

Team Checking Checklist

in development, David Rowbory, December 2014

Choose a section to check together.

- Main translator: ☐ **Run Basic Checks**, ☐ **Spell Check** , ☐ **Mark Point in Project History**
- Then share with team in print or **Send/Receive**.

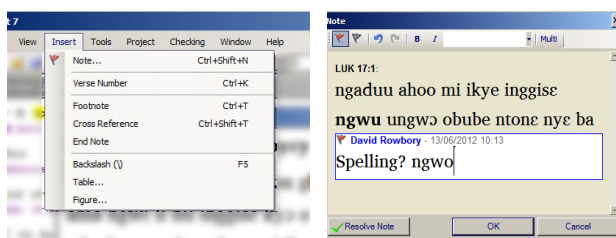
Choose how you will team check: A—everyone on a computer B—with printed versions on paper.

A. Team checking using Computers (Paratext)

Prepare: Individual checking

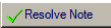
Everyone should check each issue on the checklist for every verse of the text. Check the whole passage for just one issue at a time, so read the section repeatedly, verse by verse. When you find a problem add a flag: **Insert** →  **Note...**

Describe the problem and what you think the translator should do. Then click OK. Only the main translator of a section can make changes to the text.



Team checking together

If you are preparing for the team check individually: **Send/Receive** to receive the text from the main translator of a section. Then check individually and report problems with a red flag.  When each checker has finished, **Send/Receive** with USB and exchange with the whole team. Then everyone will see all the red flags.

When you team check together, look at red flags. When the main translator fixes the problem he should open the red flag note, describe what was fixed (and why) and Click .

If you are doing the whole team check together: you don't need to mark things with a red flag, but make sure you go through the whole checklist for each verse. I think this may take longer and be harder to do thoroughly than preparing individually and then dealing only with the issues seen.

B. Team Checking on Paper

Prepare: Individual checking

Give everyone a copy of the checklist. **Everyone** checks **every issue** on the checklist for **every verse**. (You can't do the checks marked with *.)

Check the whole passage for just one kind of problem at a time, so read the section repeatedly, verse by verse. When you find a problem mark it on your paper with a coloured pen. Describe the problem and what you think the translator should do. When you have read through all the verses and you have not found the problem you are looking for, then put a √ in the box for that problem to show you have finished your checking for it.

Together: Review all the problems found

Go through each verse and see if someone has a comment or has found a problem in it. Discuss what should be done. The translator should change the text immediately when you have decided. If you are not sure, then make a note and ask a consultant.

Team-checking Checklist — A list of possible problems [* means computer only]

Content checking:

- ☐ Compare with Hausa / English versions: nothing important is Added, Missed, Changed
- ☐ Do English versions disagree? Did we record the **reason** for our choice of interpretation?
- ☐ It flows; it sounds natural / beautiful (read it aloud!)
- ☐ It is clear AND ☐ There are footnotes where needed, or glossary entries.

Surface checking:

- *☐ Paratext **Run Basic Checks** shows #No errors found.
- Include **Markers, Chapter/Verse, Characters, Punctuation**, others (not **References**)
- ☐ **Spelling**: Is every word spelled and divided correctly?
- *☐ **Wordlist/Spell Check**: approve or correct all words (use  or Tools→Spell Check, choose 1 book)
- **Section headings**
 - ☐ Does it describe this section well? (in your translation)
 - ☐ Is this section heading just the same as the next/previous one?
 - ☐ Is there **Capital** only at start (like a sentence) and **no full stop at end**?
 - ☐ Check length: Is it too long? Can we make it shorter? Is it too short?
 - ☐ Is the section heading clear and powerful?
- **Paragraphs**:
 - ☐ Check each paragraph is not too long or too short.
 - ☐ Make sure paragraph breaks are helpful: a good place to stop briefly.
- **Punctuation**:
 - ☐ Make sure comma , is used if it is NOT the end of a sentence. Not followed by capital letter.
 - ☐ Make sure full stop . is used at end of sentence, followed by Capital Letter.
 - ☐ Questions are marked with ?
 - ☐ Exclamations are marked with !
 - ☐ There is **never** a space **before** a comma, full stop, colon: „!?:;
- **Quotations**: (Remember that **Run Basic Checks** does not find all problems with quotations.)
 - ☐ Find when someone **STARTS** speaking: make sure you **OPEN** the correct quotation.
 - ☐ Find when someone **STOPS** speaking: make sure you **CLOSE** the correct quotation.
 - ☐ If someone is speaking and there is \p, make sure there is a **CONTINUER**.
 - ☐ Check that the correct << or < quotations are used: << *then* < *then* <<
 - ☐ Check there is a , before quotation mark. , <<
 - ☐ Make sure punctuation is normally before the end of quotation: .>> **not** >>.

Big issues (several chapters or a whole book):

- *Biblical Terms (*set verse range, choose appropriate categories*)
 - ☐ **Names**: Normal translations 'renderings' are added, with a note if appropriate.
 - ☐ **Names**: Every verse has ✓ because it has the term correctly.
 - ☐ **Beings**: Renderings are added, with a note if appropriate.
 - ☐ **Beings**: Every verse has ✓ because it has the term correctly.
 - ☐ Check every other category when you have time. Add different senses if appropriate.
 - ☐ Make notes 📝 about any Key Terms you need to discuss with consultant.
- Extra helps for difficult terms or ideas:
 - ☐ There is a **footnote** if it is needed. (does a word or phrase need to be explained?)
 - ☐ There is a **glossary entry** if needed.
 - ☐ There is a **picture** if it is helpful.
- Other checks: (add any you think are important, such as common confusions or mistakes in writing your language)

Final technical checks before consultant check or printing a complete book:

Book Title etc:

- ☐ Main Title is correct (\mt1 and maybe \mt2)
- ☐ Introduction is present if you want it.

Picture:

- ☐ Has a helpful caption
- ☐ Single column or entire page width is chosen correctly
- ☐ Has a description in English, describing the picture for the typesetter.
- ☐ **Location** has book, chapter, verse reference (eg EPH 1.10)
- ☐ **Reference** has only the chapter:verse (eg 1.10)

Recording and reporting

It's important for all teams to keep a record of their team checking. For teams to improve in their team checking they need to report to a consultant (or advisor) on their activities for further advice.

Time-wasting activities

Note these, but don't allow them to take much time:

- Spelling controversies. Don't refer to opinion but to the Reading & Writing book and the word list.
- Dialect debates.

But don't forget

Check that words are divided, sentences divided well and every detail is clear.

Team check report

Date: __/__/__	Drafter:	
Passage checked:	Other team members:	
How many changes were requested?		

Spelling issues: clear mistakes

Spelling issues: uncertainties

Dialect Issues

Other Recurring problems noticed

Accuracy issues

Clarity issues

Translation policy

Issues to refer to the consultant or to reviewers (see over)

Tests for these checks

- Are questions better than statements? or opposite? or does it not matter?
- Is all language clear? Should different terms be used?
- Is the order appropriate?