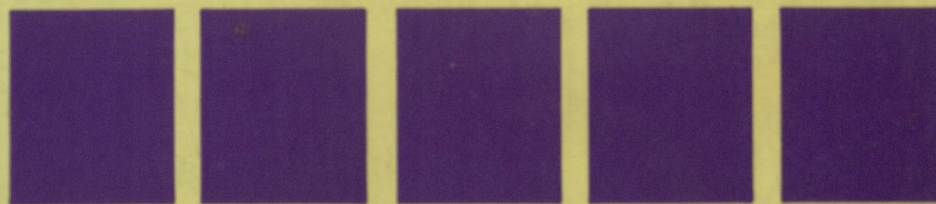


The
Translator's
Handbook



Edited by **Catriona Picken**

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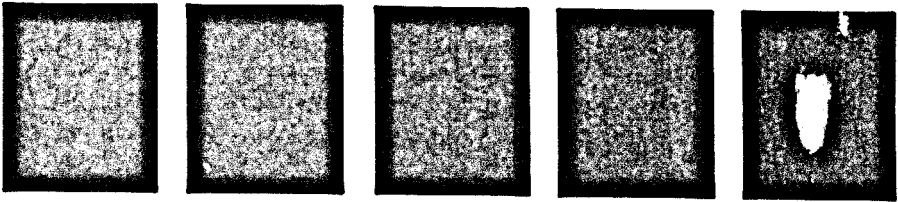
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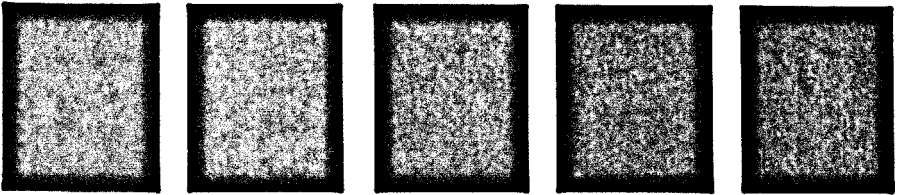
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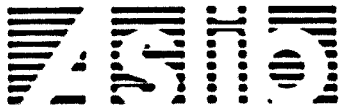
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The Translator's Handbook



Edited by Catriona Picken



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ISBN 0 85142 173 3 (Hardback)
0 85142 185 7 (Paperback)

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C. PICKEN

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Editor's introduction

Catriona Picken

In a letter to Carlyle, in 1827, Goethe wrote: 'Say what one will of the inadequacy of translation, it remains one of the most important and worthiest concerns in the totality of world affairs'.

This statement is just as valid today, if not more so, for Goethe was concerned primarily with literary translation and could have had no conception of the vast amount of translation which is now done and has an even more direct bearing on world affairs—technical, commercial, legal, and diplomatic, to name but a few.

If the activity of translation is as important and worthy as Goethe claims, then it is just as important and worthy a concern to offer some assistance to practising translators and guidance to aspirants in the field. That is the aim of the present volume, which is a successor to the earlier Aslib publication, the *Technical Translator's Manual*, edited by Dr. J. B. Sykes in 1971.

It is hoped that this book will be read not only by translators but also by others who are interested in the subject of language and translation. The following outline gives some idea of the fields covered.

Part I, the Introductory Survey by Professor Peter Newmark discusses the translation scene today from the standpoint of the translation theorist. The title of Part II, 'People who do the job', reveals the underlying assumption of the whole book, i.e. that it is aimed first and foremost at the practising translator. Anne Napthine reviews the training of translators both in the UK and in other parts of the world, while Jeremy Verrinder surveys the different ways in which translators can earn their living.

Part III turns from the people to the methods they use—'How is the job done?', starting with John Sykes discussing the intellectual tools employed. It could be said that the major difference between the work of the translator in the early seventies and the present day is that the entire subject of 'hardware' was adequately covered in a few pages in 1971, whereas in 1983, there is a clear need for a whole chapter on this

topic alone—and, what is more, one of the longest in the book.

In Chapter 5(i) Lanna Castellano deals with the equipment which is or soon will be available to every translator who wants it. In Chapter 5(ii) Veronica Lawson gives as up-to-date a survey as possible of the current developments in machine or machine-aided translation, so that readers can feel they are in the picture; translators are often asked about this subject and this chapter should enable them to respond to queries. Once equipped with the appropriate intellectual and practical tools, the translator then has to tackle the translation, and the next two chapters are designed to throw light on working methods, with Christopher Percival reviewing techniques and presentation and John Graham discussing the essential processes of checking, revision and editing.

Part IV is a survey of what is actually translated. In a joint chapter, Barbara Snell and Patricia Crampton have endeavoured to cover all possible categories, including literary and book translation. Current thinking on standards and specifications is provided by Professor Juan Sager and Brigadier R. E. Simpkin—it is now accepted that painful as it may be to a translator who always strives for utter perfection, the specification may call for something rather different, and it is the task of the conscientious translator to apply the appropriate standard.

In Part V, the book widens its horizons again. Ian Finlay starts off the 'World View' with a chapter on the relations between languages, concentrating particularly on those which the reader is most likely to encounter in the course of his work. Wendy Glover presents a composite chapter. She lists the sources throughout the world from which translations can be obtained, and introduces a group of shorter contributions by translators working in five very different environments.

In Part VI, on the subject of international and national professional organizations, Ewald Osers

provides practical information on the international organizations, and quotes the Translator's Charter of the International Federation of Translators (FIT), as well as the Unesco Nairobi Recommendation on the legal protection and status of translators. Dimity Beaumont provides a list, as full and up to date as possible, of the various national organizations. Those translators who are stimulated by the thought of winning a prize for their work will find in Julian Chancellor's chapter a list of the awards and prizes currently available (and not all are for literary translation). Part VII is the essential bibliography, provided by Edward Carson, and Part VIII the Glossary, the need for which became apparent as plans for the book took shape, and which has been compiled by Chris Wolfe.

The Appendices are mainly of a practical nature. Albin Tybulewicz, well known in the very special field of cover-to-cover translation, has provided an outline of the subject. The remaining appendices deal with the transliteration of Russian and the correction of proofs, both for British and US printers. The Index has been compiled by Pamela Mayorcas-Cohen.

The contributors are mainly connected with the Aslib Technical Translation Group or the Translators' Guild of the Institute of Linguists, while other contributors have had their own special expertise to offer.

The new technology looms large nowadays in

most people's lives, and it plays a major role both in the content of the *Handbook* and in the manner of its production: the text is to be stored on disk so that all parts of it are readily accessible for purposes of revision.

Does anyone these days venture to make a definitive statement on any subject? This *Translator's Handbook* certainly does not, and indeed Aslib, the contributors and I all hope that readers will respond by repairing omissions, correcting mis-statements, and voicing their own opinions. It is planned that subsequent editions of the book will be able to incorporate all kinds of amendments and new material, thanks to the disk storage mentioned above.

The ultimate aim of the entire team involved in the production of this book is that it should find a permanent home on the desk of every practising translator, and that it should become well-thumbed with constant use.

So many people have co-operated so readily on this book that I cannot express my thanks to them all individually. I am however especially grateful to my fellow members of the Editorial Board, Barbara Snell, Albin Tybulewicz and Chris Wolfe, to Peter Taylor and Richard Coleman of Aslib for guidance on the practicalities of book production, and, for their invaluable assistance in a multiplicity of typing tasks (aided by the new technology), to Danièle Mohamed, Carola Morales and Maria Nelson.

Part I

Introductory survey

Chapter 1

Introductory survey

Peter Newmark

1. Background

The *Technical Translator's Manual*, edited by J. B. Sykes, was published by Aslib in 1971. *The Translator's Handbook*, launched by a committee under the chairmanship of Catriona Picken, is being published by Aslib in 1983. The change of title is as significant as the change in contents.

The technical translator as such has rarely existed. As a translator, a specialist in one or more technologies is normally additionally concerned with the progress of their products into commerce—packaging, financing, marketing, tendering, wholesaling, retailing, after service, for instance; further he is concerned with the various domestic and foreign public and private organizations which directly or indirectly will have some impact on these products. The term 'technical translator' is therefore somewhat narrow, since translators of non-literary material (*Sachbücher*) have to deal with commercial, financial, institutional as well as technological and scientific texts, in fact the area of the social as well as the natural sciences.

The present volume also widens the scope of its predecessor by addressing itself to the literary translator, a specialist translator like any other who draws on a common stock of dictionaries, encyclopaedias, gazetteers etc., as well as his own reference books. It would be parochial to exclude the literary translator from this *Translator's Handbook* particularly as there is so much common ground in the field of religious and philosophical literature.

Comparing the contents of the present volume with its predecessor, I note the same accurate attention to every detail of the translator's profession—training, working procedure, relation between translator and client, description and enumeration of hardware and reference material. What is new is 'the world view'—the chapters on

Translation throughout the World, and National and International Professional Organizations. Further, greatly more attention is given to Machine Translation (MT) and to Machine Assisted Translation (MAT). There are also new chapters on Specifications, Standards and Awards, Fellowships and Prizes, and a separate Bibliography and a Glossary.

Translation is a modest but rapidly developing growth industry. The number of translators is not known—there were about 15,000 in West Germany in 1961. (That's the only figure I can find). A manual such as this one is will be in some respects out of date on the day of its publication. Further, like a translation itself, it is never finished, it can always be slightly or radically improved. Ideally it should be revised at least once in two years, and in this respect it will be partly dependent on the assistance and suggestions of its readers.

The translator is continually obsessed with the hunt for reference books, and the hope is that this *Translator's Handbook* (not *Manual*—here too there is a progression from instruction—cf. 'car manual'—to information which includes instruction) will become the essential starting point of many such a hunt, a vade mecum which is never far from the translator's desk.

There is also a wider background to the appearance of this new edition. In the UK, the number of translators has greatly increased, translation departments of government agencies and large companies have expanded, and translation companies have multiplied. Polytechnic and university post-graduate translation courses have become established as the normal and recognized route to the profession. Even the study of principles of translation has made a modest beginning in this country and is pursued at a few polytechnics and universities.

Part II

People who do the job

Chapter 2

Training of translators

Anne Naphthine

Until quite recently, no vocational training for translators existed in most countries, and some still do not provide it. As a result, many translators have come into the profession by chance—maybe as proficient linguists looking for a job which would actually make use of their language skills, or as subject specialists with knowledge of a language who happened to be on the spot when translations were needed. The aim of modern translation training is to combine these skills, since it is impossible to translate without a very high level of competence in both the source and target languages, and very difficult without some understanding of the subject matter. Examples of translations produced without either are familiar to everyone; they are often comic but their effects can be disastrous.

So translators are probably 'made' rather than 'born', although they must be temperamentally suited to an essentially solitary job which requires (in addition to language skills) good general knowledge, an easy and flexible style in the target language, a well-developed critical sense and a willingness to track down recalcitrant items of information. According to the Association of Translators and Interpreters of Ontario, one psychological test indicates that translators' interests are close to those of research workers, a suggestion with which many practising non-literary translators would probably agree. Unflappability in the face of deadlines, and possibly a more mundane skill with a typewriter or other form of machine aid are also useful.

School experience

Some translators may have had the advantage of speaking a second language at home, or of receiving all or part of their education abroad, or having strong family links with another country

which offer opportunities for language practice. But for many potential translators the first experience of a foreign language must occur at school—perhaps at primary, but more probably at secondary level. There may well be advantages in beginning formal language learning early, but if provision is patchy some loss of interest may occur at the changeover to a secondary programme geared to beginners. Indeed, the wide international use of English may well act as a deterrent to any form of foreign language learning among native English speakers; while English is often automatically picked as first foreign language elsewhere, no such obvious choice exists for them. This lack of interest is reflected among school pupils; in the UK more children are introduced to a foreign language than ever before, but most give it up early, and among the general rise in numbers of A-level candidates the percentage of language entrants has been steadily falling; the number of American students studying languages also declined sharply in the seventies. Yet linguists are just as necessary in the English-speaking countries as elsewhere; to take a purely commercial viewpoint, it has been said, with reason, that while you can buy in any language you can't sell in any language. The answer is probably that a range of languages should be taught; in the UK, for instance, where for historical reasons the school system is heavily biased towards French, the National Council for Modern Languages believes that the first foreign language taught should vary between schools, and some have in fact very successfully introduced German, Spanish, Italian and Russian on this basis. The UK's top four export markets in 1980 were West Germany, the USA, the Netherlands and France, a pattern which suggests that, commercially speaking, French has no automatic claim to its dominant position.

Chapter 3

Who are the translators?

Jeremy Verrinder

Although it is very difficult to make much more than an inspired guess at actual numbers or percentages, it is probably true to say that only a very small proportion of people who translate for their living¹ are actually salary-earning staff translators, that is to say, that they are employed first and foremost as translators by commercial companies and other establishments. A large number of other people also do translations during the course of their work, although their main functions in the company may normally only be indirectly connected with translations. These can include bilingual secretaries, librarians, information officers and in a very general sense, anyone whose daily work brings him or her into direct contact with foreign language texts. Very few of these people have any formal academic qualifications or training for this aspect of their jobs and all that can be said in their favour is that they themselves and the recipients of their endeavours appear to be perfectly happy with the arrangement.

The structure (and indeed the very existence *per se*) of a translation department in a company and even in less profit-motivated establishments such as government departments reflects how seriously both translations and the translating profession as a whole are taken. Some companies have a properly structured department under the supervision of a manager with a proper place within the company's middle management structure who plays an active part in the company's corporate planning procedures. This person must be able to assess, insist on and control staffing requirements and levels and at all times be in a position to ensure that the members of the

department enjoy the proper status and privileges of their profession. This is not always as straightforward as it should be, because by its very nature the translation department is a liability, or at best a luxury, for any establishment. It is rarely a direct profit contributor and cannot boast of huge export orders or contracts and the individual jobs very rarely seem to include the glamorous fringe benefits that have nowadays become so commonplace in the salary packages of other professionals working in industry and of middle ranking managers in general. In many cases, the translation department is even viewed as an overhead of dubious value whose sole purpose can on occasions appear to be that of thwarting or delaying other departments from carrying out their own work with the maximum of efficiency or from meeting their own deadlines. This comes about because they are constantly being told that although the typing pool certainly can produce countless numbers of perfectly typed pages every day, this cannot be a yardstick for measuring the output of a translation department, or else that although Danish (or come to think of it, any number of other languages) may resemble German to the eager, untrained eye of the would-be customer, it does not follow that the company's German translator can tackle a text from that language. The fact that he probably can and probably does so quite happily is immaterial. What is at stake here, of course, is the problem of educating colleagues as well as customers as to what translators can and—more important—what they cannot do. This again emphasizes the fact that the head of the translation department has to be both a translator and a diplomat—a manager in his or her own right and not just the most senior translator in the department.

This leads us on to another question that has no easy answer: Where does the translation

¹It should be noted that in this chapter the term 'translator' is understood to denote the commercial or technical translator and not the literary translator, who is dealt with in greater detail in Chapter 8—Categories of Translation.

Part III

How is the job done?

Chapter 4

The intellectual tools employed

John B. Sykes

1. Knowledge of the source language

The source language (SL), that is, the language of the document to be translated, is normally one that the translator has learned deliberately—whether in formal education (see Part II, Chapter 2) or by self-tuition. It is rare, and not necessary, for the translator to have a native knowledge of the SL. What is essential is that he should be aware of all aspects of it that are represented in the text for translation, and be able to render them by the appropriate choice of words, word order, and punctuation. Some relevant abilities are:

(a) The recognition of words and their characteristics, as lexical units, including the variety of meanings possessed by a word such as *avocat* or *Kiefer* or *calcio* or *tomten* or *страты*; some of these meanings may be entirely familiar to the translator, others may need to be verified in dictionaries or from many other possible places (glossaries, textbooks, newspapers, directories, personal informants, for example). The results of failing to do so may range from the Systran machine translation of *un sixième poste d'avocat général* as 'a sixth general avocado station' to the fateful oversight that (as I have read) rendered the Japanese *mokusatsu suru* as 'reject with contempt' [the American proposals] instead of 'give further consideration to' and thus caused the destruction of Hiroshima in 1945.

(b) An appreciation of the level of style indicated by the choice of particular words (for instance, *bekommen* or *kriegen*, *tête* or *caboché*) and phrases and modes of expression. This extends to an understanding of the *significance* of the level of style adopted by the original writer, in relation to what is customary in the language concerned, and a consequent judge-

ment of the extent to which a more concise or less grandiloquent rendering is possible without misleading the translation-reader as to the impact of the original document on native users of its language.

(c) An awareness that words in different languages may more or less correspond while not being exactly equivalent; for example, the Welsh word *glas* equates mainly with 'blue' but is also used to describe the colour of grass; *llwyd* is mainly 'grey' but also describes brown paper; *ein blaues Auge* in German is 'a black eye'. Here belongs also the ability to detect 'false friends', whether a pair such as 'eventual' / *éventuel* ('possible') or a more technical pair such as 'control' / *Kontrolle* ('monitoring', 'checking'); and the recognition of regional differences in meaning (e.g. in Austria *rückwärts einsteigen* = 'enter at the rear', not 'climb in backwards').

(d) An understanding of the grammatical structure of the SL, adequate to identify the inflected (non-dictionary) forms of words and their implications for the meaning, to draw conclusions from agreement or otherwise in gender, number, and case (since languages having these features often make use of them in order to clarify wording that would otherwise be ambiguous: 'her/his patient' shows the sex of the doctor, *son/sa malade* that of the patient), and to understand the significance of abnormal word order in conveying emphasis (*L'État c'est moi*) or tone ('Comes now Mrs Thatcher with the assertion that . . .').

(e) Sufficient familiarity with life in the country or countries where the language is spoken to be able to grasp any allusions in the text which are not fully explained there, because of being familiar to most readers of the SL: for instance, the phrase 'to be or not to be',

Chapter 5 (i)

The practical tools employed

Lanna Castellano

Introduction

In this section we shall consider the practical aids a translator uses in his work¹: the equipment that serves to convert his knowledge, intellectual skills and experience into a format of value to the person he serves; and his dictionaries and other sources of reference.

The translation business must be one of the few in the service sector in which the person providing the service is far more concerned with the true quality of the product than is the user.

'What makes a translation professional?' If one were to ask a translator, he would very properly list such factors as the grasp of the source language it displays, the writer's ability to express himself in his own language, its accuracy or the way it reflects the translator's familiarity with the subject. It would be proper for the client commissioning a translator to judge the work by its intellectual quality. He does not. He is likely to be more concerned with the speed at which it arrives on his desk, its plausibility and its presentation. The translator, then, must also concern himself with the equipment that will help him produce the translation in a workmanlike manner. Whether he works as a freelance or as a staff employee, his living depends on the user's approval of his work and he must accept the user's criteria as well as satisfying his own.

A translation should not just be professional but be seen to be professional. However unfairly, messy presentation implies poor content.

There are cases in which a translator's

skills—the ability to work from and into an unusual language or to handle a difficult subject—make him so competitive that he could even submit a handwritten translation (although neatness is all the more vital here, as it will probably be transcribed by someone without a knowledge of the subject or language) or a poorly typed draft, but these cases are exceptional.

The equipment that a staff translator uses to produce his work is dictated by management willingness to give him good tools. A lower standard of presentation may be acceptable as the proportion of 'information only' translations done in-house is greater than is the case with outside translation companies or freelances.

A translator hoping to work for translation bureaux would be advised to think very carefully about the presentation of his work (see Chapter 6) and the means whereby he can produce it. A company commissioning translations will, if faced with a choice of two equally competent people, opt for the translator producing better looking work even if there is a cost difference, because checking and retyping add to the agency's costs. The quality of presentation is visible proof of the value of work to the end user.

Most translation users need the letters, manuals or other text in the foreign language to be typed by or under the supervision of the translator or translation company, since they do not have suitable machines or the staff to type and proofread in another language, and it is more cost-effective to let the specialist do it.

The more pride a translator takes in his intellectual work, the more professional he will want its presentation to be for his own satisfaction, as a compliment to the clients by showing the care and the capital that has gone into the work done for them and as a justification for his expectations of being paid a good rate for the job.

¹Working in a profession in which the two sexes already enjoy the same status and pay, women readers will, it is hoped, be self-confident enough not to quibble about the use of the conventional 'he' rather than the clumsy 'he/she' or the non-sexist but not always appropriate 'you' when discussing the translator.

Chapter 5(ii)

Machine translation

Veronica Lawson

Machine translation (MT): what systems are there, how well do they work, and will they improve? What is in MT for translators, and how can translators influence its development?

Definition

First, what is MT? For the purpose of this chapter¹ it is *automatic translation*, done by a computer *with or without human assistance*. It is not computerized term banks, word processors or other *machine aids for translators* (where the actual translating is done by a human).

How automatic?

MT, then, need not be entirely automatic. Still less need it be fully automatic high quality translation (FAHQT), the idea rejected by the notorious ALPAC report (1) in 1966. Although that report effectively ended the US government's major MT research effort, work continued elsewhere, often on a small budget. (For MT's history, see Hutchins (2, 3).) MT may have been less academically respectable, but its quality was improving, and the translation market was still expanding. Users increasingly found that MT, for all its limitations, could be worthwhile if used sensibly; and MT is now in practical use in a number of organizations and for a variety of applications. It is not yet cheap enough for all translation services, nor will it ever (I believe) be good enough for all kinds of translation (far from it). The difference now is that people are prepared to acknowledge MT's limitations, and that the pressure for more and better MT, which

before ALPAC came mainly from researchers, is now from users.

Who can obtain MT?

So far, of course, machine translation has tended to be the preserve of large translation users such as government or intergovernmental agencies, multinationals or translation agencies. This situation, however, is beginning to change. Some of these users, like ITT in the UK, offer bureau facilities to smaller users or freelance translators, or alternatively the latter may form a consortium to buy a system. MT may also be available on demand from a bureau (service centre): Weidner have one in Chicago, Control Data are to offer an ALPS bureau in Paris, and a Systran one is expected in Luxembourg soon. With modern telecommunications, of course, the MT system need not be in-house: it can be run on a computer anywhere, and users can access it by telephone (line quality permitting). Since editing needs less computer capacity than actual MT, therefore, a typical future pattern is likely to be a relatively large central computer for the actual MT and a number of distributed smaller computers for the editing.

Some points for costing

Users wanting their own system can rent, lease or buy a program, with or without a computer. (The options vary with the MT supplier.) In costing a scheme it is important to allow for all the initial costs. If the program is to run on the customer's existing hardware, for example, interface programs may have to be written at his expense; and production cannot even begin until after lengthy initial dictionary building. As for the running costs of an MT system, machine time (central processing unit time) makes up a relatively minor part of these. There is also the

¹In reality usage varies: 'MT', 'machine aids' and all their synonyms—machine-aided and computer-assisted translation (MAT, CAT), mechanical and computer(-ized) translation etc.—may be applied to either concept or to both, for both use machines to aid translation.

Chapter 6

Techniques and presentation

Christopher T. Percival

'A translation that is approximately right is better than one that is precisely wrong.' Discuss.

Introduction

We now come to the actual translation process itself—practical translating, if you like. It is important to appreciate at the outset that commercial translation (by which I mean any sort of translation work undertaken or required for a commercial purpose, direct or indirect, whether for personal gain or not) is a very different kettle of fish from the sort of translation which one learns at school or even at university. Examiners are notoriously difficult to please, but nothing like as demanding or as fickle as your commercial readership.

The transition is an important one. The requirements of commercial translation are different, and it is worth remembering that the *purpose* of translation is *to enable the reader to understand the meaning of the original text in the context of that original text*. This may sound easy enough, stated as baldly as that, but in fact it is extremely difficult, and the question of context is extremely important. Does the translator have to reproduce the layout and style of the original or can he impose his own? Can he improve on the original, eliminating mistakes etc.? If he does so, should he inform his client that he has done so?—and if so, how? These are some of the questions we will consider in this chapter.

Basic technique

Let us assume, then, that the basic necessities for translating, as outlined in previous chapters, have been acquired—including, of course, a good working knowledge of the original language (commonly referred to in translating circles as the 'source' language, or language in which the text originated and from which it has to be translated)

and the ability to write fluently in the 'target' language or language into which the translator has to translate. Let us assume, also, that the translator is obeying the golden rules of translating only *into* his mother tongue (or equivalent) and only on a subject of which he has specialist knowledge.

The basic translation procedure involves five main stages, which we will discuss individually below:

- (1) Read through the text to be translated
- ↓
- (2) Research the subject
- ↓
- (3) Translate in draft
- ↓
- (4) Put the draft translation aside for 48 hours
- ↓
- (5) Read through the translation again—checking, revising and editing

(Oral translation represents a drastic condensation of the first three stages above, the last two being possible only if a translation is made for subsequent processing).

The technical means for carrying out the above stages (dictionaries, dictating machines, typewriters and word processors etc.) are dealt with elsewhere in this book, so I will confine my comments to various practical points at each stage of the process.

(1) Reading through the original text

Not all professional translators do this; some plunge straight in at the beginning without more

Chapter 7

Checking, revision and editing

John D. Graham

Chicken or egg?

Before the subject matter of this chapter can be touched upon, the basic elements have to be defined. This poses the problem of which comes first: translator or translation?

There is no common consensus—even amongst translators—as to whether translating is an art, a science or a craft. The product required, however, ought to stipulate which philosophy is involved. Literary translation can justifiably be regarded as part of the art of literature. Technical and scientific translation, information science as a whole, and the transfer of data from one tongue into another, require a scientific approach and the skilled hand of a craftsman.

Irrespective of which category is chosen, the result is a product intended for a specific purpose and which, therefore, has to meet certain specified criteria.

Given that there is no such a thing as one single correct translation of any text as opposed to one-for-one correct renderings of individual terms, there is no single end product to serve as a standard for objective assessment. Indeed, there is more than a grain of truth in the old adage that ten equally good translators, translating the same text, will produce at least twelve equally good translations, all of which are entirely different in all but content. The end product cannot be quantified and qualified in all respects on a reproducible and provable basis. Such factors as style, register, impact, structure and even punctuation are a matter of taste, i.e. subjective and open to discussion. No two translators have an identical idiolect, thus adding another subjective variable. Consequently, no absolutely impartial standards or sets of criteria can be applied to measure or assess the quality of a translation (1).

The result of this state of affairs is that the translator has to seek some indicator for his own orientation before beginning the translation proper. With very few exceptions, the principal

definitive indicator is the reason, purpose, or intention accorded to the translation. If the text being translated is an innovative work of literature, experimental lyric, is intended for advertising purposes, for the perusal of a managing director, for customs clearance, for the guidance of the operator etc., the translator must cut his cloth accordingly. In short, the translator must know his target before he sets his sights.

Literary translators have to meet cultural and stylistic demands exceeding the content of the text being translated. The translator must be familiar with the genre involved where form is of significance. Only in the case of literary translations is form a factor of primary importance. To the technical and scientific translator, the court translator, the translator of medical, legal, or other texts, the content is of paramount importance and the form plays only a subordinate role if at all. The message contained in the text is the main factor. This message has to be translated with absolute accuracy with all the connotations and nuances involved in such a way that no misunderstanding can occur.

This brings us to the translator. The word 'translator' alone is wrapped in mystery. What is a translator?

Of all the qualities a good translator must possess, probably the most valuable is a highly developed sense of responsibility. This will enable him to recognize his own weaknesses and limitations.

One of the translator's most valuable assets is experience. However, experience is the cumulative result of knowledge and practice. Whereas it is possible to profit from other people's experience, most people have to gain their own. There is no way of teaching experience nor can experience be learned in advance. Everyone has to start somewhere and find his own way.

Yet it is this very experience which the translator requires in order to judge where his own

Part IV

Kinds, types and categories of translation

Chapter 8

Types of translations

Barbara Snell and Patricia Crampton

Non-commercial translation (BS)¹

As an exercise

Most people who study languages are introduced to translation as an exercise to test their knowledge of grammatical structures. They are usually expected to put sentences into the foreign language with strict accuracy, in a manner which bears little or no relation to the way in which languages are used in real life. However well this exercise may serve its purpose, it does not set a good example for future translators. Unnatural emphasis on precision of language contrasts with the importance normally attached to meaning. A further exercise is translation from foreign languages into the mother tongue, to demonstrate understanding of the foreign text. This is nearer to what a professional translator might be required to do, but in the 'real world' the reader is less interested in the translator's knowledge than the results. Where a student can hazard a guess at a meaning and risk no more than losing a mark, someone who translates for his living could damage his reputation or cause a disaster. There is no place for uninformed conjecture in professional translation.

For pleasure

Creative original writing tends to be poorly paid, as anyone knows who has tried to get a first book published; so it is hardly surprising that translating literature can also be financially unrewarding. Many people get a great deal of pleasure from translating poetry, classical and modern fiction, drama and other works. They might see their task as an academic exercise or worth doing for the prestige; or they may hope to interest a publisher in the completed work, but they do not measure their time in terms of

income. While not denying the satisfaction and enjoyment that comes from being paid for doing a good job, we will assume that all other kinds of translation covered in this chapter are undertaken for profit rather than pleasure.

Professional translation (PC)¹

Literary and book translation

All translations could have been better than they are, most could have been worse.

John Sturrock (1)

There are two starting points for the literary translator: he (embracing she, amiably if ungrammatically) may be a writer with an interest in and talent for languages other than his own, or he may be a linguist with an interest in and talent for writing his own language. Both can be equally successful or unsuccessful, but only the latter can properly be described as a professional translator, and that is the category I propose to discuss. It is also the category which is popular with the language graduate who enjoyed translating at University (but has not taken a translation diploma) and 'loves reading'. It sounds ideal. It is attended by pitfalls, chastening experiences and very little cash.

The literary translator will have to find other work first and have the determination and dedication to translate in his own time. If he is fascinated by translation—and the literary translator must be—he will already have translated more than his academic course demands (more poems, more challenging passages, funny anecdotes). This will be of very little practical use to him and of no interest at all to a prospective customer; it will simply have served to convince him that he loves translating and is determined to do it professionally. How is he to start? If he has not lived abroad, it will be useful for him to apply for a translation job with an international organization,

¹The authorship of individual sections of this chapter is indicated by initials alongside the appropriate headings.

Chapter 9

Quality and standards—the evaluation of translations

Juan C. Sager

There are no absolute standards of translation quality but only more or less appropriate translations for the purpose for which they are intended.

1 Preliminary observations

In order to discuss meaningfully the quality of a translator's work we have to consider the process of translation as an industrial process, subject to consideration of time and effort by which any work is measured. Similarly, the result of this process, the translation itself, is a commercial product of the information market, to which a certain price can be attached. It follows that the price and hence the quality of translations should be commensurate with the value attached to an original which is used for the same purpose and with the importance attributed to it in the process of communication.

Translations are *dependent* texts in two senses: They are dependent upon an original which has a comparable form and serves the same function; in special cases the translation serves a different function possibly with a different form in which case we speak of translation as *derived* texts, e.g. in the gist translation of a letter or the summary translation of a contract. They are also dependent upon someone who commissions the translation either for his own use as reader or for another person whom he cannot address in his own language. The initiator of the translation implicitly or explicitly specifies the function the translation is to serve within a communication process. He determines the time available for the work of the translator, and, through the price he is willing to pay, the type and quality of the translation required. The initiator thus plays a crucial

role in establishing valid criteria for the assessment of translations, their cost-effectiveness, their appropriateness and their quality.

Different types of texts require different methods of translation and lead to different end products. Most translations are modelled on, if not identical with, text forms of the target language but there are also translations which do not match known forms of target language texts and which can therefore not be compared to them.

While there are established text types which we can identify and whose general characteristics can be described, there is not an ideal model of letter, scientific report or instruction; each organization develops its own variants according to the function any such document has in the communication processes which represent or accompany its activities.

Consequently there is no ideal type of translation for any of these forms but rather any organization which regularly requires translations decides the function of translations in the overall system of communication and develops patterns for types of translated texts. In reaching such decisions organizations rely on the advice of translators who then have the role of information advisers.

While translation is essentially concerned with the problems of interlingual transfer of messages the practice of translation requires modifications of texts which are independent of the languages involved. It is therefore convenient to distinguish between the obligatory modifications of linguistic transfer with concomitant pragmatic changes conditioned by cultural differences and the deliberate modifications which are necessitated by a change

Chapter 10

Translation specifications

Richard E. Simpkin

Introduction

As a specialist in policy on future military equipment I was often concerned in international discussions. But since I was lucky enough to be able to use the languages in which I was working, it was not until I came to lead the British team in the successful early stages of the Anglo-German tank project (MBT80/KPz3) that I became a conscious user of language services. I was lucky—from experience before and since I realize just how lucky—to have excellent support from an AIIC interpreter who, for security reasons, also carried out written translation and German secretarial work. Nevertheless I quickly discovered that the marketing approach of the language profession was that of Henry Ford—‘You can have any color you want so long as it’s black.’ When I ceased to be a user and became a practising linguist, I was equally horrified to find that my clients shared this approach—‘A translation is a translation is a translation.’

I should prefer to steer clear of the extremes of McLuhanism and take as a point of departure Professor Sager’s premise that a translation is an industrial product (as opposed even to a commercial service). It may have taken years of struggle and a large dose of failure to shift British management from Henry Ford’s attitude to the Harvard ‘marketing approach’ but, even in the UK, most managers and designers now accept that a product has to be related both to a target market as a whole and to a specific requirement within that market. By the same token, the written word—perhaps even when acknowledged as possessing literary merit—is of no importance beyond the message it conveys on one or more planes between the fundamental or direct and the purely aesthetic.

For instance, had I been writing this chapter as an article or a lecture, I should have developed its theme logically by setting a framework, dis-

cussing the broad factors and only then starting to establish practical guidelines. In the event, this is a reference book, to be glanced at (*I hope*) by users, skimmed by experienced translators and probed more deeply only by the student (and possibly his tutors) and the neophyte. So I shall put the cart fairly and squarely before the horse.

I shall begin with the practicalities of specifying translations, taking these in decreasing order of importance and difficulty. Next I shall offer guide-line specifications and check-lists aimed at helping all concerned to ensure that a translation matches its specification. Only then shall I philosophize briefly but more widely about the rationale of translation specifications. First of all, though, I want to drive home three broader points.

The first arises from our habit of using the words ‘good’ and ‘bad’ at two levels without stating—or I suspect distinguishing to ourselves—the degree to which each level applies. We are all clear what we mean by a ‘bad man’; whatever our beliefs, we share a fairly clear and uniform concept of a ‘good man’. When we say a ‘bad doctor’ we mean one who fails to achieve results or at least to inspire confidence; but there are heavy moral overtones in this example, so we can formulate a general concept of a ‘good doctor’, one who is both a good man and a competent GP, surgeon, gynaecologist or whatever. When we speak of a ‘bad car’, we mean simply one which, for one or more reasons, fails to achieve the purpose for which it is designed; conversely a ‘good car’ means one which fulfils the aims set by the manufacturer and the actual requirements of the owner. Here ‘good’ simply means ‘appropriate’. A translation, like a car, is a product. We are all agonizingly aware that there is such a thing as a ‘bad’ translation; indeed many of us are reminded of this almost daily. But it does *not*

Part V

The world view

Chapter 11

Relations between languages

Ian F. Finlay

1. Indo-European family of languages

A surprising number of the languages used in Europe and in the Middle East and the Indian sub-continent belong to the Indo-European family. This term seems to have been coined by the physicist and physician Thomas Young and was used by him in an article in the *Quarterly Review* in October 1813 to describe a family of languages. This huge and disparate family has amongst its members such seemingly unrelated languages as Albanian and Icelandic in the European context and Persian and Hindi in that of the Middle East and the Indian sub-continent.

Over the centuries, if not millenia, the members of this huge family of languages have developed in their own directions, subject during that time to all manner of influences, such that none but the professional philologist would today detect any relationship between many of them. Who would, for example, ever think of linking Welsh and Russian as being members of one and the same basic family? On the other hand, there are distinct similarities between many members of the family as a whole such that clearly definable groups have arisen, the members of which resemble one another to a greater or lesser extent as do the members of human families either in looks or personalities. The Indo-European family of languages has been divided into two major groups, based on the word for 'hundred'. There is the 'centum' group and the 'satem' group, this referring in essence to the nature of the initial letter in the word for 'hundred' in them. The 'centum' group is likely to be the more important for most translators working into English in so far as it covers such languages as French, German and Welsh. The 'satem' group nevertheless contains languages such as Russian. Languages outside the Indo-European family will be considered later in the Chapter. Let us now list the main languages

likely to be of interest to translators in the Indo-European family.

(a) *Romance languages.* These are the languages which developed from Latin, not necessarily from the Latin of the classical writers in that language, but from the members of Roman armies which occupied various parts of Europe. They are, in alphabetical order, French, Italian, Portuguese, Romanian (a little surprisingly perhaps) and Spanish.

(b) *Germanic languages.* These languages likewise arose from a common Germanic ancestor and, over the centuries, have developed into, once again in alphabetical order, Afrikaans, Danish, Dutch, English, German, Icelandic, Norwegian, Swedish and Yiddish.

(c) *Celtic languages.* These languages, of lesser importance from the point of view of translation, are for the most part used in the British Isles and in Brittany, although they are virtually neglected by most translators resident in them. They are, again in alphabetical order, Breton, Irish Gaelic, Scottish Gaelic and Welsh. Two former members of the group, namely Cornish and Manx, have virtually died out.

(d) *Slavonic languages.* These languages also developed from an original Slavic ancestor and subsequently split into a western, southern and eastern group. While the three groups considered above belong to the 'centum' group, the Slavonic languages belong to the 'satem' group of Indo-European languages. The main languages involved are, in alphabetical order, Bulgarian, Czech, Polish, Russian, Serbo-Croatian, Slovak and Ukrainian. Bulgarian, Russian and Ukrainian make use of the Cyrillic alphabet (although not in identical forms), although there are standard systems of transliteration for the main remaining European languages. The other languages in the group make use of the Latin alphabet, albeit with a greater or lesser number of accents or dia-

Chapter 12

Translation throughout the world

Wendy Glover, editor

This chapter starts with five case studies written by translators from the European Commission, East Germany, Canada, New Zealand and Nigeria. We hope that these papers will give readers a taste of what it is like to be a translator in the countries concerned, as well as providing basic information on such subjects as the training and professional organization of translators in various parts of the world. We hope that future editions of the *Handbook* will be able to include papers from other countries, particularly countries in areas such as Africa and Asia, which are often ignored in Western accounts. We would be very pleased to hear from anyone who wishes to suggest a possible source for a case study to be included in future editions, or who wishes to offer to contribute a case study. However, the five studies which follow certainly show the variation possible in the field of translating, and are interesting both as individual studies, and in comparison with each other.

We had hoped to include a paper on the situation in Singapore, but unfortunately our contact was not able to send us his paper in time for it to be included in this edition of the *Handbook*. A very brief account of translation in Singapore was published in the *Newsletter of the Translators' Guild Ltd.*, and was an extract from a longer paper comparing translation in Singapore and Canada published in *Informatio*, the newsletter of the Association of Translators and Interpreters in Ontario. Full details of this paper, and of papers describing the situation in other countries, are given in a selective bibliography following the case studies.

The paper by Dr Ekundayo Simpson is an extract from a longer paper held at Aslib, which

was produced by Dr Simpson for a Unesco consultative meeting in Lome, 1982. The sections omitted were concerned mainly with literary translation and with the protection and legal status of translators in Africa. The paper is accompanied by a bibliography of 54 references concerning translation in Africa.

Translating for the EEC: an insider's view

Michel Blond

Mr J. Albert Bachrach, Head of the European Commission's Translation Service in Luxembourg, was asked to write an article on translating in the EEC institutions, but, as he explains below, he preferred to ask a member of his Division, Mr Michel Blond, to give a younger man's view.

Introduction

Mr Blond's article below on 'Translating for the EEC' gives indeed an 'insider's view', in what some readers may consider a rather unusual form. But I personally believe that the idea of an imaginary interview is a good one and will attract the attention of the readers of this handbook.

We live in a period of transition and rapid evolution in all sectors of human activity. The working methods of the translator are undergoing considerable changes as a result of the introduction of various mechanical and computer-based aids, such as word processors, terminological data banks, documentary data bases, and—last but not least—machine translation. The translator employed by a large multilingual organization such as the Commission no longer writes his drafts by hand,

Part VI

International and national professional organizations

Chapter 13

International organizations

Emald Osers

There is no doubt that translating and interpreting—though, of course, these activities have existed since the dawn of history—received a powerful impulse during and after the Second World War. Indeed, the war gave rise to an entirely new linguistic profession—the radio monitor, whose work is halfway between interpreting and translating, with an aural input (as for interpreters) and a written output (as for translators). During the war the number of radio monitors employed by Britain, the USA, the USSR and Germany was probably in excess of 1000. Signal interception in the field and the processing of intelligence material similarly accounted for several hundreds, and possibly thousands, of interpreters and translators.

The war over, an immediate large-scale need for translators/interpreters arose with the Allied Control Commissions (in Germany, Austria and the Far East) and, a little later, in connection with the War Crime Trials, the resumption of diplomatic activity by newly established or newly liberated countries (taking into account the circumstance that some of these were now finding themselves within one Great Power sphere or another, often calling for new dimensions of internal translation) and, last but not least, from the establishment and rapid growth of the United Nations and its 'family' of international organizations. Gradually, though perhaps less rapidly than might have been expected, the need for professional translators and/or interpreters was realized by international and multinational business, and indeed by trade generally.

Whereas, with the possible exception of the League of Nations and a handful of other organizations, the pre-war translator/interpreter was usually a part-time linguist, a person who also performed other duties, the postwar translator and interpreter tended to be a full-time professional.

The fifties, therefore, saw the birth of translators' and interpreters' organizations in a great many countries—sometimes directly on a national scale and sometimes first on a regional basis with subsequent amalgamation into a national body. Presently, at the end of 1953—within seven weeks of each other—came the foundation first of AIIC, the *Association internationale des interprètes de conférence*, and then of FIT, the *Fédération internationale des traducteurs*, both with the support of Unesco.

FIT

The initiative for the establishment of an International Federation of Translators came from the *Société française des traducteurs* and its President Pierre-François Caillé; the constituent assembly (on 28 and 29 December 1953) was under the joint patronage of Unesco and the French Government. It was attended by representatives from Canada, Denmark, France, Germany, Hungary, Italy, Japan, Norway, Spain, Turkey, Yugoslavia and the USA. Not all of these then had translators' organizations; those that had not were represented by their Cultural Attachés. The countries in which professional bodies of translators already existed—the Federal Republic of Germany, Denmark, France, Italy, Norway and Turkey—became the founding members of FIT. The main topic at this meeting was, of course, the drafting of the Statutes of the Federation, its organization and finances, and the creation of an international journal.

A year later, in December 1954, the *First International Translators' Congress* was held in Paris, attended by representatives from 16 countries. FIT by then had 10 member societies (Canada, France, Germany, Italy, Japan, Norway, Spain, Turkey, United Kingdom and Yugoslavia); six more countries (Austria, Finland, Poland,

Appendix I

THE TRANSLATOR'S CHARTER

THE INTERNATIONAL FEDERATION OF TRANSLATORS

noting

that translation has established itself as a permanent, universal and necessary activity in the world of today; that by making intellectual and material exchanges possible among nations it enriches their life and contributes to a better understanding amongst men;

that in spite of the various circumstances under which it is practised translation must now be recognized as a distinct and autonomous profession; and

desiring

to lay down, as a formal document, certain general principles inseparably connected with the profession of translating, particularly for the purpose of

- stressing the social function of translation,
- laying down the rights and duties of the translator,
- laying the basis of a translator's code of ethics,
- improving the economic conditions and social climate in which the translator carries out his activity, and
- recommending certain lines of conduct for translators and their professional organizations,

and to contribute in this way to the recognition of translation as a distinct and autonomous profession,

ANNOUNCES THE TEXT OF A CHARTER PROPOSED TO SERVE AS GUIDING PRINCIPLES FOR THE EXERCISE OF THE PROFESSION OF TRANSLATOR

Section I

General obligations of the translator

1. Translation, being an intellectual activity, the object of which is the transfer of literary, scientific and technical text, from one language into another, imposes on those who practise it specific obligations inherent in its very nature.

2. A translation shall always be made on the sole responsibility of the translator, whatever the character of the relationship or contract which binds him to the user.

3. The translator shall refuse to give to a text an interpretation of which he does not approve, of which would be contrary to the obligations of his profession.

4. Every translation shall be faithful and render exactly the idea and form of the original—this fidelity constituting both a moral and legal obligation for the translator.

5. A faithful translation, however, should not be confused with a literal translation, the fidelity of a translation not excluding an adaptation to make the form, the atmosphere and deeper meaning of the work felt in another language and country.

6. The translator shall possess a sound knowledge of the language from which he translates and should, in particular, be a master of that into which he translates.

7. He must likewise have a broad general knowledge and know sufficiently well the subject matter of the translation and refrain from undertaking a translation in a field beyond his competence.

8. The translator shall refrain from any unfair competition in carrying out his profession; in particular, he shall not accept any fee below that which is fixed by law, regulations, custom, or by his professional organization.

9. In general, he shall neither seek nor accept work under conditions humiliating to himself or his profession.

10. The translator shall respect the legitimate interests of the user by treating as a professional secret any information which may come into his possession as a result of the translation entrusted to him.

11. Being a "secondary" author, the translator is required to accept special obligations with respect to the author of the original work.

12. He must obtain from the author of the original work or from the user authorization to translate a work, and must furthermore respect all other rights vested in the author.

Section II

Rights of the translator

13. Every translator shall enjoy all the rights with respect to the translation he has made, which the country where he exercises his activities grants to other intellectual workers.

14. A translation, being a creation of the intellect, shall enjoy the legal protection accorded to such works.

15. The translator is therefore the holder of copyright in his translation and consequently has the same privileges as the author of the original work.

16. The translator shall thus enjoy, with respect to his translation, all the moral rights of succession conferred by his authorship.

17. He shall consequently enjoy during his lifetime the right to recognition of his authorship of the translation, from which it follows, *inter alia*, that

- a) his name shall be mentioned clearly and unambiguously whenever his translation is used publicly;
- b) he shall be entitled to oppose any distortion, mutilation or other modification of his translation;
- c) publishers and other users of his translation shall not make changes therein without the translator's prior consent;
- d) he shall be entitled to prohibit any improper use of his translation and, in general, to resist any attack upon it that is prejudicial to his honour or reputation.

18. Furthermore, the exclusive right to authorize the publication, presentation, broadcasting, retranslation, adaptation, modification or other rendering of his translation, and, in general, the right to use his translation in any form shall remain with the translator.

19. For every public use of his translation the translator shall be entitled to remuneration at a rate fixed by contract or law.

Section III

Economic and social position of the translator

20. The translator must be assured of living conditions enabling him to carry out with efficiency and dignity the social task conferred on him.

21. The translator shall have a share in the success of his work, and shall, in particular, be entitled to a remuneration proportional to the commercial proceeds from the work he has translated.

22. It must be recognized that translations can also arise in the form of commissioned work and acquire as such rights to a remuneration independent of commercial profits accruing from the work translated.

23. The translating profession, like other professions, shall enjoy in every country a protection equal to that afforded to other professions in that country, by the control of rates, collective agreements, standard contracts, etc.

24. Translators in every country shall enjoy all the advantages guaranteed to intellectual workers, and particularly of all social insurance schemes, such as old-age pensions, health insurance, unemployment benefits and family allowances.

Section IV

Translators' societies and unions

25. In common with members of other professions, translators shall enjoy the right to form professional societies or unions.

26. In addition to defending the moral and material interests of translators, these organizations shall have the task of ensuring improvement in standards of translation and of dealing with all other matters concerning translation.

27. They shall exert their influence on public authorities in the preparation and introduction of legal measures and regulations concerning the profession.

28. They shall strive to maintain permanent relations with organizations which are users of translations (publishers' associations, industrial and commercial enterprises, public and private authorities, the Press, etc.) for the purpose of studying and finding solutions to their common problems.

29. In watching over the quality of all works translated in their countries, they shall keep in touch with cultural organizations, societies of authors, national sections of the Pen Club, literary critics, learned societies, universities, and technical and scientific research institutes.

30. They shall be competent to act as arbiters and experts in all disputes arising between translators and users of translations.

31. They shall have the right to give advice on the training and recruitment of translators, and to cooperate with specialized organizations and universities in the pursuit of these aims.

32. They shall endeavour to collect information of interest to the profession from all sources and to place it at the disposal of translators in the form of libraries, files, journals and bulletins, for which purpose they shall establish theoretical and practical information services, and organize seminars and meetings.

Section V

National organizations and the International Federation of Translators

33. Where several groups of translators exist in a country, organized either on a regional basis or into different categories, it will be desirable for these groups to co-ordinate their activities in a central national organization, at the same time preserving their identity.

34. In countries where societies or unions of translators are not yet in existence, it is suggested that translators should join forces to bring about the necessary establishment of such an organization, in accordance with the relevant legal requirements of their country.

35. To ensure the attainment of their aims at world level by common effort, national translators' organizations are called upon to unite in the *Fédération Internationale des Traducteurs* (International Federation of Translators) (FIT).

36. Translators shall join their national organizations of their own free will and the same must apply to the societies with respect to their association with the International Federation of Translators.

37. The International Federation of Translators shall defend the material and moral rights of translators at international level, keep in touch with progress in theoretical and practical matters relating to translation, and endeavour to contribute to the spread of civilization throughout the world.

38. The International Federation of Translators shall attain these objectives by representing translators at the international level, particularly through relations with governmental, non-governmental and supranational organizations, by taking part in meetings likely to be of interest to translators and translation at the international level, by publishing works, and by organizing or arranging for the organization of congresses at which questions concerning translation or translators may be examined.

39. In general the International Federation of Translators shall extend the activities of the societies of every country to the international level, co-ordinate their efforts and define its common policy.

40. The national societies and the International Federation of Translators, their central organization, derive the strength necessary for the pursuit of their professional objectives from the feeling of solidarity existing among translators and from the dignity of translation which contributes to better understanding among nations and to the spread of culture throughout the world.

Appendix II

RECOMMENDATION ON THE LEGAL PROTECTION
OF TRANSLATORS AND TRANSLATIONS AND THE PRACTICAL
MEANS TO IMPROVE THE STATUS OF TRANSLATORS

The General Conference of the United Nations Educational, Scientific and Cultural Organization, meeting in Nairobi from 26 October to 30 November 1976, at its nineteenth session,

Considering that translation promotes understanding between peoples and co-operation among nations by facilitating the dissemination of literary and scientific works, including technical works, across linguistic frontiers and the interchange of ideas,

Noting the extremely important rôle played by translators and translations in international exchanges in culture, art and science, particularly in the case of works written or translated in less widely spoken languages,

Recognizing that the protection of translators is indispensable in order to ensure translations of the quality needed for them to fulfil effectively their rôle in the service of culture and development,

Recalling that, if the principles of this protection are already contained in the Universal Copyright Convention, while the Berne Convention for the Protection of Literary and Artistic Works and a number of national laws of Member States also contain specific provisions concerning such protection, the practical application of these principles and provisions is not always adequate,

Being of the opinion that if, in many countries with respect to copyright, translators and translations enjoy a protection which resembles the protection granted to authors and to literary and scientific works, including technical works, the adoption of measures of an essentially practical nature, assimilating translators to authors and specific to the translating profession, is nevertheless justified to ameliorate the effective application of existing laws,

Having decided, at its eighteenth session, that the protection of translators should be the subject of a recommendation to Member States within the meaning of Article IV, paragraph 4, of the Constitution,

Adopts, this twenty-second day of November 1976, the present Recommendation.

The General Conference recommends that Member States apply the following provisions concerning the protection of translators and translations by taking whatever legislative or other steps may be required, in conformity with the constitutional provisions and institutional practice of each State, to give effect, within their respective territories, to the principles and standards set forth in this Recommendation.

The General Conference recommends that Member States bring this Recommendation to the attention of the authorities, departments or bodies responsible for matters relating to the moral and material interests of translators and to the protection of translations, of the various organizations or associations representing or promoting the interests of translators, and of publishers, managers of theatres, broadcasters and other users and interested parties.

The General Conference recommends that Member States submit to the Organization, at such times and in such form as shall be determined by the General Conference, reports on the action taken by them to give effect to this Recommendation.

I. DEFINITIONS AND SCOPE OF APPLICATION

1. For purposes of this Recommendation:

- (a) the term "translation" denotes the transposition of a literary or scientific work, including technical work, from one language into another language, whether or not the initial work, or the translation, is intended for publication in book, magazine, periodical, or other form, or for performance in the theatre, in a film, on radio or television, or in any other media;

- (b) the term "translators" denotes translators of literary or scientific works, including technical works;
 - (c) the term "users" denotes the persons or legal entities for which a translation is made.
2. This Recommendation applies to all translators regardless of:
- (a) the legal status applicable to them as:
 - (i) independent translators; or
 - (ii) salaried translators;
 - (b) the discipline to which the work translated belongs;
 - (c) the full-time or part-time nature of their position as translators.

II. GENERAL LEGAL POSITION OF TRANSLATORS

3. Member States should accord to translators, in respect of their translations, the protection accorded to authors under the provisions of the international copyright conventions to which they are party and/or under their national laws, but without prejudice to the rights of the authors of the original works translated.

III. MEASURES TO ENSURE THE APPLICATION IN PRACTICE OF PROTECTION AFFORDED TRANSLATORS UNDER INTERNATIONAL CONVENTIONS AND IN NATIONAL LAWS RELATING TO COPYRIGHT

4. It is desirable that a written agreement be concluded between a translator and the user.
5. As a general rule, a contract governing relations between a translator and a user, as well as where appropriate any other legal instrument governing such relations, should:
- (a) accord an equitable remuneration to the translator whatever his or her legal status;
 - (b) at least when the translator is not working as a salaried translator, remunerate him or her in proportion to the proceeds of the sale or use of the translation with payment of an advance, the said advance being retained by the translator whatever the proceeds may be; or by the payment of a sum calculated in conformity with another system of remuneration independent of sales where it is provided for or permitted by national legislation; or by the payment of an equitable lump sum which could be made where payment on a proportional basis proves insufficient or inapplicable; the appropriate method of payment should be chosen taking into account the legal system of the country concerned and where applicable the type of original work translated;
 - (c) make provision, when appropriate, for a supplementary payment should the use made of the translation go beyond the limitations specified in the contract;
 - (d) specify that the authorizations granted by the translator are limited to the rights expressly mentioned, this provision applying to possible new editions;
 - (e) stipulate that in the event that the translator has not obtained any necessary authorization, it is the user who is responsible for obtaining such authorization;
 - (f) stipulate that the translator guarantees the user uncontested enjoyment of all the rights granted and undertakes to refrain from any action likely to compromise the legitimate interests of the user and, when appropriate, to observe the rule of professional secrecy;
 - (g) stipulate that, subject to the prerogatives of the author of the original work translated, no change shall be made in the text of a translation intended for publication without seeking the prior agreement of the translator;

- (h) assure the translator and his translation similar publicity, proportionately to that which authors are generally given, in particular, the name of the author of the translation should appear in a prominent place on all published copies of the translation, on theatre bills, in announcements made in connexion with radio or television broadcasts, in the credit titles of films and in any other promotional material;
 - (i) provide that the user ensure that the translation bear such notices as are necessary to comply with copyright formalities in those countries where it might reasonably be expected to be used;
 - (j) provide for the resolution of any conflicts which may arise, particularly with respect to the quality of the translation, so far as possible, by means of arbitration or in accordance with procedures laid down by national legislation or by any other appropriate means of dispute settlement which on the one hand is such as to guarantee impartiality and on the other hand is easily accessible and inexpensive;
 - (k) mention the languages from and into which the translator will translate and without prejudice to the provisions of paragraph 1 (a), further specify expressly the translator's possible use as an interpreter.
6. In order to facilitate the implementation of the measures recommended in paragraphs 4, 5 and 14, Member States should, without prejudice to the translator's freedom to enter into an individual contract, encourage the parties concerned, in particular the professional organizations of translators and other organizations or associations representing them, on the one hand, and the representatives of users, on the other, to adopt model contracts or to conclude collective agreements based on the measures suggested in this Recommendation and making due allowance for all situations likely to arise by reason either of the translator or of the nature of the translation.
7. Member States should also promote measures to ensure effective representation of translators and to encourage the creation and development of professional organizations of translators and other organizations or associations representing them, to define the rules and duties which should govern the exercise of the profession, to defend the moral and material interests of translators and to facilitate linguistic, cultural, scientific and technical exchanges among translators and between translators and the authors of works to be translated. To this end, such organizations or associations might undertake, where national law permits, in particular, the following specific activities:
- (a) promote the adoption of standards governing the translating profession; such standards should stipulate in particular that the translator has a duty to provide a translation of high quality from both the linguistic and stylistic points of view and to guarantee that the translation will be a faithful rendering of the original;
 - (b) study the bases for remuneration acceptable to translators and users;
 - (c) set up procedures to assist in the settlement of disputes arising in connexion with the quality of translations;
 - (d) advise translators in their negotiations with users and co-operate with other interested parties in establishing model contracts relating to translation;
 - (e) endeavour to arrange for translators individually or collectively, and in accordance with national laws or any collective agreements which may be applicable on this subject, to benefit with authors from funds received from either private or public sources;
 - (f) provide for exchanges of information on matters of interest to translators by the publication of information bulletins, the organization of meetings or by other appropriate means;
 - (g) promote the assimilation of translators, from the point of view of social benefits and taxation, to authors of literary or scientific works, including technical works;
 - (h) promote the establishment and development of specialized programmes for the training of translators;

- (i) co-operate with other national, regional or international bodies working to promote the interests of translators, and with any national or regional copyright information centres set up to assist in the clearance of rights in works protected by copyright, as well as with the Unesco International Copyright Information Centre;
- (j) maintain close contacts with users, as well as with their representatives or professional organizations or associations, in order to defend the interests of translators; and negotiate collective agreements with such representatives or organizations or associations where deemed advantageous;
- (k) contribute generally to the development of the translating profession.

8. Without prejudice to paragraph 7, membership of professional organizations or associations which represent translators should not, however, be a necessary condition for protection, since the provisions of this Recommendation should apply to all translators, whether or not they are members of such organizations or associations.

IV. SOCIAL AND FISCAL SITUATION OF TRANSLATORS

9. Translators working as independent writers, whether or not they are paid by royalties, should benefit in practice from any social insurance schemes relating to retirement, illness, family allowances, etc., and from any taxation arrangements, generally applicable to the authors of literary or scientific works, including technical works.
10. Salaried translators should be treated on the same basis as other salaried professional staff and benefit accordingly from the social schemes provided for them. In this respect, professional statutes, collective agreements and contracts of employment based thereon should mention expressly the class of translators of scientific and technical texts, so that their status as translators may be recognized, particularly with respect to their professional classification.

V. TRAINING AND WORKING CONDITIONS OF TRANSLATORS

11. Member States should recognize in principle that translation is an independent discipline requiring an education distinct from exclusively language teaching and that this discipline requires special training. Member States should encourage the establishment of writing programmes for translators, especially in connexion with translators' professional organizations or associations, universities or other educational institutions, and the organization of seminars or workshops. It should also be recognized that it is useful for translators to be able to benefit from continuing education courses.
12. Member States should consider organizing terminology centres which might be encouraged to undertake the following activities:
 - (a) communicating to translators current information concerning terminology required by them in the general course of their work;
 - (b) collaborating closely with terminology centres throughout the world with a view to standardizing and developing the internationalization of scientific and technical terminology so as to facilitate the task of translators.
13. In association with professional organizations or associations and other interested parties, Member States should facilitate exchanges of translators between different countries, so as to allow them to improve their knowledge of the language from which they work and of the socio-cultural context in which the works to be translated by them are written.
14. With a view to improving the quality of translations, the following principles and practical measures should be expressly recognized in professional statutes mentioned under sub-paragraph 7 (a) and in any other written agreements between the translators and the users:
 - (a) translators should be given a reasonable period of time to accomplish their work;

- (b) any documents and information necessary for the understanding of the text to be translated and the drafting of the translation should, so far as possible, be made available to translators;
- (c) as a general rule, a translation should be made from the original work, recourse being had to retranslation only where absolutely necessary;
- (d) a translator should, as far as possible, translate into his own mother tongue or into a language of which he or she has a mastery equal to that of his or her mother tongue.

VI. DEVELOPING COUNTRIES

15. The principles and norms set forth in this Recommendation may be adapted by developing countries in any way deemed necessary to help them meet their requirements, and in the light of the special provisions for the benefit of developing countries introduced in the Universal Copyright Convention as revised at Paris on 24 July 1971 and the Paris Act (1971) of the Berne Convention for the Protection of Literary and Artistic Works.

VII. FINAL PROVISION

16. Where translators and translations enjoy a level of protection which is, in certain respects, more favourable than that provided for in this Recommendation, its provisions should not be invoked to diminish the protection already acquired.

Chapter 14

National organizations of translators and interpreters

Dimity Beaumont

I have given here such details as are readily available about as many national translators' organizations as possible. The information presented here is certainly not complete, and for a fuller picture of the activities of any individual organization it is always advisable to write to them direct.

Wherever possible, I have listed the publications of each organization: register of members, journal or newsletter.

ARGENTINA

Colegio de Traductores Públicos de la Ciudad de Buenos Aires. Calle Tucumán 950, 4° piso, oficina 24, Buenos Aires.

MEMBERS: Public 'sworn' translators with recognized university qualifications.

PUBLICATIONS: Register of translators; bimonthly information bulletin.

AUSTRALIA

Australian Translators Association Ltd. 115 Pitt Street, 10th floor, Sydney, NSW 2000.

AUSTRIA

Österreichischer Übersetzer- und Dolmetscher-verband 'Universitas', Institut für Übersetzer- und Dolmetscherausbildung an der Universität Wien, A-1010 Wien, Dr. Karl Lueger-Ring 1.

FOUNDED: 1954.

MEMBERS: About 320 members, including translators and interpreters. Full members normally have university qualifications in translating or interpreting, and must provide professional references.

PUBLICATIONS: Register of translators, updated every 3 years; register of interpreters, updated every 2 years. Quarterly bulletin, *Mitteilungsblatt*.

Österreichischer Verband der Gerichtsdolmetscher.

A-1180 Wien, Gentzgasse 12/7.

Übersetzungsgemeinschaft literarischer und wissenschaftlicher Werke.

A-1180 Wien, Schöffelgasse 12-14/3/3.

Federation of translation agencies working in cooperation with federal chamber of commerce and trade.

BELGIUM

Chambre belge des traducteurs, interprètes, et philologues. De Heynlaan 110, B-1010 Bruxelles.

FOUNDED: 1955.

MEMBERS: About 250 members, including translators, interpreters and terminologists.

PUBLICATIONS: Register of members, updated annually, separate lists of translators and interpreters, listed alphabetically and by language. Quarterly journal, *Le Linguiste—De Taalkundige*; bimonthly bulletin *INFO*.

BRAZIL

Associação Brasileira de Tradutores 'ABRATES'. Rua Almirante Barroso 97-3° andar, 20031 Rio de Janeiro. Library and Secretariat: Rua da Quitanda 194-10°, 20091 Rio de Janeiro.

FOUNDED: 1974.

MEMBERS: 600 members, admitted on presentation of professional references.

PUBLICATIONS: Register of translators, first published in 1976, updated at intervals, listing members by name, language subject and geographical location. Quarterly *Boletim*; Biannual *Revista do*

Chapter 15

Awards, fellowships and prizes

Julian Chancellor

Awards and prizes for translation, both literary and commercial, are extremely important for they provide encouragement to translators who work in a solitary field often for pitifully inadequate rewards. They also assist in the enhancement of the status of the profession, still much neglected in many countries despite the 'Recommendation on the Legal Protection of Translators and Translations and the Practical Means to Improve the Status of Translators', approved by Unesco in 1976 (See Ch. 13).

Such is the ephemeral nature of so many prizes or grants for translators, which often depend on uncertain commercial or governmental patronage, that it is impossible to produce a comprehensive list which will not quickly become out of date. Every effort has been made to ensure that the information below, gathered by means of a questionnaire and from various publications, is accurate. However, before submitting work or making applications, potential applicants are advised always to contact the body concerned to check their eligibility and ask for up-to-date details. General information can usually be obtained from the translators' organization or authors' society in the country concerned, and sometimes from the cultural attachés at embassies.

NATIONAL AWARDS

Canada

CANADA COUNCIL TRANSLATION PRIZES

Canada Council, 255 Albert Street, PO Box 1047, Ottawa, Ontario K1P 5V8.

Two annual prizes of \$5,000 awarded since 1973, each for the best translations of Canadian works: one for a translation from English into

French and one for a translation from French into English. The books must be written and translated by Canadians. Poetry, drama, fiction and non-fiction published during the preceding calendar year are eligible. No formal application required. The winners in 1982 were Ray Ellenwood and Yvan Steenhout.

JOHN GLASSCO TRANSLATION PRIZE

Literary Translators' Association, 964 Cherrier, Montreal H2L 1H7.

New prize to be awarded each spring for a first book-length literary translation into French or English published in Canada during the previous year. Translators and/or publishers may apply.

Denmark

DANISH AWARD TO TRANSLATORS

Dansk Forfatterforening, Forfatternes Hus, Nyhavn 21, DK-1051 Copenhagen.

Annual prize of the Danish Translators' Association, funded by them and subsidized by the Ministry of Cultural Affairs. Translations into Danish are eligible, and the prize is 10,000 kroner.

Finland

FINNISH GOVERNMENT TRANSLATION GRANTS

Finnish Literature Information Centre, Marja-Leena Rautalin, Liisankatu 16 A 5, 00170 Helsinki 17.

In 1982 the Finnish Government awarded 160,000 Finn marks as grants for projects concerned with the advancement of Finnish literature abroad and for the translation of works by Finnish writers. Applications to the Finnish Literature Information Centre are invited from (1) translators and publishers, (2) authors of critical works, and regular contributors to literary magazines and periodicals published outside Finland.

Part VII

**Bibliography of technical translation
and sources of information**

Chapter 16

A bibliography of technical translation and sources of information

E. A. Carson

Foreword

Translators have always needed the help of dictionaries and glossaries, but never more than today. Technical dictionaries in particular can become out of date almost as soon as they are published, and in order to keep up with the latest terminology a translator needs must consult technical periodicals in order to build up a current glossary. If I may quote from the review of a German-English glossary (*Incorporated Linguist*, Vol. 17 No. 1) 'advances in electronic micro-miniaturization and in instant televised information systems and the computerization of lexicography are taking place so fast nowadays that one is bound to ask whether the technical language dictionary or glossary . . . can last much longer'.

Another reviewer stated (*Incorporated Linguist*, Vol. 17 No. 3) that 'it is almost axiomatic that specialized bilingual (let alone multilingual) dictionaries are dictionaries of equivalents, while monolingual dictionaries are dictionaries of definitions; that the terms listed in them are rarely accompanied by contextual information to identify the pertinent sub-specialty to which they belong; that they are often padded by the inclusion of general language entries devoid of any clue as to how these are used in the claimed area of coverage. . .'. The reviewer went on to describe Gladstone's *English-French Dictionary of Medical and Paramedical Sciences* as a 'model of how translators would like dictionaries prepared', himself quoting from the 1977 ATA Workshop on Lexicography and Publishing of Dictionaries (*ATA Chronicle VI/8*).

In the space available it is not possible to give details of all available published material, but I

have felt it expedient to include certain standard works which might be considered essential, and particularly those which are from time to time updated. I have therefore decided that my best plan would be to refer to existing bibliographies for older works, but as far as possible to list such dictionaries and glossaries as have appeared during the last ten years or so, unless standard works have not been superseded.

I have also made reference to the glossaries which appear from time to time in periodicals produced by translation institutions, such as *Lebende Sprachen*, *Traduire*, *Aslib Technical Translation Bulletin*, *Babel* and *La Revue du Traducteur*. Although many of the terms may be found also in specialist dictionaries, it is useful to know that such terms have been accepted by experienced translators. It is also a way of keeping in touch with terms that have not found their way into dictionaries.

Finally, I have thought it useful to refer to the opinions of users on the merits of the dictionaries in their particular specialties, and so have sampled the views of some of the reviewers in various periodicals concerned with the interests of translators. There is no claim to comprehensiveness and reliance has largely been placed on those journals received regularly at the Institute of Linguists' Library.

The material has been arranged in the following order

1. Bibliographies
2. Some basic general dictionaries
3. Specialized dictionaries and glossaries reviewed
4. Glossaries
5. Other sources

Part VIII

Glossary

Chapter 17

Glossary

Christopher J. A. Wolfe

To say that the present chapter is unique among the various component parts making up *The Translator's Handbook* would be to make a perfectly true but pointless statement, since of course every chapter is unique. A further self-evident fact—it may be said—is that no other chapter of the *Handbook* is a glossary. However, is the second statement enunciated above really true? The point is worthy of some consideration, since the present volume is concerned with the transfer of meaning from one vehicle (known as a language) to another, and for meaning to be transferred it must be identifiable; if it is to be identified it has to be defined or definable. If defined, there is no problem; however, if definable only with reference to extraneous material the definition must be sought from some appropriate source.

Against the background set out in the above paragraph, the answer to the question posed in that paragraph is both *Yes* and *No*. If *No* is selected, the inference is that some of the earlier chapters of the *Handbook* (or in any event at least one) are their own glossaries; on the other hand, if the selection is made in favour of *Yes* there is a requirement for definitive information.

It will not have escaped the notice of an astute analyst that the nature of the readership enters into this argument. Indeed, there is a considerable element of subjectivity in the selection to be made.

What, then, is the purpose of the alphabetical list of terms and abbreviations which is to be found below in the present chapter? That purpose has two aspects, *viz.* the following:

- (1) to assist readers of the earlier chapters in comprehending some of the concepts discussed therein, the need for such assistance being reader-dependent;
- (2) to act as a stand-alone information source

for the desk top, *i.e.* a source which is not dependent on the other chapters for its operating capability.

Glossaries are concerned with definitions and explanations, and it may be useful to state what they comprise. Thus, they are

Guiding
Lexica
Of
Special
Significance
And
Relevant
Informative
Elucidatory
Statements.

The meanings given for terms are selected from the many which may be ascribed to the terms concerned in their various contexts. The list given below is therefore translator-oriented and is not in any sense a general dictionary. Terms and expressions which are known from practical experience to have caused difficulty for translators have been included, and there is also a certain emphasis on problematic abbreviations.

Above all, the glossary is for the practitioner and aspirant, as is the remainder of the present volume.

Is meaning there in every word?
It ought to be, or so we've heard;
But sometimes it is hard to find,
And that's a problem on our mind.

A list of words on printed pages
May be of use to would-be sages;
If with this statement you agree,
Then please consult the Glossary.

Appendices

Appendix A

Cover-to-cover and selective journal translations

Albin Tybulewicz

The history of cover-to-cover journals began in 1949 when Earl Coleman, founder of Consultants Bureau in New York (now a division of Plenum Publishing Corporation), began publishing the first complete translation of a Soviet journal, *Zhurnal Obshchei Khimii*, under the name *Journal of General Chemistry of the USSR*. Over a period of 30 years, Plenum Publishing Corporation has become the largest publisher of journal translations in the world, 106 Russian journals representing 118,000 Russian pages per year at present.

A leading learned-society publisher of cover-to-cover translations is the American Institute of Physics, which publishes a total of 19 physics journal translations with about 34,000 Russian pages translated per year.

The number of all kinds of translation journals published currently is well in excess of 300, representing 15–20 million US dollars in subscriptions. The field is dominated by cover-to-cover translations of Soviet scientific periodicals (about 200 journals). The other journals, selective translations of Soviet journals (50) and both cover-to-cover (25) and selective (60) treatments of non-Soviet journals, are in the minority.¹

The reason for the dominance of the Soviet journals translated from the Russian is obvious: the Soviet Union is a major scientific power and has been so for decades. Most of the Soviet literature is in the Russian language which, though only second in importance to English,² is practically inaccessible to Western scientists whose basic language is English: only 1–5% of these scientists can read Russian. It is, therefore, essential to make the Soviet scientific literature accessible, if possible, in translation form.

Complete translation of journals has been adopted because, as found by a National Science Foundation survey in 1959 on 'Providing US Scientists with Soviet Scientific Information' that 'if only one paper in forty is of general interest, it is cheaper to translate forty of them than to determine which one to translate'. This agrees with the findings of Gray and Hutchisson³ that complete journals should be translated because no group of scientists is competent to decide what is important to the whole area of scientific activity, and because what seems insignificant now may be the key to major developments in the future. There are also many other advantages to the cover-to-cover treatment pointed out by O'Dette⁴: completely translated journals can be treated in the conventional way by abstracting, indexing, and similar services, including on-line information networks; they are easy to identify and to

store in libraries, etc. Other aspects of this subject can be found in a paper presented over 12 years ago to a meeting of the Aslib Technical Translation Group⁵ and in a more-recent publication by the same author.⁶

The majority of the cover-to-cover translations of Soviet journals are on scientific subjects, particularly on chemistry, physics, and other physical sciences. Much less is translated on the various kinds of engineering, medicine, etc. At least three quarters of the journals are published in the USA and the majority of these are issued by commercial rather than government or learned-society publishers.

When an issue of a journal to be translated arrives from the Soviet Union, it first goes through a selection procedure whereby translators in a team dealing with a particular journal select on the basis of a journal or its contents what they want to translate in the given month. The papers are then distributed among the translators in accordance with their special knowledge, ability and average output. About six weeks later the manuscripts of the translations are returned to the publisher, where they are edited for style, and any omissions or queries are referred back to the translator. In the case of journals translated for learned societies, such as the American Institute of Physics, the translations are then submitted to scientific editors appointed by the society in question. These editors have the final responsibility for the linguistic and scientific quality of the translations. The translation journals are usually composed by typewriter and figures, tables, displayed equations, etc. are cut out from the original and pasted in with appropriate modifications. The translation journals are usually published six months after the nominal date of appearance of the original.

A satisfactory scientific or technical translation can normally be made only by somebody suitably qualified in the subject preferably to degree level, capable of reading the source language and writing in the target language. I shall quote Prof. S. H. Gould from his *Manual for Translators of Mathematical Russian* (Am. Math. Soc., Providence, RI, 1966): 'A good translator of scientific Russian must have three qualifications. In sharply increasing order of importance, these qualifications are: (1) knowledge of Russian, (2) knowledge of English, (3) expert knowledge of some branch of science'. If a person is to translate into English, he should have received his scientific or technical education in an English-speaking country. The educational qualifications must be supplemented by a current knowledge of the subject. For example, somebody who graduated in physics 20 or 30 years ago and has not kept up to date with physics, can hardly be expected to tackle translations on lasers.

¹This text is based on a paper presented on May 9, 1981 at the Ninth World Congress of the International Federation of Translators (FIT), Warsaw.

All these qualifications and knowledge are simply a prerequisite: additionally a translator would be expected to have many months or preferably years of translating experience so that he or she has a satisfactory level of proficiency. One of the best ways of achieving such proficiency is to be guided by a more experienced colleague or editor. In addition to all this, one requires a particular knack or skill which is in-born: you either have it or you don't. The author has encountered many cases of people fully qualified scientifically and linguistically and with a reasonable amount of experience, but whose translations were either inaccurate or stylistically unacceptable.

It is the policy of the American Institute of Physics that a well-produced translation journal must be rigorously edited. Even the work of the best translators needs editing. The editor himself should have extensive experience both in translation and in the subject matter. He must have access to high-level colleagues who can advise him on scientific and linguistic matters: these might be university professors or leading research scientists in industrial and government establishments or leading scientific translators or editors.

We shall now discuss briefly the minority of the translation journals which are selective or deal with languages other than Russian. We shall consider specifically two examples. The American Institute of Physics is resuming publication of translations from Chinese. Under the title *Chinese Physics* they will publish, at quarterly intervals, selected translations from nine major Chinese physics and astronomy journals. If the project is successful, the frequency of publication will be increased or the journal will be split into a number of components. Chinese science suffered very badly from the Cultural Revolution and it is now recovering from its effects. One would expect China to grow into a major scientific power like its neighbours the Soviet Union or Japan. This will make it highly desirable to facilitate access to Chinese science by further translations.

Another very interesting example of selective translation is *International Polymer Science and Technology* published by the Rubber and Plastics Research Association in the United Kingdom and supported by the British Library. Subscribers scan abstracts covering a wide range of European and Japanese rubber and plastics journals and, on this basis, they recommend articles for translation. The translations are then prepared and published together with the abstracts some months later in the same journal. The subscribers requesting a specific translation can receive an advance copy of that translation, if desired. This service covers 13 journals: 7 Russian, 2 Czech,

1 Polish, 1 German, 1 Hungarian, and 1 Japanese. In this way *International Polymer Science and Technology* provides facilities for translations from six major languages at a reasonable price.

We shall conclude with a brief glance at the future. In common with all scientific journals in Western countries the translation journals are suffering from the effects of economic recession, inflation, and saturation of academic and research budgets. In addition, wholesale copying of some of these journals is reducing the income of publishers. There is some hope that advanced methods of photostetting by computer will reduce costs in future. Nevertheless, the translation journals (cover-to-cover or selective) are likely to be part of the scientific publishing spectrum in the year 2000. It may be that the form of the journal will change, so that it will be stored in a central computer and available on-line for display on screen with local printing facilities. However, it will be a decade or two before these major technological changes become widespread.

Such advances in the technology of production and distribution of scientific journals will be accompanied by an increasing use of machine aids for translators. In the next two decades we shall see extensive use of word processors, terminological data banks, etc. by translators to ease their tasks, but the replacement of the human translator, and particularly of the editor, by the machine will take place at the earliest in the next century, if ever.

It is a pleasure to acknowledge the provision of statistical data by the staff of the British Library Lending Division, and the helpful comments made by John Sykes and Julian Barbour.

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- ⁴R. E. O'DETTE. Russian Translation, *Science*, 125, 29 Mar 1957, p. 579.
- ⁵A. TYBULEWICZ. Cover-to-cover translations of Soviet scientific journals. *Aslib Proceedings*, 22(2), Feb. 1970, p. 55.
- ⁶A. TYBULEWICZ. *AIP Translation Manual*, American Institute of Physics, New York, 1983. © Albin Tybulewicz.

Appendix B: Transliteration of Russian

R S S I A N	A L P H A B E T	N A M E	B. S. 2979/58	T R A N S L I T E R A T I O N	L i b r a r y o f C o n g r e s s
S T A N D A R D	I T A L I C S		I. S. O. 1967		
A	а	ah	a	a	a
Б	б	beh	b	b	b
В	в	veh	v	v	v
Г	г	geh	g	g	g
Д	д	deh	d	d	d
Е	е	yeh	e	e	e
Ё	ё	yoh	ë	ë	ë
Ж	ж	zheh	zh	zh	zh
З	з	zeh	z	z	z
И	и	ee	i	i	i
Й	й	ee kratkoe	j	j	j
К	к	ka	k	k	k
Л	л	el	l	l	l
М	м	em	m	m	m
Н	н	en	n	n	n
О	о	aw	o	o	o
П	п	peh	p	p	p
Р	р	ehr	r	r	r
С	с	ess	s	s	s
Т	т	teh	t	t	t
Тс	тс	teh-ess	t-s	t	t
У	у	oo	u	u	u
Ф	ф	ef	f	f	f
Х	х	hha	kh	h	kh
Ц	ц	tseh	ts	ts	ts
Ч	ч	tcheh	ch	ch	ch
Ш	ш	sha	sh	sh	sh
Щ	щ	shcha	shch	shch	shch
Ъ	ъ	mute hard sign	"	"	"
Ы	ы	yeri	y	y	y
Ь	ь	mute soft sign	ı	ı	ı
Э	э	eh oborotnoye	é	e	e
Ю	ю	yoo	yu	ju	ıu
Я	я	ya	ya	ja	ıa

Note: The British Standard transliterations ё, т-с, " , y, and é are not commonly found. The mute hard sign is often omitted, ı is usually written as y, and ı is most often transliterated as e (no accent).

Appendix C: Proof correction and copy preparation marks

(from Shell Authors' and Editors' Guidelines 1980)

This selection of marks should be sufficient to enable you to handle day to day copy preparation and proof correction. It is advised that you obtain the relevant British Standards (e.g. British Standard 5261C: 1976) from which this selection has been made.

Instruction	Marginal mark	Textual mark
Insert text shown in margin	<i>of 1</i>	Mark position <i>X</i> missing text
Delete	<i>o/</i>	Strike through character/s <i>/</i> or words <i>that</i> to be deleted
Leave as printed	<i>stet</i>	Dotted line under character/s <i>to remain</i>
Set or change to italics	<i>ital</i>	Single line under <u>characters</u> to be altered
Set or change to capitals	<i>caps</i>	treble line under characters to be altered ≡
Set or change to small capitals	<i>s.c.</i>	Double line <u>under</u> characters to be altered
Set or change to bold	<i>bold</i>	Wavy line <u>under</u> characters to be altered ~~~~~
Set or change to lower case	<i>l.c.</i>	Encircle <i>o</i> character/s to be altered <i>ooo</i>
Change to roman (upright type)	<i>rom</i>	Encircle <i>characters</i> to be altered
Invert type	<i>o</i>	Encircle character/s to be inverted <i>o</i>
Change damaged type	<i>X</i>	Encircle character/s to be altered <i>o o</i>
Close up	<i>c</i>	Mark to link char <i>acters</i>
Insert space	<i>1#</i> <i>#</i>	Mark between <i>X</i> words to be spaced Mark between lines <i>></i> to be spaced
Reduce space	<i>less #</i> <i>less #</i>	Mark between <i>L</i> words overspaced Mark between lines <i><</i> overspaced
Transpose		Mark between <i>or</i> characters <i>words</i>
Move to right	<i>⚡</i>	Mark at left side of line/s to be moved
Move to left	<i>⚡</i>	Mark at right side of line/s to be moved
Take over	<i>take over</i>	Mark around characters or lines to be moved to next line, column or page
Take back	<i>take back</i>	Mark around characters or lines to be moved to previous line, column or page
No new paragraph	<i>run on</i>	Mark between the two paragraphs to be run on

For readers marking copy to be printed in the USA, the following table gives a basic list of symbols. (from *Style Manual* of American Institute of Physics; reproduced with permission)

Symbol	Meaning	As typeset and marked for correction	Examples	Corrected
~	delete	data/ that we have accumulated	~	data that we have accumulated
⊖	delete and close up	$A(x) \setminus B(x)$ is the term	⊖	$A(x)B(x)$ is the term
⊖	close up	the product $A(x)B(x)$	⊖	the product $A(x)B(x)$
... stet	restore words crossed out	It is not true	stet	It is not true
^	indicates where to make insertion	col ^l inear	l	collinear
⊙	insert a period	... in our experiment	⊙	... in our experiment.
^	insert a comma	However, we ...	^	However, we ...
^	insert a hyphen	un ^l ionized	l	un-ionized
^	type or insert as subscript	α_2, A^2	2/3	α_2, A^2
v	type or insert as superscript			
#	insert a space	1536 [*] A	#	1536 A
+	en dash	In the range 20-40 MeV	+	In the range 20-40 MeV
+	em dash	Relation (14) ₂ and only relation (14) ₂ can ...	+	Relation (14)-and only relation (14)-can ...
¶	start a new paragraph	¶ The state is represented by the Wheeler form of the vacuum functional. ¶ Besides the well-known ...	¶	The state is represented by the Wheeler form of the vacuum functional. Besides the well-known ...
~¶	do not start a new paragraph		~¶	
⌊	lower matter	$a + b = c + k \cdot p$	U/n	$a + b = c + k \cdot p$
⌋	raise matter			
⌊	move matter to left	$x + y = \boxed{z + w}$ (15)	= / =	$x + y = z + w$ (15)
⌋	move matter to right			
lc	use lower-case letter	liquid-H ^l e container	lc	liquid-He container
cap	use capital letter	24.5 MeV	cap	24.5 MeV
sc	use small capital letter	Kr II	sc	Kr II
rom	use roman type	Next I measured <u>1</u> in MeV.	rom/ital	Next I measured / in MeV.
ital	use italic type			
tr	transpose	con ^l ceive	tr	conceive
bf	make boldface roman	E x H	bf	E x H
bf ital	make boldface italic	E x H	bf ital	E x H

The official source of US proof correction marks is Standard Z39.22-1981, available from American National Standards Institute Inc., 1430 Broadway, New York, NY 10018, USA Price (in October 1982) \$5.25.

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English Literary Translators Association (Member of Steering Committee), born on December 12, 1925 in Bombay, India. Mother tongue English; M.A. (Oxon) German and French; Swedish learned in Sweden after university, Norwegian and Danish added later by study; Dutch initiated on Holland-America trip to South America and followed up from interest later; Spanish learned first in Nuremberg because someone needed it, followed up in Mexico later. Her medical interest was initiated at Nuremberg 'Doctors' Trial'; followed up later. Military interest initiated as conference organizer of NATO Parliamentarians; pursued in connection with Institute for Strategic Studies etc. She turned freelance on marriage in 1959, and since then has been a full-time book and general literary translator, with over 100 books to her credit. Interests: sculptor husband, 20-year-old daughter, 18-year-old son. Cooking for same, self and store cupboard. Travel. She says that she spends much too much time and effort on the International Board on Books for Young People (IBBY) (President of British Section). Currently chairman of the international jury for the Hans Christian Andersen award for the best children's writer and illustrator.

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Thirty eight years in BBC Monitoring Service (as monitor, chief monitor, editor, chief editor assistant head of department). Freelance translator (first part-time, later full-time): 81 books (14 of them volumes of translated poetry), several plays and radio plays, numerous articles, economic reports, development aid studies etc. Lectures and workshops on literary translation at 15 US and Canadian universities; papers on the translation of poetry at various conferences, symposia and colloquia on translation theory. Schlegel-Tieck and C.B. Nathhorst translation prizes (1971, 1977), Josef Dobrovský Medal (1980), BDÜ Goldene Ehrennadel 1982. Interests and hobbies: poetry, music, skiing, travel.

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JOHN SYKES, M.A., D.Phil. (Oxon), F.I.L., M.T.G., was born in 1929 and turned to science at school on finding that language study involved literature, which did not appeal to him. He took a degree in mathematics and another in astrophysics, and worked for some years in the theoretical physics division at Harwell. He then discovered the possibilities of scientific translation work and has been engaged in it ever since, for 13 years as a full-time translator at Harwell and more recently as an off-duty activity. His 12 years with the Oxford University Press have been spent mainly as editor of two of the English dictionaries, but in 1981 he became head of the German dictionary department. In the period 1972-80 he was six times national crossword champion. Since 1980 he has been the Editor of *The Incorporated Linguist*.

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Index

Pamela Mayorcas-Cohen, compiler

Note

The frequency of references to source and target languages throughout the text has necessitated the use of the familiar SL and TL throughout the Index. Other abbreviations and acronyms, as common in the world of the translator as in that of many other professions, have been included in the Index, and the reader is recommended to the Glossary (P. 217) for a fuller explanation of many of these. Journal and periodical titles are indicated in italic.

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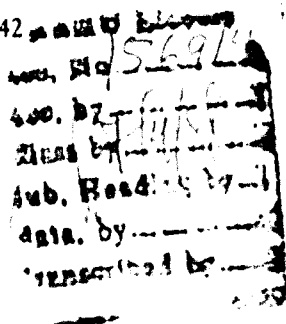
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