



## **HANDOUT TRANSLATION, EDITING AND PROOFREADING SERVICE**

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### **TRANSLATION SERVICE**

The prices for translation services may vary considerably.. It is therefore recommended to compare several offers. These can usually be obtained free of charge from the respective translator offices. Price negotiations should always be conducted in advance and the contract should be issued with a precise fee.

According to the Federal Association of Interpreters and Translators, the price to be negotiated depends on many factors, for example:

- Level of difficulty (subject area, terminology)
- Technical difficulty (readability, software requirements, formatting, etc.)
- Deadline (normal / express order)

A translation is usually billed per line. A standard line usually comprises of 50 - 55 characters, including spaces; a standard page usually consists of 30 such lines. The price per standard line can vary between EUR 1.35 and EUR 4.00. For a billing per line, the existing total number of characters including spaces is divided by 50 or 55, respectively. Through this the number of standard lines is calculated, which is then multiplied by the fixed line price. The initial text is usually used as the calculation basis. In some cases, however, the calculation is based on the translated text. You should check this with the service provider in advance.

In some other countries translations are not billed by line, but by words. However, this method is less suitable for translations from German or into German. This is due to the long compound words, which are typical for German specialist texts. For this reason, billing according to standard lines in the translated text is largely used for translations from or into the German language.

For translations that need to be made on short notice or over the weekend, a higher line price - an express/or weekend surcharge of 20% to 50% extra may apply, which must be negotiated in each individual case. Therefore, an early submission of the text to be translated is strongly recommended. Translation work of approx. 15 - 25 DIN A4 pages usually takes two to three weeks.

Official documents, such as certificates often have to be not only translated, to be legally valid, but also legally validated in order to be accepted as legal documents by authorities or

university institutions. Certified translations may only be produced by a sworn translator. Many translation agencies offer this service.

Besides translation agencies, many individuals also offer their translation services. In this case, you should ensure that they are qualified translators. Often the web appearance and the references given already indicate the skill and the seriousness of the provider. Also helpful may be to request a translation test in advance.

### **EDITING / PROOFREADING SERVICE**

If you have already written a scientific text in a foreign language, but want to have it checked for spelling, punctuation and linguistic expression, an editing and a proofreading service is recommended. Many translator offices also offer this service. In addition, there are numerous specialized providers for editing services.

Usually these services will be charged per hour or per standard page. The prices for the processing of a text are usually dependent on the type and length of the text, the processing time and the desired service (pure proofreading for grammar, spelling, punctuation or complete proofreading, including style, language and terminology check). The prices are similar to those of the translation services: the range from approx. EUR 0.40 per line to flat rates between EUR 5.00 and EUR 9.00 per page; a standard page has a maximum of 30 standard lines with between 1,500 - 1,650 characters depending on the text genre). Some service providers offer reductions for students and graduate students.

### **PROOFREADING SERVICE FÜR PROMOVIERENDE**

As part of the program great!<sub>ipid4all</sub>, funded by the German Academic Exchange Service (DAAD), the Graduate Academy of TU Dresden supports the international visibility of the research achievements of doctoral candidates. For this purpose we grant allowances for proofreading services (German or English) for foreign-language publications from doctoral candidates of TU Dresden starting from 1<sup>st</sup> November 2017.

The program great!<sub>ipid4all</sub> is supported by the German Academic Exchange Service (DAAD), the Federal Ministry of Education and Research (BMBF), and the TU Dresden's Institutional Strategy funded by the Excellence Initiative of the German Federal and State Governments.

Eligible are doctoral candidates of TU Dresden, who are members of the Graduate Academy. The scientific text has to be in a language other than the mother tongue of the applicant.

The following types of publications, related to the doctorate, can be submitted:

- special chapters of the dissertation (release version, version to be submitted to a publishing house), article (full paper), extended abstracts, exposés, essays, reviews in journals, articles in compilations, conference papers and/or publications in connection with exhibits.
- The planned publication has to have a comprehensible relevance for the doctorate and/or scientific career.
- The allowance for proofreading services amounts to max. EUR 300.00 for dissertations or other publications. Basis for the billings is the specification of the Federal Association of Interpreters and Translators (EUR 1.35+sales tax per standard page; 1 standard page = 30 standard lines).

- Allowances can only be requested before the actual utilization of the proofreading service.
- Graduate Academy does not grant allowances for costs which are also funded by third parties. The applicant is obliged to inform Graduate Academy about any further funding applications, approvals or rejections (e.g. from the faculty, foundations etc.) for the same purpose.
- Publications, which are in connection with orders of third persons/institutions, cannot be funded.
- If the proofreading service is for joint publications, the applicant has to be at least secondary author.

Applications can be submitted at any time – but until 31<sup>st</sup> March 2019 at the latest – as one PDF file by email to [graduertenakademie@tu-dresden.de](mailto:graduertenakademie@tu-dresden.de). For further information and the application form, please visit our website: <https://tu-dresden.de/ga/finanzierung/foerderangebote-ga-tud/proofreading-service-fuer-promovierende>