

## DOs and DONTs in comment writing

| 😊 Please DO...                                                                                                                                                                                                                                                                               | Example                                                                                                                                           | 😞 Please DON'T...                                                                                     | Example                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ...describe how the <b>target</b> deviates from source (rather than the other way around)                                                                                                                                                                                                    | 😊 <b>"wild" added to "horse"</b><br><b>"horse" translated as "wild horse"</b><br>😞 <i>ENG source only reads "horse", not "wild horse"</i>         | ...describe what it reads in the source<br>but rather how the target deviates from source             | 😞 <i>In ENG source it reads "book"</i><br>😞 <i>Not "booklet"</i><br>😊 <b>"book" translated as "booklet"</b>                                                                                                                                                                                                                             |
| ...make sure that the <b>location</b> of your intervention is clear                                                                                                                                                                                                                          | 😊 <b>"True" and "False" left in English in the first sentence</b>                                                                                 | ...describe the issue through the action performed by you                                             | 😞 <i>Ver changed "house" to "building"</i><br>😊 <b>"building" translated as "house"</b>                                                                                                                                                                                                                                                 |
| ...use <b>back-translations</b> whenever useful, and <b>ALWAYS</b> in the case of mistranslation                                                                                                                                                                                             | 😊 <b>"donkey" translated as "monkey"</b>                                                                                                          | ...write comments that are not understandable to reviewers that do not understand the target language | 😞 <i>"ընցի" changed to "հընշլիյլզ"</i><br>(Which term is the comment referring to? Who made the change? Why?)<br>😊 <b>"building" translated as "house"</b>                                                                                                                                                                              |
| ...advise, if your comment is <b>FYI only</b>                                                                                                                                                                                                                                                | 😊 <b>FYI: in Zedish "with backbone" and "vertebrate" have the same root word, which makes the correct answer obvious. Unchanged by Ver</b>        | ...refer to other studies                                                                             | 😞 <i>Ver prefers the answering categories as used in TIMSS</i><br>😊 <i>Ver suggests categories "ZZ", "YY", "WW" for better equivalency to source</i>                                                                                                                                                                                    |
| ... ALWAYS advise <b>whether or not</b> you made an intervention                                                                                                                                                                                                                             | 😊 <b>OK now / Unchanged by Ver</b><br>😊 <i>Text not fully visible. Ver was <b>unable to change</b></i><br>😞 <i>Text caption not fully visible</i> | ...use sarcasm, criticism, exclamation marks, offensive language.                                     | 😞 <i>As usual, the Zedish team has AGAIN used as many as four different synonyms for "car"!!! while source uses same word throughout the unit</i><br>😊 <i>Four different synonyms used for "building". <b>Harmonized</b> by Ver</i><br>😞 <i>Translation clumsy</i><br>😊 <i>Translation not natural, better wording suggested by Ver</i> |
| ...use <b>impersonal</b> and neutral approach                                                                                                                                                                                                                                                | 😊 <b>Verifier feels... Changed by Ver(ifier)</b><br>😞 <i>I think... I changed</i>                                                                 | ...describe grammar issues in great detail                                                            | 😞 <i>Possessive suffix 'si' missing. The suffix is always required if the main word is preceded by a possessive pronoun. Sometimes it can be dropped, if the 'owner' of the object is clear from context, but in this case this is not possible.</i><br>😊 <i>Possessive suffix 'si' missing.</i>                                        |
| Before delivering the (T)VFF, please <b>read your comments</b> through <b>once more</b> to make sure they are <b>understandable also when not looking at the verified file</b> .<br>Run the <b>spell check</b> in the column <b>Verifier's rationale</b> to correct typos you may have made. |                                                                                                                                                   |                                                                                                       |                                                                                                                                                                                                                                                                                                                                         |