Translations & Publications Management Toolkit
Best Practices in Translations Project Management

YOUR PREPARATION PHASE

- Get in touch with the author's copyrights management, which in the case of Yogi Bhajan's material is KRI, and make a proposal to translate and publish a given title – book, manual or video subtitles. Make sure you have an agreement before you get your hands on your project. The elements listed below may help you to outline your tasks, steps and expenses and fill out your project proposal.

- Get to know your team. Make sure they have relevant background experiences in the field you are counting on them, such as translating kundalini yoga materials, proofreading, editing, graphic design, editorial assistance, and book publishing.

- Understand the scope of your projects by looking carefully at the steps needed to complete it. Outline the professionals, the investments, and the timeline that your translation and foreign publication project depends on.

- If you have a particular deadline to launch your translation, you may work your schedule backward. Start defining the date your print run needs to be ready, then, set each phase deadline, knowing how many days each one of them takes. For instance: the printer may ask for 20 days; the proofreader may need 4 to 6 weeks, etc.

YOUR FINANCES

- Capture all of your costs involved in the production, such as translation, proofreading, revision, final editing, graphic design, printing, and minor overall administrative cost. With that in hand, you can calculate the cost of each unit. After knowing your cost per copy, you can calculate with a safety margin how many copies you will need to sell to break even.

- Know which are your selling channels from the start. It determines the success or failure of your editorial endeavor. Here it's where you need to think of strategies to reach out for your potential customers, wherever they are.

- For other tips on how to set a better working cover price, that predicts all costs, please check out our guidelines for "Best Practices in Editorial Management".

YOUR TOOLKIT

- An important step: if you are working with more than one translator, provide a glossary of main words that need to get consistently translated throughout the whole project. Make your team agree on the translation of these main terms and the correct variation of the words. KRI will supply you with a list of English words to begin to make your termbase.

- If it's not your first project, extract a Translation Memory from the works with a trusted translation and editorial quality. You may use the help of software to build your database of

terms, such as SDL Trados Studio, Fluency, MemoQ, ProZ and other computer-assisted translators (also known as CAT tools)

- A simple Style Guide, populated with examples, can be a crucial tool in keeping consistency throughout the whole text. It may bring information such as how to address the reader – in the second or third person, the passive or active voice. KRI will supply the Style Guide we want you to follow.

YOUR TEAM IN THE FLOW

- You did your administrative homework, and you are good to start. It's time to make sure your editorial team has a consistent overall understanding of the material you will be working on together. Schedule group calls or motivate your team to share their understanding, bookmarking main parts, highlighting terms, or extracting quotes. Getting your team integrated can guarantee the quality of your project and, not the least, captivate your readers with a more significant impression on accuracy and editorial care.

- Make sure the proofreader is not the translator him/herself. A pair of fresh eyes is essential to avoid misspellings, typos, and minor mistakes both in the translation process as in the editorial scrutiny. In a nutshell, the proofreader is responsible for ensuring that the draft respects the target language linguistic code.

- Proofreading and revisions need to be done more than once – at least three times, preferably by different professionals. Proofreaders also check general style and layout features, such as capitalization, hyphenation, the format of numbers, dates, headings, and paragraphs.

- It's the reviewer's duty to catch contextual mistakes, possible misunderstandings, and any other editorial inconsistencies that might have slipped through the proofreaders' attention. The reviewer also directly compares the translated text against the original work, being attentive to the adaptation's accuracy and integrity.

- The editing phase polishes the final version and improves the general readability of the text. It makes sure the work as a whole was proofread and reviewed in an adequate, professional way. It focuses on the final text's rhythm and fluency, double-checking its internal consistency and coherence, and cleaning it from repetitions, ambiguities, and redundancies.