



## NOTES FOR TRANSLATION VOLUNTEERS

### *Welcome!*

---

Thank you for your help as a translation volunteer. Please keep us informed if your availability changes by sending an email to [translation@bananalink.org.uk](mailto:translation@bananalink.org.uk). We maintain an up-to-date database of our current volunteers and the translations which need to be completed. This helps us to match the translation projects to volunteers with the required skills. Always feel free to say if you're too busy to take on a project. Your contribution is invaluable, whether it's translating a document once a week, once a month – or once a year! Our translation demands vary greatly so there may be times when you don't hear from us for a while. However at other times we do not have enough available volunteers to match the demand.

You can also contact the National Coordinator, Jacqui McKay, [info@bananalink.org.uk](mailto:info@bananalink.org.uk), if you wish to discuss anything else including other ways you can volunteer with us.

### *Language skills*

---

It is vital that volunteers have the capacity to translate documents to a high standard and it is essential that they proof read their own work before sending it back to the translation coordinator. Banana Link therefore tries to ensure that volunteers do not feel rushed or overwhelmed when carrying out translations for us. Please get in touch if you need to extend the project deadline or feel that you can only do a few pages of the full document. In the case of larger documents, we may be able to divide them into sections for completion by multiple volunteers.

For reasons of accuracy translators never work into their second language and therefore we will only ask you to translate into your mother tongue.

## *WORKING ON A TRANSLATION PROJECT*

---

The following notes are to help us keep track of the documents that are coming in and going out, and to let you know what resources are available to support your work.

### *Naming & saving documents*

---

Documents must be named and saved so that we can keep track of them easily. In particular the document name should include:

- **Original name of document.** Please ensure you keep the original name when you send it back, with the language changed accordingly.
- **Language combination**, e.g. "\_Eng", "\_Spa" or "\_Fre".
- If you are not the original translator but you have **proofread** the text, please add the suffix '\_PR'.

For example, a document that was originally written in English and translated into Spanish should be saved as follows:

- Competition-law-part4\_Eng\_Spa.doc
- Competition-law-part4\_Eng\_Spa\_PR.doc

### *Translating*

---

Please use **Banana Link's Spanish/English/French glossary** of technical terms by clicking [here](#). (See tabs at bottom of the page).

A key thing to remember is to use "banano" not "plátano". At Banana Link we also use **Latin American** rather than Iberian Spanish (e.g. "ustedes" rather than "vosotros").

If you come across any words that are not included, please let us know by sending an email to [translation@bananalink.org.uk](mailto:translation@bananalink.org.uk). We are constantly updating this document so we'd love to hear from you.

There is also a **EUROBAN Glossary** of acronyms and abbreviations. To access it please click [here](#).

### *Proofreading*

---

If you are asked to proofread or edit a text it is helpful for us, and for the volunteer who did the translation, if we can see what changes you have made. The best way to do this is using Track Changes and Comments. If you need more information on track changes and comments please click [here](#).

When you have finished please email the document to [translation@bananalink.org.uk](mailto:translation@bananalink.org.uk) with track changes and comments or feedback you suggest.

### *Document formatting*

---

Unless otherwise specified, we ask that volunteers maintain the same format in translations as in the original. If you are having particular trouble doing so please email the translation coordinator. Almost all our documents for translation are in Word format (.doc). Please ensure your translations are returned in the same format.

### *Thank you!*

---

We would welcome any comments or suggestions to improve our translation system. And, of course, please do not hesitate to get in touch if you have any queries about the above or anything else.

Romina de Oliveira  
Translation Coordinator  
[translation@bananalink.org.uk](mailto:translation@bananalink.org.uk)

*Updated 09.05.16*