

**PUBLISHING SERVICES SUBDIVISION
SCIENTIFIC AND TECHNICAL EDITING
AND DIGITAL DESIGN (STEDD)**

**QUALITY ASSURANCE INSTRUCTIONS
Pub 08 Translation Editing**

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1.0 PURPOSE

- 1.1 The purpose of this document is to describe the editorial activities performed on a translation.

2.0 SCOPE

- 2.1 The scope of this document is to provide Earth Sciences Sector (ESS) clients with quality editing services on various translated texts intended for a variety of internal and external audiences.

3.0 RESPONSIBILITIES

- 3.1 Scientific and Technical Editing and Digital Design (STEDD) editors are responsible for having a working knowledge of this Quality Assurance Instructions (QAI) and for supplying changes or enhancements when necessary by issuing a Document Change Request (DCR). A non-conformance report (NCR) or observation may be issued using the Quality System Improvement Request (QSI).
- 3.2 The designated manager of this QAI is responsible for considering all DCRs and NCRs issued against this QAI and for writing new instructions when necessary.
- 3.3 The Quality Council is responsible for resolving any DCRs or NCRs that cannot be otherwise resolved or are in dispute between the designated manager and the originator of the DCR or NCR.
- 3.4 The webmaster is responsible for updating the controlled version of this QAI on the Intranet in a timely manner and notifying users that a change has been made.
- 3.5 The Quality Management Representative is responsible for managing and assuring follow-up to any DCR or NCR related to this QAI.
- 3.6 STEDD employees and other users of this QAI are encouraged to provide feedback to the Quality Management Representative, Head of Publishing Services, Digital Design Co-ordinator, and Editing Co-ordinator on its accuracy, completeness, simplicity, and usefulness.

4.0 INSTRUCTIONS

4.1 INFORMATION ANALYSIS

- 4.1.1 Verify the completeness of all information and materials provided by the Editing Co-ordinator
- Document in the source language on paper and/or as a digital text file.
 - Document in the target language on paper and/or as a digital text file.
- 4.1.2 Ensure that the document in the source language is the latest version.
- 4.1.3 When both paper copy and digital text file of documents are provided, ensure that they match perfectly.
- 4.1.4 If a deadline hasn't already been negotiated by the Editing Co-ordinator with the Client, provide them with a time estimate for editing completion based on the nature of text (technical content), length (word count or number of pages), format (e.g. continuous text, table, slides), and translation quality.
- 4.1.5 Input the basic information about the document (title of document, length [word count and/or number of pages], client name, originating division, reception date) into the translation tracking form.

4.2 EDITING PROCESS

If the translated text is part of a GSC scientific publication, enter the 'edit start' date under the "Translation editing" section on the Production Control Form found in the QAE file.

Based on your personal knowledge and with the help of reference materials, edit on paper or on screen the translated text (document in the target language) using the document in the source language as a guide.

- Ensure that the translation is accurate.
- Ensure that the translation is well written and readable.
- Compare the translated text to the document in the source language to ensure that there is no omitted or added information.
- Ensure that all ideas and concepts in the translation conform to those in the original document.
- Check for mistakes in spelling, punctuation, and grammar.

- Ensure that all parts of the document follow the style of Government of Canada publications as defined in *The Canadian Style* and *Le guide du rédacteur*. Scientific documents intended for GSC publications must also adhere to the style defined in the *GSC Guide to authors*.
- If deemed necessary, query the author for context clarification, preferences, reference materials.
- Ensure that the terminology used is adequate, consistent, and that it conforms to the organization's usage using terminology databases (e.g. Termium, Grand dictionnaire terminologique, ResSources GSC Geoscience glossary) and the corpus of ESS published documents. Ensure that this terminology is also adapted to the nature of document and to its target audience (e.g. technical report, outreach publication).
- When all corrections to a digital text file have been made, produce a printout of the document and proofread it. Add any additional corrections to the digital text file.

4.3 DOCUMENT DELIVERY

After editing process is complete, send to client or DD Co-ordinator (if document is part of a GSC publication) the annotated document or the edited digital text file. Update the information about completion date in the translation tracking form. Enter the 'edit complete' date under the "Translation editing" section on the Production Control Form found in the QAE file.

5.0 REFERENCES

- *GSC Guide to Authors*
- *The Concise Oxford English Dictionary*
- *The Canadian Style* (Book and Internet)
- Ressources GSC - Geoscience glossary
- Termium
- Le grand dictionnaire terminologique
- A. Foucault and J.-F. Raoult : *Dictionnaire de géologie*
- J.P. Michel and R.W. Fairbridge : *Dictionnaire des sciences de la Terre*
- M.-E. De Villers : *Multidictionnaire des difficultés de la langue française*
- J. Hanse : *Nouveau dictionnaire des difficultés du français moderne*
- M. Grevisse : *Le bon usage*
- *Le Nouveau Petit Robert - Dictionnaire de la langue française* (Book and CD-ROM)
- *Webster's Third New International Dictionary*
- *Le guide du rédacteur* (Book and Internet)
- Document Change Request (DCR) (Carto 2001)

- Quality System Improvement Request (QSI) (Carto 2002)