

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