

## Description of Translations Terms

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- Early-reader: This is a member or potential member of the ACA fellowship who reads and provides feedback on a translation before it is approved for publishing, they help to identify where a translation might be confusing, unclear, or in need of more work. Unlike translators, they are often not bilingual. In conventional publishing, this is usually referred to as a beta-reader.
- Non-Disclosure Agreement (NDA): A contract signed by Early Readers, who are reading translated documents as part of the Translation Team review process prior to official ACA WSO publication of the document in that language, undertaking to respect the copyright restrictions of the material they are reading.
- Pre-Publishing: This is the phase from the formation of the Translation Team up to the point of submitting the translated document to the Publishing staff for typesetting. It is not, however, the end of the process for the Translation Team, as the typeset document still needs to be checked and proofread, various publication-dependent additional items need to be taken care of, and then the print proof covers will need to be approved before the translation process is complete.
- Proof-reading: This is the process of scrutinizing the translated content, looking for spelling, grammar and punctuation errors and reviewing the translation quality by checking the target text against the source text and ensuring that the content is culturally and linguistically appropriate as well as accurate in terms of the ACA meaning.
- Translating: the process of converting written text from one language into another, ensuring that the translation is culturally and linguistically correct as well as accurate in terms of the ACA meaning.
- Translation Language Service Body: A Translation Language Service Body is formed by one or more Translation Teams who share a common language.
- Translation Team: A Translation Team is a group of two or more individuals who share a common language other than English who have joined together to translate ACA literature, and consists of a Team Coordinator and other Team members. At least the Coordinator needs to be a member of ACA, other team members can be any combination of: bilingual ACA members and/or paid translators. Individual Translation Teams are usually identified by language and literature (e.g., French LPG, Portuguese LLWB). Translation Teams are granted License Agreements or NDAs for the Team Members to sign and be officially approved to translate ACA literature. It is strongly recommended that the Translation Team Coordinator remains with the project until the literature has been published, which can take up to a year or more. It is also preferable that the Translation Team remains intact for the whole process, and that the Translations Subcommittee is promptly informed of any changes to the team.
- Translation Team Coordinator: A Translation Team Coordinator is the contact person who receives emails from the Publishing Committee, Publishing Staff, and Translations

Subcommittee and communicates this information to their Translation Intergroup and Translation Team members.

- Translation Team email: This is usually an email address set up to send and receive emails for the Translation Team to ensure anonymity of Team Members. It is the email address that will be used for fellowship feedback, and is usually managed by the Translation Team Coordinator.
- Translation Team Member: Translation Team members are volunteer bilingual ACA members that work within a Translation Team to convert a document from English to their native language. Translation Team members need to sign a Translation License Agreement in order to have access to the source document that is being translated. Usually, a Translation Team member takes a section of the source document – usually a section or short chapter – and translates it, using the Foundation Glossary as a reference for the ACA terms, and then brings it to the rest of the Team for review and feedback.
- Translations License Agreement: A contract signed by all members of a Translation Team as well as the ACA WSO Board Chairperson, that formally establishes a Translation Team. Once signed, this enables the Translation Team members to be granted access to access-controlled current-version copyright material stored on the WSO website.