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## DOs and DONTs in comment writing

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

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.