cApStAn
linguistic quality control

we engineer equivalence

cApStAn SA
Chaussée de La Hulpe 268
1170 Brussels
Belgium
VAT: BE0890600946

DOs and DONTs in comment writing

☺ Please DO…	Example	☹ Please DON'T…	Example
…describe how the **target** deviates from source (rather than the other way around)	☺ ***"wild" added to "horse"*** ***"horse" translated as "wild horse"*** ☹ *ENG source only reads "horse", not "wild horse"*	…describe what it reads in the source but rather how the target deviates from source	☹ *In ENG source it reads "book"* ☹ *Not "booklet"* ☺ ***"book" translated as "booklet"***
…make sure that the **location** of your intervention is clear	☺ ***"True" and "False" left in English in the first sentence***	…describe the issue through the action performed by you	☹ *Ver changed "house" to "building"* ☺ ***"building" translated as "house"***
…use **back-translations** whenever useful, and ALWAYS in the case of mistranslation	☺ ***"donkey" translated as "monkey"***	…write comments that are not understandable to reviewers that do not understand the target language	☹ *"ք ը ց ի ս" changed to "ի ը ն շ ւ ի ս յ ւ զ գ"* (Which term is the comment referring to? Who made the change? Why?) ☺ ***"building" translated as "house"***
…advise, if your comment is **FYI only**	☺ ***FYI**: in Zedish "with backbone" and "vertebrate" have the same root word, which makes the correct answer obvious. Unchanged by Ver*	…refer to other studies	☹ *Ver prefers the answering categories as used in TIMSS* ☺ *Ver suggests categories "ZZ", "YY", "WW" for better equivalency to source*
… ALWAYS advise **whether or not** you made an intervention	☺ **OK now / Unchanged by Ver** ☺ *Text not fully visible. Ver was **unable to change*** ☹ *Text caption not fully visible*	…use sarcasm, criticism, exclamation marks, offensive language.	☹ *As usual, the Zedish team has AGAIN used as many as four different synonyms for "car"!!! while source uses same word throughout the unit* ☺ *Four different synonyms used for "building". **Harmonized** by Ver* ☹ *Translation clumsy* ☺ *Translation not natural, better wording suggested by Ver*
…use **impersonal** and neutral approach	☺ ***Verifier feels… Changed by Ver(ifier)"*** ☹ ***I** think… **I** changed*	…describe grammar issues in great detail	☹ *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.* ☺ *Possessive suffix 'si' missing.*

Before delivering the (T)VFF, please **read your comments** through **once more**
to make sure they are **understandable also when not looking at the verified file**.
Run the **spell check** in the column **Verifier's rationale** to correct typos you may have made.

cApStAn SA
Brussels
www.capstan.be

cApStAn Linguistic Quality Control, Inc.
Philadelphia
www.capstaninc.us