional lo antes posible si están teniendo dificultades.</p> <p>*Addition/omission of words is sometimes necessary for fluency. In such case, revision is not needed. For example:</p> <p>ST: <i>Waiting times have reduced from an average of over 12 months to six <u>months</u>.</i></p> <p>TT: Los tiempos de espera se han reducido de un promedio superior a doce meses a seis <u>meses</u>.</p> <p>Rev: Los tiempos de espera se han reducido de un promedio superior a doce meses a <u>solo</u> seis.</p>
	Logic/ coherence	Does the sequence of ideas make sense? Do ideas flow logically? (Problems identified in a translation may be problems in the source text, which should be addressed at the translation and revision stages, if not identified earlier)	<p>ST: <i>If you try to enter, you could/will be fined unless you have an exemption.</i></p> <p>TT: Si intenta entrar, <u>se le podrá sancionar / se le sancionará</u> a menos que tenga una exención.</p> <p>Rev: Si intenta entrar, <u>se le sancionará</u> a menos que tenga una exención.</p>
Language and Style	Cohesion	Are there good connections between sentences and clauses? Are sentences properly linked? Do they flow smoothly?	<p>ST: <i>For a free telephone interpreter ring 131 450, say the language you need. Ask the interpreter to connect you to the Coronavirus Health Information line.</i></p> <p>TT: Para pedir un intérprete telefónico gratuito, llame al 131 450, diga el idioma que necesita. Pida al intérprete que lo conecte con el número de información sobre el coronavirus.</p> <p>Rev: Para pedir un intérprete telefónico gratuito, llame al 131 450, diga el idioma que necesita <u>y</u> pida al</p>

		<p>intérprete que lo conecte con el número de información sobre el coronavirus.</p> <p>ST: <i>Convalescent plasma is the liquid part of blood. It is collected from a person after they have had an infection.</i></p> <p>TT: El plasma de convaleciente es la parte líquida de la sangre. Se obtiene de una persona después de que ha tenido una infección.</p> <p>Rev: El plasma de convaleciente es la parte líquida de la sangre <u>que</u> se obtiene de un paciente después de que se ha recuperado de una infección.</p> <p>ST: <i>All medicines, including vaccines, have risks and benefits. Usually, any side effects are mild and may only last a few days.</i></p> <p>TT: Todas las medicinas, incluyendo las vacunas, tienen riesgos y beneficios. Usualmente, los efectos secundarios son leves y pueden durar solo pocos días.</p> <p>Rev: Al igual que todos los medicamentos, las vacunas pueden tener beneficios y riesgos, <u>pero</u> los posibles efectos secundarios suelen ser leves y durar solo unos días.</p>
<i>Register and style</i>	Does the language, style and tone fit the purpose of the translation (medium of dissemination and target audience)? Are the language structures and register likely to be accessible to the average user?	<p>ST: <i>Please note that vaccination is voluntary and free.</i></p> <p>TT: Es <u>menester</u> informarle que la vacunación es <u>potestativa</u> y está <u>exenta</u> de costo.</p> <p>Rev: Para su información, la vacunación es voluntaria y gratuita.</p> <p>ST: <i>The vaccine protects us from getting very unwell if the real virus enters our bodies.</i></p> <p>TT: La vacuna nos protege de enfermarnos <u>mucho</u> si el virus real ingresa a nuestros cuerpos.</p> <p>Rev: La vacuna nos protege de enfermarnos <u>gravemente</u> si el virus real ingresa a nuestros cuerpos.</p>
<i>Idiomacity</i>	Is the translation idiomatic? Does it follow the stylistic and rhetorical norms of the target language? Does the translation in general read/sound natural?	<p>ST: <i>Patients will need <u>insulin treatment</u> to <u>manage</u> their glucose levels.</i></p> <p>TT: Los pacientes necesitarán tratamiento <u>de</u> insulina para <u>gestionar</u> los niveles de glucosa.</p> <p>Rev: Los pacientes necesitarán un tratamiento <u>con</u> insulina para <u>controlar</u> los niveles de glucosa.</p> <p>ST: <i>Always <u>keep</u> your passport handy.</i></p> <p>TT: <u>Mantenga</u> siempre su pasaporte a mano.</p> <p>Rev: <u>Tenga</u> siempre el pasaporte a mano.</p>
<i>Grammar</i>	Are there any syntactical errors (e.g. subject-verb agreement, tense, prepositions, incomplete structure, etc.)	<p>ST: <i>The patients were treated with a new drug, <u>improving</u> a week later.</i></p> <p>TT: Los pacientes recibieron un tratamiento con un nuevo fármaco, <u>mejorando</u> una semana después.</p> <p>Rev: Los pacientes recibieron un tratamiento con un nuevo fármaco <u>y mejoraron</u> una semana después.</p>

			<p>ST: <i>You cannot eat fatty food or drink alcohol.</i> TT: No puede consumir alimentos grasos <u>o</u> alcohol. Rev: No puede consumir alimentos grasos <u>ni</u> alcohol.</p> <p>ST: <i>There have been more than 300 new cases in the past week.</i> TT: <u>Han</u> habido más de 300 nuevos casos en la última semana. Rev: <u>Ha</u> habido más de 300 nuevos casos en la última semana.</p>
	Lexical choice	Are the words and terms used correct and appropriate for the type of text and the intended users?	<p>ST: <i>Myocarditis and pericarditis have been reported.</i> TT: <u>Se informó</u> miocarditis y pericarditis. Rev: <u>Se notificaron</u> casos de miocarditis y pericarditis.</p> <p>ST: <i>The immune system</i> TT: El sistema <u>inmunológico</u> Rev: El sistema <u>inmunitario</u></p> <p>ST: <i>Peer review</i> TT: Revisión por <u>colegas</u> Rev: Revisión por <u>pares</u></p> <p>ST: <i>The vaccine works by causing the body to produce its own protection.</i> TT: La vacuna <u>funciona</u> haciendo que el organismo produzca su propia protección. Rev: La vacuna <u>actúa</u> haciendo que el organismo produzca su propia protección.</p> <p>ST: <i>Read all of this leaflet carefully before you start taking this medicine.</i> TT: Lea todo el <u>folleto</u> <u>cuidadosamente</u> antes de empezar a tomar este medicamento. Rev: Lea todo el <u>prospecto</u> <u>detenidamente</u> antes de empezar a tomar este medicamento.</p>
	Spelling	Are there any spelling errors or inconsistencies?	<p>ST: <i>When you get your first dose, you will be told when you will need to get your second dose.</i> TT: Cuando reciba la primera dosis, se le informará <u>cuando</u> deberá aplicarse la segunda. Rev: Cuando reciba la primera dosis, se le informará de <u>cuándo</u> deberá aplicarse la segunda.</p>
	Punctuation	Are there any punctuation errors, especially those that may impact meaning or connection between sentences?	<p>ST: <i>Managing the public-health crisis that we are bound to face in the coming months will not be an easy task.</i> TT: Gestionar la crisis de salud pública a la que sin duda nos vamos a enfrentar en los próximos meses, <u>no</u> será tarea fácil. Rev: La gestión de la crisis de salud pública a la que sin duda nos vamos a enfrentar en los próximos meses <u>no</u> será tarea fácil.</p>

Presentation	<i>Layout</i>	Is the layout appropriate and consistent (including spacing, margins, indentations, positioning of footnotes, relationship of text to graphics)?	<p>Inappropriate line breaks:</p> <p>ST: <i>Victoria has recorded 1838 new COVID-19 cases.</i></p> <p>TT: En Victoria se han registrado <u>1 838</u> nuevos casos de COVID-19.</p> <p>Rev: En Victoria se han registrado <u>1 838</u> nuevos casos de COVID-19.</p>
	<i>Typography</i>	Are the typographic aspects (including bolding, underlining, font type and size) appropriate and consistent?	<p>ST: ATAGI recommended that Comirnaty was the <u>preferred vaccine</u> for people under the age of 50 years.</p> <p>TT: El ATAGI recomendó la Comirnaty como la vacuna de preferencia en menores de 50 años.</p> <p>Rev: El ATAGI recomendó la Comirnaty como la <u>vacuna de preferencia</u> en menores de 50 años.</p>
	<i>Organisation</i>	Are headings, page numbers, table of contents, etc. properly organised?	
Cultural appropriateness		<p>Does the translation contain any culturally inappropriate material, statements or references?</p> <p>Does the translation convey a stereotypical image of a given social or cultural group?</p>	<p>ST: <i>Many families like the nurse to visit them at home for their first appointment.</i></p> <p>TT: A muchas familias les gusta que <u>la enfermera</u> les visite en casa en la primera consulta.</p> <p>Rev: A muchas familias les gusta que <u>el enfermero o la enfermera</u> les visite en casa en la primera consulta.</p> <p>ST: <i>We will take 1-2 tablespoons of blood from a vein in your arm by using a needle.</i></p> <p>TT: Le extraeremos <u>1 o 2 cucharadas</u> de sangre de una vena del brazo con una aguja.</p> <p>Rev: Le extraeremos <u>el equivalente de 1 o 2 cucharadas</u> de sangre de una vena del brazo con una aguja.</p>
Specifications	<i>Client Specifications</i>	If a translation brief has been provided, has this been complied with?	<p>Centrelink requires all proper nouns including payment names and organisation names be left in English.</p> <p>ST: <i>The information in this claim for COVID-19 Disaster Payment is complete and correct.</i></p> <p>TT: La información contenida en esta solicitud de <u>pago por catástrofe del COVID-19</u> es completa y correcta.</p> <p>Rev: La información contenida en esta solicitud de la ayuda <u>COVID-19 Disaster Payment</u> es completa y correcta.</p>
	<i>Organisation policy and guidelines</i>	If the organisation has policies and guidelines relating to translation, have these been complied with?	

9. Table of revisions/suggestions/corrections

If you are not using track changes or an online revision system, you may want to use one of the options below:

Option 1

Reviser				Translator		
Section/Line No.	Segment to be revised	Reason/ Error category	Suggested alternative	Accept	Reject	If rejected, explanation or alternative solution

Option 2

Line	Text to be changed	Issue/error identified	Suggested version

10. References and resources

Ko, L. (2011). Translation Checking: A View from the Translation Market, *Perspectives: Studies in Translatology* 19 (2): 123–34.

Lee, H. (2006). Revision: Definitions and Parameters, *Meta* 51 (2): 410–19.

Liang, Haiyan (2021). Initial translation interference to reviser trainees in English-LOTE translation revision tasks. *Translation & Interpreting: The International Journal of Translation and Interpreting Research*. DOI: 10.12807/ti.113202.2021.a06

Künzli, A. (2007). Translation Revision: A Study of the Performance of Ten Professional Translators Revising a Legal Text, in Y. Gambier, M. Shlesinger and R. Stolze (eds), *Translation Studies: Doubts and Directions*. Amsterdam and Philadelphia: John Benjamins, 115–26.

Martin, T. (2007). Managing Risks and Resources: A Down-to-Earth View of Revision, *The Journal of Specialised Translation* 8: 57–63.

Mossop, B. (2020). *Revising and editing for translators*. Abingdon: Routledge.

Van Rensburg, A. (2017). Developing assessment instruments: The effect of a reviser's profile on the quality of the revision product. *Linguistica Antverpiensia, New Series: Themes in Translation Studies*, 16, 71-88.

Please also see:

NAATI. Revision of a non-specialised translation: list of error categories for candidates (English into Arabic). https://www.naati.com.au/wp-content/uploads/2020/01/List-of-Error-Categories_Arabic.pdf

NAATI. Revision of a non-specialised translation: list of error categories for candidates (English into Simplified Chinese). https://www.naati.com.au/wp-content/uploads/2020/01/List-of-Error-Categories_Chinese-Simplified.pdf

NAATI. Revision of a Non-Specialised Translation: List of Error Categories for Candidates (English into Spanish). https://www.naati.com.au/wp-content/uploads/2020/01/List-of-Error-Categories_Spanish.pdf