

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	 "քըրցի" changed to "իընշւկայւզգ" (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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