

Proofreading



After translating a text, we arrive at the second step – proofreading. This can be done on many levels; in our case, it must be as thorough as possible. It is best to let a translation "rest" for as long as possible before proofreading it. We suggest waiting until the next day before beginning the revision, treating it as an original text rather than as a translation you have done. This can be quite difficult, as one must divide one's attention – never forgetting the source text while treating the translation as an entity unto itself. Regarding this, we should distinguish between the following levels:

The format

The format should follow the original as much as possible (unless TAV instructs otherwise, such as, for example, with marquee text). The extent to which you should stick to the original format depends on its relevance to the text.

Should a translator not follow the original format, he or she will be notified. If the translator does not know how to work within a certain format, we will explain how it's done.

The contents

The contents (or information) of the original text should be exactly and faithfully transmitted to the translation. Everything said in the original should be communicated as well in the translation. Glossaries, dictionaries and the Internet should be used towards this end.

During the proofreading process, you should closely read the original and take care not to be overly influenced by the translation, as this can sometimes lead to unconscious comprehension errors.

The style

Faithfulness to the contents should never imply a simple calquing of linguistic structures (what is said and how it is said are two different things). This is especially important when working with business-related texts, since there are clearly defined structures in each language that must be respected.

On the one hand, you should check to make sure that the translation follows the original style (more or less formal, florid, plain, advertising text, etc.). On the other hand, you should read the translation as though it were written originally in English, correcting any lexical or grammatical element that has been calqued.

Spelling and typing

Obviously, a translation should be free of spelling mistakes and typographical errors. This holds not only for the common errors, but also for those word or sentence structures that give everyone problems (such as the placement of commas, the use of dashes or hyphens, accents in Spanish words, etc.). For Spanish, the Real Academia Española Ortografía, edition 1999 is highly useful. There are also numerous orthography and usage books in English, which should be consulted whenever the smallest doubt arises (as with dictionaries when there is any semantic doubt).

It is impossible to be aware of all of these aspects at the same time. The only solution is to read over each sentence or paragraph several times, paying special attention to one of the aspects mentioned above with each new reading.