

Mandated Translation Procedures for all ABWE Materials (other than Bible Translation projects and oral presentation)

The following has been adopted as ABWE-wide required standard translation procedure for all translation projects (with the exception of (a) materials developed strictly for oral presentation and (b) Bible translation projects which will have even more rigorous standards to be determined by the Bible Translation Department):

1. The need for a translation project must be verified with help from WORD Ministries.
2. WORD Ministries must be notified of the proposed project after it has been approved by the appropriate FC or Administrator/Team Leader and a qualified project supervisor has been appointed.
3. The simplified base text must be prepared if one does not already exist. (Check with WORD. Note that a copy of each base text must be sent to the MRC for archiving by WORD Ministries.)
4. Translation team members must be trained under WORD auspices. The team must include at least four mother tongue (MT) speakers of the target language (one of whom is the translator) and one MT speaker of the base text language
5. The manuscript must be translated, checked and tested according to WORD Ministries' translation procedures. (See Steps below.)
6. A copy of the final manuscript must be sent to WORD Ministries for archiving in the MRC.

Steps for Translation of Non-Scripture Materials

1. Translation team members have been trained in basic translation methods (by WORD personnel if requested). Team members include at least one first-draft translator, a "second" who does first-phase checking and correction with the translator, both of whom are mother-tongue speakers of the target language, and at least two other checkers, also MT speakers of the language. The team also must include someone whose mother tongue is the source language of the base (the language in which the translation base has been prepared; in most cases, English). More mother-tongue speakers of the target language who have been appropriately trained will be needed for further checking and testing.
2. The translation team receives the simple base manuscript for translation. Any needed cultural adaptations, including illustrations, are done and checked as part of the translation process, and are included in testing at the end.
3. The first-draft translator translates the first draft of the manuscript or of a particular portion of that manuscript.
4. The "second" checks the first-draft translation prepared by the translator and makes suggestions to him for changes/corrections.
5. The translator makes changes based upon the suggestions given by his "second" and then has the second-draft manuscript checked again by the "second" and by at least two other MT speaker as well as by the MT speaker of the source language.
6. The translator collects suggestions from those checkers and prepares a third-draft manuscript which is given to all team members for a final check. This can be done in a group setting so that changes, corrections, and suggestions can be discussed easily and decisions reached as a group.
7. The final draft is prepared and tested with as many MT speakers of the language as possible, minimum of two who were not involved in this translation project..
8. After final corrections are made (based upon the testing) the draft is ready for publication.
9. Suggestions and corrections to the translated materials, obtained as the materials are used, are carefully recorded by the leader of the translation team and then used in revising the manuscript before the next edition is published.