

DOs and DON'Ts in Comment Writing

Please DO ...	Example
...describe how the target deviates from source (rather than the other way around)	<p>😬 “wild” added to “horse” “horse” translated as “wild horse”</p> <p>😬 ENG source only reads “horse”, not “wild horse”</p>
...make sure that the location of your intervention is clear	<p>😬 “True” and “False” left in English in the table heading</p>
...use back-translations whenever useful, and ALWAYS in the case of mistranslation	<p>😬 “donkey” translated as “monkey”</p> <p>😬 “usually” was omitted in target</p> <p>😬 “once a week” was added in target</p>
... advise, if your comment is FYI only	<p>😬 FYI: in Zedish “with backbone” and “vertebrate” have the same root word, which makes the correct answer obvious. Unchanged by Ver</p>
... use impersonal and neutral approach	<p>😬 Verifier feels... Changed by Ver</p> <p>😬 I think... I changed</p>
... run the spell-checker in your comments	<p>😬 Spilling mistake corected by Ver</p>
... use quotation marks when referring to text	<p>😬 The word “length” was adapted as “big”. OK</p> <p>😬 The word length was adapted as big. OK</p>
Please DON'T ...	Example
...describe what it reads in the source (but rather how the target deviates from source)	<p>😬 In ENG source it reads “book”</p> <p>😬 Not “booklet”</p> <p>😬 “book” translated as “booklet”</p>
... describe the issue through the action performed by you	<p>😬 Ver changed “house” to “building”</p> <p>😬 “building” translated as “house”</p>
... write comments that are not understandable to reviewers that do not understand the target language	<p>😬 “բըցիս” changed to “իընշւիսլզզ” (Which term is the comment referring to? Who made the change? Why?)</p> <p>😬 “building” translated as “house”</p>
... refer to other projects	<p>😬 Ver prefers the answering categories as used in TIMSS</p> <p>😬 Ver suggests categories “ZZ”, “YY”, “WW” for better equivalency to source</p>
... use sarcasm, criticism, exclamation marks, offensive language	<p>😬 As usual, the Zedish team has AGAIN used as many as four different synonyms for “car”!!! while source uses same word throughout the unit</p> <p>😬 Four different synonyms used for “building”. Harmonized by Ver</p> <p>😬 Translation clumsy</p> <p>😬 Translation not natural, better wording suggested by Ver</p>
... 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>

Please DON'T ...	Example
... 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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