

Gaucha Translations

5153 Wesley Ave SE, Auburn, WA 98092
253-670-4767, helen@gauchatranslations.com

Work order based on ASTM Standard Practice for Language Translation F2575-23

Text in italics clarifies the questions briefly stated in the boxes in the left column.

Translation:

- (1) the process of transferring content from one language into another in written form
- (2) the product of this process.

Translator: a person who performs the translation of the source content into a target text written in another language, according to the agreed-on specifications and generally accepted standards of professional practice.

Payer	<i>full invoicing details</i>
Work order number	
Date of original request	
Date of acceptance of estimate	
Deadline	<i>Depending on the text and the type of editing required, a reasonable time frame would be 2000 words per day, with at least two work days to complete each project in order to have time for input from a reviewer. This can be adjusted depending on the type of document and the needs of the client.</i>
Requester	<i>name and contact info</i>
Requester point of contact	<i>name and contact info</i>
Project manager	<i>name and contact info</i>
Translator	<i>name and contact info</i>
Bilingual editor	<i>name and contact info</i>
Other team members	<i>name and contact info</i> <i>For some projects, Gaucha Translations might partner with a desktop publisher, a subject matter expert in the field, or a graphic designer, among others.</i>
Delivery method	<i>Electronic, physical, etc.</i>

Source text	Locale and audience it was written for	
	Subject matter	<i>Medical, legal, science, etc.</i>
	Type of text	<i>brochure, inter office memo, contract, etc.</i>
	Format, including graphics	<i>PDF, inDesign file, etc. Word files are easier for translators to work within the editing process.</i>
Target text	Target audience locale and nationality	<i>Including socioeconomic status?</i>
	Purpose of translation	<i>Publication, gisting, information for medical staff, etc.</i>
	Cultural adjustment	<i>To communicate the message accurately, some</i>

	(transcreation)	<i>cultural adjustment is always necessary. Changes of this type will be submitted to the requestor for approval before being implemented.</i>
	Risk involved	<i>If the translation is inaccurate, what level of risk does the requester run?</i> <ul style="list-style-type: none"> • <i>High or low legal risk</i> • <i>High or low reputation risk</i>
	Format for delivered text	<i>Straight text? Formatted text?</i>
	Style guide to be used	<i>If the client has a Spanish style guide, GT will follow it as much as possible. GT has developed a Spanish Style Guide. If the client has a style guide, GT will follow it as long as it is compatible with target language conventions. If the client requests a style guide, GT will deliver it at an extra cost.</i>
	Format for delivered text	<i>Straight text? Formatted text?</i>
Responsibilities	How to handle text in graphics	<i>Sometimes the translator doesn't have the ability to modify graphics that include text elements.</i>
	Desktop publishing responsibilities	<i>Sometimes the same desktop publisher the business used for the original document, with input from the translator before publication.</i>
	Terminology research	<i>Gaucha Translations will request previous translations of the same topic to maintain consistency if possible.</i>
	Software testing/Review of final version	<i>When the client formats the text, Gaucha Translations requests a version of that text before publication to verify accuracy.</i>
Qualifications	Language competence (reading insource language, writing in target language)	<i>Can be demonstrated using test scores, certifications, or degrees obtained. However only 40% of translators with language competence have translation competence. This is superseded by ATA certification.</i>
	Translation competence	<i>ATA certification, a degree in translation, experience, references may be indicators of competence.</i>
	Task type competence	<i>Polished translation, gisting, extraction of information, identification of topics</i>
	Subject field competence	<i>Experience with the main topic of the translation.</i>
	Text-type competence	<i>Experience with similar documents</i>
	Translation technology competence	<i>Experience with the technology that will be used for the project.</i>
	Clearances	<i>For some work, security clearances are required</i>
Process, project environment	Location where work will be performed	<i>Usually the translator's office, but when confidentiality is at a premium the translator may work at a location of the client's choice</i>
	Third party review	<i>If the requester will have another party review the document after delivery, the translator should</i>

		<i>have an opportunity for input after the review.</i>
Reference materials provided by requester	Source and translated versions of similar texts	<i>Previous translations or materials published in both the source and target languages on the topic will help the translator be consistent with previous work done by others. In some cases, the translator may suggest alternate terms.</i>
Financial issues	Fee	
	Terms of payment	
	Method of payment	
	Identification of translator in target document	
	Fee for ancillary services (desktop publishing, software testing, extensive terminology research, etc.)	

Process of translation based on ASTM Standard Guide for Quality Assurance in Translation F2575-23:

1. Specifications agreement based on analyzing the needs of the requester.
2. Terminology
 - a. develop a glossary using client’s resources and as an ongoing aspect of the translation process.
3. Translation
 - a. The translator is likely to ask questions for clarification.
4. Bilingual editing (done by a second translator):
 - a. Compare source text to target text for:
 - i. completeness
 - ii. accuracy
 - iii. free from misinterpretations
 - iv. appropriate terminology
5. Formatting and compilation
6. Monolingual editing and verification:
 - a. Referring only to target text:
 - i. coherence
 - ii. readability
 - b. typographical errors
 - c. spelling
 - d. formatting
7. Comparison with initial request
8. Delivery
9. Client review. The translator will review the client’s comments and modify the document as appropriate.

Helen Eby, owner of Gaucha Translations (GT), is an ATA-certified translator (Spanish < - > English) and a certified DSHS Translator (English > Spanish) by the Washington State Department of Social and Health Services. She is also a Spanish state-certified (Washington) court interpreter and a medical interpreter certified by the National Board of Certification for Medical Interpreters. The makeup of team members in each project will reflect the professionalism Helen has demonstrated and the requirements for each assignment.

Gaucha Translations focuses on human translations, not machine translation. All translated documents are translated and edited by humans.