

# Translation Guidelines

Translation is the communication of the meaning of a source-language text by means of an equivalent target language.

## The Basics of Translation

- The first thing to do before translating a text is to read and understand it
- Check the context of the words that may appear unfamiliar
- In the Uchaguzi case the context may include extra textual elements such as the occurrences, the location, and political affiliation among many other issues.
- Convey the meaning in the target language as precisely as possible
- Counter check by comparing the translated text with the source text
- Confirm factual information such as figures and names of places/people (elsewhere this would be referred to as back translation)
- Be accurate!
- If you are not sure, always consult another translator any other resource person
- Keep it simple and to the point
- Avoid ambiguity, we are not in the business of teaching vocabulary but informing
- If a toddler can understand it a fifty year old is safe (the rule of the thumb)

We endeavour to have a peaceful, credible election 2013