



Adult Children of Alcoholics®/Dysfunctional Families
World Services Organization

Translation Workflow

What is a Translation Workflow? What Benefits Does it Provide?

A translation workflow helps to clearly structure the individual work steps and the distribution of tasks of this service and gives the members of the translation teams a clear idea of what needs to be done at each level.

Suggested Translation Workflow

Level 1: First draft from US English into German

What: The raw translation is created using the existing glossary to ensure a consistent translation of certain key terms.

Who: Translation team members; in mini teams or individuals

Level 2: Proofreading & Editing of Level 1

What: Correcting spelling, character and grammar mistakes, checking and, if necessary, improving the language, writing style and content.

Who: Members of the translation team, but not the person who translated (Level 1).

Level 3: Revision of Level 2

What: The proofreading – "track changes" and/or comment functions in documents (Word, Open Office or Google Docs) – is revised and if possible released without changes and/or comments for the 4th level. In case of linguistic or content-related uncertainties, an attempt is made to find a common solution with the person from stage 2. If uncertainties persist, changes and/or comments will also be passed on.

Who: Chair & Coordinator of the Translation Committee

Level 4: Revision of Level 3

What: The proofreadings are edited again on the basis of the original US English texts and the glossary in order to guarantee high quality.

Who: a) Professional volunteer translator, if available, or

- b) a professionally paid translator, provided that the Community has sufficient financial resources; or
- c) members of the translation team who have advanced knowledge of US English (due to studies, profession, extended stay abroad)

Level 5: Questioning the Group Conscience

What: a) Preliminary completion of the texts (i.e. in consultation with the person from level 4, the texts are edited so that no changes and/or comments occur in the documents and creation of PDFs for forwarding)

Questioning of group conscience (Fellowship Approval): forwarding to all ACA meetings via the local/regional intergroup and activation for 90 days on the local/regional ACA website (if available)

Who: Chair & Coordinator of the translation committee

What: b) Discussion of feedback, adaptation of texts if necessary, final release of texts

Who: Members of the translation team

Level 6: Word Processing or Desktop Publishing & Formatting

What: The final texts are set and formatted in MS Word or Adobe InDesign. The documents are then converted into secured PDFs.

Who: a) Someone from the translation team or local/regional fellowship who is familiar with word processing or desktop publishing and can complete the documents according to ACA WSO's layout guidelines.

b) The free downloadable texts and flyers uploaded to www.adultchildren.org are set by an employee of the ACA WSO Translation Committee.

Note: At Levels 3 and 5, the Chair & Coordinator of the Translation Committee may not make any changes to the proofreading or translations on its own authority, but only in consultation with the person at the previous level if necessary.

Recommendation

The translation committee should, wherever possible, be part of the local/regional intergroup or service body. Discuss translation workflow in the translation committee and consult the group conscience. Once the translation workflow has been decided, it should be submitted to the local/regional intergroup for approval.

Subsequently one could write here:

This translation workflow was discussed on in the translation committee and approved by all. As well as on confirmed and approved by the local/regional intergroup. It is based on a recommendation of the ACA WSO on the question which translation process is known and makes sense.