Procedures for translating RDA Reference

15 December 2016

Background

Translation policy

The [Translation Policy for RDA and RDA Toolkit](http://www.rda-jsc.org/sites/all/files/6JSC-Policy-6.pdf) (http://www.rda-jsc.org/sites/all/files/6JSC-Policy-6.pdf) encourages the publication of translations of RDA Reference data in the RDA Registry.

RDA Reference includes the RDA element sets, value vocabularies, and other RDA Toolkit Glossary entries.

Official, full translations of RDA Toolkit must allow the RDA Reference translations to be published in the RDA Registry, under an open license (CC BY 4.0). Note that this license allows commercial re-use, to encourage development of applications using RDA linked data.

The addition of less-than-full translations of RDA that cover all or part of RDA Reference is welcome, if the translation is maintained by an RDA user community or individual authorized by ALA Digital Reference.

Contact [ALA Digital Reference](mailto:jhennelly@ala.org) (mailto:jhennelly@ala.org) for further information about full translations of RDA Toolkit that include the RDA guidance and instructions.

RDA Registry

The RDA Registry uses linked data representations of RDA Reference in Resource Description Framework (RDF) managed in the Open Metadata Registry (OMR), and provides maps from RDA data to other schema.

Procedures

Procedures for adding and updating translations in the OMR are in beta-test by the RSC Translations Working Group.

These procedures must be carried out using the [RDA Registry webpages for translations](http://www.rdaregistry.info/rgAbout/rdaref/translations/) (http://www.rdaregistry.info/rgAbout/rdaref/translations/)

Export a file for translation

Anyone can export the current data by using the OMR export facility. Import is restricted to authorized OMR accounts.

Element sets

To download a file, start by clicking on the name of the file in the *Download files for translation* list on the Registry webpage for [Translations of element sets](http://www.rdaregistry.info/rgAbout/rdaref/translations/transE.html) (http://www.rdaregistry.info/rgAbout/rdaref/translations/transE.html). The file name is linked to the beta-test Export tab of the OMR value vocabulary. Then follow these instructions:

- Use the **Create New Export** option to export the file for translation.
- Choose the **Selected Columns: Select none** option.
- Required columns marked * will always be selected as defaults.
- Select the following *Datatype Properties (translatable)* in addition to the defaults:
  - **description**
  - **note**
  - **ToolkitLabel**
  - **ToolkitDefinition**
- Do not select *Object Properties (resources)* other than the defaults.
- Additional Language: Select the language of translation from the list.
  - Contact the RSC Translations Working Group Chair or the RSC Chair if the language is missing.
- Do not use the *Advanced* option. The defaults are correct for translations.
- Use the Export CSV option to export the file.
- Save the export file.

Do not change the filename of the exported file. It contains data required for version control and synchronization.

Value vocabularies

To download a file, start by clicking on the name of the file in the *Download files for translation* list on the Registry webpage for Translations of value vocabularies (http://www.rdaregistry.info/rgAbout/rdaref/translations/transV.html). The file name is linked to the beta-test Export tab of the OMR value vocabulary. Then follow these instructions:

- Use the **Create New Export** option to export the file for translation.
- Select the data columns to export.
- Choose the **Selected Columns: Select none** option.
- Required columns marked * will always be selected as defaults.
- Select the following *Datatype Properties (translatable)* in addition to the defaults:
  - **alternative label**
  - **ToolkitLabel**
  - **definition**
  - **ToolkitDefinition**
  - **scope note**
- Do not select *Object Properties (resources)* other than the defaults.
- Additional Language: **Select the language of translation from the list**.
  - Contact the RSC Translations Working Group Chair or the RSC Chair if the language is missing.
- Do not use the *Advanced* option. The defaults are correct for translations.
- Use the **Export CSV** option to export the file.
- Save the export file.

Do not change the filename of the exported file. It contains data required for version control and synchronization.

Translate the exported file

Open the csv (comma-separated variable) file exported from the OMR in a spreadsheet application that supports UTF-8 encoding, for example Google Sheets or another spreadsheet with the correct encoding setting. The spreadsheet must be able to download or save data in csv format.

This is required to avoid corrupting non-Roman script and symbols, diacritics, etc.

Do not amend the data for *reg_id*, *name*, *uri*, *type*, or *status*.

Element sets

Enter or update the translations in the parallel columns. Use the following content guide:

label

> The preferred RDA Registry label for the element. There is only one preferred label for each language. The label is a verbal phrase using the one of the template patterns "is …" and "has …" + *ToolkitLabel*. The template should be adjusted to meet specific translation requirements in consultation with the RSC Translations Working Group. For languages that do not support this syntax, use the ToolkitLabel on its own.

description

> The RDA Registry definition for the element. The definition includes the type of entity to which the element applies (the domain), using the template pattern "Relates a [domain entity] to " + *ToolkitDefinition*. The template should be adjusted to meet specific translation requirements in consultation with the RSC Translations Working Group. There is only one description for each language.

note

> Other RDA Registry information qualifying the definition or scope of the element. There is only one note for each language.

ToolkitLabel

> The preferred RDA Toolkit label for the element. There is only one preferred label for each language.

TookitDefinition

> The RDA Toolkit definition of the concept. There is only one definition for each language.

Freeze the top row to help match the data columns.

Enter or amend the translation in the column next to the English text. **Do not amend the English text.**

Do not translate the Name column. This is auto-generated from *Toolkit label* in camelCase ([Wikipedia article](https://en.wikipedia.org/wiki/Camel_case) - https://en.wikipedia.org/wiki/Camel_case).

Download or save the updated file from the spreadsheet in csv format. This format is required for importing the changes into the OMR.

Do not change the filename of the updated file. It contains data required for version control and synchronization.

Value vocabularies

Open the csv (comma-separated variable) file exported from the OMR in a spreadsheet application that supports UTF-8 encoding, for example Google Sheets or another spreadsheet with the correct encoding setting. The spreadsheet must be able to download or save data in csv format.

This is required to avoid corrupting non-Roman script and symbols, diacritics, etc.

Do not amend the data for *reg_id*, *uri*, or *status*.

Enter or update the translations in the parallel columns. Use the following content guide:

preferred label

> The preferred RDA Registry label for the concept. There is only one preferred label for each language. This has the same value as *ToolkitLabel*.

alternative label

> A synonym of the preferred label in the translation language. **Warning!** Original English alternative labels should not be directly translated. Add each synonym deemed suitable for the translation language as an alternative label. Add new *alternative label* data columns with incremental numbering to the spreadsheet as required.

ToolkitLabel

> The preferred RDA Toolkit label for the concept. There is only one preferred label for each language. This has the same value as *preferred label*.

Definition

> The RDA Registry definition of the concept. There is only one definition for each language. This has the same value as *ToolkitDefinition*.

TookitDefinition

> The RDA Toolkit definition of the concept. There is only one definition for each language. This has the same value as *Definition*.

scope note

> Other RDA Registry information qualifying the definition or scope of the concept. There is only one scope note for each language.

Freeze the top row to help match the data columns.

Enter or amend the translation in the column next to the English text. **Do not amend the English text.**

Download or save the updated file from the spreadsheet in csv format. This format is required for importing the changes into the OMR.

Do not change the filename of the updated file. It contains data required for version control and synchronization.

Import an updated translation

Send the updated csv file to the RSC Chair (mailto:rscchair@rdatoolkit.org). The RSC Chair will import the file into the OMR during the beta-test. Files can be sent one at a time or in a batch. Large batches should be zipped.