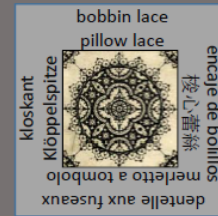


Guidelines for Multilingual Equivalency Work

Organizing a project, translating terms, translating notes



Multilingual Equivalency

These guidelines focus on translation contributions for the *Art & Architecture Thesaurus*® (AAT). However, the principles discussed may apply to any project concerned with translating terminology from a source language to a target language.

Below is a *Quick Reference Guide*. For the full *Guidelines for Multilingual Equivalency Work*, see this URL: www.getty.edu/research/tools/vocabularies/guidelines/aat_4_4_appendix_d_contributors.html#4_4_2

Quick Reference Guide

- Contact the Getty Vocabulary Program (vocab@getty.edu) before beginning a translation project.
- Follow the AAT *Editorial Guidelines* (www.getty.edu/research/tools/vocabularies/guidelines/index.html#aat).
- For each language, organize the translations as a unified project managed by the participating translating institutions.
- Assemble an expert team for translations, including experts in both a) the content and b) the source and target languages.
- Organize the work logically, either a) working facet by facet or b) using a two-step approach, by first mapping existing terminology in the target language back to the master AAT, and then proceeding with the remainder of the AAT translation.
- Safeguard the primary objective of maintaining true synonymy by a) maintaining cross-language equivalence between the English *descriptor* and the target language descriptor, and b) maintaining intra-language equivalence between the *descriptor*, *alternate descriptor*, and *used-for terms* in the target language.
- Undertake a concept-to-concept translation, maintaining the thesaural structure and associative relationships of the master AAT.
- Translate only the English *descriptor* or *alternate descriptor* in the master AAT; do not attempt to also translate the English *used-for terms*.
- However, if in establishing the target-language descriptor, it is discovered that there are additional terms with exact equivalence in the target language, they should be included as *used-for terms* for that language.
- For the AAT, *alternate descriptors* must be derivatives of the *descriptor* for that language; terms that are not derivatives of the descriptor should be *used-for terms*. Note that users of the AAT may choose any term in the concept record for indexing, including *used-for terms*.
- You may use *loan terms* from the source language, if there is literary warrant in the target language.
- Resort to *coined terms* and literal translations only when necessary.
- Submit records for new concepts, as necessary; include the English *descriptor* for all new concepts.
- Include *qualifiers* for all homographs, checking not only the target-language translation, but the full AAT, including terms in all languages.
- Provide warrant for all terms; *descriptors* should have three pieces of warrant, if possible.
- Ensure that the translated term referenced in published sources in the target language has the same spelling, but also precisely the same meaning as defined in the scope note of the AAT concept record.
- Provide feedback and direct questions to the Getty's AAT editorial team as necessary, regarding editorial rules, hierarchical placement, associative relationships, and scope notes; use the established channels.
- Regarding existing data in the master AAT, request only essential changes, keeping in mind that the impact of proposed changes must be considered and tracked for all languages, including hierarchies.
- In consultation with the Getty technical team, send the contribution in batches using the prescribed XML format for contributions.



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www.getty.edu/research/tools/vocabularies/index.html

contact us: vocab@getty.edu
March 2017