

## General Guidelines for Translation Projects

- 1. Quality of work submitted.** We expect – at the very least – all submitted texts to be well translated, proofread, spellchecked and checked for double spaces. This means not only aiming for accuracy but also a well-written text that reads well in the target language. Even though we never send texts to the client without proofreading them ourselves, the aim is for your work to be of high enough quality so we are proofreading and not copy-editing your work.
- 2. Project Offer.** If the client has added text or requested work, or if you determine that additional work is needed, which is not included in the project description, please speak to the managing editor of your project for instructions on how to proceed before going ahead with the work. Additional payment will not be made for work not approved in writing by the managing editor and officially offered via email.
- 3. Questions and clarifications.** Any major questions or clarifications can be communicated with the client via the messaging system. Major changes are defined as changes that prevent or hamper the continuation of work until they are clarified. Smaller and more specific questions should be added as comments in the margins of the translated text. As a general rule, questions on a particular word, phrase or section of the text should be added as comments in the margins where they appear. Comments should be made in the source language whenever possible.
- 4. Primary Sources.** If the text includes primary sources, then the instructions for how they should be handled should be recorded on the

View Project screen. If not, please check with the Project Manager for clarification.

5. **Style Sheet.** Some projects include specific instructions for formatting. It is our expectation that you will ensure the text adheres to the formatting guidelines when requested. This will often require a careful reading of a publisher's or journal's style guide and author's guidelines. If information is required but missing (for example, an abstract or publication information for a reference), please add a comment alerting the client. If the journal requires a title page, abstract, and keywords please notify them and provide a template for the author complete with the missing information, if possible. If there are issues that are not covered by the style guide, please consult with your managing editor. The time allocated to complete this work is calculated as part of the original price quote and will not merit additional remuneration. Please avoid using contractions unless the text is supposed to be written in an informal manner.
6. **Revisions.** There are no restrictions relating to the number of revisions and a reasonable number of revisions will be completed at no extra cost. Comments and clarifications should be made through comments in the margins of the document and not by simply highlighting or making a list at the top of the document. All comments in the text should be addressed to the client and not the Managing Editor. All changes in the body of the text must be made using 'tracked changes'. The project fee includes up to two rounds of revisions: This means that, after sending the initial draft, there can be two back-and-forths to tie up questions and

changes.

7. **Payment for additional text.** Additional payment will only be made for entire sections or paragraphs that are new and were not part of the original word count and not for individual words, phrases or sentences (within reason) made as part of the translation process. The payment for the addition of new sections is contingent on the written approval of the project manager and must be confirmed before the work is completed.
8. **Communication with the client.** All communication with the client must be conducted via the portal message system. It is forbidden to communicate with the client about the project in any other way as detailed in the signed Agreement.
9. **File Name.** Files should be named using the title of the text and the date of the respective draft. For example "The Ten Commandments Revisited 9.1.2015". Please do not include any part of your own name in the name of the file.
10. **Issues unrelated to translation.** Any issues unrelated to the specific translation of the text, such as payment, issues with the client's behavior and otherwise should be sent directly to the project manager at ALE. Under no circumstances should these issues be discussed directly with the client.
11. **Word Count.** Please double check the word count before starting work on any project. If you think there is any discrepancy between the word count listed and the number of words in the document, please let us know before starting work on the document. Additional word allocations will not be allowed after the translation has been completed.



12. **Project changes.** If there is a change to the rate or word count during a project, the only official confirmation of such changes must be made by having your managing editor send you a new PO. Any changes not confirmed by a PO are not official and may be disregarded.
13. **Layout.** Wherever possible, stick to the layout given by the client. If this is not possible, please be in touch and let us know the issue you face.
14. **Disputes.** Any dispute regarding the quality of the product will be arbitrated by the Israel Translators Association.

