MOREQ2 TRANSLATION GUIDELINES

GUIDANCE FOR TRANSLATORS

These guidelines are for translators of MoReq2.

They are also for translation reviewers as a basis for validation, and to provide comment and feedback to the translator and to the MoReq Governance Board (MGB). Contravention of a mandatory requirement below normally results in failure of the validation.

The following requirements are subject to the exceptions listed below.

1. The translation must be complete (including the original IPR statement).

2. The translation must be accurate and faithful to the original.

3. The translation is consistent.

4. Any additions or clarifications in the translation must be limited to those necessary for linguistic reasons, and must be clearly indicated as such.

5. The translation must be published electronically in editable format. This is to ensure it can be used for its primary purpose, namely to assist in procurement of systems. Publication in paper form is optional.

6. The translation must contain a strict minimum of additions and clarifications. In almost all cases, additions and clarifications should be in a "chapter zero". Only additions and clarifications that are unavoidable for linguistic reasons are to be included in the text, and where they are present they must be clearly indicated, preferably by means of a footnote.

7. The translation must use the same tabular structure for the requirements as is used by the English language original.

8. All numbering in the translation must identical to numbering in the English language original.

9. The version number of the English language original must be included in the translation.

10. All diagrams in the English language original are included in the translation, and must be translated.

11. All acronyms in the English language original should be dealt with appropriately.

12. The translation should feature internal hyperlinks for glossary entries as does the English language original.

13. The translation should feature external hyperlinks for references to other documents as does the English language original.

EXCEPTIONS

1. Translation of appendix 9 (the metadata model) is optional.

2. The translation may differ from the English language original where necessary for linguistic reasons, such as differences in vocabulary. For example, the glossary note on the term "File" explaining that "File" has different meanings in records management and information technology may not make sense in the translated version.

3. The translation may differ from the English language original where necessary for consistency. For example:

   1. If the translation does not contain internal hyperlinks, the text describing the hyperlinks at the end of section 2.3 will need to be changed.

   2. If the translation is published in formats different to the formats of the English language original, text about the formats in section 1.9 will need to be changed.

   3. If a word processor other than Word 2003 has been used, text at the beginning of appendix 3 will need to be changed.

   4. If appendix 9 (the metadata model) is not translated, references to it will have to be changed to refer to the English language original.

4. Where a referenced document (for example ISO 15489) has been formally translated into the relevant language it should normally be referred to by its translated title.

5. The names of entities and of metadata elements in appendix 4 may be translated or may remain in English (generally, there will be no value in translating the metadata element names).

COMMENTS ON THIS DOCUMENT

The MoReq Governance Board (MGB) welcomes comment on this guidance. Please address all comments to the MGB Translation Working Group Leader, by addressing an email to the secretariat, secretariat@dlmforum.eu.

AUTHORITY

This document is issued with the authority of the DLM Forum's MoReq Governance Board.

QUESTIONS

Please refer any questions to the MGB Translation Working Group Leader, by addressing an email to the secretariat, secretariat@dlmforum.eu.