



# InfoMarex Translations

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## GENERAL INSTRUCTIONS FOR TRANSLATORS

### 1. DOCUMENT FORMAT

A document should always be returned in the same format, *for example*, an MS.docx should be returned as an MS.docx — It is absolutely incorrect to return an MS.docx in any other format such as an MS Excel.xlsx or as an Acrobat.pdf file.

**Reason:** The client expects to receive an editable document generally in the same format.

### 2. FILE NAME

The translator should always return the translated file with the same name, only changing the final two-letter ISO-language designation, *for example*, to return a French translation of a German file, the FileName-**DE**.docx should be returned as FileName-**FR**.docx

**Reason:** The client should be able to recognise the incoming file.

### 3. INVOICES

The translator should always return an invoice to InfoMarex Translations with the translated file or the last translated file of a batch of files for payment by return. Any transfer fee attaching to a Bank transfer, PayPal or Skrill is always paid by InfoMarex Translations.

**Reason:** It has been InfoMarex Translations' policy for years to pay the translator on receipt of a translation. InfoMarex Translations does not keep what is generally called a "creditors' ledger".

*(A number of translators, however, prefer for their own convenience to invoice their tasks monthly on a single itemised composite invoice. See Item 4 as follows. This is okay, if InfoMarex Translations is told in advance.)*

### 4. INVOICES AT 30 DAYS

On occasions, when there is a team of translators working on multiple files in a project of multiple languages, the translator may be told of, and agree to, payment at 30 days. However, this latter procedure is the exception to the above rule.

**Reason:** The translator will readily understand that in this instance within a large project, a file-by-file invoice does not work.

### 5. LANGUAGE SUFFIX

On completing the translation of a file, please **ALWAYS** change the final ISO-language designation of the file to that of the target language, *for example*, to return an English translation of a Spanish text, the File-**ES**.docx on translation becomes File-**EN**.docx

**Reason:** This is to avoid an incoming translated file with the same original language name and suffix overwriting the original file.

6. **LOGOS, SIGNATURES, EMBLEMS**

All non-text items in legal translations must appear in *italics* in the translation between brackets or similar, translated into the target language as [*Logo*], [*Emblem*], [*Shield*], [*Illegible signature*], [*Illegible initials*], [*Fiscal stamp*], [*Stamp/seal with the words "..."*] or similar.

Please note that a 'seal' is the official mark of an entity, while a rubber ink 'stamp' is merely a pre-inked impression placed on a document for the sake of convenience instead of handwriting.

A translator may wish to insert 'round', 'oval' or 'rectangular' before the word 'stamp/seal'.

**Reason:** The target text must appear in both translation and format to be as accurately close as possible to its original.

7. **SUBJECT LINE**

Always keep the same Subject Line, e.g. **InfoMarex Translation Job 79001: RU >DE**

**Reason:** Without the correct Subject Line, and particularly without the job number, the file fails to be filtered to the correct directory and end up in a general Inbox.

8. **PDF, TIF, JPG, or image files**

The translation of text in picture files such as .tif, .jpg, .jpeg files should come back as text inserted appropriately in the target MS document.

**Reason:** The client expects to receive back a document which can be changed or overwritten.

9. **TRANSLATOR NOTES**

The translator should avoid, whenever possible, putting notes in the footer of a text with the following exception.

**Exception:** When the source document is multilingual, and the target document is monolingual, the visual 'loss' of text must be explained in the readers' (or Court's) target language.

**Example:** [*Translator's note: the original of this document was written trilingually in German, French and Italian.*]

***Nota bene:*** If any one of the above instructions is **not** clear, please let us know and we shall re-word the text to improve clarity.

Celbridge  
Friday, 31 July 2020