

Terminology Guide

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- * **Alignment Document** – An excel file showing English and translated text side by side, used to import translations into the TMS.
- * **CAT Tool (Computer-Assisted Translation Tool)** – A digital tool that helps translators and reviewers by displaying the source and target texts side by side. It also provides easy contextual access to resources that support translation, such as glossary information, suggested machine translation, and related translation memory entries.
- * **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** – A list of approximately 100 key ACA terms and foundational literature terminology used as a starting point in the TMS.
 - o **English Foundation Dictionary** – A list of ACA vernacular terms with descriptions, synonyms, contextual examples, and page reference numbers for the main ACA publications.
- * **Issue** – A comment or alert created inside the TMS to flag questions, inconsistencies, or errors. Issues can be discussed and resolved collaboratively.
- * **Job** – A group of strings bundled together for translation or review in the TMS. This usually corresponds to a section of a publication, such as a chapter or smaller segment.
- * **Language Coordinator** – The ACA volunteer responsible for coordinating all translations for a given language. The Language Coordinator:
 - o is generally, someone who speaks English, and serves as the main contact person liaising with the Publishing Committee, Translations Subcommittee, and WSO staff, and attends the Translation Subcommittee meetings on behalf of the Translation Team;
 - o manages communication among the Translations Teams working on different publications;
 - o initially oversees the translation of the TMS Glossary and its ongoing maintenance;
 - o organizes the workflows of the different teams; and
 - o ensures progress for each publication from initiation through final publication, including reporting status to WSO Publishing for budget purposes.
- * **Machine Translation (MT)** – An automatic translation generated by artificial intelligence. It can be used as a draft, but it always requires human review afterward, known as *post-editing*.
- * **Non-Disclosure Agreement (NDA)** – A confidentiality agreement signed by volunteers who access pre-published ACA materials. It ensures respect for copyright and defines the boundaries for handling and sharing content within the authorized scope.
- * **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 submission for typesetting until final publication. This includes typeset review, corrections, and final approval for print and/or e-book production.
- * **Publication Team Leader** (optional) – the person responsible for coordinating the translation of a particular publication, from initial translation to final publication, including final typeset review and sign-off for print/e-book for the publication. This role is overseen by a Language Coordinator.

- * **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.
- * **Translation License Agreement** – A contract signed by all team members that gives legal permission to translate ACA materials.
- * **Translation Management System (TMS)** – An online platform featuring project management, translation workflow, translation memory, glossary and automated data processing 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 multilingual volunteer ACA members (and/or professional translators) who work together to translate ACA literature into their native language.
- * **Translator** – an ACA member (or, occasionally, an outside paid professional) who works with others in a team to translate ACA literature into their language.
- * **Translator’s Note** – A short text at the beginning of a book explaining the team’s main translation decisions.
- * **Typesetting** – The process of preparing and formatting the final translated files for publication. 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.
- * **Workflow Steps** – The stages of the translation process, such as Translation, Editing, Review, etc. Each step can be assigned to different users in the TMS.