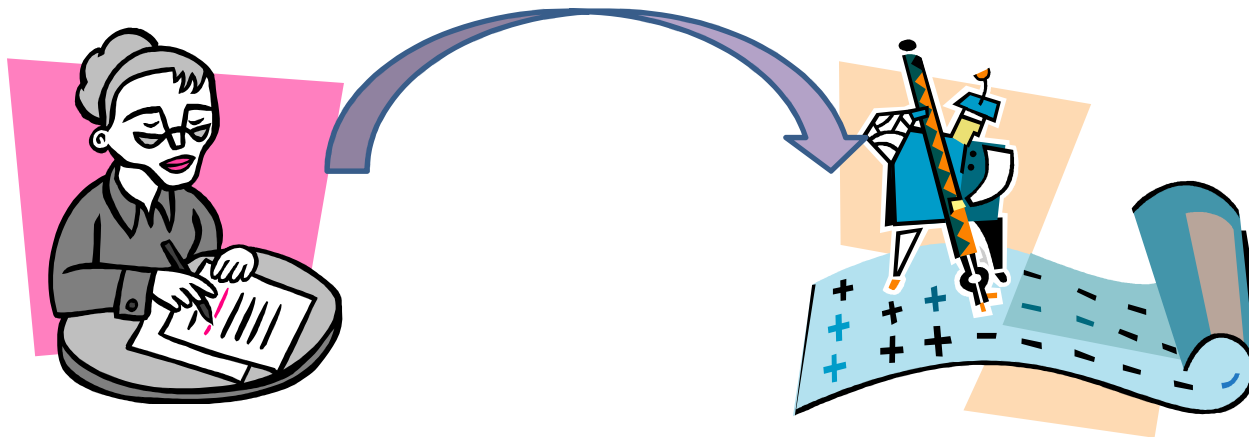


# Practicum I

LANE 462- CA-2011



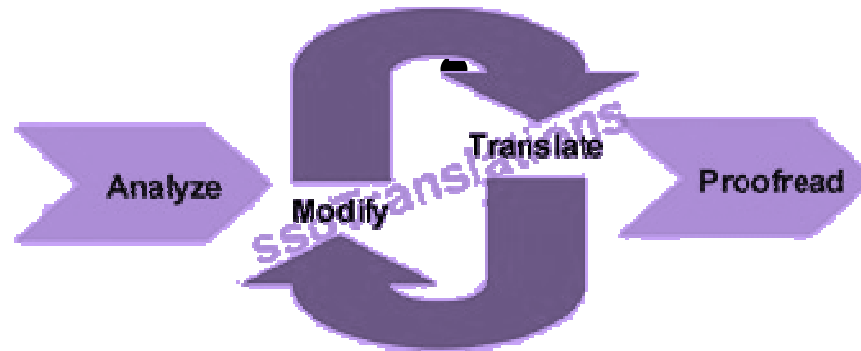
## EDITING VS. PROOFREADING

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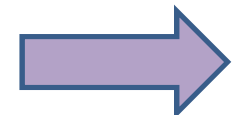
# INTRODUCTION

- There has been always a problem in indicating the difference between proofreading and editing in the translation world.
- It is believed that both terms mean the same.
- In fact, they have different connotations.
- While proofreading of a given text may take only half an hour, the editing of that very same text can take up to three hours - or even more.



# **Editing**

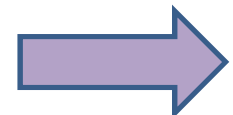
- Editing is a process that concentrates less on the form and more on the terminology.
- Editing involves checking to make sure that correct terminology was used.
- This is achieved by researching each term that raises a doubt, or even terms that are unknown to the editor, just to make sure that the right terms were used.
- This typically involves research - whether online or in specialized dictionaries - accompanied by recommended corrections.



- Usually, when working in Word, the track changes feature is used.
- Sometimes only comments are added through the commenting tool of Word.
- In either case, the editor only recommends changes and does not implement them.
- This is because, when there are errors, it is usually up to the original translator to correct their own mistakes (many translators have a clause in their contract for this, as well as agencies).
- So, the recommendations of the editor are usually sent back to the translator first so that he/she can correct his/her mistakes,
- and only then is the text proofread, if it needs to be at all.
- CAT tools are frequently used for this work, as wrong terms are often used throughout the text and they also need to be replaced.
- However, search & replace tools will also do in the case of shorter or less complex texts.



- Editing is either paid by the hour or by the word.
- Both methods work fine.
- However, keep in mind that, when you charge by the hour, hourly rates for proofreading and editing should not be inferior to the hourly rate you would charge for translation.
- If you charge USD 40 for translation, charge the same for proofreading and editing also, as you really DID work that many hours.
- There still will be a big difference in costs for the outsourcer or agency, as the translation of the text will take much more time than its proofreading or editing.
- The text that will take four hours to translate will only take about one hour to be proofread, so, while the translation would cost USD 160, the proofreading would only cost USD 40, and so forth. Keep this in mind when quoting hourly rates.



- Usually, if editing is charged by the word, should be charged at around half the rate for translation.
- However, keep in mind that some texts are edited SPECIFICALLY because the outsourcer is unsure whether the translator did a good job, so it can happen to you as it happened to me that the translation is of such poor quality that it actually requires more work to edit it than it would have required to translate it.
- In a case like this, there are two roads to walk: either you notify the outsourcer that it will cost more to edit (you see how much it is worth to you), or you tell the outsourcer that it needs to be translated again, which you are offering to do at the rate you charge for translation - or refuse to do it altogether.
- Of course, these details have to be sorted out BEFORE the contract is signed.
- It is always a good idea to evaluate the work before signing a contract.
- Take fifteen minutes and translate/proofread/edit a couple of paragraphs before signing anything, to make sure that you will not be underpaid in the end for the work carried out.



It is better to use track changing technique, then send that document to the outsourcer, but save the same document with a different name, accept all changes, and send that document as well. This way, they have one document with the unimplemented changes, and one with the changes implemented, ready to go to the client.



# **Proofreading**

- Proofreading is a process whereby the text is being scanned for grammar, syntax and spelling errors.
- This process typically involves much the same correction as a secondary school teacher would perform on a written test.
- The meaning of words and terminology is irrelevant here, as the job focuses only on the correctness of the text.
- Therefore, the use of a dictionary is necessary only to check spelling and conjugation, not much else. Also, this work does not involve the use of a CAT tool.





- Proofing is best paid by the hour, as not all words are worked on by the proofreader.
- However, in the case of a very poorly written text, it may come in handy to be paid by the word, especially if more than 50% of words need to be retyped.
- Proofreading is something that is used less and less, as most software nowadays automatically corrects the errors that would be picked up by the proofreader.
- It's almost like having a virtual proofreader built into the software. Typically, proofreading is charged at around 25% of the price that would be charged for the translation of the same text.



## Source:

Based on: The difference between proofreading and editing

<http://www.proz.com/translation-articles/articles/543/1/The-difference-between-editing-and-proofreading>

