

Translations and revisions protocol

Updated 13 July 2021

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1. You must send all documents that need to be translated, **in a Word document (final version)**, to the following two email addresses simultaneously: translations@uic.cat and correccions@uic.cat
Please do not write directly to the linguists' personal email accounts.
2. When you send your request, you must specify:
 - a. The **deadline** for the translation or revision.
 - b. **The original language and target language** of the translation, or **the language** in which you need the text to be corrected or revised.
3. If you send us a document that we have already corrected or translated, **you must underline or highlight all the changes you have made (e.g., by activating Microsoft Word's "Track changes" tool in the "Review" tab before editing the text)**. This will save us a great deal of time and optimise the efficiency of our service.
4. If you need to send us several documents, we ask that you **group them together** in one email.
5. When stating your deadline, please bear in mind that:
 - a. Documents containing **fewer than 1,000 words** must be sent at least **24 hours prior** to the desired deadline, and **preferably 48 hours prior**. We cannot guarantee your texts will be revised or translated on the same day they are sent.
 - b. Documents containing **more than 1,000, 2,000, 3,000 or 4,000 words** (whether in one text or the total number of words in multiple texts) must be sent **at least 1, 2, 3 or 4 weeks, respectively, prior to the desired deadline**.

However, we understand that it is not always possible to send requests early enough to comply with this protocol. In such cases, UIC Barcelona will have to take on additional costs since we will not be able to do the work ourselves and will have to outsource the translation or revision.