

## Translation Terms Description

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- \* **Alignment Document** – a file supplied by the TMS Coordinator to allow the translation team to convert previously-translated content into a format that can be uploaded into the TMS, to enable the translation to continue in the TMS CAT Tool.
- \* **CAT Tool (Computer-Assisted Translation Tool)** – A digital tool that helps translators and reviewers by showing the source and target texts side by side. Many TMS platforms include this functionality.
- \* **Entry / Term** – An item in the glossary containing the source term, approved target term, definition, and usage notes.
- \* **Glossary** – A list of approved terms and definitions used to maintain consistent translation of key ACA concepts.
  - o **TMS Glossary** – The basic list of ACA terms used to train the TMS for each language.
  - o **English Foundation Glossary** – a list of ACA vernacular terms with descriptions, synonyms, use in context examples, and page reference numbers for the main ACA publications.
- \* **Issue** – A comment or alert created to flag questions, inconsistencies, or errors. Issues can be discussed and resolved collaboratively.
- \* **Job** – A group of strings bundled together for translation or review. This is usually a section of a publication, such as a chapter or smaller segment, a booklet or trifold. Each job has its own workflow and status.
- \* **Localization** – The process of adapting text not only linguistically but also culturally and technically to the audience of a specific language or region.
- \* **Machine Translation (MT)** – An automatic translation generated by artificial intelligence. It can be used as a draft, but it always requires subsequent human review, known as post-editing.
- \* **Post-Editor** – The person who reviews a machine translation (MT) output to improve its accuracy, fluency, and style before it moves to the Review stage.
- \* **Pre-Press Phase** – The stage covering translation work from the start of submission for typesetting until final publication. This includes typeset review and corrections, and final approval for print and/or e-book production.
- \* **Reviewer** – A person responsible for reviewing translations after the post-editing. The Reviewer ensures that the target text is accurate, natural, and consistent with ACA terminology and meaning.
- \* **SmartMatch** – A pre-approved or automatically matched translation suggested by the system based on identical or similar segments that were previously translated. SmartMatch can range from 100% identical to partial (fuzzy) matches, depending on context and configuration. When used carefully, it speeds up work and maintains consistency.
- \* **Source Language** – The original language of the text (usually English for ACA literature).
- \* **String** – A single unit of text within the translation environment—this could be a sentence, paragraph, or standalone element.
- \* **Style Guide** – A set of rules defining the preferred tone, punctuation, capitalization, and language style for a particular language or publication.

- \* **Tag** – A formatting element (such as bold, italic, or hyperlink) that must remain in the correct position when translating.
- \* **Target Language** – The language into which the text is being translated.
- \* **Translation Alignment** – the process of creating a file for an existing translation so that it can be uploaded into the TMS, also the license role for volunteers doing this work.
- \* **Translation License Agreement** – A legally-binding contract signed by all members of a Translation Team and the ACA WSO Representative. It officially authorizes the licensee to translate specific ACA materials and authorizes access to the corresponding source files and the TMS system provided to translation teams by WSO Publishing.
- \* **Translation Management System (TMS)** – An online software platform used to manage translation projects, files, workflows, reviewers, and translation memories in one place.
- \* **Translation Memory (TM)** – A database that stores previously translated text pairs (source + target). When translating new content, the system suggests similar existing translations to ensure consistency.
- \* **Translation Phase** – The stage covering translation work from the start of translation until submission for typesetting. This includes translation, post-editing, review, glossary and style guide updates, and approval. Once typeset, the material enters the pre-press phase before publication.
- \* **Translation Resource** – Any asset or person that contributes to the translation process. This includes translators, reviewers, glossaries, translation memories (TMs), style guides, and source files. Human users may also be considered “resources,” since they are part of the workflow system.
- \* **Translation Team** – A group of licensed bilingual volunteer ACA members (and/or professional translators) who work together to translate ACA literature into their native language. The team uses the TMS supplied by WSO to do the post-(machine-translation-content)editing, and subsequent review workflows.
- \* **Translation Team Coordinator** – The is the ACA volunteer coordinating all translations for a language. The Translation Team Coordinator
  - o is generally, someone who speaks English, and so is usually the contact person who liaises with the Publishing Committee, Translations Subcommittee, and WSO staff, and attends the Translation Subcommittee meetings on behalf of the Translation Team;
  - o manages communication for the Translations Teams for the different publications;
  - o who will initially manage the translation of the TMS Glossary and it’s subsequent maintenance;
  - o organizes the different teams workflows;
  - o and ensures progress for each publication from initiation to final publication, including reporting to WSO Publishing on status for budget purposes.

Note that a Coordinator can also be a Translator, Team Leader, and Typeset Reviewer

- \* **Translation Team Leader** – the person who is responsible for coordinating the translation of a particular publication, from initial translation to final publication, which includes final typeset review and sign-off for print/e-book for the publication. Note that a Team Leader can also be a Coordinator, Translator, and Typeset Reviewer

- \* **Translator** – an ACA member (or, occasionally, an outside paid professional) who works with others in a team to translate ACA literature into their language. Note that a Translator can also be a Coordinator, Team Leader, and Typeset Reviewer
- \* **Typesetting** – The process of preparing and formatting the final translated files for publication (for example, creating the print-ready InDesign file or e-book). It includes layout design, pagination, and visual consistency with the English original, addition of copyright and version number, ISBN number, etc.
- \* **Typesetting Reviewer** – A person who reviews the formatted version of the translated text after typesetting. This step focuses on layout accuracy, correct page numbering, completeness of the text, accurate punctuation and fidelity to the source material.
- \* **(TMS) User** – a person who is accessing the TMS CAT tool to do post-editing, review, or glossary maintenance within the TMS.
- \* **Workflow Steps** – The stages of the translation process, such as Translation, Editing, Review, and Post-Translation. Each step can be assigned to different users.