



# Tips/Recommendations for contractors

## Before you accept an assignment

- ☑ Have a look at the document in the ExtraPortal and verify that you, or your sub-contractor, have the expertise needed for the assignment. When a text is particularly specialized, we try to signal this on the order form (text requires technical, financial, legal or other skills).

## During the translation process

- ☑ Use all reference materials we send you.
- ☑ Carefully read the translation brief. Apart from instructions regarding the specific translation assignment our translation brief contains direct links to our most relevant language resources such as IATE and EUR-Lex, but also to different guidelines, style guides, glossaries and terminology databases. It also contains a link to DGT's set of [quality info sheets for contractors](#). The info sheets specify the purpose and related quality requirements of the various texts DGT translate. We encourage you to study these and adapt your translation according to the instructions given.
- ☑ Identify relevant reference sources for the subject you are going to translate. If you are translating medical devices, you are sure to find some relevant material on related websites. Always keep in mind that relevant authorities can help with terminology issues. Ministries and authorities in Sweden have established a network of contact persons ready to answer questions with regard to the translation of EU legislation ([contact points](#)). Be aware though that you are not allowed to send entire text to these contact persons without our approval, but you can ask terminological questions.
- ☑ As we work more and more with term bases we will make these available on the [Europa website](#), for your convenience both in tbx and sdltb format (see for example Trade DG).

## Finishing your translation

- ☑ It is essential that you are consistent with the terminology and style throughout an assignment.
- ☑ Check your translation against the source for any missing text or formatting issues. Most CAT tools include QA. Each tool offers different features, but they all are good at detecting untranslated segments, source same as target, and even missing or wrong numbers.
- ☑ Make sure to run your spellchecker.

## Revision

- ☑ The [quality info sheets for contractors](#) mentioned above also serve as reference for the reviser. Accuracy and precision take priority over style in legal translations.
- ☑ Keep in mind that the translation must be such that it can be used as it stands upon delivery, without any further formatting, revision, review and/or correction by the contracting authority.
- ☑ Be sure to run your spellchecker again. A small typo may have been added during your revision stage. Also remember that not all spelling/grammar issues are detected by the CAT tool spellchecker. It is therefore important to always run your spellchecker in the final text format.

## Delivery of an assignment

- ☑ Make sure to report discussions you have had with relevant authorities when it comes to, for example, terminology. There may have been a reason why you chose a particular translation or term, or why you had to deviate from standard terminology or the glossary we provided. There might have been particularly difficult text passages. All of this can be listed in a separate document.

### Please let us know - it saves time on both sides!

- ❖ You can always contact our functional mailbox [DGT-SV-FREELANCE@ec.europa.eu](mailto:DGT-SV-FREELANCE@ec.europa.eu) if you find a problem with the translation files, picture files, tmx memories or reference documents provided by us.
- ❖ If you have identified problems and issues, these are better listed in a separate document and attached to the delivery (FLC, freelance comment).
- ❖ Remember to regularly have a look at our [Europa website](#).