

Translation Brief for [Fill in Name] Project

[Date:]

N.B.: Parts A and B should be filled out before the project starts (and can of course be amended later at any point), Part C can be filled out during the translation process.

A. Principles

1. Goal: [Final product (e.g. OT?, NT?, Full bible?, individual books?) and Target Audience (e.g. Church(es), Youth, Deaf Community, Non-church readers, etc. ...), If needed: Name age group and/or level of education]
2. Type of translation: [Interconfessional?, Liturgical?, Literary?, Missionary? Formal?, Dynamic?, Idiomatic? Easy language? Concordant or not?: Choose any of these or add other terms to describe the new translation]
3. Position among existing translations: [Name(s) of other translations in the language, Explanation of how the translation will be complementary to existing translations in this language or in the dominant language]
4. Choice of Canon and/or Translation base: [If needed: which canon (deuterocanonical books)? Edition(s) on which the new Translation will be based: e.g. Biblia Hebraica Stuttgartensia 4 (or 5), Greek New Testament 5, Novum Testamentum Graece 28, a standard translation, or any other ...]
5. [If needed: name(s) of model translations that will be used for consultation]
6. Communication during translation process: [E.g.: Translation committee(s), contact with (Church) community/communities for feedback?, pre-publications in print or on internet with possibilities for feedback?, community building through Facebook or Bible Society website? ...]
7. Copyright and Publisher(s):
8. Planned edition(s): [E.g. standard edition in print? With/without deuterocanonical books? Special edition(s) e.g. with special lay-out, cover, or without verse numbers? Internet/app/e-reader? Video (for Deaf Communities) ... etcetera]

B. Stages, Team members, and Agencies

1. Describe team procedures and the stages in which the project will be set up; describe tasks of the team members
2. Team members: [translators, reviewers, project coordinator, GTA/consultant, ICAP support, etc. ...]
3. Participants and Agencies: [Bible society/ies, partner agencies, churches, funders, etc. ...]

C. Translation Issues

More detailed information:

- a. Language issues: e.g. national versus regional language, orthography and spelling, use (or not) of traditional language, handling of proper names etc. ...
- b. Translation issues: e.g. length of sentences and/or of paragraphs, paragraph headings, handling of traditional terminology, key-terms, textual problems etc. ...
- c. Extra materials: e.g. footnotes, introductions, glossary, timelines, maps, pictures, cross references, etc. ...