

Guidelines for Community Review Panels

1. Introduction

In order to ensure quality and effectiveness of community translations, it is essential to adopt a user-centred approach, including involving the target community in the planning stage of public messaging and seeking their feedback on translations. Their involvement in the planning and design stages will give them a voice and will help with early identification of potential reception issues. Seeking their feedback on translations (e.g. through focus groups or another method) will provide insights to government bodies, language services and other relevant organisations and professionals into how translated public messages will be received and the extent to which they will be understood and culturally appropriate. To provide this feedback, the community members consulted need to be as representative as possible of the target audience (in terms of age, gender, regional background, literacy level, etc.). While this group of community members may not have expertise in translation or public messaging, they will bring in relevant life experiences, as well as language and cultural knowledge. Even if they do not use translated materials themselves, they may have first-hand knowledge of people in the target community, their communication needs, preferences and expectations.

2. Audience

These guidelines are intended for community members providing advice and feedback on (translated) public messages aimed at CALD communities in Australia. These may be reviewers providing feedback individually or in the form of panel or focus group discussions. They may provide their advice through face-to-face discussions, telephone/online interviews, an online feedback system, or any other channel that the relevant organisation considers appropriate. Community Review Panels may include members from different backgrounds and with different profiles (e.g. monolingual LOTE speakers, bilingual speakers with no expertise in translation, professional translators and revisers, etc.). It is expected that each group will use the guidelines according to their profile and role in the review process, and the stage at which feedback is sought (e.g. English text to be translated, draft translation, published translation).

3. Definitions of profiles

- 3.1. Bilingual community advisors (of source texts):** A bilingual person who provides feedback on source texts prior to translation. Members in this group advise on the suitability of the content and language of a source text, and note any challenges that their LOTE community may face in understanding, trusting or responding to

that content. They may also be able to advise on the preferred dissemination channel (e.g. print/online translation, video, etc.).

3.2. Independent translation reviser: A reviser is a qualified professional, preferably a certified translator, who checks another translator’s translation in order to identify any accuracy, language or style issues. They suggest the necessary corrections or improvements to meet the standard of quality applicable (in light of the text type and the translation brief). A reviser may work with the translator as part of a team in the same organisation or may be an external contractor. The reviser’s feedback and recommendations should be forwarded to the translator to make the necessary changes or provide a response. Unless working in a small team where the identity of the translator and reviser is known, feedback should be provided anonymously. **When a reviser works as part of a Community Review Panel, their feedback will be consolidated with feedback provided by other panel members and forwarded to the relevant committee, organisation, or language service provider for consideration.**

3.3. Community reviewer: member of the target community (i.e. a person who lives locally and speaks the relevant LOTE) who provides feedback on a draft or published translation. They are not translators or language experts but constitute a sample of the relevant population (potential end users of the translation), recruited from diverse backgrounds and literacy levels. The type of feedback expected of community reviewers relates to translation reception (how the translation might be perceived and received by the target community), comprehensibility (the extent to which the translation is readable and understandable to an average community member) and cultural appropriateness (whether the translation, examples, visuals are culturally appropriate). However, they may also be able to identify language issues that the translator and reviser might have overlooked. The community feedback should be forwarded to the translator or relevant committee to consider.

3.4. Proofreader: A proofreader is someone with relevant language skills who reads texts (including translations) monolingually (without reference to the source text) to identify any errors or inconsistencies in presentation (e.g. page design and typesetting). They may also provide feedback on language and expression – usually minor issues that might have been overlooked in the translation process.

4. Checklist for bilingual community advisors (of source texts)

Aspects to consider	Yes	No	Comments
Does every part of the text make sense? Is the text logical from your community’s perspective?			
Is the text, including examples, situations and illustrations, relevant to your community?			

Would the content of the message be easy for your community to understand once translated?			
Is the register used in the source text appropriate for your community?			
Is the tone appropriate and respectful?			
Are the content, language and visuals culturally appropriate?			
Is the text politically correct in light of the diversity in your community?			
Is the proposed dissemination method appropriate?			

5. Checklist for community reviewers

Aspects to consider	Yes	No	Comments
Does every part of the translation make sense? Is the translation consistent in terms of message and logic?			
Is the translation, including examples, situations and illustrations, relevant to your community?			
Is the message easy to understand?			
Is the language used (structure, words, expressions, etc.) correct?			
Is the language used natural/ acceptable?			
Is the register appropriate?			
Is the tone appropriate and respectful?			
Are the content, language and visuals culturally appropriate?			
Is the text politically correct in light of the diversity in your community?			
Is the layout appropriate and consistent (including display of your language script, spacing, margins, indentations, positioning of footnotes, relationship of text to graphics)?			
Is the dissemination method appropriate?			

6. Checklist for translation revisers

Aspects to consider	Yes	No	Comments
Is the translated message and logic consistent with or better than the source text? If there are flaws in the source text (which have been carried through or corrected in the translation)			
Is the translation complete (does it include all the messages and parts of the source text, other than those that might have been adapted to the target audience)?			
Is the translation accurate in comparison with the source text?			
Does the translation flow smoothly and read easily?			
Is the message easy to understand?			
Is the language used (structure, words, expressions, etc.) correct?			
Is the language used natural/ acceptable?			
Is the register appropriate?			
Is the tone appropriate and respectful?			
If a translation brief has been provided, has this been complied with?			
If the translation client has policies and guidelines relating to translation, have these been complied with?			
Are the content, language and visuals culturally appropriate?			
Are the language choices made by the translator politically correct in light of the diversity in the target community?			
Is the layout appropriate and consistent (including display of your language script, spacing, margins, indentations, positioning of footnotes, relationship of text to graphics)?			

7. Types and examples of issues (translations into Arabic)

ST: source text

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

Rev.: suggested revision/amendments

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 (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 • seek professional support early if you're having difficulties. <p>TT: من الطبيعي أن تشعر بالإرهاق أو التوتر بسبب أخبار تفشي المرض. نشجع الأشخاص الذين عانوا من مشاكل الصحة العقلية في الماضي على - تنشيط شبكة الدعم الخاصة بك - الاعتراف بمشاعر الضيق -</p> <p>Rev: (Missing text)</p>
	<i>Logic/coherence</i>	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</u> ولكن ليس الأشخاص الذين يتناولون جرعة واحدة فقط.</p>

			<p>Rev:</p> <p>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:</p> <p><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:</p> <p>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:</p> <p><u>البقاء في المنزل إذا كنت تشعر بتوعك وقم بالفحص ل COVID-19.</u></p> <p>Rev:</p> <p>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:</p> <p>التأق رد فعل تحسسي سريع وخطير قد ينجم عن مأكولات أو أدوية.</p> <p>Rev:</p> <p>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 travellers has not changed, even if you have been vaccinated.</p> <p>TT:</p> <p><u>لم تتغير نصيحة الحكومة الأسترالية للمسافرين، حتى لو تم تطعيمك.</u></p> <p>Rev:</p> <p>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:</p> <p><u>صيدليات المجتمع التي تعطي تطعيمات COVID-19</u></p> <p>Rev:</p> <p>الصيدليات المحلية التي تقدم خدمة التطعيم</p>
	Grammar	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:</p> <p><u>لا تنسى إتاحة الوقت لأطفالك ليتصرفوا ببساطة و عفوية، يضحكون ويلعبون!</u></p> <p>Rev:</p>

			لا تنس إتاحة الوقت لأطفالك ليتصرفوا ببساطة و عفوية و يضحكوا و يلعبوا!!
	<i>Lexical choice</i>	Are the words and terms used correct and appropriate for the type of text and the intended users?	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. TT: بعد أن يتم إمتحانك من أجل كوفيد 19 ، سنتلقى نتائجك في غضون 24-48 ساعة عبر مكالمة هاتفية أو رسالة نصية. Rev: بعد أن تخضع لفحص كوفيد 19 ، سنتلقى نتائجك في غضون 24-48 ساعة عبر مكالمة هاتفية أو رسالة نصية.
	<i>Spelling</i>	Are there any spelling errors or inconsistencies?	ST: Although reporting is initially voluntary, approved providers are strongly encouraged to start weekly voluntary reporting now. TT: على الرغم من أن تقديم التقارير طوعي في البداية، يتم تشجيع مقدمي الرعاية المعتمدين بشدة على البدء بإعداد التقارير الأسبوعية الآن. Rev: على الرغم من أن تقديم التقارير طوعي في البداية، يتم تشجيع مقدمي الرعاية المعتمدين بشدة على البدء بإعداد التقارير الأسبوعية الآن.
	<i>Punctuation</i>	Are there any punctuation errors, especially those that may impact meaning or connection between sentences?	ST: If you cannot submit your report online, you can also make a report over the phone or by post or fax. TT: إذا لم تتمكن من تقديم تقريرك ، عبر الإنترنت يمكنك تقديمه عبر الهاتف أو بالبريد أو الفاكس. Rev: إذا لم تتمكن من تقديم تقريرك عبر الإنترنت، يمكنك تقديمه عبر الهاتف أو بالبريد أو الفاكس.
<i>Presentation</i>	<i>Layout</i>	Is the layout appropriate and consistent (including spacing, margins, indentations, positioning of footnotes, relationship of text to graphics)?	ST: If you are pregnant, you are eligible for Comirnaty (Pfizer) vaccine. TT: COVID-19)Pfizer (Comirnaty. Rev: إذا كنتِ حاملاً، فأنت مؤهلة للحصول على لقاح "كوميرناتي (فايزر)".
	<i>Typography</i>	Are the typographic aspects (including bolding, underlining, font type and size) appropriate and consistent for your LOTE?	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. 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، بتعين القيام بالمزيد. وتعد خطة الصحة الريفية في نيو ساوث ويلز خطوة مهمة أخرى في هذا الاتجاه. 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، بتعين القيام بالمزيد. وتعد خطة الصحة الريفية في نيو ساوث ويلز خطوة مهمة أخرى في هذا الاتجاه.

	<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>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: <u>يعد التعامل مع غضب الأطفال من أصعب الأمور التي تواجهها الأم.</u></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 <u>مثل لحم الخنزير</u>، 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>
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: 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 <u>دعم رعاية الطفل</u> 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 " في تغطية تكلفة رعاية الطفل المعتمدة. فإذا كنت مؤهلاً للحصول عليها، سنقوم بدفعها مباشرة لخدمة رعاية طفلك لتقليل الرسوم التي عليك تسديدها.</p>
	<i>Organisation policy and guidelines</i>	If the organisation has policies and guidelines relating to translation, have these been complied with?	

8. Types and examples of issues (translations into Chinese)

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: Take your <u>medications</u> as prescribed by your doctor. 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> 。
	<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?	ST: Make sure you have <u>at least 30 days</u> of prescription medicines. 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)
	<i>Logic/coherence</i>	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: 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. TT: 如有疑惑担忧, 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: 如有疑惑担忧, 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	<i>Cohesion</i>	Are there good connections between sentences and clauses? Are sentences properly linked? Do they flow smoothly?	ST: 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. 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, 然后让口译员帮您接通冠状病毒健康信息热线</u> 。
	<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?	Mid-autumn Day ST: <u>Message from the Prime Minister</u> TT: 来自总理的消息 Rev: 总理 <u>中秋节贺词</u>
	<i>Idiomatcity</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>

			<p>ST: Always keep your identity documents secure.</p> <p>TT: 请务必保管好身份<u>文件</u>。</p> <p>Rev: 请务必保管好身份<u>证件</u>。</p>
	<i>Grammar</i>	Are there any syntactical errors (e.g. subject-verb agreement, tense, prepositions, incomplete structure, etc.)	<p>ST: Residential aged care workers have been eligible for a COVID-19 vaccine throughout the national vaccine roll-out.</p> <p>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。</p> <p>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。</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: selling drugs on the street</p> <p>TT: 街头<u>销售</u>毒品</p> <p>Rev: 街头<u>贩卖</u>毒品</p> <p>ST: Talk to your GP or specialist.</p> <p>TT: 请咨询您的家庭医生或<u>专家</u>。</p> <p>Rev: 请咨询您的家庭医生或<u>专科医生</u>。</p>
	<i>Spelling</i>	Are there any spelling errors or inconsistencies?	<p>ST: lagoon</p> <p>TT: 泻湖</p> <p>Rev: 潟湖</p> <p>ST: I look forward to both states moving forward...</p> <p>TT: 我热切期待这两个州...<u>渡过</u>疫情</p> <p>Rev: 我热切期待这两个州...<u>度过</u>疫情</p>
	<i>Punctuation</i>	Are there any punctuation errors, especially those that may impact meaning or connection between sentences?	<p>ST: Age Discrimination Act 2004</p> <p>TT: 《反年龄歧视法》<u>(2004)</u></p> <p>Rev: <u>2004 年</u>《反年龄歧视法》</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>Prevention and control of non-communicable diseases (NCD)</i></p> <p>TT: 防控非<u>传染</u>性疾病 (NCD)</p> <p>Rev: 防控非<u>传染性</u>疾病 (NCD)</p>
	<i>Typography</i>	Are the typographic aspects (including bolding, underlining, font type and size) appropriate and consistent with your LOTE?	<p>ST: ATAGI recommended that Comirnaty was the <u>preferred vaccine</u> for people under the age of 50 years</p> <p>TT: ATAGI 建议 50 岁以下人群<u>首选</u> Comirnaty 疫苗</p> <p>Rev: ATAGI 建议 50 岁以下人群 <u>首选</u> Comirnaty 疫苗</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>Health Minister Greg Hunt</p> <p>ST: <u>Mr Hunt</u> said he welcomed the move</p> <p>TT: <u>亨特先生</u>表示, 他欢迎这一举措的实施</p>

			Rev: 亨特部长表示，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?	<p>Centrelink requires all proper nouns including payment names and organisation names be left in English.</p> <p>ST: COVID-19 Disaster Payment will be \$100 if you're getting an eligible Centrelink payment.</p> <p>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。</p> <p>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。</p>
	<i>Organisation policy and guidelines</i>	If the organisation has policies and guidelines relating to translation, have these been complied with?	

9. Types and examples of issues (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?	<p>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></p> <p>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.</p> <p>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.</p> <p>ST: <i>The AstraZeneca vaccination is <u>readily</u> available.</i></p> <p>TT: La vacuna de AstraZeneca está <u>prontamente</u> disponible.</p> <p>Rev: La vacuna de AstraZeneca está <u>ampliamente</u> disponible.</p> <p>ST: <i><u>Get tested for any symptom, every time.</u></i></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>

	<p><i>Completeness</i></p>	<p>Are there any unjustified omissions and/or additions? Have any parts of the source text been unjustifiably left in the source language?</p>	<p>ST: <i>Make sure you have <u>at least 30 days of prescription medicines</u>.</i></p> <p>TT: <i>Asegúrese de tener medicamentos de venta con receta <u>para</u> 30 días.</i></p> <p>Rev: <i>Asegúrese de tener medicamentos de venta con receta <u>para al menos</u> 30 días.</i></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: <i>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.</i></p> <p>Rev: <i>Es normal sentirse abrumado o estresado por las noticias del brote. A las personas que hayan sufrido problemas de salud mental anteriormente les aconsejamos que busquen apoyo profesional lo antes posible si están teniendo dificultades.</i></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: <i>Los tiempos de espera se han reducido de un promedio superior a doce meses a seis <u>meses</u>.</i></p> <p>Rev: <i>Los tiempos de espera se han reducido de un promedio superior a doce meses a <u>solo</u> seis.</i></p>
	<p><i>Logic/ coherence</i></p>	<p>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>	<p>ST: <i>If you try to enter, you could/will be fined unless you have an exemption.</i></p> <p>TT: <i>Si intenta entrar, <u>se le podrá sancionar / se le sancionará</u> a menos que tenga una exención.</i></p> <p>Rev: <i>Si intenta entrar, <u>se le sancionará</u> a menos que tenga una exención.</i></p>
<p>Language and Style</p>	<p><i>Cohesion</i></p>	<p>Are there good connections between sentences and clauses? Are sentences properly linked? Do they flow smoothly?</p>	<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: <i>Para usar los servicios de 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.</i></p> <p>Rev: <i>Para usar los servicios de un intérprete telefónico gratuito, llame al 131 450, diga el idioma que necesita <u>y</u> a continuación pida al intérprete que lo conecten con el número de información sobre el coronavirus.</i></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, improving 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></p> <p>TT: No puede consumir alimentos grasos <u>o</u> alcohol.</p>

			<p>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></p> <p>TT: <u>Han</u> habido más de 300 nuevos casos en la última semana.</p> <p>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></p> <p>TT: <u>Se informó</u> miocarditis y pericarditis.</p> <p>Rev: <u>Se notificaron</u> casos de miocarditis y pericarditis.</p> <p>ST: <i>The immune system</i></p> <p>TT: El sistema <u>inmunológico</u></p> <p>Rev: El sistema <u>inmunitario</u></p> <p>ST: <i>Peer review</i></p> <p>TT: Revisión por <u>colegas</u></p> <p>Rev: Revisión por <u>pares</u></p> <p>ST: <i>The vaccine works by causing the body to produce its own protection.</i></p> <p>TT: La vacuna <u>funciona</u> haciendo que el organismo produzca su propia protección.</p> <p>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></p> <p>TT: Lea todo el <u>folleto cuidadosamente</u> antes de empezar a tomar este medicamento.</p> <p>Rev: Lea todo el <u>prospecto 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></p> <p>TT: Cuando reciba la primera dosis, se le informará <u>cuando</u> deberá aplicarse la segunda.</p> <p>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></p> <p>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.</p> <p>Rev: La gestión de la crisis de salud pública a la que sin duda nos vamos a enfrentar en los próximos meses no será tarea fácil.</p>
Presentation	Layout	Is the layout appropriate and consistent (including spacing, margins,	<p>Inappropriate line breaks:</p> <p>ST: <i>Victoria has recorded 1838 new COVID-19 cases.</i></p>

		indentations, positioning of footnotes, relationship of text to graphics)?	<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 preferred vaccine 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 vacuna de preferencia 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 a 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?	

Please also see:

AUSIT. Revision Guidelines and Parameters for Community Translations.

AUSIT. Recommended Protocols for the Translation of Community Communications.

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