

DOs and DON'Ts in Comment Writing

| Please DO... | Example |
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| ...describe how the target deviates from source (rather than the other way around) | 😊 “wild” added to “horse” “horse” translated as “wild horse” 😞 ENG source only reads “horse”, not “wild horse” |
| ...make sure that the location of your intervention is clear | 😊 “True” and “False” left in English in the table heading |
| ...use back-translations whenever useful, and ALWAYS in the case of mistranslation | 😊 “donkey” translated as “monkey” 😊 “usually” was omitted in target 😊 “once a week” was added in target |
| ... 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 |
| ... use impersonal and neutral approach | 😊 Verifier feels... Changed by Ver 😞 I think... I changed |
| ... run the spell-checker in your comments | 😊 Spilling mistake corrected by Ver |
| ... use quotation marks when referring to text | 😊 The word “length” was adapted as “big”. OK 😞 The word length was adapted as big. OK |
| Please DON'T... | Example |
| ...describe what it reads in the source (but rather how the target deviates from source) | 😞 In ENG source it reads “book” 😞 Not “booklet” 😞 “book” translated as “booklet” |
| ... describe the issue through the action performed by you | 😞 Ver changed “house” to “building” 😞 “building” translated as “house” |
| ... write comments that are not understandable to reviewers that do not understand the target language | 😞 “քըցխ” changed to “իընշխյւզգ” (Which term is the comment referring to? Who made the change? Why?) 😞 “building” translated as “house” |
| ... refer to other projects | 😞 Ver prefers the answering categories as used in TIMSS 😊 Ver suggests categories “ZZ”, “YY”, “WW” for better equivalence to source |
| ... refer to other country version(s) | 😞 Ver prefers the answering categories as used in the French version from Switzerland 😊 Ver suggests categories “ZZ”, “YY”, “WW” for better equivalence to source |
| ... 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 😞 Four different synonyms used for “building”. Harmonized by Ver 😞 Translation clumsy 😞 Translation not natural, better wording suggested by Ver |

| Please DON'T ... | Example |
|--|---|
| ... describe grammar or minor issues in great detail | <p>😞 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.</p> <p>😞 Possessive suffix 'si' missing.</p> |
| ... use abbreviations or acronyms (except VER) | <p>😞 BT of RO C is "donkey". Changed by ver.</p> <p>😞 Back-translation of response option C is "donkey". Changed by ver.</p> |

😞 Before delivering the work, **please read your comments through once more** to make sure they are understandable also when not looking at the verified file.

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