

Resources for Interpreters and Translators

2010

For general career information, contact:

- American Translators Association, 225 Reinekers Ln., Suite 590, Alexandria, VA 22314. Internet: <http://www.atanet.org>

For more detailed information by specialty, contact the association affiliated with the subject area in question. See, for example, the following:

- American Literary Translators Association, University of Texas at Dallas, 800 W. Campbell Rd., Mail Station JO51, Richardson, TX 75080-3021. Internet: <http://www.utdallas.edu/alta>
- International Medical Interpreters Association, 800 Washington Street, Box 271, Boston, MA 02111-1845. Internet: <http://www.imiaweb.org>
- Localization Industry Standards Association, Domaine en Prael, CH-1323 Romainmôtier, Switzerland. Internet: <http://www.lisa.org>
- National Association of Judiciary Interpreters and Translators, 1707 L St. NW., Suite 570, Washington, DC 20036. Internet: <http://www.najit.org>
- National Council on Interpreting in Health Care, 5505 Connecticut Ave. NW., Suite 119, Washington, DC 20015. Internet: <http://www.ncihc.org>
- Registry of Interpreters for the Deaf, 333 Commerce St., Alexandria, VA 22314. Internet: <http://www.rid.org>

For information about testing to become a contract interpreter or translator with the U.S. State Department, contact:

- U.S. Department of State, Office of Language Services, 2401 E St. NW. SA-1, Room H1400, Washington, DC 20522. Internet: <http://languageservices.state.gov>

Information on obtaining a position as an interpreter and translator with the Federal Government is available from the Office of Personnel Management through USAJOBS,

The Federal Government's official employment information system. This resource for locating and applying for job opportunities can be accessed through the Internet at <http://www.usajobs.opm.gov> or through an interactive voice response telephone system at (703) 724-1850 or TDD (978) 461-8404. These numbers are not toll free, and charges may result. For advice on how to find and apply for Federal jobs, see the *Occupational Outlook Quarterly* article "How to get a job in the Federal Government," online at <http://www.bls.gov/opub/ooq/2004/summer/art01.pdf>.

- Learn more about computers. This website helps you with questions you may have about computers **CMOS**. www.computerhope.com/help/cmos
- To determine fees for language translation Foreign Word http://www.locnc.com/index_files/howmuch.htm
https://www.atanet.org/publications/compensation_survey.php
- Rates Calculator for Translators www.proz.com/translator-rates-calculator

- Bureau of Labor Statistics. Interpreters and Translators, the nature of the work
<http://www.bls.gov/oco/ocos175.htm>
- State Court Administrative Office for information about court interpreter certification
<http://courts.michigan.gov/scao/services/tcs/exams.htm> Contact person Sharon Fox ,517-373-6670
- Oakland County Court Administrator's Office for information on how to be on their interpreter's roster. Contact person is Sherry Macias 248-452-2159
http://www.oakgov.com/circuit/division_committee/administrator-office.html
- Marketing yourself www.infousa.com www.goodmarketingideas.com
- www.sba.gov/smallbusinessplanner/manage/marketandprice/SERV_100MIDEAS.html
- www.sitepoint.com/blogs/2009/06/30/43-do-it-yourself-marketing-ideas-to-start-today
- To develop a business plan www.bplans.com www.mynewcompany.com/resources.htm
http://businessguidebook.org/OBG_Fall_2009_v2_6.pdf
- Small Business Administration www.sba.gov
- Decide what kind of business you want Sole Proprietor, Corporation or LLC. <http://www.michigan.gov/dleg> . Then click on Commercial Services. Scroll down to "On line Services" and "Related information"
- <http://www.michigan.gov/business/?source=MEDC>
- To obtain and EIN # www.irs.gov/businesses/small/article/0,,id=102767,00.html
- What is an invoice and samples <http://www.ezysoft-dev.com/sample-invoice.htm>
- Elements of an invoice www.washington.edu/admin/finmgmt/sfs/cash/ir_elements.html
- How to write a quote or an estimate, know the difference
<http://www.businesslink.gov.uk/bdotg/action/detail?type=RESOURCES&itemId=1073792180>
- *A Newcomer's Guide to translation and Interpretation* www.atanet.org/publications
- To obtain a copy of the American Translation Standards www.astm.org Search for F2575 (translation) Search for F2089 (Interpretation)
- http://www.usa.gov/webcontent/reqs_bestpractices/checklist.shtml
- Multimedia Magazine for translators www.multilingual.com
- ProZ Rate Calculator:
- Helps you calculate per word rates www.ProZ.com/?sp=rate_Calculator
- Helps you with all types of forms, it includes things like how to create a business plan, etc.
www.Michigan.gov/businessstartup
- Contains forms and tax information www.irs.gov/businesses
- To obtain a copy of the American Translation Standards. Search for F2575 (translation) Search for F2089 (Interpretation) www.astm.org
- To obtain a copy of European Standards www.cen.eu Look for EN15038
- Translation Books - Recommended Reading
'The Craft of Translation'
'The Translator's Handbook', 3rd Ed. By Morry Sofer
'Becoming a Translator: An Accelerated Course' by Douglas Robinson

Liability Insurance

Forming an LLC

| | |
|---|---|
| It usually covers the cost of attorney fees (not limited by the amount of the policy) and will cover your liability losses (for unintentional damages) up to the amount of the policy | It doesn't cover the cost of attorney fees |
| It doesn't protect your personal assets for liabilities in excess of the policy amount | It completely isolates your personal assets from your business. Thus, only your business assets are at risk |
| Annual cost depends on the amount of the coverage | In the State of Michigan Initial cost: \$75 - \$200 Annual fee : \$25 |
| It can be obtained from your home-owner's insurer. Some insurance companies will offer discounts for members of associations such as ATA | You can create it by yourself or you can hire a service over the internet |
| | LLC allows "pass-through" taxation. Therefore, you only file your taxes with your personal income. You don't have to pay separate taxes |

Keeping Track of your Jobs for the Purpose of Determining your Cost

Adapted from: ATA publication: *A Newcomer's Guide to translation and Interpretation*

Translation Sales Records

| Job# | Date | Rate | Word Count | revenue | Hours | \$/h | invoice | Date paid | expense | Company | Job type |
|-----------|-----------|----------|------------|---------|-------|----------|----------|-----------|---------|---------|---------------------------------|
| 2006-1 | Jun 1-06 | \$x/word | 50 | | 0.2 | \$0.00 | \$0.00 | N/A | N/A | A | Website |
| 2006-2 | Jun 28-06 | | 388 | | 1.5 | \$26.60 | \$40.00 | yes | | B | songs |
| 2006-200 | 8/6/2006 | \$XX/h | | | 1.0 | \$100.00 | \$100.00 | | | C | Comercial dubbing & translating |
| 2006-203 | 8/6/2006 | \$x/word | 1658 | | 3.0 | \$ 49,74 | \$149.22 | yes | | D | Company policies |
| 2006- 204 | 8/31/2006 | \$x/word | 618 | | 3.0 | \$18.66 | \$55.62 | yes | | E | CV |

How to Price a Job: Determining your Hourly Rate

Reference: ATA publication: *A Newcomer's Guide to translation and Interpretation*

Finding your billable hours (EXAMPLE)

| | Hours/year |
|--|-------------------|
| How many hours do you want to work? E.g. full time 40 h/w 52 weeks = | 2,080 |
| Vacation: 2 weeks vacation | - 80 |
| 11 holidays (8 hours per holiday) | - 88 |
| Sick days e.g. (10 hours per month) | - 120 |
| | ----- |
| | 1,792 |
| Promoting your business + learning (e.g.15%) | - 269 |
| | ----- |
| Billable hours | 1,523 |

Determining your financial needs

Personal budget:

Per year

Rent

Groceries

Insurance

Utilities

Taxes

Etc.

| | |
|---------------------------|---------------|
| Total required – personal | e.g. \$30,000 |
|---------------------------|---------------|

Business Operating Budget:

Computers (hardware/software)

Books, training

Office supplies

Vehicle (mileage)

Membership dues (ATA, MITIN, etc.)

Advertising (business cards, adds, etc.)

Rent and utilities

| | |
|-------------------------------------|---------------|
| Total required – business operating | e.g. \$12,000 |
|-------------------------------------|---------------|

| | |
|---------------------------------------|----------|
| Subtotal (personal + business budget) | \$30,000 |
|---------------------------------------|----------|

| | |
|--|--------|
| | 12,000 |
| | ----- |

| | | |
|-------------------------------|---|-----------|
| | | \$ 42,000 |
| Personal and Business budget: | | \$42,000 |
| Growth (e.g. 5%) | + | \$ 2,100 |
| | | ----- |
| Income Required (Before tax): | | \$ 44,000 |

Hourly Rate Calculation:

Hourly rate = Income required (after tax income) / billable hours

For our example the Hourly rate would be: $\$44,000 / 1,523h = \29

Per Word Rate Calculation:

Per Word Rate = Hourly rate / per hour word rate

How many words can you translate in an 8 hour day?

For example, let's assume you translate 3,000 words per 8 hour day (*Note: this assumes final translation not just a rough draft.*) Then, your hourly is:

$3,000 \text{ words} / 8 \text{ hours} = 375 \text{ words per hour}$

Therefore, based on this example, your word rate = $\$29 / 375 \text{ words} = \0.08 per word

Quality Control

Based on Standard F2575-06
Ref: for interpreters Standard F2089

The quality standard gives directives for both translation agencies and individuals. It basically implements, in writing, those practices good translators do. Having them in writing will help if you are audited.

EXAMPLE OF A QUALITY CONTROL PLAN FOR A FREE-LANCE TRANSLATOR

- STEP 1** Bilingual editing
- Check translation for accuracy and completeness (additions, omissions)
 - Correct meaning
 - Terminology
 - Writing style similar to source text
 - Consistency throughout
 - Figure labels translated, graphics correctly placed
 - Trademark names show
- STEP 2** Monolingual editing
- Check spelling and punctuation
 - Dates, Times, Units, measurements, geographical places, terminology
 - Check idioms
 - Personal pronouns
 - Repetitions
- STEP 3** Formatting (spaces, figures, fonts,)
- STEP 4** File Check
Correct file type (Ms Word, PDF)
Memory, glossaries