DOs and DON'Ts in Comment Writing

Please DO...	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 **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"
… 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
… ALWAYS advise whether or not you made an intervention	😃 OK now / Unchanged by Ver 😃 Text caption not fully visible. Ver was unable to change 🙁 Text caption not fully visible
… use **impersonal** and **neutral** approach	😃 "Verifier feels… Changed by Ver(ifier)" 🙁 "I think…" "I changed"
… run the **spell-checker** in your comments	🙁 "Spilling mistake corected 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	🙁 " քппghu" changed to "իɲնՉլխյլզզ" (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 equivalency 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 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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