



GLOSSARY CREATION - CHECKLIST

A Glossary is an alphabetical list of terms in a particular field with definitions of those terms. Usually a Glossary appears at the end of a book or text and includes terms within the text that are uncommon, specialised and which readers may struggle to understand. Glossaries are more commonly associated with non-fiction although in some cases, works of fiction may also include a Glossary of unfamiliar terms.

This service involves creating a comprehensive Glossary to enable readers to understand specialist terminology, thus increasing overall comprehension.

At Atlas Translations we are proud to work with a highly qualified team of professional writers who can provide you with a Glossary which maximises the accessibility and reach of your text.

We refer you to our terms and conditions of business; ask us if you need a copy.

We advise that you include information on the following points when communicating with us about your requirements:

- In which language is the text for which the Glossary is required?
- In which language would you like the Glossary to be created?
- Does your project require any Translation to be completed? If so, please provide us with details.
- What is the nature of the text for which the Glossary is required? Please describe the subject matter and type of text (e.g. *14th Century Spanish History: Academic Text, Oncology: Medical Reference, Crime: fiction*)
- How many pages/words are there in the source text? (Please also indicate page size – A4, A5 etc.)
- How will you supply the text? (Please advise on platform, software, version number etc.)
- In what format do you require the Glossary to be created?
- Who will be responsible for Proofreading and Typesetting the Glossary? Please let us know if you would like a quote for these services.
- Do you have any other particular instructions or comments for us?