

When editing a document, make sure that:

1. a) the terminology used is in line with the provided glossary of terms (if any) and with the standards applicable in the field to which the text relates; when you are not sure about the usage of a word, look it up in a reliable and authoritative source,
b) the terminology used is consistent (if no glossary of terms is provided to assist you, ensure that all repeated terms have been translated consistently throughout; please notify our terminology expert of any inconsistencies found in the provided glossary of terms, if any),
c) the style of the translation text is appropriate (ensure that the translation uses phrases, idioms and set expressions suitable for the writing style used in the given field; this requirement is particularly important when proofreading legal, advertizing and scientific texts),
d) all dates, numbers, units of measure, addresses and other specific details have been translated according to the conventions used in the target language,
e) the spelling and punctuation are correct (it is strongly recommended that you use the Spell-check function in your word-processing tool to correct any spelling errors you might have missed; spelling should be consistent throughout: British and American English are equally acceptable but should not be mixed).
2. It is essential that you use the Track Changes feature when editing a document. If you would like to add any notes regarding the translation, insert them using the Comments feature or submit them as a separate file named NOTES.
3. It is preferable that you save all abbreviations used in the document and their respective translations into a separate file together with their definitions both in the source and target languages.

The editing procedure is as follows:

- Read the Editor's Brief Guide.
 - Make sure that you fully understand the subject matter of the text to be edited and that you see what the author of the document is trying to communicate.
 - Verify the consistency of the original document with the translated document by comparing the original text to the translated text passage by passage.
 - If your Project Manager provides you with the contact details of a subject specialist, feel free to contact him/her with any terminology issues. Please remember that a subject specialist may not necessarily speak the language in which the source text is written.
 - Save your work as often as possible (you might set the Autosave feature to save every 3 minutes or so to avoid data loss if a crash occurs; if your word-processor or any other program does not have an Autosave feature, use the appropriate hot-key combination to save the document (usually Ctrl + S).
 - Make sure that the final text is free of double or multiple spaces between words and around punctuation marks.
4. After you have finished editing, rename the file to:

"Original name_TARGET LANGUAGE_revised_Editor's surname.file extension",
e.g. **Example_ENG_revised_Jackson.doc**.

5. If you know that you will not be able to meet a deadline, it is imperative that you notify your Project Manager accordingly not later than the last quarter of the period specified for editing. In this case, provided that you have valid reasons for failing to meet the deadline, we can give you an additional period of time equal to one fourth of the original period to complete the work. If it is not possible to complete the work, you will be entitled to payment for the portion of the work completed. In the event that the Project Manager cannot extend the original time limit, you should review the scope of work with him/her and must meet the specified deadline.

Editor's liability for failure to meet a deadline

- 1) If the original time limit cannot be extended, a penalty equal to 1% of your remuneration will be assessed for each hour of delay, provided that such penalty shall not exceed 50% of the amount due.
- 2) Upon expiry of such additional period as may be given by the Project Manager, your remuneration will be reduced to 50% of the amount due.
- 3) In the event that you fail to notify your Project Manager in a timely manner of any delay, and if any such delay exceeds one fourth of the stipulated period, we reserve the right to cancel your task unilaterally without prior notice. In this case, no payment will be made to you for the cancelled task.