

LITERATURE TRANSLATION GUIDELINES of the Albert Einstein Institution

SUMMARY SHEET

Description: Project guide for translating English language documents into other language(s) X.

PROVIDING TRANSLATION SUPPORT

The Albert Einstein Institution

I. AEI Translations Procedures

The Albert Einstein Institution has developed a standard system for translation projects due to the difficulty in translating many of the ideas and English terminology used in the field of nonviolent struggle.

Our policy is to secure well recommended and experienced English into X language translators as well as recommended evaluators who also have experience with translations from English into the required X languages. It is our policy to attempt whenever possible to keep the translator and evaluator separated and anonymous to each other.

To ensure accuracy, translations are produced in two phases.

Phase I:

For the first phase, the translator completes and returns to us a sample translation (English into “X” language) of the text. For example, a project sample normally consists of 25 or so key terms that appear in the document (and field of nonviolent struggle) and often several identified pages or even an entire chapter that contains many or most of the special terms and ideas of the full document.

Once completed, the sample translation is returned to the Institution’s project manager who ensures that returned materials

appear complete before passing them along to be evaluated by a well-recommended and experienced translator/evaluator.

The evaluator then evaluates the sample in writing (in English as well as in notes or recommendations for the translator in X language) and in conversations with the project manager.

Phase II:

After receiving the completed evaluation, we consult with the translator on the results. If there are major problems that appear to be acute, we pass along regrets to the translator and if possible locate another translator.

If minor problems exist, we will ask her/him to move on to the second phase that will involve the full translation of the text taking into consideration any problems discovered in the sample evaluation.

The author of the English text may provide needed clarifications and/or suggestions at any time during the translation project.

Once the entire text has been translated, the full translation will then need to be completely evaluated by the same well-recommended and experienced translator/evaluator. The results of the full evaluation will then be sent back to the original translator. That translator will then carefully review the evaluation and recommendations.

The translator should then seriously consider the evaluator's suggestions and incorporate suggestions accordingly and/or discuss the evaluation with us.

The translator completes the project which the evaluator then verifies as final or suggests additional work. After any final needed touches, if any, the translation is then considered complete.