

## HPIRC Procedure for High Quality Translations

Prior to beginning any translation the Parent Advisory Group (PAG) must agree on the dialect of language, any written standards to be used and any other “ground rules” necessary during the translation process.

We have found the establishment of ground rules necessary because most languages we translate are primarily spoken languages, not written, with very few standards and rules. Many dialects also exist within these languages.

1. Primary translation is done by native speakers approved by the Parent Advisory Group (PAG).
2. Translation is shared back with the PAG for input and advice. Specialists in the field related to the translation (i.e. navigation, farming, education) will be asked to join the group for professional input. The group must agree on the wording prior to proceeding to Step 3.
3. PAG designated translator does secondary translation.
4. PAG designated translator sends the second translation to the PAG members via e-mail with a read receipt, or snail mail to the group members with a turn around deadline for input back to the primary translator.
5. Final write-up is completed.
6. Final translation is given to the Technology Center staff for formatting, camera readiness and website upload.