

Intro to Refinement and Publication—WALKTHROUGH

Intro: As we celebrate many New Testament and Old Testament completions, we have learned much about the process to reach a printed Bible. This workshop is about a few specific ways to improve that process. We will cover four activities that can ensure that churches reach their goal of quality, accessible Scripture. Some of these will be topics that we have discussed before, but they will be covered in greater detail. Others will be new.

Ask: **When does the process of producing a quality translation begin?**

Explain: As you have already learned, planning for a clear and accurate translation begins from the very start. Some of the specific activities to ensure accuracy include the 4 Checking Steps, the Quality Assessment Guide, and the Reviewers' Guide. Since these are very important for the quality of the finished translation, we are going to take some time to review and dive deeper into them:

- Quality Assessment Guide
- Reviewers' Guide

In addition to these existing processes for quality assurance, WA has also developed two new tools. The first one is called the Spiritual Terms Evaluation tool. It is a computer-based tool that creates a print-out to enable translators to make sure that some important words have been used consistently throughout a completed New Testament, even with different translators working on different books. The second is a Proofreading Checklist.

Ask: **When translators begin a new project, what is the goal? What is the product they long for?**

Explain: For many people, the goal of translation is a printed Bible. But getting the text from the completed files into a printed book takes some special work. We are going to talk about the activities that are necessary to produce a quality printed work. Typos, inconsistent translation, and common formatting and spelling mistakes all need to be found and corrected when preparing to print a quality Bible. Refinement activities such as proofreading will catch typing errors that were not found earlier. (These errors are especially difficult to find earlier if typing is done as a separate process, after the checking steps have been done on handwritten work.)

Activity	When is it used?	Who uses this?
Quality Assessment Guide	Trained after the 8 Steps, used throughout the translation project, confirmed with a checklist during refinement.	Translators
Reviewers' Guide	Used after the NT is complete when the project files have been completed and are accessible on Bibleineverylanguage.org	Mother-tongue believers not on the translation team (led by a member of the translation team)
Spiritual Terms Evaluation Tool	Used after the NT is complete when the project files have been completed and are accessible on Bibleineverylanguage.org	Translators with other spiritual leaders
Proofreading	LAST step, right before publishing	One or two translators

Ask: How long do you think the refinement activities will take? How can we prepare translators ahead so that this will not discourage them?

Explain: We know that these activities will take time, but it is time well spent.

Marv Lucas, who prepares translation files for printing, says that once a translation is complete, he and his team must spend many months working out the details and formatting to be able to print Bibles. Often errors aren't noticed until the translation files are sent to him. Then the printing is delayed as Marv must communicate back and forth with the translation team to ask them to fix the mistakes in formatting and consistency that he can see. However, Marv and his team only speak and read English, so there are many kinds of errors in typing and spelling that they cannot find in other languages.

The translation team can use these important refinement activities to find and fix mistakes in the translation files on their own, including errors that are made during the typing process. These refinement activities will make all the separate parts of the translation beautiful, correct, and consistent before Bibles are printed for the whole community.

Explain: Here is an overview of the entire process. This graphic shows when events can be planned for further training as well as when WA will help print copies for revision. (Point out the different stages on the slide.)

Confirm: Participants have been introduced to the four refinement activities, and they understand that these processes will greatly improve the quality of the finished translation for when it is printed. They understand that some of the refinement activities will need to happen after the 8 Steps are complete for the entire translation.