

## DOs and DON'Ts in Comment Writing

Please <b>DO...</b>	Example
...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 <b>location</b> of your intervention is clear	😬 “True” and “False” left in English in the table heading
...use <b>back-translations</b> 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 <b>impersonal</b> and <b>neutral</b> approach	😬 Verifier feels... Changed by Ver 😬 I think... I changed
... run the <b>spell-checker</b> in your comments	😬 Spilling mistake corrected by Ver
... use <b>quotation marks</b> when referring to text	😬 The word “length” was adapted as “big”. OK 😬 The word length was adapted as big. OK
Please <b>DON'T...</b>	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 <b>DON'T</b> ...	Example
... describe grammar or minor 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. 😞 Possessive suffix 'si' missing.
... use abbreviations or acronyms (except VER)	😞 BT of RO C is "donkey". Changed by ver. 😞 Back-translation of response option C is "donkey". Changed by ver.

😞 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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