**DGT-BG - CHECKLIST FOR FREELANCE TRANSLATORS**

Your translation should be usable as it stands, without further amendment by the Commission. Together with the guidelines provided, the checklist below should help you to attain the required level of quality

□ **Completeness**: check your translation for omissions or additions.

□ **Spelling and other mistakes**: spellcheck your translation thoroughly. Your text should contain no syntactical, spelling, punctuation, typographical or other errors.

□ **Figures**: check that all figures are correct (references to legislation, dates, amounts, percentages in plain text and in tables). Decimal points or commas must comply with language conventions.

□ **Titles of legal acts**: always check quoted titles in EUR-Lex. Do not solely rely on reference material or translation memories. Always quote the consolidated version of a legal act.

□ **Quotes (explicit and implicit)**: always check quotes in EUR-Lex. When implicit quotes are used, try to follow the wording and terminology of the quoted act as closely as possible. Never retranslate the text.

□ **Footnotes**: check that all footnotes have been translated and are correctly numbered.

□ **Terminology**: follow the instructions, check all reference materials and ensure terminological consistency in your translation.

□ **Hyperlinks**: check all hyperlinks and whenever possible update the link to refer to the Bulgarian version of the linked publication.

□ **Formatting**: always maintain the formatting of the original document.

□ **SRC files, tables and pictures**: check that you translated everything that was required. If specific instructions were provided to you, read them carefully. In case of doubt, please contact DGT-BG-0-SECRETARIAT@ec.europa.eu.

□ **After finishing your translation**: please generate the document in the **original format** (for instance, MS Word) and **re-read it** in order to ensure completeness and accuracy. Keep in mind that all translations should be revised.