**How to Use the Bible Book Reviewers' Guides**

When translators finish a book of the Bible, these Reviewers’ Guides can be used to check the translation for accuracy, clarity, and naturalness.

The Reviewers’ Guides are set up in a question-and-answer format. We have questions that cover an entire book or portions of a book. By answering each question, you should be able to determine if there are translation issues that the translators should consider.

To get started, you will need to choose a team leader (the person asking the questions) and the reviewers (the person or people who will answer the questions). Any person who was on the translation team for that book of the Bible should not also be on the review team.

The team leader will need to decide which guide format he or she wants to use. If they want a paper copy, they can download and print the Word document. If they want to fill out the guide on their computer or device, they can download and open the PDF document.

The team leader will also need to make sure that the reviewers have access to the translation being reviewed.

These are the steps for completing the Reviewers’ Guide.

**Step 1:** The team leader asks the reviewers to read the verses listed at the top of each section.

Sometimes there are instructions under the verse numbers that tell the reviewers to read the whole chapter and then reread the verses listed. In these cases, the reviewers should follow these instructions.

Often, there will be a “background” section below the verses. The team leader should read the background information to the reviewers before they read the biblical text.

**Step 2:** After the reviewers finish reading the text, the team leader will read these instructions located under the Part 1 heading: “Tell in your own words what you just read in these verses.”

The purpose of this section is to allow the reviewers to start processing what they just read by trying to recount the information. As the reviewers mention particular points from the verses, the team leader can put a mark in the box next to the relevant point that has been provided in Part 1. The reviewers may not mention every point, or they may mention something that has not been listed in the guide. This is okay, but the team leader may want to write a note in the margin or in the comment section.

**Step 3:** The team leader will read the questions listed under Part 2, and the reviewers should answer them to the best of their ability.

The team leader should instruct the reviewers to answer only from what is in the verses they just read. They should not give answers based on their previous knowledge of the Bible or include information from other verses in the Bible.

This section has two types of questions. Most of the questions are basic information questions, and the reviewers can find the answer stated explicitly in the text. We have provided verse numbers to help them find the answer.

The second type of question are deeper thinking questions. You will know it is a deeper thinking question because it will include words like “Why do you think,” “How do you think,” and “What do you think.” When you see this type of question, this means the answer is not stated explicitly in the text. The reviewers should think about the context of the verse and answer the best they can.

If the reviewers give an answer that does not seem to be correct, the team leader should ask some follow-up questions to determine whether there might be a problem with the translation.

**Step 4:** The team leader should write in the Comment Section anything they feel is important for translators to review. This could include incorrect answers that the reviewers gave or information they did not understand. The team leader can record any thoughts he or she may have while going through the guide.

Each question in Part 2 has a number at the beginning. Team leaders should include this number in the comment section if they are writing a comment about a specific question.

**Step 5:** Give this Reviewers’ Guide to the church leaders and the translators who participated in the project. If this review shows that the translation is in any way inaccurate, confusing, or unclear, then the church leaders and translators will decide how to proceed in improving or correcting the translation.

If you have any questions or comments about the Reviewers’ Guide you can email us at: [translation\_services@wycliffeassociates.org](mailto:translation_services@wycliffeassociates.org).