

LANGUAGE REVIEWER GUIDELINES

We would like to thank you in advance for your valuable input on this translation. To assist you in your review of the translation, we are providing you with a few guidelines to help us maintain a high-quality translation.

1. Make corrections using the electronic file provided (as instructed below)

You have been provided with an electronic file of the translation. Please use the revision marking mode/track changes (for Word files), annotation mode (for PDF files), or provide your comments, corrections, and feedback separately in a Word file. If you have any questions on how to do this, please contact your Hobsons production team member. Our translators will review your corrections and incorporate necessary changes into the final files.

2. Correct specific terms, corresponding grammar changes, or awkward sentence construction

Everyone's writing style differs slightly, and there are many possible correct ways of expressing the same concept, especially in translations. Feel free to note anything that you believe is incorrect, but please try to avoid changes that are simply a matter of personal preference. Our translation team was chosen using specific criteria. They are native-language, country-specific, professionally certified translators, with industry-specific knowledge. They must return to their native country on a regular basis and have 5+ years of experience. Further testing of the translators determines strengths to serve as team leader, translator, editor, or proofreader.

3. Review for cultural sensitivity

Translation is an activity comprising the interpretation of the meaning of a text in one language — the *source text* — and the production, in another language, of a new, equivalent text — the *target text*, or *translation*. The goal of translation is to establish a relation of *equivalence* of intent between the source and target texts (that is to say, to ensure that both texts communicate the same message), while taking into account a number of constraints. These constraints include context, the rules of grammar of languages, writing conventions, idioms, and the culture. This does not mean that items can be removed without the consent of the client (changing or re-writing the source text).

4. Compare the translation against the original source material

You should have been provided with the original source text from which the translation was produced. Please use this copy as you review the translation.

Once again, many thanks for your time and efforts. We look forward to receiving your suggestions.