

# Translation Checklist

Steps in the translation process:

1. Determine your target audience, language, ethnicity, reading level, and other factors.
2. Determine what materials need to be translated.
3. Develop a list of key health messages your document will convey.
4. Work with individuals from the identified language/ethnic group(s) to ensure materials are appropriate.
5. Choose potential translators from your vendor list.
6. Complete Translation Request Worksheet.
7. Obtain an itemized estimate in writing from the translator/agency to establish per word cost, turnaround time and project management fees, and to document any special instructions prior to assigning the project to the translator.
8. Develop a budget and time-line for translation completion.
9. Make arrangements to ensure your translation will be proofread/edited by a second translator, either by requesting this service from the translation agency when obtaining a cost estimate, or if working with an individual translator, by selecting a second translator to perform proofreading/editing services.
10. Review key messages and technical terms with the translator and go over translation process.
11. Obtain translation and field-test it with community providers, community residents, and/or staff. When performing peer reviews, forward the Guidelines for In-house Translation Reviews and the Translation Quality Assurance Form to the reviewer, along with the translation and the English originals.
12. Negotiate any changes or discrepancies, if needed, by utilizing [INSERT APPROPRIATE DEPARTMENT OR ORGANIZATION] glossaries.
13. Make sure your translation lists the language into which it is translated, thus allowing staff to identify the appropriate language for distribution.
14. Have typeset copy proofread by your translator before the document is printed.
15. Make a back-up copy on a CD with your final translation, any image files, and fonts used—especially non-roman fonts. Make sure you have alternative formats for all documents that will be posted on your website.

Adapted from The Commonwealth of Massachusetts  
*Translation Guidelines for Written Materials*



NATIONAL  
HEALTH PLAN  
COLLABORATIVE

Reducing Racial and Ethnic Disparities &  
Improving Quality of Health Care