



## Recommended Guidelines for Client in-country Review

An important part of many translation projects is the in-country or target-country review. Generally this is performed by a person selected by the client: one who has industry-specific knowledge as well as knowledge of the target language and audience. To ensure that this process goes smoothly and does not delay the overall project, the review should be planned from the beginning as part of the project schedule. MTM LinguaSoft suggests that the following guidelines be followed in planning the review.

### Choosing the reviewer

The best reviewer is someone with a linguistic background, industry knowledge, review experience, and adequate time to complete the review within the project timeframe. It may not be possible to locate someone who fits all these criteria, but any reviewer should, at the least:

1. have strong language skills in both the source and the target language (the ability to write well in the target language is critical);
2. have knowledge of industry terminology; and
3. be able to devote sufficient time to complete the review within the planned time-frame.

It is strongly recommended that the reviewer be a native speaker of the target language.

Since reviewers are most often sales managers, distributors or other busy professionals, lack of time is often the biggest problem and the one most likely to delay the completion of the project.

### Project preparation

A project schedule, including the review stage, should be prepared before work begins so that the reviewers know when they will need to make time for this work. Reviewers may need to be involved in glossary preparation (see next paragraph) before translation begins, as well as in the review of the completed translation.

It is often a good idea to start by preparing a glossary of frequently used terms. There may be several translations for a particular term, but only one of those translations may be most common in a particular industry. Preparing a glossary beforehand, with the involvement of the in-country reviewer, will give guidance to the translator and prevent the need for many corrections later on in the process. MTM LinguaSoft will work with the client in preparing the glossary.

### Reviewer's Role

The reviewers' role should be clearly spelled out for them. The reviewer is not a proofreader or editor. By the time the translation reaches the reviewer it will have been carefully proofread and spellchecked by a native speaker of the target language. The reviewer's job is to check the translation in the following areas:

- Adherence to the glossary and style guide, if any
- Consistency (i.e., same term or phrase is translated the same throughout)
- Compliance with any special instructions
- Accuracy of industry terminology: The reviewer should not suggest terminology based on personal preference; however, the reviewer should insert the local company terminology where appropriate.
- Acceptability of overall style (from the point of view of the intended customer)
- Accuracy of punctuation, spelling or grammar

**Note:** This is *not* the time for rewriting the copy. MTM LinguaSoft's job is to prepare a faithful translation of the copy provided. Changes to the original copy at this stage will result in additional translation charges and will delay the project.

### Reviewer Corrections

How the reviewer submits comments or corrections will depend upon the type of file being reviewed:

- MS Word, Excel (or similar program): turn on track changes to automatically mark any corrections.
- PDF: Insert comments using the "Comment and Mark-up Toolbar"
- PowerPoint and other programs that allow edits: insert changes and comments in a different color



If corrections or comments cannot be made in the original document, they can be sent in a separate document. In this case, reviewers should make it clear exactly what file and what specific text they are referring to. It is best to discuss the method for relaying corrections with MTM prior to the start of the review. Please use the form “Recommended Changes by Client’s Reviewer” (attached) to point out the places where changes should be made.

**This chart describes the accountability matrix during the client review phase.**

<b>Activity</b>	<b>Accountability</b>
Reviewer’s selection	Client
Reviewer’s time management and respect of turnaround time	Client
Reviewer’s training re: project specifications and goals	Client
Reviewer’ relationship management	Client
Processing reviewer’s feedback	MTM LinguaSoft
Final delivery and integration of client’s preferences in translation memories and related documents	MTM LinguaSoft



## Recommended changes by client's reviewer

The table below may be used to point out the places where changes should be made. The first five columns are for the use of the client's reviewer. The last two are for the use of MTM LinguaSoft.

Comments and suggestions should be made on the client review sheet in the column marked "Reviewer's Suggestions."

Please provide a brief explanation for the change on the client review sheet in the column marked as "Reviewer Notes."

File name	Source Text	Target Text	Reviewer's Suggestions	Reviewer Notes	Translator's Response	Final Text
<i>Translator's response: (A = Accept, AM = Accept with Modifications; R = Reject)</i>						