



Glossary of Terms

Accuracy - Referring to a translated document being correct in content and meaning.

Apostille - A certificate authenticating the seals and signatures of officials on public documents.

Business Days - U.S. working days, Monday through Friday, excluding U.S. federal holidays.

Certificate of Accuracy - A notarized statement verifying the accuracy and completeness of a document translation; provided as a separate document or directly on the translated document.

Certificate of Verification - A notarized statement verifying that a document translation completed by a third party, not TONE, is accurate, complete, and represents similar formatting to the original document.

Completeness - Referring to a translated document having all information that is readable and necessary from the original document, including proper formatting.

Desktop Publishing - For the services of TONE, shall mean the act or process of designing, re-creating, or formatting electronic documents using a computerized software package to prepare a document for printing or electronic display.

Document Translation - Conveying the meaning and formatting of a written document from the original language (source language) into another language (target language).

Editing/Proofreading - For the services of TONE, the act or process of reviewing a translated document and making revisions and/or corrections to the translated copy in order to bring the translation into better agreement with the meaning of the language from the source text to the target text.

Font - The specific set of characters for a particular language, used in creating electronic versions of documents.

Font Checking - For the service of TONE, reviewing the translated text to make sure that a set of characters is being displayed correctly in the target language, or the final language of the translation. For example, reviewing a document translated into Karen to ensure there are no incorrect breaks of sentences due to formatting or missing special characters

Language of Limited Diffusion (LLD) - A language spoken by relatively small numbers of people, in contrast to languages that are spoken in several different countries (such as Arabic or Spanish) and are widely taught as foreign languages. An LLD may be the official language of a small country, or it may be a minority or indigenous language, such as Karen (spoken in Burma and now in refugee and immigrant communities in the United States and elsewhere).

Language Pair - The term used to define the source language and the target language, also a term used to describe the two languages a translator has competency in working from and into. For example, a text that is being translated from Spanish to English, the language pair would be Spanish-English or sp-en; for a translator their language pair would be Spanish to English.

Linguist - A person skilled in a foreign language; a language professional.

Monolingual - Single language, one language.

Narration - For the services of TONE, while being recorded, one reads aloud a script written in a particular language.

Notarization - A statement stamped and signed by a recognized notary public verifying that a statement, document, or transaction is authentic and can be trusted. For the services of TONE, this verifies that TONE used a professional translator and that the document was reviewed for accuracy and completeness.

Original Document - The text or file before translation.

Per Word Pricing - A price based each word with a fixed amount.

Project Manager - The person who assigns projects to translators and acts as the point of communication between customers and translators.

Project Specifications - Details about how the requestor would like the finished translation to look; a process for making decisions about how translation projects are to be carried out such as target audience, final format, reference material, definition of industry specific terms, etc. They act as a resource and reference for both the requestor and the translation service provider throughout all phases of a translation project.

Replacement - A new official copy of a document that was translated by TONE in the past that was lost by the client.

Requester - The individual, client, or customer that asks for a translation to be done.

Review - For the services of TONE, evaluating a translated document to check for accuracy, completeness, and proper formatting.

Subtitling - Having text displayed at the bottom of a video that represents the audio or action of what is happening on the screen. For the services of TONE, having a script translated from one language to another language to be displayed in a video format.

Source Document - The original document before translation.

Source Content - The text, graphics, or other content of the original material before translation.

Source Language - The language in which a document is written prior to translation.

Standard Format - The style of a document that comes from an official source, a document that has the same or similar style across all people receiving the document, depending on the government, organization, or business that issued the document.

Standard Personal Documents - Official documents that are a record of an event such as a Birth Certificate, Marriage Certificate, Diploma, etc.

Target Audience - The individual or group of people that the document is being translated for; the individual or group of people a client would like to communicate with using a completed translation.

Target Document - The version of a document after it has been translated from one language to another language

Target Language - The language into which a document is translated from the source language.

Third Party - A person or organization that is not TONE and is not the person requesting the project; another entity not related to the situation.

Transcription - A written version or representation of a recording.

Translation - Shall mean the act or process of converting written words from one language into their complete, accurate, and intended meaning in another language.

Translation Service Provider - An individual, organization, or company providing the service of translation

Translator - A professional with language skills who can convey the meaning and content of one text or document from one language into another language.

Translated Document - The text or document after it has been converted from one language into another language.

Unlegible Stamps - Official government or institutional marks (stamps) on a document that can not be read, or is not fully visible resulting in the information not being translated from the original text to the translated text.

Untranslatable Words - A word that has a meaning or concept that can not fully be understood or expressed from one language into another language, and is therefore left in the original source language and not translated into the target language.

Value Added Service - A product provided to the client or customer at little or no cost that adds to the quality of the experience or final product. For the services of TONE, this refers to the notarized Certificate of Accuracy provided with all translations of personal standard documents.

Voiceover Recording - An individual who reads from a script and has their voice recorded over a video or other visual representation but can not be seen. For the services of TONE, this refers to having a native speaker read a translated script to be recorded for use in a video or audio materials.