



## TRANSLATION - CHECKLIST

All our translators are experienced, qualified linguists and they come highly recommended, but that isn't enough: we always select a translator who is an expert in the specific field. Once the linguist has translated the text into the required language, they return their draft to Atlas. We then ask another linguist, equally qualified and experienced in translation in the same field, to proofread the first translator's work. Our proofreader may make suggestions and make final amends. It's always better to have a second pair of eyes to assess it.

Once we have the final draft at Atlas, we perform an in-house quality check to ensure the text translation (and typesetting) meet our high standards before sending the final version to the client.

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

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

- What is the subject matter of the text?
- What is the source language?
- Which language(s) would you like the text translated into?
- How many pages is the text written on?
- How many words make up the text?
- When is your deadline?
- Who is the intended audience?
- In which format will you supply the text?
- In which format would you like the completed work?
- Is the document for publication or internal use?
- Is proofreading by a second native speaker required? *(we advise proofreading for any published text – online or printed)*