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| **Logo  Description automatically generated**  **Revision Checklist – Owner**  Book: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | 00 | Take a moment to pray for the filling of the Holy Spirit to equip you to perform the work set before you. |
| When you have completed all action items in step 00:  Click **Yes I did**  Click **Consume** |
|  | 01 | Take about 7-8 minutes to read through the chapter of the target text so that you understand the content. |
| When you have completed all action items in step 01:  Click **Yes I did**  Click **Self-Edit** |
|  | 02 | Compare the source text with the target text. |
| Add any missing details to the target text that appear in the source text. |
| Delete anything from the target text that is not in the source text. |
| Edit the target text for accuracy, grammar, spelling, and punctuation. |
| Refer to the Translation Resources to help you refine the target text. |
| When you have completed all action items in step 02:  Click **Yes I did**  Click **Peer-Edit** |
|  | 03 | Receive initial communication from your Peer-Edit checker.  Name of Peer-Edit Checker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Decide with your Peer-Edit checker how the two of you will communicate about edits (Skype, Google Hangouts, WhatsApp, phone, etc.).  Mode of communication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Receive communication from your Peer-Edit checker about potential edits. |
| Discuss potential edits with your Peer-Edit checker.  Refer to the Translation Resources, if needed.  Make changes if you agree with the suggestions.  Add a note for any disagreements that arise. |
| Confirm with your Peer-Edit checker that they have clicked **Yes I did/Continue** to approve your edits.  NOTE: You will not be able to make any other changes after they have done this step. |
| When you have completed all action items in step 03:  Click **Yes I did**  Click **Keyword Check** |
|  | 04 | Receive initial communication from your Keyword Check checker.  Name of Keyword Check Checker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Decide with your Keyword Check checker how the two of you will communicate about edits (Skype, Google Hangouts, WhatsApp, phone, etc.).  Mode of communication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Receive communication from your Keyword Check checker about potential edits. |
| Discuss keywords and terms with your Keyword Check checker.  Refer to the Translation Resources, if needed.  Make changes if you agree with the suggestions.  Add a note for any disagreements that arise. |
| Confirm with your Keyword Check checker that they have clicked **Yes I did/Continue** to approve your edits.  NOTE: You will not be able to make any other changes after they have done this step. |
| When you have completed all action items in step 04:  Click **Yes I did**  Click **Verse-by-Verse Check** |
|  | 05 | Receive initial communication from your Verse-by-Verse Check checker.  Name of Verse-by-Verse Check Checker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Decide with your Verse-by-Verse Check checker how the two of you will communicate about edits (Skype, Google Hangouts, WhatsApp, phone, etc.).  Mode of communication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Meet with your Verse-by-Verse Check checker to review the target text. |
| Read through the target text verse by verse with your Verse-by-Verse Check checker.  Refer to the Translation Resources, if needed.  Make changes if you agree with the suggestions.  Add a note for any disagreements that arise. |
| Confirm with your Verse-by-Verse Check checker that they have clicked **Yes I did/ Continue** to approve your edits.  NOTE: You will not be able to make any other changes after they have done this step. |
| When you have completed all action items in step 05:  Click **Yes I did**  Click **Continue** |

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| **Logo  Description automatically generated**  **Revision Checklist – Peer-Edit Checker**  Book: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | 01 | Assign to yourself the Peer-Edit checking request. |
|  | 02 | Contact the chapter owner. |
|  | 03 | Decide with the chapter owner how the two of you will communicate about edits (Skype, Google Hangouts, WhatsApp, phone, etc.).  Mode of communication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 04 | Review the target text. |
|  | 05 | Make notes about potential edits. |
|  | 06 | Communicate with the chapter owner about potential edits. |
|  | 07 | Discuss potential edits with the chapter owner.  Refer to the Translation Resources, if needed. |
|  | 08 | Confirm with the chapter owner that you have approved their edits. |
|  | 09 | When you have completed all of the above action items:  Click **Yes I did**  Click **Continue**  Communicate with the chapter owner that you’ve clicked **Yes I did/Continue**.  NOTE: The chapter owner will not be able to make any other changes after you have done this step. |

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| **Logo  Description automatically generated**  **Revision Checklist – Keyword Check Checker**  Book: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | 01 | Assign to yourself the Keyword checking request. |
|  | 02 | Contact the chapter owner. |
|  | 03 | Decide with the chapter owner how the two of you will communicate about edits (Skype, Google Hangouts, WhatsApp, phone, etc.).  Mode of communication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 04 | Review the target text. |
|  | 05 | Highlight any keywords. |
|  | 06 | Make notes about potential edits. |
|  | 07 | Communicate with the chapter owner about potential edits. |
|  | 08 | Discuss keywords and terms with your chapter owner.  Refer to the Translation Resources, if needed. |
|  | 09 | Confirm with the chapter owner that you have approved their edits. |
|  | 10 | When you have completed all of the above action items:  Click **Yes I did**  Click **Continue**  Communicate with the chapter owner that you’ve clicked **Yes I did/Continue**.  NOTE: The chapter owner will not be able to make any other changes after you have done this step. |

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| **Logo  Description automatically generated**  **Revision Checklist – Verse-by-Verse Check Checker**  Book: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | 01 | Assign to yourself the Verse-by-Verse checking request. |
|  | 02 | Contact the chapter owner. |
|  | 03 | Decide with the chapter owner how the two of you will communicate about edits (Skype, Google Hangouts, WhatsApp, phone, etc.).  Mode of communication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 04 | Meet with the chapter owner to review the target text. |
|  | 05 | Listen to the chapter owner read the target text. |
|  | 06 | Make notes about potential edits. |
|  | 07 | Communicate with the chapter owner about potential edits. |
|  | 08 | Discuss potential edits with the chapter owner.  Refer to the Translation Resources, if needed. |
|  | 09 | Confirm with the chapter owner that you have approved their edits. |
|  | 10 | When you have completed all of the above action items:  Click **Yes I did**  Click **Continue**  Communicate with the chapter owner that you’ve clicked **Yes I did/Continue**.  NOTE: The chapter owner will not be able to make any other changes after you have done this step. |