

Gauchá Translations process: (usually an internal document)

Translator:

Does initial translation and

- Checks for accuracy and completeness
- Checks that the target language is well written
- Checks proofreading (mechanics, spelling, formatting)
- Develops a terminology chart in collaboration with the reviewer and/or client when applicable
- Develops a change log (changes to source text approved by client) when applicable

Reviser (frequently called a bilingual editor in the United States) checks for:

- accuracy and completeness
- good writing in target language
- proofreading check (mechanics, spelling, formatting)
- bold print, etc. to match source text when applicable
- compliance with change log (changes to source text approved by client) and specifications (requirements for the translation established by the client)
- consistency with terminology chart and/or standardized terminology if applicable

Note: The Reviser is a translator with the same qualifications as the draft translator or better.

Translator:

- Checks changes introduced by reviewer to verify that there is agreement, and discusses any other ideas that may come up to make the translation better.
- Checks for compliance with change log (changes to source text approved by client) and specifications (requirements for the translation established by the client)
- Does final spell check with computer

Translator or Project Manager:

- Final check to remove double spaces, etc.
- Checks for compliance with change log (changes to source text approved by client) and specifications (requirements for the translation established by the client)
- Delivery to client with attached invoice.

Names of team members:

Translator:

Reviser:

Project manager