



## *The thirty-nine steps*

*Questions you need to ask yourself when undertaking a translation*

1. **Into what variant language is the translation to be made?**  
e.g. Castilian Spanish, Mexican Spanish...
2. **What is the purpose of the translation?**  
e.g. information, publication, use in court, training...
3. **What is the target readership of the translation?**  
e.g. literacy, specialist...
4. **What is the intended quality level for the translation?**  
e.g. draft, revision, third party revised...
5. **Does the style or terminology used in the translation have to conform to any specific requirements?**  
e.g. consistency with ISO document, house style, pharmacopoeia...
6. **Can any reference/background material be provided?**  
e.g. prior correspondence, reports, glossaries, specifications...
7. **Who is the contact for queries?**  
Keep records of the contact person's details: name, email, telephone...
8. **Is the layout of the translation to comply with any particular requirements?**  
e.g. facsimile of the original, page for page...
9. **Are tables and graphical material to be incorporated with the text?**  
e.g. figures, diagrams, equations, flow charts...
10. **Which particular word processing software requires the translation?**  
e.g. MSWord, Macintosh, QuarkXpress...
11. **In which format is the translation to be provided?**  
e.g. paper, diskette, electronic file...
12. **When is the translation to be delivered?**  
Don't forget there is always a deadline for the submission of translations.
13. **How is the translation to be delivered?**  
e.g. fax, modem, internet...
14. **Where is the translation to be delivered?**  
e.g. client's address, intermediary, both, internet address...
15. **Is any non-standard form of delivery required?**  
e.g. courier, express post, recorded/special delivery...
16. **Before delivering: has the translation been properly checked?**  
e.g. correct terminology, spell-check, structure and syntax...
17. **Does the target text read like a piece of original text in that language?**
18. **Is the source text, reference material, to be returned?**
19. **Does the translation have to be certified?**  
e.g. official documents. An ITI official translator can certify documents. If not, you have to go to a notary public, solicitor or registrar.
20. **On what basis will the translation be charged?**  
e.g. target text length, source text length, time, lump sum...
21. **What rate will be applied?**  
Some publications like the ITI Rates & Salaries survey will give you all the details about charges taking into account all the below specifications.
22. **Will there be an additional charge for urgency?**  
e.g. unsociable hours, weekend working (see step 20)
23. **Will there be an additional charge for complex layout?**  
e.g. multiple font changes, complex tables...
24. **Will there be an additional charge for unusual difficulties?**  
e.g. poorly legible text, contact with foreign informants...
25. **Will there be an additional charge for special presentations**  
e.g. bromides
26. **Will there be an additional charge for research?**  
e.g. pertinent legislation, specialist terminology, prior documentation
27. **Will there be an additional charge for attendance?**  
e.g. for certifying a translation, travel to a collection point...
28. **Will any other additional services be required?**  
e.g. post-editing, proof-reading...
29. **Will VAT apply to these charges?**  
Refer to step 20.
30. **How is payment to be made?**  
e.g. single payment, advance + instalments...
31. **When is payment to be made?**  
e.g. on delivery, 30 days.
32. **What method of payment is to be used?**  
e.g. bank transfer, cheque, eurocheque, banker's draft...
33. **Does foreign payment convey any charge?**  
e.g. foreign cheques, bank transfer's...
34. **Is copyright to be retained or transferred?**  
e.g. by assignment, licence...
35. **To whom and under what conditions?** See ITI Model Terms for Business.
36. **Is the subject matter of the translation under confidentiality restrictions?**  
Refer to the previous step.
37. **Is there any source of possible consequential liability of which the translator should be aware?**  
e.g. printing of documentation...
38. **Is there any likelihood of a possible liability, which might exceed the normal level of insurance cover?**
39. **What compensation should be agreed when a job is cancelled after work has begun?**  
See step 35.

### Further reading

ITI Reference 019 (10/02): Recommended Model General Terms of Business for commissioned Translation Work (1999)

© ITI