

The Four-Eyes Principle

No, this doesn't mean putting my reading glasses on before I check my work!

In order to maintain professional standards, it is recommended that any translation is checked (**proofread**) for errors before it is submitted to the client – a second pair of eyes to look over the work. These eyes usually belong to a fellow translator or language professional – not necessarily always someone who has knowledge of the source language, unless the job (client) requires it. Who performs this task depends on the level of checking required:

1. A simple **formatting check** is performed, for example, to make sure page numbers are in the right order and on the right pages, or that headers are consistent in their appearance, and there are no hanging words or lines (single words or lines that start/end a page), as well as to check the final piece aligns with the source text format.
2. A **"SPAG"** check is essentially like hitting the F7 key – but whereas the automatic spell check doesn't always differentiate between "her friend's husbands" and "her friends' husbands" the second pair of eyes will.
3. Full **proofreading** takes both of the above methods into consideration as well as checking for (gross) translation errors, missed translations, appropriate terminology, register and so on.

The level of checking you require is determined at point of order and is always incorporated into the price. There won't be any hidden charges or additional costs. Using **four eyes** is just another method of ensuring the work I provide is of the highest standard, faultless and exceeds my clients' expectations.