



CIS Translation Service Information and Process

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Types of Translation

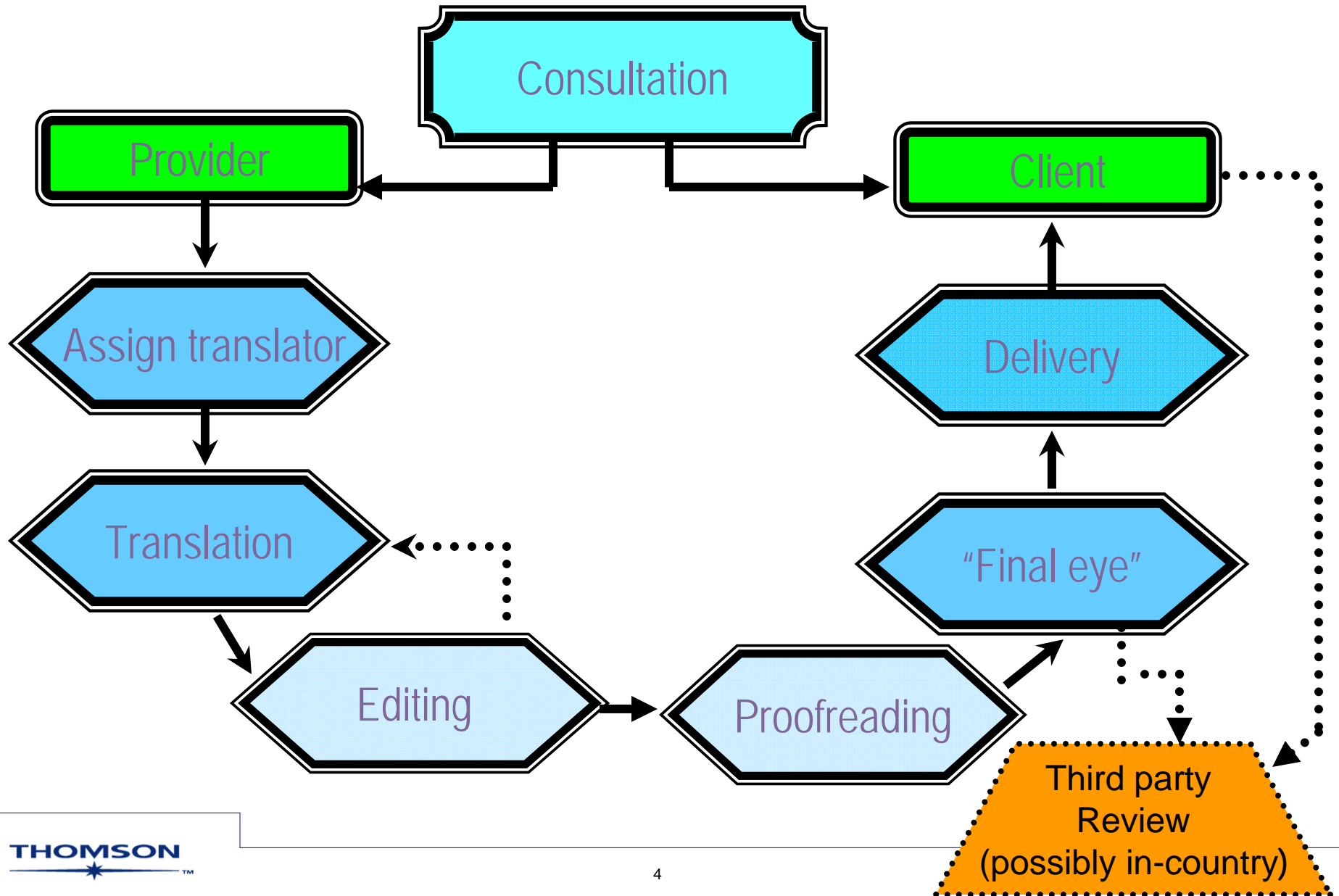
- Three major categories
 - Globalization
 - Adapting to cultural aspects
 - Suitable for various locales
 - e.g., informed consents
 - Government practices
 - Message must be uniform
 - Cannot be adapted to locales
 - Deliberately avoid localization
 - e.g., regulatory filings, patents
 - General knowledge
 - Understanding materials
 - e.g., e-mail, articles

Translation Standards

CIS Translation Service adheres to:

- ASTM Standards (American Society for Testing and Materials Standards)
 - Recently developed
 - Translation-specific parameters
 - CIS process reflects these standards
 - www.astm.org
- American Translators Association (ATA)
 - Certification
 - Formerly accreditation
 - Voluntary
 - Code of Professional Conduct and Business Practices
 - CIS Translation Service is member
 - www.atanet.org

CIS Translation Process



CIS Translation Service

- Provides pharmaceutical/medical/scientific/technical translations
- Into and out of most languages, including exotic languages
- Native speakers used to translate
- Native speakers used to edit and proofread
- Consultation with clients on specifications
- Development and maintenance of client-specific terminology
- Coordinates project
- Manages all aspects of translated product
- Desktop publishing available for print projects

CIS Translation Process

- Consult on specifications
- Select translators
- Coordinate project
- Manage all aspects of translated product
- Provide multiple layers of quality control
- Provide consistency between documents translated into many languages

CIS Translation Process

- Into and out of most languages
- Native speakers used to translate
- Native speakers used to edit and proofread
- Confidentiality

CIS Translation Process

- Translators
 - Have linguistic background
 - Knowledge of the subject matter
 - Knowledge of the culture
 - Experience in accurately conveying the sense of technical words
 - A full-time, experienced translator can translate 2,000 – 3,000 words a day

CIS Translation Process

- The editor validates the accuracy of the final document by comparing to the source text
 - Bilingual – primary language is target language
 - Subject specialist
 - Checks technical accuracy
 - Reviews terminology
 - Refines awkwardly written sentences
 - Double-checks cultural appropriateness
 - Ensures consistency in translations done by multiple translators

CIS Translation Process

- Terminology
 - Vocabulary of a specific field
 - Company-specific
 - Country-specific
 - Project-specific
- Development of Glossary
 - Translation evaluated by client
 - Preferred terms established
 - Preferred terms incorporated into translation memory
 - Client-specific glossary created

CIS Translation Service

- Clinical trial documents
 - e.g., informed consents, protocols, patient diaries, quality of life questionnaires, template case report forms, completed case report forms, drug labels, new drug applications
- Journal articles
- Patents
- Manuals, brochures, catalogs, pamphlets
- Specifications, test data
- Corporate intranet instructions
- SOPs
- Other companies' work for validation
- Website localization and home pages
- Business and legal contracts

Recently Translated Languages

- CIS translates into and out of all languages. We have recently translated these languages:
 - Korean
 - Thai
 - Cambodian (Khmer)
 - Simplified & Traditional Chinese
 - Japanese
 - Vietnamese
 - Samoan
 - Tongan