

# Translation Guidelines

*It's okay to use a translation tool to help with your translation, but you should use **the English as the primary source**.* If you do use a translation tool, the idea is not just to “fix” the grammar of something generated by the tool, but to create a translation that conveys the same meaning and tone as the English source. This may mean that the final translation is quite different than what was suggested by the translation tool. ***If possible, try to have the translation done within a week from the day you volunteer to do a translation.***

The “**Progress Spreadsheet**” you will be using can be found by going to [palousemindfulness.com/ translation](http://palousemindfulness.com/translation) and clicking on the link for your language. Use the links on the spreadsheet for the source English document rather than going directly to the public Palouse Mindfulness site. The page that you will be working from may be different than the one found on the public site.

## For webpages

Use the links provided on the “Progress Spreadsheet” for your language rather than going directly to the public Palouse Mindfulness site. From your browser, cut and paste the contents of the English into a WORD file, and work from there. Even though Dave will be stripping the formatting before he transfers it to the website, it will be helpful if you maintain the formatting so he knows where to re-apply the formatting and links.

## For documents (Readings, Practice sheets, etc.)

- (1) The WORD (docx) files can be downloaded using the links on the “Progress Spreadsheet” for your language.
- (2) Use WORD if possible and keep the formatting exactly the same as you replace the English with the translation (italics, bold, etc.). ***Do not make any notes in the document itself*** - keep any notes about the translation in a separate place. *Ideally, Dave should be able to take your translated file and upload it directly to the website without any changes.*

## For video subtitles

***[ NOTE: When you send the translated file, please include a translation of the title as well in your email to me. ]***

- (1) If you haven't been given the subtitle file directly, it can be downloaded from “Progress Spreadsheet”. To find the English “docx” file for the video you wish to translate, use the link in the second column on the spreadsheet.
- (2) Below is a portion of a subtitle file so you can see what they look like:  
  
1  
00:00:00,000 --> 00:00:05,130  
Scientific research has always been a  
cornerstone of the work of the Stress  
  
2  
00:00:05,130 --> 00:00:08,580  
Reduction Clinic and the Center for  
Mindfulness. It is through rigorous
- (3) In the subtitle file, ***the lines with numbers and time stamps should not be touched***. Each subtitle consists of a blank line, then a line with the subtitle number, then a line with the time-stamp, and then the text. Even a single character on the numbered lines, even an extra space, will cause a problem. Work only on the lines with text, exchanging the translation for the English that had been there.
- (4) ***About editing:*** Use “**draft view**” rather than “**print view**” so that the page breaks don't make it hard to see if the important blank line between subtitles is there. Also, ***be sure that WORD (or whatever editor you're using) doesn't capitalize the first letter at the beginning of a line*** if it's the continuation of the previous sentence. For instance, above, WORD might force “cornerstone of the work” to be “Cornerstone of the work” when you enter it on its own line.
- (5) ***It's best for the translation lines to be less than 50 characters, and about the same length.*** Lines longer than 50 characters may cause YouTube to automatically “wrap” the line in an awkward place. Also, the subtitles will be easier to read if lines for any given subtitle are about the same length. If necessary, it's fine to add a third line, and if it's an exceptionally long subtitle, even a fourth. Adding an extra line of text will not cause a problem as long as the rest of the formatting is preserved (blank line, subtitle number, time-stamp, text lines). If you are using WORD, it can count characters for you. If you select any given line (it will be high-lighted) and then click on the lower left part of the page where it shows the number of words (“xx of xxx words”), a box will appear with the number of characters. You want the count that includes spaces.