REVISER

GUIDE

YOUNG TRANSLATORS
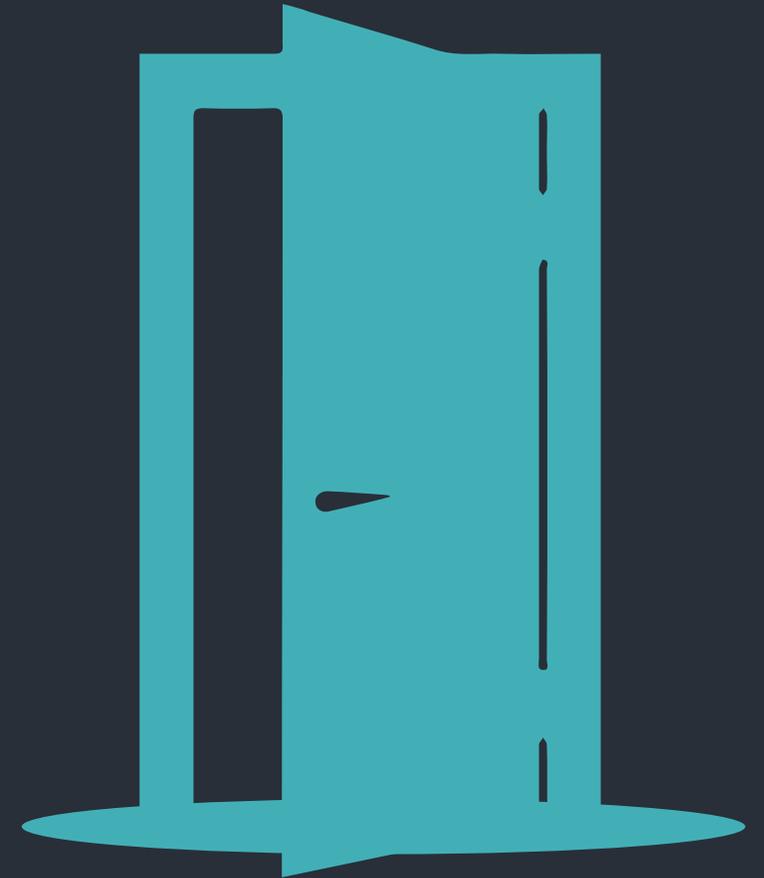
Welcome to our team!

We are happy to add more expertise and knowledge to make even more customers happy! Our goal is to make your work as enjoyable as possible. To make the expectations clear, we have created this guide. Would you like to bridge the language barriers with us?

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Contents of this guide

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The translation process

The project manager contacts you and you will then receive an invitation

All writing style analyses are uploaded to Smartcat

We deliver the project

The translator makes a writing style analysis

The translator translates the text

The translator reads your suggestions and improves the translation

01 **02** **03** **04** **05** **06**

You confirm that you will participate in this project

You revise the translation and give suggestions

You give feedback to the translator

Preparation

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01 The project manager contacts you via mail and will then provide you with the details of the project:
- Context
- Number of words/repetitions
- Deadline
- Deadline of the translator
- Compensation
- The document that needs to be translated

02 You receive an invitation for the project

03 You take the project into consideration and let us know if you will participate in the project, within 24 hours.

Translation

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01 You read the <u>writing style analysis</u>. You can find this in the 'Reference files' on Smartcat.

02 You revise the translation and propose improvements
  • You don't adjust the text directly!

03 You respond to the comments of the translator
1. Alternative suggestions, when the translator disagrees with your suggestion
2. Explanation about the translation

Completion

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01 The project is then completed and delivered to the client

02 You give feedback (via our <u>improvement table</u>) and receive your compensation

Who is the translator?

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What does the translator do?

- The translator provides a good translation
- The translator is your sparring partner
- The translator takes care of the writing style analysis and is able to answer your questions

Translates…

- The source language to target language
- Within a certain field of expertise

Who is the translator?

- Expert in the source and target language as well as the one who translates the meaning
  - Often substantiated with broad translation experience and/or translation education/specialized education (for example Literature Science)

What's your role?

- Suplement and revise
  - You have the most specific linguistic knowledge on the target language
  - Sparring partner (as per four eyes-principle)

What we expect from you...

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01 Revision skills: You've been tested on this one

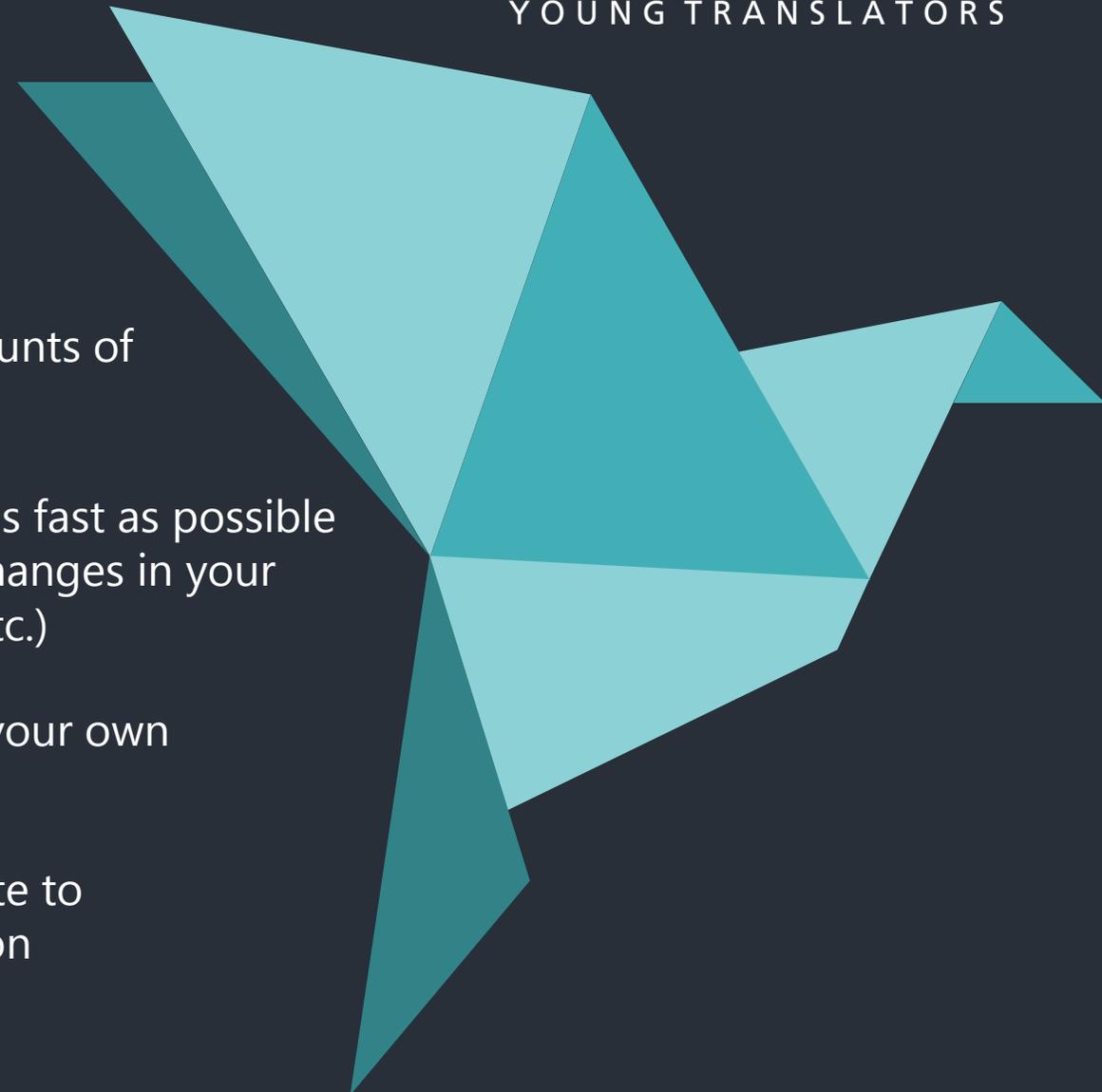**02** Flexible: You will receive various amounts of work per week

03 Short response time: Communicate as fast as possible and keep us updated if something changes in your availability (holiday, other projects, etc.)

04 An active contribution in improving your own work

05 Think along on how we can contribute to your development and job satisfaction

What you can expect from us...

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01	A chance to work on challenging projects
02	Clear and fast communication
03	Investment in your development: Young Translators Academy, guides, etc.
04	Any suggestions? Let us know!

Writing style analysis

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The translator and the project manager create a writing style analysis prior to every project
- Only start revising when you've read the analysis!

The writing style analysis is essential for the quality of the translation. Why?

1 That's how we know the translator understands the text well

2 That's how you're able to check if the correct writing style is implemented in the text

3 That's how we verify if the writing style is multi-interpretable

Smartcat

All translations will be done via Smartcat

Smartcat is a tool that enables us to:

1 Work with multiple people at the same time

2 Communicate efficiently

3 Maintain the lay-out

4 Ensuring the consistency of our translations. For example, by using the Translation Memory and terminology lists

Because of its importance, we've created a separate guide on this topic

Communication before the project

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The project manager only sends an email to you.

If your answer takes more than 24 hours, we will give the project to another reviser.

Communication during the project

All translations will be revised by a reviser

1 This improves the quality

2 This enables us to give constructive feedback to the translator

Therefore, it is important that you communicate actively. We also expect the translator to respond to your comments when they have confirmed everything.

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Communication during the project

Always communicate via the Smartcat comments

1 You can always contact the project manager privately, especially if the answer is needed quickly

2 Check every 24 hours if there are any new comments until the project is marked as 'Completed'

Only start revising when you've read the writing style analysis

Communication during the project

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Does a project have multiple target languages? Always write the following before your comment: @'name of receiver'/'target language'

> @Mike I suggest 'XX' here for a better word order
> @German Shall we use 'XX' here instead of 'XX'?

Communicate preferably in English.

1 By doing this, all parties can read your comment and decide if it's relevant to them

Do not place comments when they are not needed (for example mentioning a comment is covered).

2 This limits the number of comments, which saves time for all parties. The project manager always checks if all comments are covered.

Communication during the project

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Keep the conversation as efficiently as possible by…

1 Actively submitting suggestions and confirming the suggestions of the translator

2 Substantiating your vision with reliable sources

3 Solving issues with the translator. Don't stop until you both agree.

It's no problem asking the client questions. Use the comments in Smartcat for this, and the project manager will contact the client

Communication during the project

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You are the most important member to ensure our quality

1 For all questions from the translator

2 For all questions from the project manager

Improvement table

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You will give feedback after every project in the same format
We calculate a grade using data

You will give...

- An evaluation per error type
- A minimum of two specific elaborations of errors made

This is spread over thirty error types based on six subjects:

1. Accuracy
2. Fluency
3. Locale Convention
4. Verity
5. Style
6. Terminology

Check an example here

Improvement table

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We expect you to share your linguistic knowledge

This is important to improve the skills of the translator and make your work easier.

The improvement table is an important part of your job.

You can access it via the Staff Portal

Compensations

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Your compensation is calculated in every project mail

The amount of your compensation depends on the difficulty of the text

Standard	€ 0,013 per word	Rush order	€ 0,020 per word
1st grade expertise	€ 0,016 per word	Rush order within 12h	€ 0,025 per word
2nd grade expertise	€ 0,018 per word		

More information? See our Staff Portal

Staff portal

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On our Staff Portal you'll find:

- News about your work and updates about Young Translators
- Access to the improvement table
- Guides
- Diving deep: Short lessons where we dive deeper into a specific subject
- Library: A list of sources that can help you during a project
- Information about us, FAQ, payment information, etc.

Use the Staff Portal as you like and let us know how we can improve it.

No access? Contact Martijn (go to contact details)

Link to the Staff Portal: https://www.youngtranslators.com/staff-portal

Before your first project?

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- Are you added to Smartcat
- Have you completed the Smartcat introduction project?
- Did all project managers introduce themselves?

That's it!

Contact details

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Do you have a question? Feel free to contact us!

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You are our expert!

We hope that we can work on amazing projects together and make a lot of clients happy. We want to invest in your development. Are we going to do this together?

We want to thank you for all your effort. You are extremely important to our growth and our mission!

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