cApStAn
linguistic quality control

we engineer equivalence

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

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.



cApStAn SA
Brussels
www.capstan.be

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Philadelphia
www.capstaninc.us