

What is Community Review?

Community Review is now a routine feature of most translation projects. It is one of the last steps in finalizing a translation and adds an extra level of quality control to ensure the translated document will effectively communicate to “average” members of the target population.

Community reviewers are health professionals who work in clinical settings with members of the target population and are familiar with the informal speech typically used by their clients.

Reviewers look at the document from the perspective of the “average” consumer and comment on the appropriateness of the language, format, graphics and colors.

Why is Community Review so important?

Research shows that effective health documents present information in an “inviting” format with language that is easy to understand. The Community Reviewer comments on the translation from the perspective of the consumer. Typically, they suggest terms or phrasings which are more easily understood and alert us to graphics or colors that would be considered offensive or inappropriate.

Reviewers look at the document from the perspective of the “average” consumer...

What if the translator and community reviewer disagree?

There is often a natural and healthy tension between the community reviewer and the professional translator. Translators tend to view departures from the original document as threats to the ultimate certifiability of the document. Reviewers often have liberal and interpretive understandings of the meaning or intended meaning of the source document. And differences of opinion about language matters are infinite.

Ultimately, we ask this:

Will the suggested change—or some portion of it—improve the quality or accessibility of the translation without making a substantial departure from the source document?

Any portion of the Reviewers comments that achieve this goal are welcomed and noted in our glossaries for future use.

**Available in PDF format at:
www.transcend.net**



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Instructions to Reviewers

Thank you for participating in the review of the attached translation. Your input will make an important contribution in assuring that the finalized document is effective in communicating the intended message.

The document you will review has been translated by a certified translator/editor team. If you feel there are any errors or omissions, please follow the procedures below to submit your comments.

Review Guidelines:

- Write your comments directly on the document using a dark-ink colored pen, or use the “Track Changes” function in Word.
- If there are any omissions, insert a marker for the missing text and print that text in the margin.
- If you feel there is an error, cross out the inaccurate word/s and print the correction in the margin.
- Point out fonts, graphics or colors that may be inappropriate for the readers.
- **Do not re-write the document.** Doing so will produce an unedited, unproofed translation which would then need to be re-edited and proofed.
- When making suggestions for changes, be sure to use language that is clearly supportable in the standardly used bilingual and specialized dictionaries. You do not need to provide supporting documentation.

Thank you again for your careful review of the document. We appreciate the opportunity to partner with you in producing effective, certifiable translations.

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