

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	☹ "քրցիս" changed to "իընչվիլազ" (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 <i>unable to change</i> ☹ 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.