



# CODE OF GOOD PRACTICE FOR WORK PERFORMED IN COLLABORATION WITH TRANSLATION COMPANIES – JAVIER HERRERA

## *General principles*

- I subscribe to the **Code of Ethics of Asetrad** [Spanish Association of Translators, Editors and Interpreters].
- All information I receive in the course of my work is kept **strictly confidential**. Although this principle is clearly stated in the aforementioned Code of Ethics, I further adhere to the principle of refraining from discussing questions related to my translations in **translators' forums** and from using **cloud computing** services.
- Any exceptions to the commitments contained in this document are subject to the client's prior consent.

**Explanatory note:** one such exception is the sample translations provided, for which I have requested and received the clients' authorisation.

## *Before I start*

### *Fundamental principle: reliability*

- I **respond promptly** to phone calls and emails, even if I'm unable to accept the offer.
- I **study all projects carefully** to ensure I'm able to deliver top quality, based on the time I have available and the nature of the text. If I believe that my product won't be up to a high standard, I prefer not to accept the assignment.
- I **carefully read** all instructions.

**Explanatory note:** I may turn down job offers even when the text lies within one of my areas of expertise, if other circumstances are not conducive to acceptance. I never take on texts dealing with legal or financial matters, even when I have no other orders in my portfolio. I tend to commit enthusiastically to other kinds of projects, however, even when the subject area of a project is fairly new to me. At the end of the day, it's a matter of studying the circumstances case by case.

## ***As I translate***

### ***Communication***

#### ***Fundamental principle: empathy***

- When reasonable doubts arise concerning possible ambiguous, erroneous or vague phrases that I am unable to resolve using my own resources, **I always consult the project manager rather than risk over- or mistranslating.**
- I **make a conscious effort no to overwhelm my client** with unnecessary questions.
- I describe and **explain my doubts clearly** and in good and logical order.
- I **inform** my client of any problem that arises as soon as possible, especially if I consider that more time will be needed to do the job properly.

#### **Explanatory notes:**

- I value other people's time and know that during stressful periods, good communication is crucial.
- I seek a balance between consultation and self-reliance; however, where uncertainties remain I prefer to pose too many than too few questions.

### ***Research***

#### ***Fundamental principle: scepticism***

- I **systematically question** whether the most appropriate translation of a term I do not know is the one which seems most obvious.
- When doing terminology research, I **never automatically rely** on such sources as online encyclopaedias and similar collaborative projects, the number of search engine hits, opinions in non-specialist forums and multi- or bilingual glossaries.
- I do, however, regard **doctoral** dissertations, scholarly papers and texts authored by **other experts** such as product manufacturers or professional associations as trustworthy, be they glossaries or other documents on the subject at hand.
- If requested, I **submit the vocabulary** used for a given project for client approval.

**Explanatory note:** This doesn't mean that I never consult sources or apply criteria that I mistrust, for bilingual dictionaries and similar may sometimes be a good starting point. However, I never regard them as sufficient in themselves.

### ***Draft copy***

#### ***Fundamental principle: scrupulosity***

- I **avoid loan translations**, whether lexical, phraseological or grammatical.
- I **tailor my writing** to document readership, while honouring the purpose and tone of the original text.
- I **re-write each sentence** over and over as necessary until I'm completely satisfied.

### ***Revision***

#### ***Fundamental principle: indispensability***

- **I consider this stage to be more important than the translation itself.**
- **I compare the translation with the original** to detect possible errors of meaning, paying special attention to information omitted (especially in lists), negative sentences, numbers, the spelling of proper nouns or trademarks, and words that can be easily misread.
- If I find errors, I run another review and **repeat the process** until I'm completely satisfied.
- Finally, I ensure that the **format is identical** to the original.

**Explanatory note:** the depth of revision varies. Even after the above procedure, particularly complex texts may also merit a revision aimed exclusively at detecting specific types of errors: numbers, names of chemical substances, etc.

### **Editing**

#### **Fundamental principle: fluency**

- Wherever possible, **I give myself time** between revision and editing to gain sufficient distance from the text.
- I read the revised text **on hard copy or an e-reader**, focusing on possible redundant or meaningless content and aspects such as punctuation, consistency of terminology or the repetitious use of words.
- As in the revision phase, I **correct successive versions** until the text flows as naturally as possible.
- I **run a spell checker**.
- Just before delivery, I **re-read the instructions**.

**Explanatory note:** for texts containing a large number of specialist terms, I generally use Apsic Xbench to check the translation for terminological coherence and ensure that identical segments have been translated in exactly the same way.

### **After I deliver**

#### **Fundamental principle: ongoing commitment**

- **The job isn't finished just because it's been delivered.**
- If the client returns the text to me with corrections, I **validate all the changes** made (accepting or rejecting track changes) if instructed to do so.
- I **take note** of all **corrections, criticism and** other client preferences for future projects and update my glossaries and TMs as necessary.

**Explanatory note:** I use Olifant, an excellent TM editor, for these tasks.