

# Responsive Translation's Error Log Template

## 1. Error Definitions: What is considered a translation error?

<b>Accuracy Error</b>	
A.1 - Inaccurate Meaning	Does the translation not accurately reflect the meaning of the original?
A.2 - Omission/Addition	Are there any omissions in the translation? Any additions?
A.3 - References	Are the internal and external references correct? Are the table of contents and index accurate?
A.4 - Untranslated	Has anything been left untranslated that was supposed to be translated?
<b>Formatting Error</b>	
F.1 - Formatting/Spacing	Is the formatting or spacing wrong?
F.2 - Links	Do the links not work properly?
<b>Language Error</b>	
L.1 - Grammar/Syntax	Do you see incorrect grammar or syntax?
L.2 - Spelling/Typo	Do you detect spelling errors or typos?
L.3 - Punctuation	Are there instances of inappropriate or irregular punctuation?
<b>Style Error</b>	
S.1 - Audience Appropriateness	Does the translation sound wrong for the audience, using an inappropriate register or words that are inconsistent with the translation's tone?
S.2 - Overall Style	Does the translation hit the wrong note, using an inappropriate level of formality or not using the language idiomatically?

S.3 - Style Guide/Language Variations	Does the translation disregard the approved style guide or inconsistently use different language variants?
S.4 - Unnecessary Additions	Is the translation excessively wordy?
<b>Term Error</b>	
T.1 - Glossary	Does the translation disregard approved glossaries?
T.2 - Inconsistency	Are there inconsistencies with terms or expressions?
T.3 - Terms in Context	Is the terminology used incorrect for the industry, or is it inappropriate in a specific context?
T.4 - Regional Standards	Are regional standards like units of measurement and address formats used inappropriately?
T.5 - Local Market Standards	Are locale-specific references like laws, job titles and proverbs incorrect?

## 2. Severity Levels

Translation quality has to do with the severity of each error as well as how many are present within a translation sample. Reviewers should select a severity level for each error identified, which is assigned a point value.	
<b>Major</b> 5 points	
A major error is an error that negatively impacts a translation in a serious way. This includes errors that significantly change the intended meaning of the text, endanger or mislead users, ignore normal language conventions and disregard translation instructions.	
<b>Minor</b> 1 point	
A minor error is an error that negatively impacts the translation in a noticeable but not imprudent way. This includes errors that represent small violations of language conventions, very slightly change the translation's meaning or style, or use the wrong formatting without changing the meaning of the translation.	
<b>Style Suggestion</b> 0 points	
A style suggestion is not actually an error. It is a preferential change or stylistic variation that the reviewer believes could help improve the translation. However, implementation in the final translation is not guaranteed.	

### 3. Error Log

[illegible]