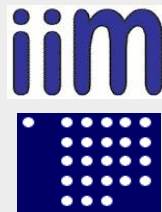# Applied Principles of Terminology Work

Terminology Summer School - Cologne 11 - 15 July 2011

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Content

- **Definitions, short historical overview**
- **Terminology working methods**
- **Terminology projects**
- **Special issues of terminology work** (term, definition, context, documentation, maintenance)
- **Terminology standardization** (companies, TC37)
- **Terminology workflow**

Terminology work

- **terminology work**

  work concerned with the systematic collection, description, processing and presentation of **concepts** and their **designations**

- **terminography** **terminology management**

  part of **terminology work** concerned with the recording and presentation of **terminological data**

  NOTE: Terminological data may be presented in the form of term banks, glossaries, thesauri or other publications.

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Short history: first approaches

- In Central Europe, the first approaches to elaborate and order the terminology of a specific domain started several centuries ago:

  - DÜRER **(1471-1528) Mathematics**
  - VESALIUS **(1514-1564) Anatomy**
  - LAVOISIER **(1743-1793) Chemistry**
  - BERTHOLLET **(1748-1822) Chemistry**
  - von LINNE **(1707-1778) Botany und Zoology**

- Some of the developed nomenclatures are still valid and used today (e.g. Vesalius, Linne)

Below: a page from a German–Latin school book, *Teutsch lateinisches Wörter-Büchlein*
Printed around 1722, it contains about 6,000 words, each of which is illustrated.

Early terminological dictionaries

- **Alfred Schlomann**, a German engineer, elaborated and published systematically arranged technical dictionaries with illustrations

- Each dictionary covers (all) the concepts of a specific domain

- Between 1906 and 1928, 16 volumes of his "illustrated technical dictionaries in 6 languages" („Illustrierte Technische Wörterbücher in 6 Sprachen") were elaborated

- Each volume contains between 400 and 2000 pages

HEBEMASCHINEN UND TRANSPORTVORRICHTUNGEN

In sechs Sprachen:

Deutsch, Englisch, Französisch, Russisch, Italienisch, Spanisch

Unter redaktioneller Mitwirkung von

Dipl.-Ing. Paul Stülpnagel

Mit 1560 Abbildungen und Formeln

MÜNCHEN UND BERLIN

DRUCK UND VERLAG VON R. OLDENBOURG

INHALTSÜBERSICHT.

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German / English / French	Illustration	Russian / Italian / Spanish
1 Kettenhaken (m) / chain hook / crochet (m) de chaîne		цѣпной крюкъ (m) / gancio (m) da catena / gancho (m) para cadena
2 Seilhaken (m) / rope hook / crochet (m) de câble		канатный крюкъ (m) / gancio (m) da fune / gancho (m) para cable
3 Doppelhaken (m), Widderkopf (m) / double ramshorn or hook / crochet (m) double		двойной крюкъ (m) / gancio (m) doppio / gancho (m) doble
4 Ösenhaken (m) / eye hook / crochet (m) à œillet		крюкъ (m) съ ушкомъ / griffa (f) adocchiello / gancho (m) de ojal
5 Wirbelhaken (m) / shackle or swivel hook / crochet (m) à tourillon, émerillon (m)		вертлюжный крюкъ (m) / griffa (f) o gancio (m) giratorio / gancho (m) giratorio
6 S-Haken (m) / S-hook / crochet (m) en S		S-образный крюкъ (m) / gancio (m) in forma di S / gancho (m) en S
7 Karabinerhaken (m) carbine / crochet (m) porte-mousqueton		крюкъ (m) съ замкомъ; крюкъ съ карабиномъ / gancio (m) porta-carabina / gancho (m) de mosquetón ó mosquetero
8 Sicherheitshaken (m) / safety hook / crochet (m) de sûreté		предохранительный крюкъ (m) / gancio (m) di sicurezza / gancho (m) de seguridad
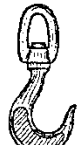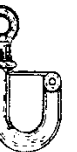
German / English / French	Illustration	Russian / Italian / Spanish
Klauenhaken (m) / claw-hook / crochet (m) à griffes		когтеобразный крюкъ (m) / **1** gancio (m) a griffa / gancho (m) de garras ó garfios
Zughaken (m) / draw bar hook / crochet (m) de traction ou d'attelage	*a*	тяговый крюкъ (m) / **2** gancio (m) di trazione / gancho (m) de tracción
leerer oder unbelasteter Haken (m) / empty hook / crochet (m) à vide		пустой или ненагру-жённый крюкъ (m) / **3** gancio (m) non caricato / gancho (m) no cargado
die Last an den Haken hängen (v) oder in den Haken einhängen (v), die Last einhaken (v) / to put the load on the hook / accrocher (v) la charge, suspendre (v) ou amarrer (v) la charge au crochet		прицѣпить или подвѣ-сить грузъ къ крюку / sospendere (v) od attaccare (v) il carico al gancio / **4** suspender (v) ó colgar (v) la carga al gancho
Schlaufe (f), Lastbügel (m) / loop, triangular lifting eye / boucle (f) ou oeillet (m) de suspension		петля (f); грузовой бугель (m) / occhiello (m) triangolare / **5** aspa (f), ojuelo (m)
Schäkel (n) / shackle / maillon (m) d'émerillon		дужка (f) или ушко (n) крюка / anello (m) porta-gancio / **6** eslabón (m) giratorio
Kuhmaul (n) / D-shackle / manille (f) en forme de D		D-образная дужка (f) / maniglia (f) in forma di D / **7** grillete (m) en forma de D
Öse (f) / eye / œillet (m)		ушко (n); петля (f) / occhiello (m) / **8** grillete (m), ojal (m)
Anschlagkette (f), (Anschlagseil (n)), [Last-] Schlingkette (f), Schlenkkette (f) / sling chain (sling rope) / chaîne (f) (câble (m)) à deux bouts tendus		грузовая цѣпь (f), (грузовой канатъ (m)) / catena (f) o fune (f) da imbracatura / **9** cadena (f) de dos ramales
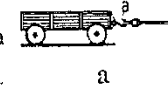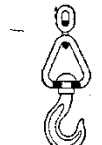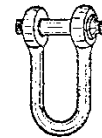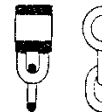
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Early terminological standardization

- 1906 the International Electrotechnical Commission (IEC) was founded in London. The working programme already contains the task to elaborate an international dictionary

- 1938 the first issue of the dictionary was published with about 2000 concepts in 14 sub-domains

- The dictionary contained terms in English, French, Italian, Spanish(, German) and Esperanto with definitions in English and French

Early terminological standardization

- Beginning of page 43 of the IEC dictionary:

Section 10-15. — Moteurs — Motors.

10-15-005	Moteur électrique : Machine qui produit de l'énergie mécanique par transformation de l'énergie électrique.	Electric motor : A machine which produces mechanical energy by the transformation of electrical energy.	Elektromotor Motore elettrico Motor eléctrico Elektromotoro
10-15-010	Moteur à courant continu : Moteur électrique destiné à fonctionner avec du courant continu.	Direct-current motor : An electric motor working with direct current.	Gleichstrommotor Motore a corrente continua Motor de corriente continua Motoro por kontinua fluo

Early terminological standardization

- 1917 the technical committees of the German Standards Association (DNA = Deutscher Normenausschuss, later called DIN = Deutsches Institut für Normung) established specific sub-committees for terminology

- 1926 the same happens on international level in ISA (International Standards Association, later called ISO)

- Also other national standards bodies established terminological sub-committees

Early terminological standardization

- Example of a terminology standard:
  (British Standard 206 (1943) containing concepts and terms in the field of electrical engineering)

SUB-SECTION 26 : PARTS AND TYPES OF WINDINGS		
No.	**Term**	**Definition**
2601	**Drum winding**	A winding formed of coils arranged wholly inside or outside a cylindrical core and situated either on the surface or in the slots.
2602	**Ring winding** TOROIDAL WINDING GRAMME WINDING	A winding formed of coils wound round a magnetic core of annular form, in such a manner that one side of each coil is looped through the ring.

Early terminological standardization

- **Eugen Wüster**

- 1931 Dissertation „Internationale Sprachnormung in der Technik, besonders in der Elektrotechnik"

- 1936 foundation of a technical committee dealing with terminological principles (ISA/TC37, later ISO/TC37)

- To improve the basic principles of terminology for the creation of a standard, Wüster elaborated the systematic dictionary "The Machine Tool" (1967/1968)

The Machine Tool

An Interlingual Dictionary of Basic Concepts

comprising

An Alphabetical Dictionary and
A Classified Vocabulary
with Definitions and Illustrations

English-French Master Volume

Prepared under the auspices of
The United Nations
Economic Commission for Europe
and under the direction of

Eugen Wüster

TECHNICAL PRESS
LONDON

Grundbegriffe bei Werkzeugmaschinen

Deutscher Ergänzungsband zu dem Grundwerk

The Machine Tool: An Interlingual Dictionary of Basic Concepts
Dictionnaire Multilingue de la Machine-Outil: Notions fondamentales
(Mehrsprachiges Wörterbuch in Sach- und Abc-Folge, mit Begriffsbestimmungen und Abbildungen)

Ausgearbeitet auf Veranlassung der Europäischen
Wirtschaftskommission der Vereinten Nationen
unter Leitung von

Eugen Wüster

TECHNICAL PRESS
LONDON

UDC 531.2/.4   STATICS AND DYNAMICS
CDU 531.2/.4   STATIQUE ET DYNAMIQUE

34   UDC 531.211

mechanical force IEC; **force** BS, ISO; **power**[3]: Any physical cause capable of modifying the condition of movement or of rest of a body, or of deforming it IEC.

force mécanique IEC, NF; **force** IEC, ISO, NF: Toute cause physique capable de modifier les conditions de mouvement ou de repos d'un corps, ou d'y produire une déformation IEC, NF.

35   UDC 531.211

fulcrum; pivot[I] (point): The point of support of a lever (341).

point d'appui (d'un levier); **centre de résistance; centre de rotation** (d'un levier); **point de levier**: Point supportant un levier (341).

341
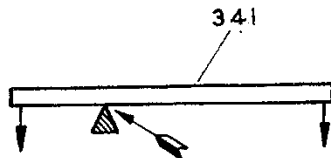
36   UDC 531.223

compressive force; pushing force; pressure[1]; **total pressure** BS: Any force (34) tending to compress a body.

force de (com)pression; pression[1]: Force (34) qui tend à comprimer un corps.
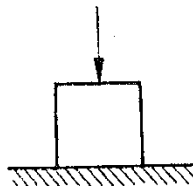
37   UDC 531.223

pressure[2] ISO (external); **intensity of pressure** BS: The force (34) per unit area exerted upon the surface of a body.

pression spécifique; pression[2] ISO, NF (extérieure): Rapport de la ⌐force (34) exercée sur une partie de la surface d'un corps à la superficie de celle-ci.

38   UDC 531.223

thrust; thrust load ISO: Any ⌐compressive force (36) acting on a body in the direction of its axis.

poussée ⌐axiale [longitudinale]; charge axiale ISO; < **force ⌐axiale [longitudinale]**: ⌐Force de pression (36) agissant sur un corps dans la direction de son axe.

Vide not. fig. 227

öln

=2 hollow saddle key BS: A taper key (775) fitting a keyway (771) in the hub (221), the bottom of the key being formed to fit the cylindrical surface of the shaft (268) BS. – (BS 46:Part 1:1929 no.9 / idem)

=4 clavette inclinée creuse sans talon NBN, clavette creuse à serrage VSM: Clavette inclinée (775) qui s'introduit sans une rainure (voir 771) du moyeu, la face inférieure de la clavette étant formée creuse pour s'ajuster sur la surface cylindrique de l'arbre (268) ≙BS. – (NBN 66, 1951 p.1; VSM 15 110a F.1, 1939 / i≙2)

NBN

7. 5. 52
Wd/Kom +

(NBN 66, 1951
p 1)

Short history of TMS

Before 1965: **traditional file cards and glossaries**

ECE VT 1. 782   UDC 621.886.6   f3

=2 hollow saddle key BS: A taper key (775) fitting a
keyway (771) in the hub (221), the bottom of the
key being formed to fit the cylindrical surface of
the shaft (268) BS. - (BS 46:Part 1:1929 no.9 /
idem)

=4 clavette inclinée creuse sans talon NBN, clavette
creuse à serrage VSM: Clavette inclinée (775)
qui s'introduit sans une rainure (voir 771) du
moyeu, la face inférieure de la clavette étant
formée creuse pour s'ajuster sur la surface
cylindrique de l'arbre (268) ≙BS. - (NBN 66, 1951
p.1; VSM 15 110a F.1, 1939 / i≙2)

NBN
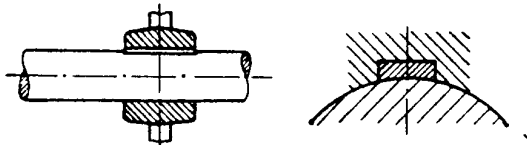
7. 5. 52
Wü/Kom +

(NBN 66, 1951
p 1)

Fachgebiet(e)			Sprache
Teilbestand	Projektcode	Notation	Klassifikations-schlüssel
Benennung			**Quelle**
(Kurzformen, Abkürzungen, orthographische Varianten)			Grammatische Angaben
Definition(en)			Quelle(n)
Kontext(e)			Quelle(n)
Bemerkungen			
Synonyme (falls nicht als separater Eintrag, dann mit Angabe der Quelle)			Quelle(n)
Erfasser – Datum	Bearbeiter - Datum		Eintragsklasse

Short history of TMS

1965-1975:   **main frame terminology data banks (Team, Termium, Eurodicautom, ...)**

Short history of TMS
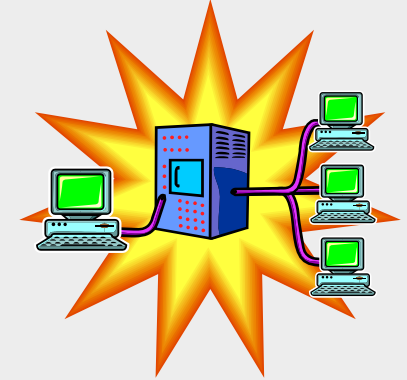
1975-1985: **mini-computer based terminology data bases (Ericsson Cat, Danterm, ...)**


```
MECHANIK      ELEKTRONIK
Schlauch /050988,SG,IS,SG,1/ (/SG/)
 DEF: Bauteil aus flexiblem Material (z.B. Kunststoff, Gummi) in der
 Form eines langen zylindrischen Hohlkörpers zur Leitung von
Flüssigkeiten oder Gasen.
DOK: biegsam, flexibel; Kunststoff; Gummi; lang; Flüssigkeitsleitung;
Gasleitung
  *OB hohlzylindrisches Bauteil
  *BB Buchse
  *BB Ring
  *BB Rolle 01
  *BB Rohr 01
  *BB Scheibe 01
  *BB Tülle
- flexible <m> /v,020289,FM,FM,FM,1/ (/NF X 10-030 Abschnitt/Nr 2/)
   DEF: Ensemble constitué par un tube ou un tuyau souple équipé de
   deux pièces d'extrémité.
   KON: Quelque soit sa nature (métallique ou non), le tube ou le tuyau
   doit présenter une souplesse suffisante pour que ces pièces
   d'extrémité puissent être couplées à des pièces de raccordement non
   nécessairement alignées sans subir pour autant des contraintes
   préjudiciables à leur emploi.
   DOK: flexible, souple; extrémité;
- tuyauterie flexible <f> /v,080289,FM,FM,FM,1/ (/NF E 29-820
   Abschnitt/Nr 3.1/)
   KON: Flexible n'étant pas (dans ce cas) un substantif, il est
   d'usage dans la profession d'utiliser le terme 'tuyauterie flexible'
   en lieu et place de 'flexible' substantif.
- tuyau souple <m> /v,020289,FM,FM,FM,1/ (/NF X 10-030 Abschnitt/Nr 2/)
     *OB tuyau 01
```

Short history of TMS

1985-1995:   **PC-oriented simple terminology management systems for single users**


```
=[Abscheidegrad]=
{1} arrestance◄
{2} taux d'efficacité gravimétrique◄
{n} gegenüber synthetischem Staub◄
{z} 7 {dat} 080291 {t} d {g} nm {f} klima◄
```

Short history of TMS

1995-2000:   **sophisticated TMS for PC-networks and web-interfaces for TMS**

Short history of TMS

1995-2000: **sophisticated TMS for PC-networks and web-interfaces for TMS**

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Short history of TMS

2000-today: **web-based client-server TMS**

Short history of TMS

2000-today: **web-based client-server TMS**

- Reference: Trados 2003

http://www.multiterm.com/multiterm/

Live Search

SDL MultiTerm Online

Seite | Extras

SDL MultiTerm 2007

Status: visitor

Abmelden

Neu

Deutsch | Englisch | Flags layout

○ Normal ○ Unscharfe Suche ○ Volltext

14/1
14/1 endlos
15-Punkte-Strafe
5 Kegelbillard
8-Ball
8er-Ball
9-Ball
9er-Ball
Acht-Ball
Amerika
Amerikanische Serie
Anfangsball
Anfangsstoß
Anker
ansagen
Auflagerechen
Aufnahme
Aufsetzmarke
Aufsetzmarke
ausspielen
ausstoßen
B 1
B 2
B 3
B I
B II
B III
Backe
Bakelit
Ball
Ball 1
Ball 2
Ball 3
Ball in Hand

Entry number: 20
Graphic:

Fachgebiet: Billard
Lenoch-Code: #SP: 6
Autor: Isabell Otterbein

🇩🇪 **Deutsch**

Amerikanische Serie
Genus: f.
Definition: Bei der amerikanischen Serie liegen die drei Bälle in der Nähe der Bande eng beieinander, der Spielball etwas hinter den beiden anzuspielenden Bällen ... Der Spielball muss nun ganz leicht in die beiden Zielbälle getrieben werden. Das gesamte Bild darf sich dabei kaum verschieben, alles spielt sich im Bereich von Millimetern ab.
D-Quelle: Kalb.2001, S. 50
Kontext: Der Spieler, der die Bälle rasch zur 'Amerikanischen Serie' vereinigen kann, hat bereits die halbe Partie gewonnen.
K-Quelle: mitglied.lycos.de, 21.2.2004

Amerika
Genus: f.
Benennungtyp: Kurzform
Kontext: Diese Amerika zu beherrschen ist der Traum jedes Billardspielers.
K-Quelle: Kalb.2001, S. 51

Bandenserie
Genus: f.
Kontext: Es gibt ohne Beherrschung der Bandenserie kein starkes Spiel in der freien Partie.
K-Quelle: Leffringhausen.1986, S. 107

🇬🇧 **Englisch**

nursery cannon break
Wortklasse: sub
Regionalcode: BE
Definition: A repetitive sequence of close cannons in which all three balls are kept close to the cushion and moved forward with each stroke.
D-Quelle: www.snookergames.co.uk/definitions, 24.2.2004
Kontext: It is a position which, as a rule, spoils the nursery cannon break, even if handled by the very best players.
K-Quelle: www.eaba.co.uk/learners, 6.3.2004

nursery cannon
Wortklasse: sub
Benennungtyp: Kurzform
Regionalcode: BE
Kontext: Walter Lindrum's highest break was made in the championship in 1932, his break was 4,137, the scoring method that accounted for most of these points was the nursery cannon.
K-Quelle: www.cuesnviews.co.uk, 29.3.2004

rail nurse
Wortklasse: sub
Regionalcode: AE
Kontext: With the use of the rail nurse, a player can run many points.
K-Quelle: www.jimloy.com, 30.3.2004

🇩🇪 **Notation**

Startseite

Termini

Katalog

http://www.multiterm.com/multiterm/

Live Search

SDL MultiTerm Online

Status: visitor

Abmelden

SDL MultiTerm 2007

Überblick | Layouts | Filter | Eingabemodelle | Import | Export

Layouts

Auf dieser Seite können Sie das Layout auswählen, das Sie zum Anzeigen der Einträge in einer Termbank verwenden möchten.
Wählen Sie die Termbank in der Dropdown-Liste **Termbank auswählen** aus. Wählen Sie im Feld **Layouts** das gewünschte Layout für diese Termbank aus.

Der Spalte **Eigentum von** können Sie entnehmen, wer welches Layout besitzt und dafür verantwortlich ist. Eigentümer kann das System, der derzeit angemeldete Benutzer oder eine Rolle sein, der der derzeit angemeldete Benutzer angehört.

Termbank auswählen: Billard

Layouts			
Aktuell	**Layoutname**	**Eigentum von**	**Beschreibung**
⦿	Flags layout	System	Displays all fields except history fields. Each index field is represented by the flag of the index locale.
○	Full layout	System	Displays all fields including history fields.
○	Languages only	System	Displays concept level descriptive fields, i.e. all indexes and their terms. Each index field is represented by the flag of the index locale.
○	MultiTerm Classic	System	Displays the entry in a similar way to the default MultiTerm 5 layout.
○	Source/Target	System	Displays the source and target index fields and terms and their descriptive fields. Each index field is represented by the flag of the index locale.

OK   Zurücksetzen

Left sidebar list

Normal | Unscharfe Suche | Volltext

14/1
14/1 endlos
15-Punkte-Strafe
5 Kegelbillard
8-Ball
8er-Ball
9-Ball
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Alan Morris
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Anfangsball
Anfangsstoß
Anker
ansagen
ausspielen
ausstoßen
B 1
B 2
B 3
B I
B II
B III
Backe
Bakelit
Ball
Ball 1
Ball 2
Ball 3

Startseite

Termini

Katalog

Terminology working methods I

- **ad hoc terminology work**
  solving a current terminological problem
  (research for unknown terms, equivalents, synonyms)

- **text-oriented terminology work**
  preparatory terminology research for a given text
  (solve all terminological problems before you translate)

- **domain-oriented terminology work**
  terminology research for all concepts of a given subject field
  (elaborate a complete terminology with concept relations)

Terminology working methods II

- **descriptive terminology work**
  determine and describe the (current) usage of
  concepts, terms and definitions
  (typical for freelance translators, interpreters, techwriters)

- **prescriptive (normative) terminology work**
  lay down and define concepts, terms and
  equivalents, classify them as preferred, admitted
  and deprecated
  (typical for standards bodies, but also for companies etc.)

Terminology working methods

Factors that influence terminology work:

- Objectives and user groups of terminology work
- Amount of concepts and languages to be elaborated
- Structure and information fields of termbase
- available persons involved
- intended time frame
- available and accessible information / documentation
- existing technical infrastructure

⟹ economic factors will often lead to compromises that do not follow the basic and established principles !

Terminology projects

- Planning and calculating the project

- Getting into the subject field (literature, experts)

- Limiting and structuring the subject field

- Accessing and analyzing the documentation material

- Searching for existing terminology resources

- Collecting terms; creating a monolingual term list; defining of concepts to be elaborated and documented

- Collecting further information (terms in other languages, definitions, context examples etc.) ⇒

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Terminology projects

- Processing the material; terminological analysis:
  - Checking of equivalences
  - Clarifying of synonyms, abbreviations etc.
  - (Specifying of preferred, admitted, deprecated terms)
  - Coining of new terms (if terms do not exist)
  - Documenting the terms (grammar, usage, etc.)
  - Selecting (writing) definitions; selecting context examples
  - If useful, selecting graphical representations, figures etc.
  - Writing notes for (problems with) synonymy, equivalence, usage

- (Creating concept systems and concept relations)
- Quality control (by experts) and final check
- Making terminology available for user groups

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Terminology projects in companies

1. Raise awareness (decision makers, terminology creators+users)
2. Train the people involved in terminology work
3. Analyze the workflow and specify the processes
4. Analyze existing terminology collections and relevant textual material (if possible, use term extraction tools)
5. Specify the basic terminology (domain- and company-specific)
6. Design the terminology database (model, datCats etc.)
7. Analyze the tool market and select (develop, adjust) the appropriate terminology management software
8. Enter a test set of terminological entries and evaluate the processes, the termbase design and the tool
9. Adjust and use

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Term-related issues

Terms should be entered in canonical form:

- **normally in lowercase (but:** *Drucker, Microsoft***)**
- **nouns normally in singular (pl:** *trousers, Leute***)**
- **verbs normally in infinite form**
- **multi-word terms in spoken/written order**
- **nouns not with articles (***der, le***)**
- **verbs not with infinite particles (***to, à, zu***)**
- **spelled correctly**

Term-related issues

If you have to create new terms (e.g. for new concepts), follow the principles of term formation

- **Transparency (torque wrench vs. monkey wrench)**
- **Consistency (nylon, orlon, dracon, ... -on)**
- **Appropriateness (nuclear energy vs. atomic energy)**
- **Linguistic economy (term bank vs. terminological data bank)**
- **Derivability (herb vs. medicinal plant)**
- **Linguistic correctness**
- **Preference for native language**

- **Uniqueness (don't create homonyms in one domain !)**

Definition-related issues

- **Try to provide just one good definition (see 704)** (Multiple definitions can be confusing)

- **Try to find and enter existing definitions** (with the source)**; shortenings and extensions are sometimes necessary and helpful**

- **Definitions should be as short as possible and as long as necessary**

- **Stating a synonym is not a definition!** *e.g. diaphragm spring = Belleville spring*

Definition-related issues

- **Use terms for referenced concepts and characteristics consistently**

- **If the term is mentioned in the definition, try to use it in singular form**

- **Definitions do not exist for ever: concepts are changing; therefore check and update**

- **In database: maintain only one definition in one field / data category**

Definition-related issues

If you have to write you own definition:

- **state what kind of thing your concept represents (usually the broader concept) and mention what differentiates your concept from other closely related concepts**
- **let a domain expert check the definition**
- **do not use finite verbs like *is, refers to, is called***
- **do not mention the term in the definition (DE !)**
- **punctuation, capitalization, article usage: provide styleguides**

Definition-related issues

- **Examples:**

  Term: *terminography*
  Term: *terminology management*
  Def: *part of terminology work concerned with the recording and presentation of terminological data*
  Ref: *ISO 1087-1:2000*
  Note: *Terminological data may be presented in the form of term banks, glossaries, thesauri or other publications.*

Context-related issues

- **The Context field contains a text chunk, which includes the term in question**

- **Context contains a manageable amount of textual information (e.g. a sentence)**

- **The context shows that and how the term is really used (linguistic and situational environment)**

- **Therefore, find and enter existing contexts (with source)**

Context-related issues

Different types of context can be differentiated:

- **defining context** ("incomplete definition with term")

- **explanatory context** ("bad explanation with term")

- **associative context** (associates concept to domain)

- **linguistic context** (function of term in discourse)

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Documentation issues

- **Sources of text-related information have to be appropriately cited (e.g. definitions, contexts, notes, graphics, terms) if quoted**

- **Sources of terms only if required (e.g. if no context can be found for a synonym)**

- **Use Source-IDs (Codes) that refer to full bibliographical information of the source (to be efficient and consistent in coding)**

- **For web resources, use URL and date**

- **Follow advises in literature for evaluating the quality of the source (esp. for web sources)**

Maintenance issues

- **Terminological data collections, whose content is not maintained, become outdated, obsolete, incorrect, incomplete, and will no longer be used.**

- **Besides the maintenance of the content, a formal maintenance and checking of the data is necessary (called data validation)**

- **Data validation:** **process used to determine whether data are formally accurate, consistent, correct, complete and plausible (ISO 1087-2:2000)**

Maintenance issues

Data validation procedures:

- **double-entry check** (real homonyms vs. double entries)
- **consistency check** (e.g. cross-references)
- **spelling check**
- **completeness check** (mandatory information)
- **format check** (e.g. date format)
- **plausibility check** (is content conforming to spec.)

- **Can be done during data input or period-ically by specific validation routines !**

Standardization of terminology

- Standardized terminologies shall reflect a coherent terminological system, shall be precise and lead to increased clarity in communication.

- One primary function of a standardized terminology shall be to indicate preferred, admitted and deprecated terms.

- Standardizing terminology is a task of technical committees in **standards organizations**, but also in **companies, organizations, professional associations etc.**

Standardizing terminology

- terminology should be defined and used consistently: - within a document
  - within a product
  - within a company

- **only one term for a given concept (no synonyms!)**

- **only one concept behind a given term (no homonyms!)**

Standardizing terminology

shortcut key

keyboard shortcut

access key

hotkey
hot key

accelerator key

keyboard accelerator

Page width

Text width

Whole page
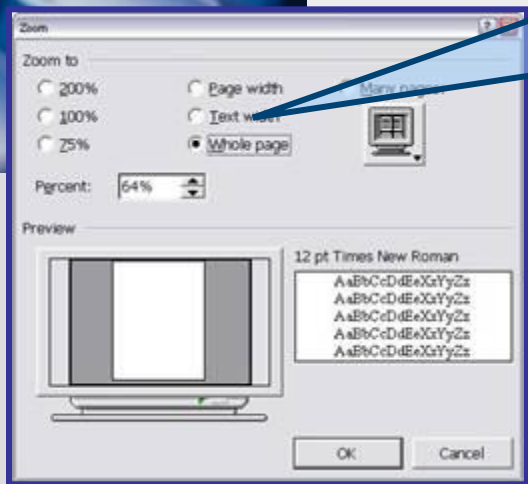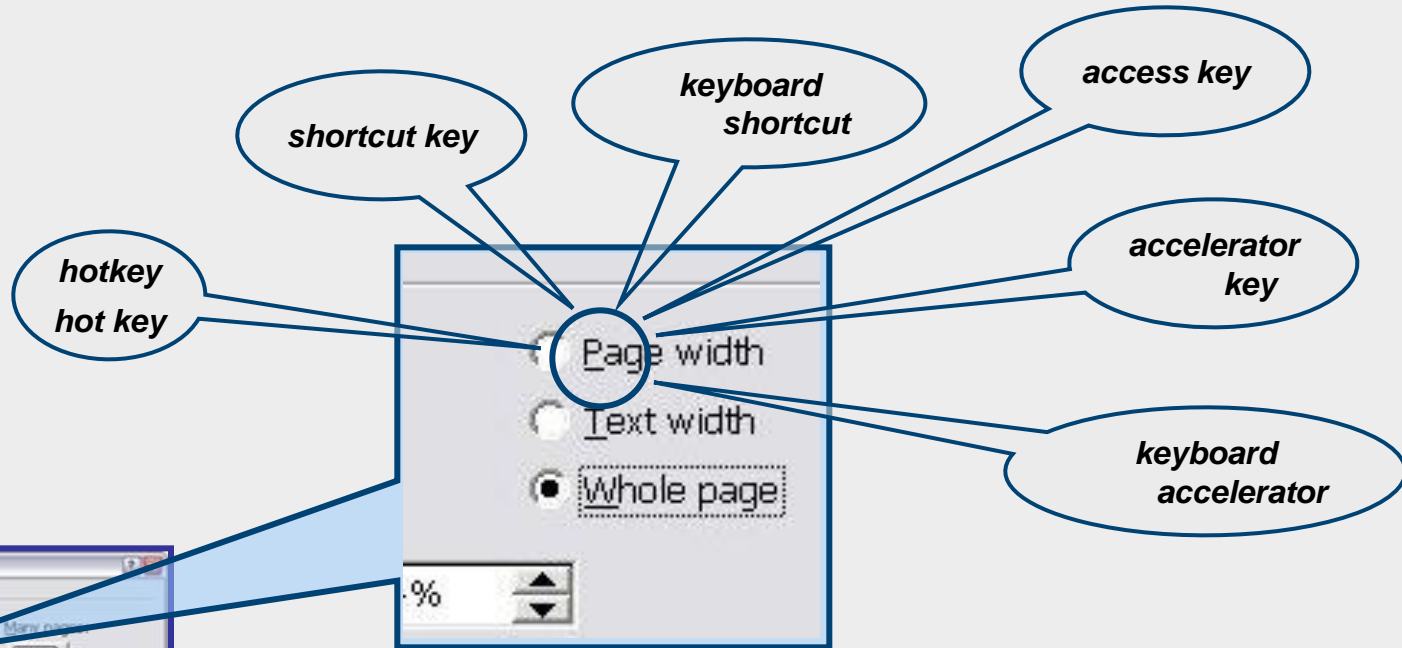
Matthias Heyn, SDL,
tekom-Jahrestagung 2005

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Standardizing terminology

Begriffsnummer: 127

Begriffsklärung:

Benennung: Leichtmetallscheibenrad

Synonyme: Leichtmetallrad
Alufelge
Aluminiumscheibenrad
Aluminium-Scheibenrad
Leichtmetall-Scheibenrad
Scheibenrad Aluminium

Reference: Susanne Göpferich, DAISY-Projekt, DTT-Symposion 2004

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Standardizing terminology

Rec. No.
Record No.
Rec.-No.
Rec #
Rec No.
Rec. No.:
Rec. Number
Rec. Number:

→ Record number

Terminology / information workflow

- Terminology workflow: the translation viewpoint
    - Documents to be translated:
        - manuals, handbook, guidelines, tutorials
        - technical specifications
        - scientific books, articles
        - patents, standards
        - contracts, offers, tenders
        - software user interfaces
        - etc.
    - less often fiction and general language texts

⇒ **high frequency of "technical" terms !**

Information development workflow

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SPECIFICATIONS PHASE | PRODUCTION PHASE | POST-PROJECT REVIEW

Requester

Project Manager

Terminology Management

Specifications Agreement

Translation

Editing

Final Formatting, Compilation

Proofing, Verification, QC, Delivery

Optional 3rd Party Review (can occur at an agreed-upon point in the process
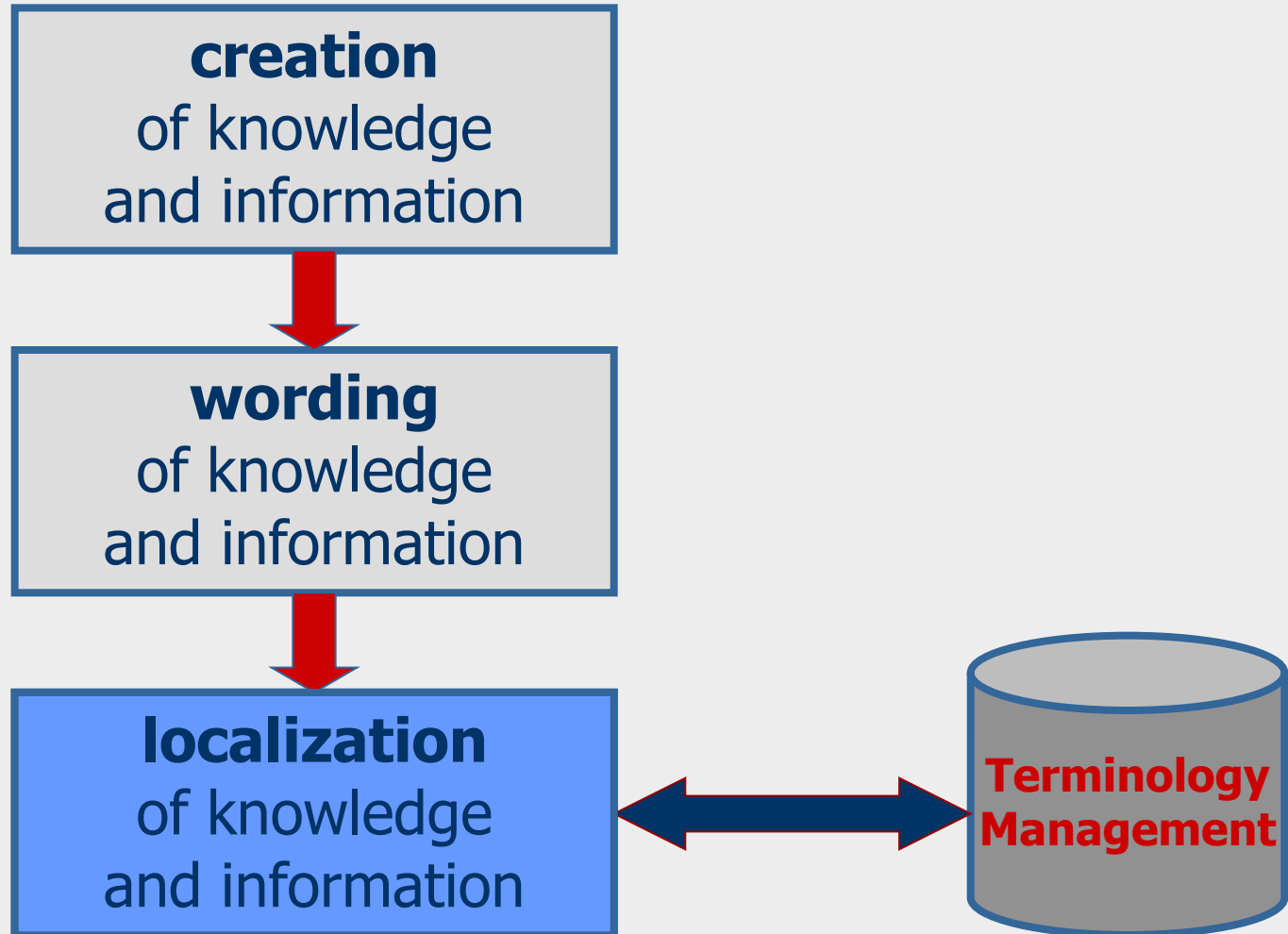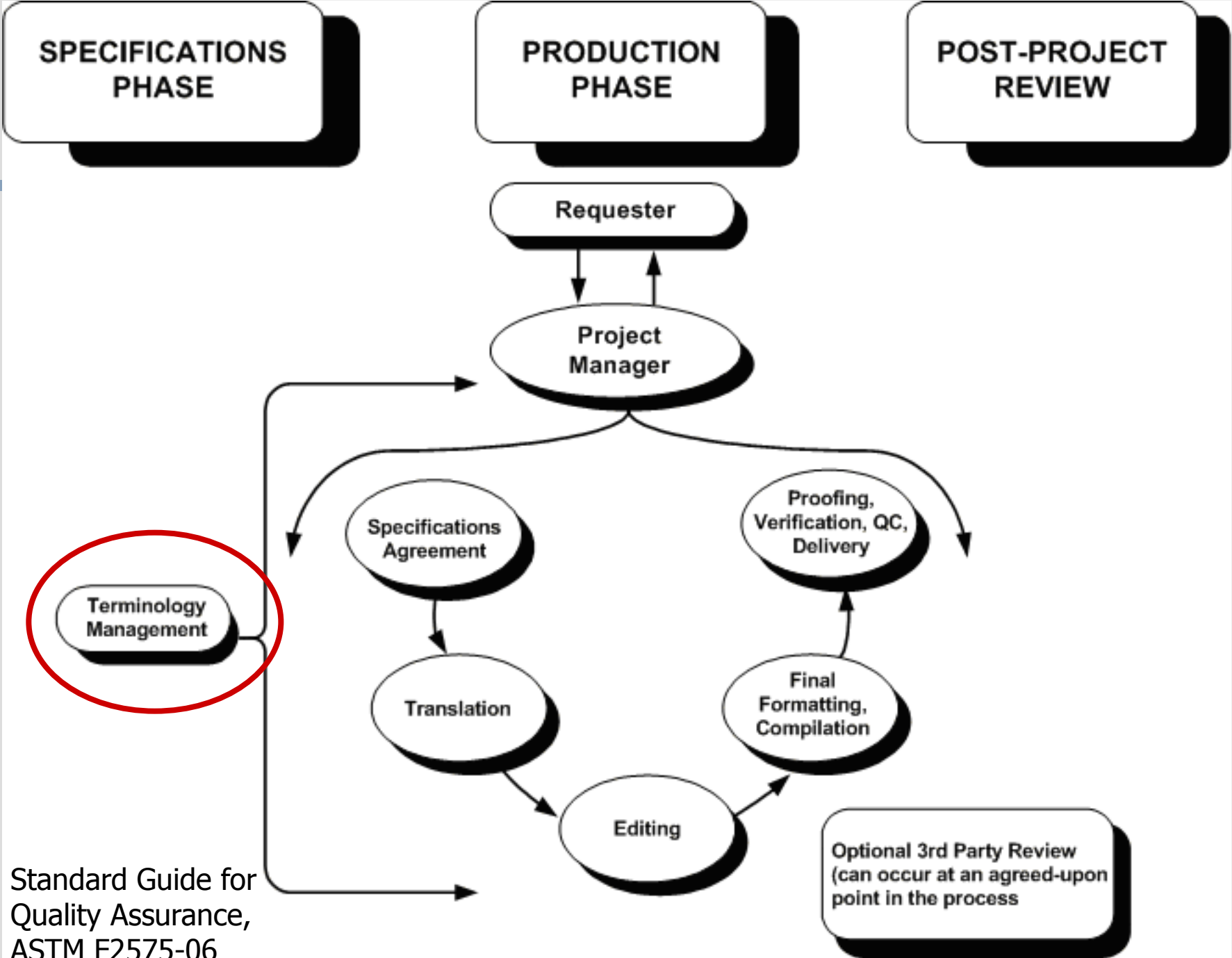
Standard Guide for Quality Assurance, ASTM F2575-06

Human Resources (Provider Functions)

Provider

- Project Mgr.
- Terminologist
- Translator
- Editor
- Proofreader
- Lang. Eng.
- Tester

Tasks (Phases)

Specification Phase

Production Phase

- Preparation Phase
- Translation
- Editing
- Formatting
- Proofreading
- Recompilation
- Testing
- Delivery

Term Mgmt.

Post-Project Phase

Information Resources

- Specifications
- Source Text
- Termbase
- TM
- Target Text
- Project Eval.

Project Partner

- Requester
- Provider
- Requester
- Requester
- Provider

Legend:
- Human resource (oval)
- Task (rectangle)
- Data resource (cylinder)

Information development workflow

creation
of knowledge
and information

wording
of knowledge
and information

localization
of knowledge
and information

Terminology Management

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Bert Esselink: 2000

Terminology for software localization

- Especially for software localization, terminology has to be defined (and created) **before** the localization process starts.

- And: very often the localization starts **before** the "source text" is finalized, in order to assist a simultaneously shipping of the product in several markets at the same time.
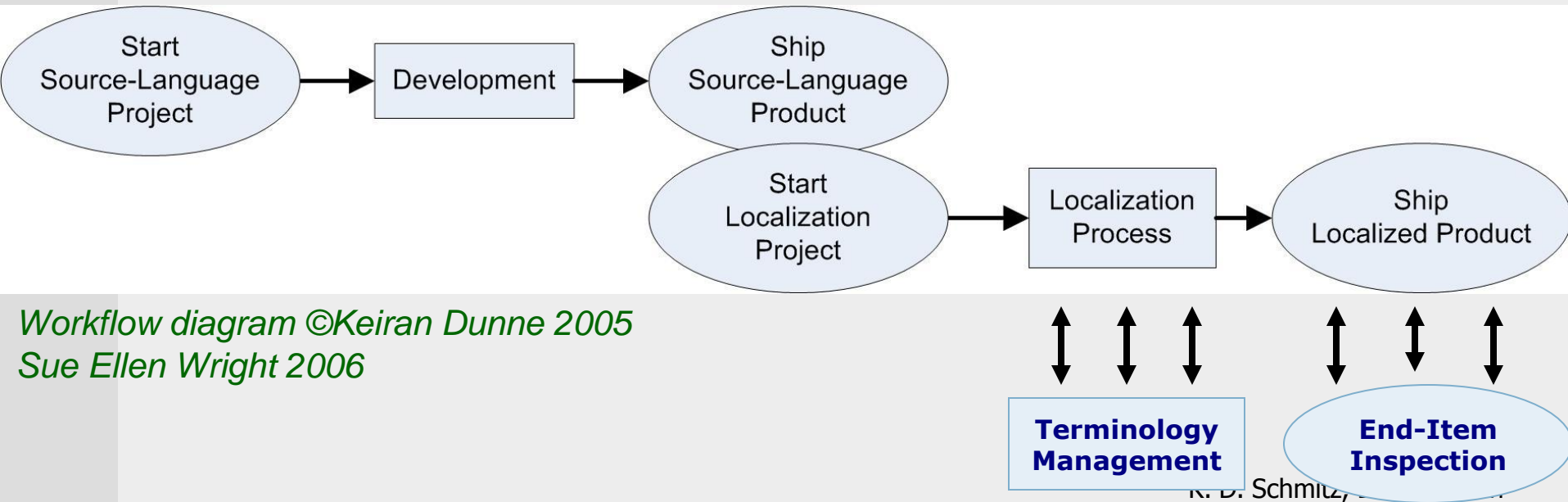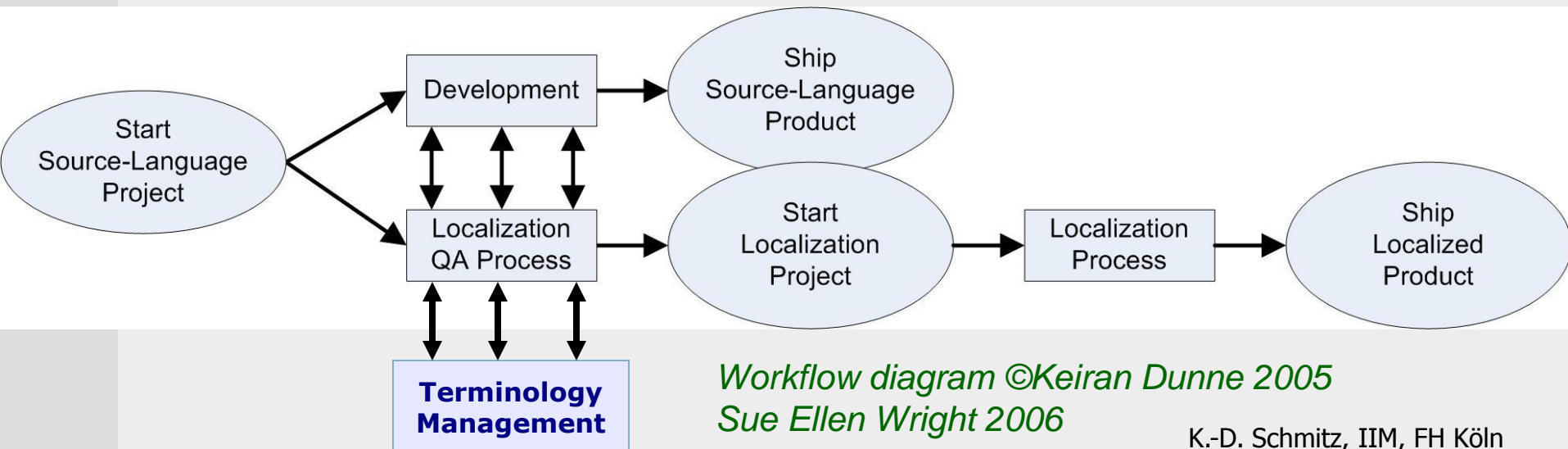
Terminology for software localization

- **Traditional process:**
  - Ad hoc terminology management
  - Reactive project-specific terminology management
  - No influence on document production, i18n

```
Start                    Development              Ship
Source-Language                                   Source-Language
Project                                           Product

                         Start                    Localization          Ship
                         Localization             Process               Localized Product
                         Project
```

Workflow diagram ©Keiran Dunne 2005
Sue Ellen Wright 2006

Terminology Management

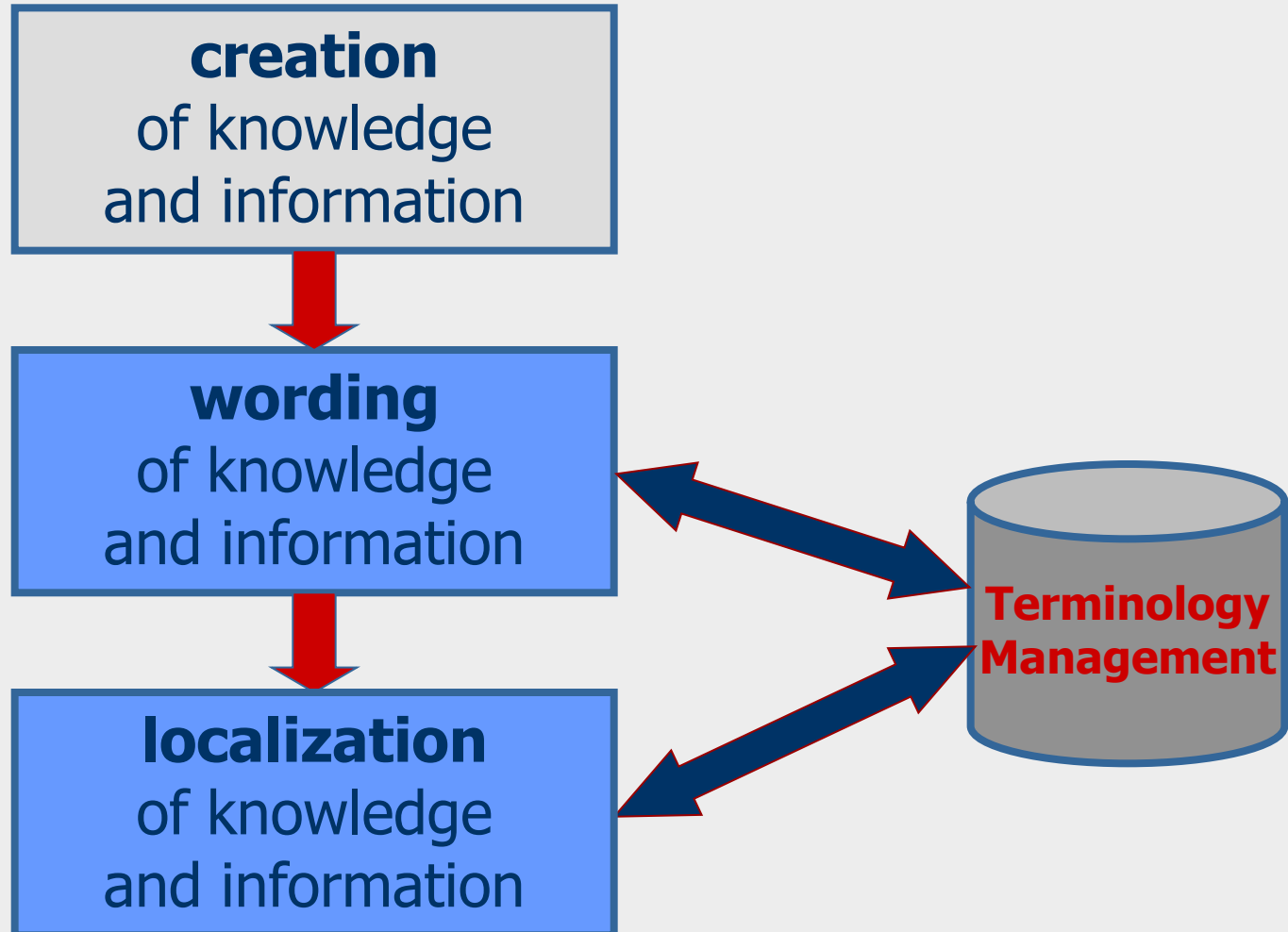**End-Item Inspection**

R. D. Schmitz,

Terminology for software localization

- Terminology management as a function of QA (Quality Assurance) management
- Terminology management and QA upstreamed to planning stage
- **Proactive terminology management**

Workflow diagram ©Keiran Dunne 2005
Sue Ellen Wright 2006

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Information development workflow

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Typische Prozess-Schritte bei der mehrsprachigen Dokumentationserstellung heute
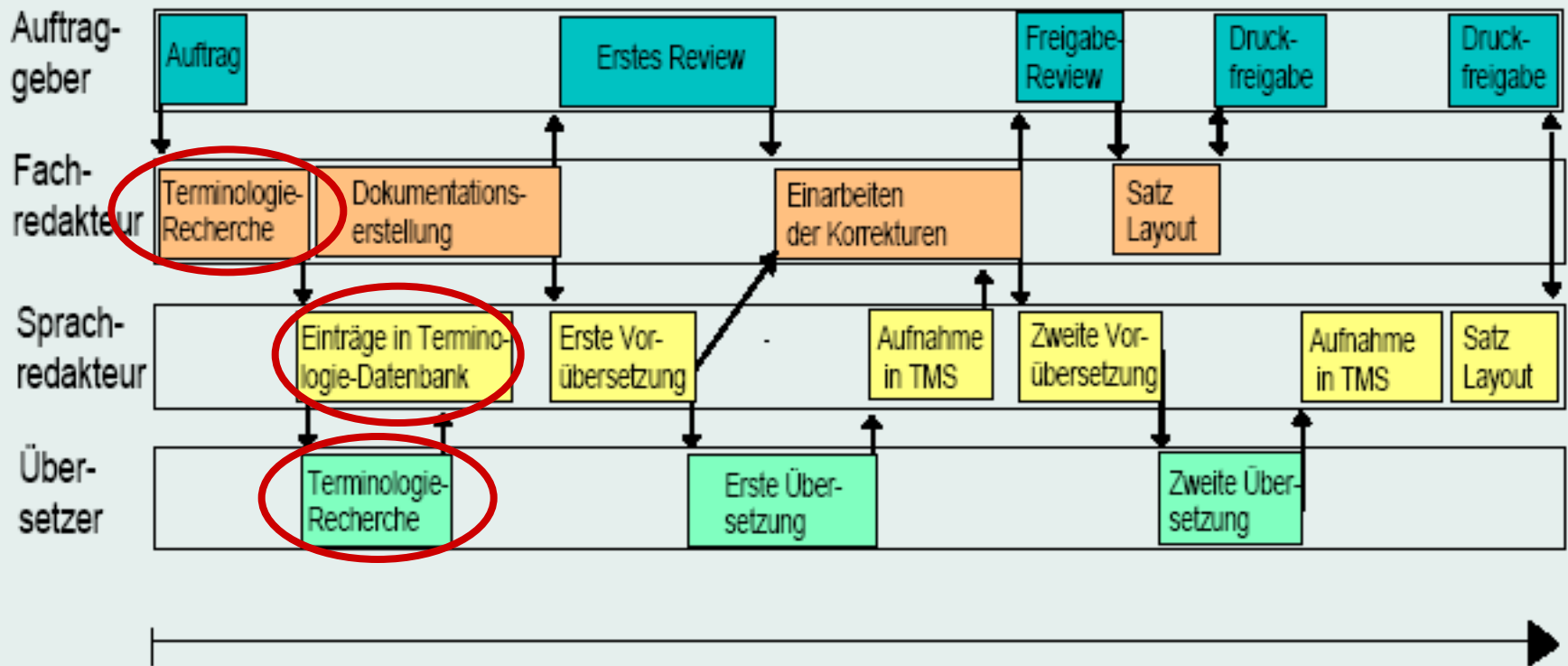
Susanne Murawski, 2005

Terminology for the source text

- The selection of appropriate terminology with well defined concepts as well as the correct and consistent usage of terms are pre-conditions for successful information development

- Diligent terminology (management) does not only help end-users but also documentation and localization experts

  (less errors in the source text, less questions at the author)

- **Terminology management is necessary for the whole information creation and localization process !**
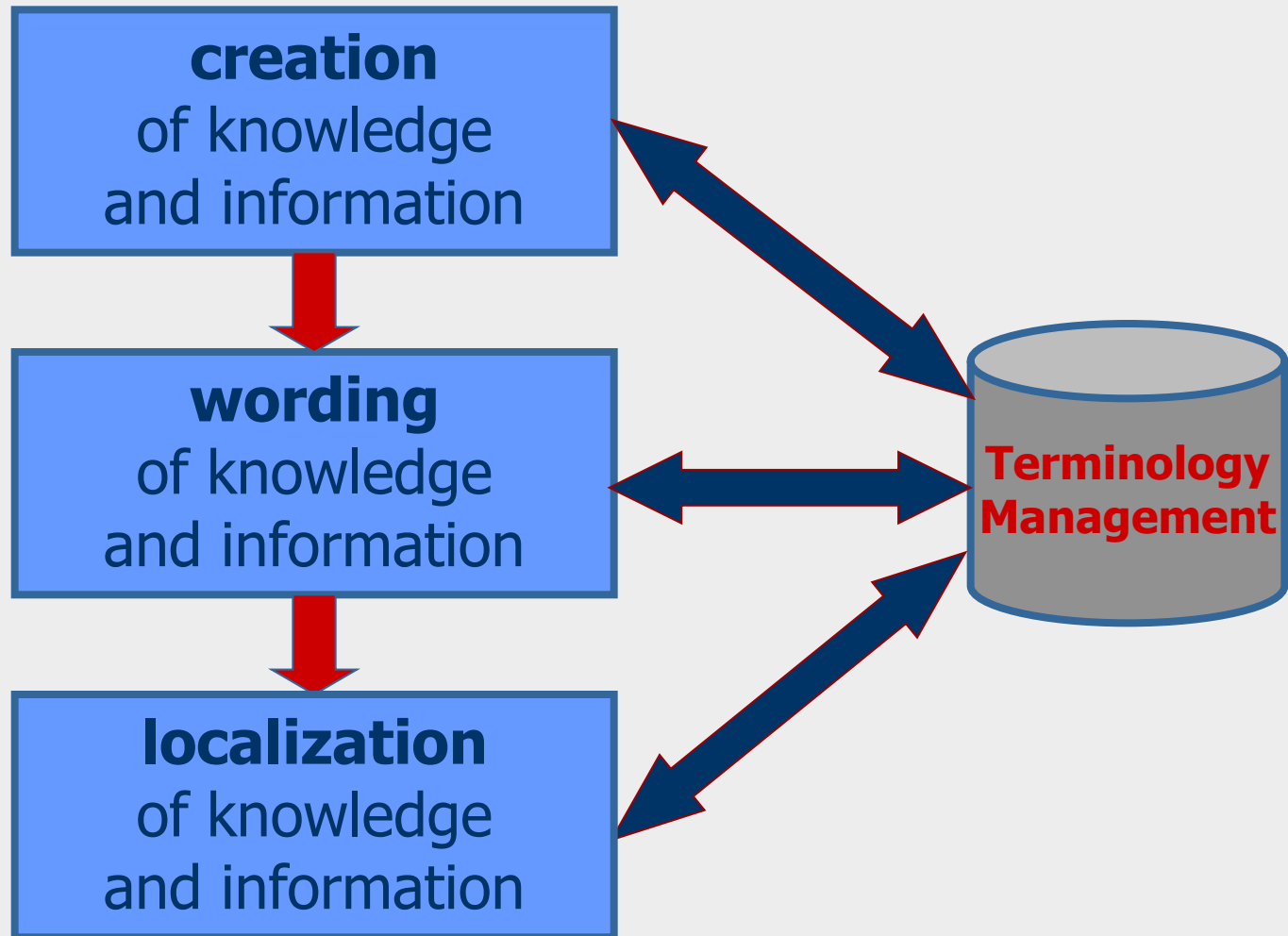
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Medtronic Terminology Workflow
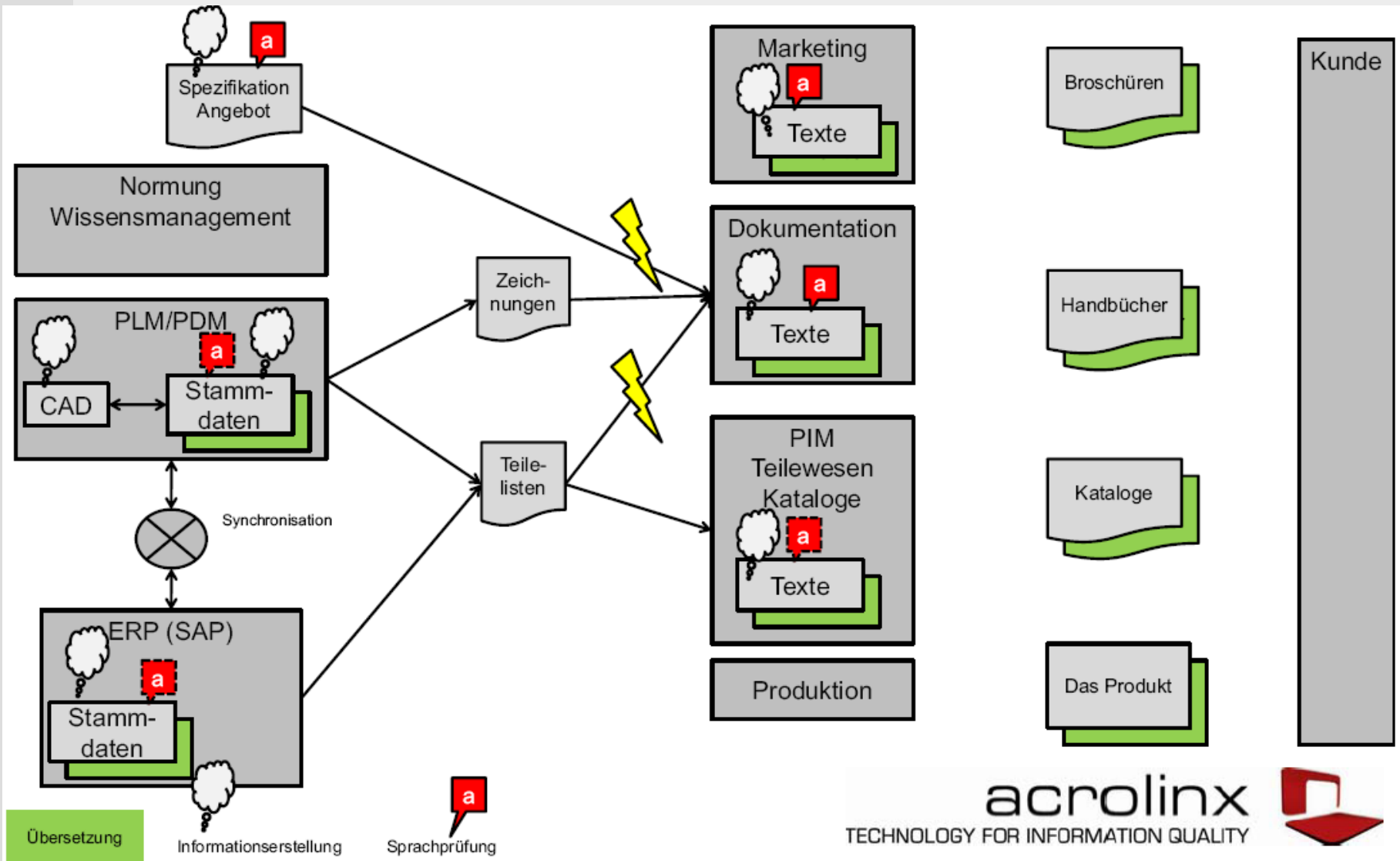

Uwe Muegge, Medtronics 2005

K.-D. Schmitz, IIM, FH Köln
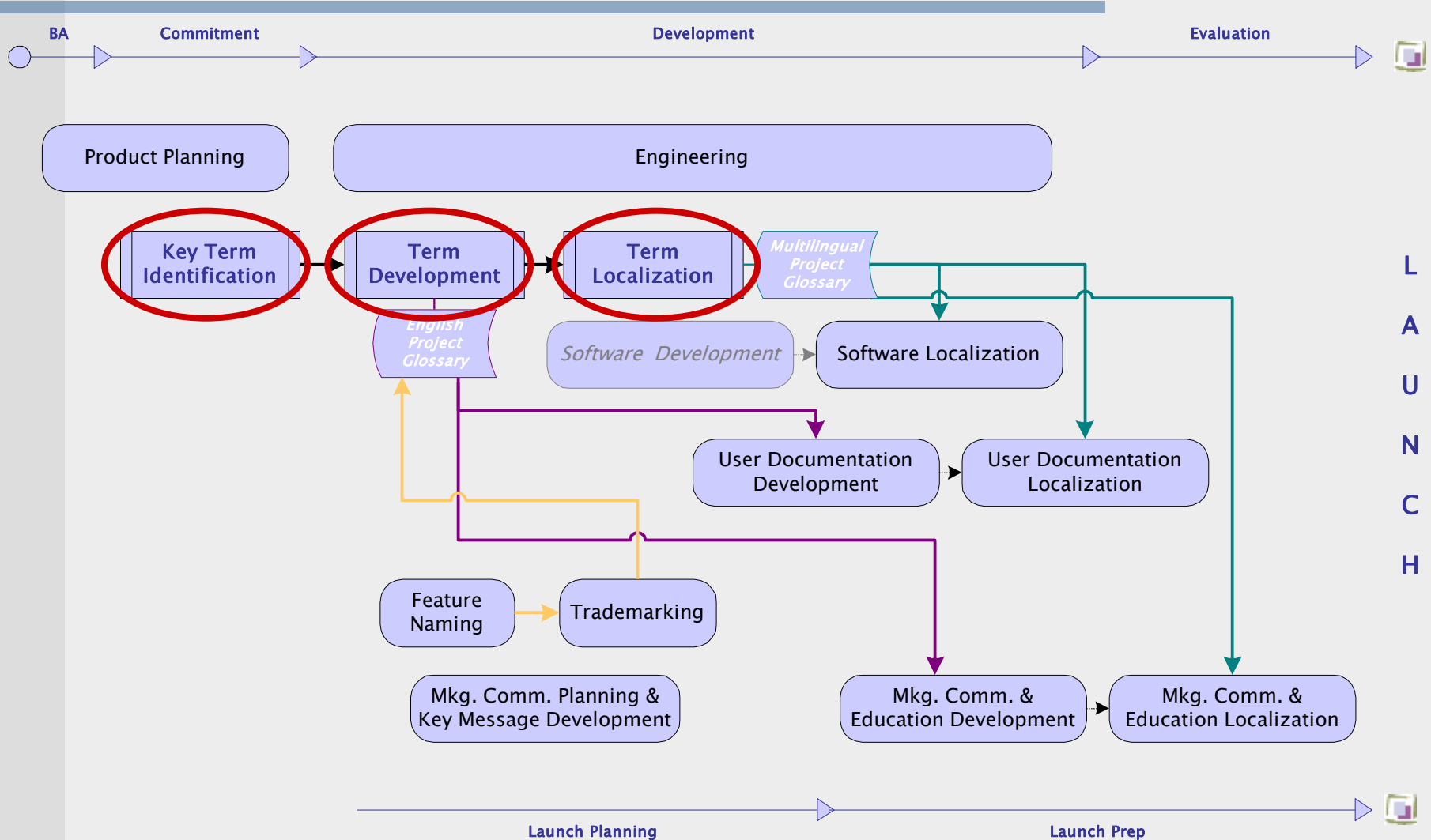
One World Publishing (OWP) Gesamtprozess und 7 mögliche Phasen der Terminologiepflege und -kontrolle

Information development workflow

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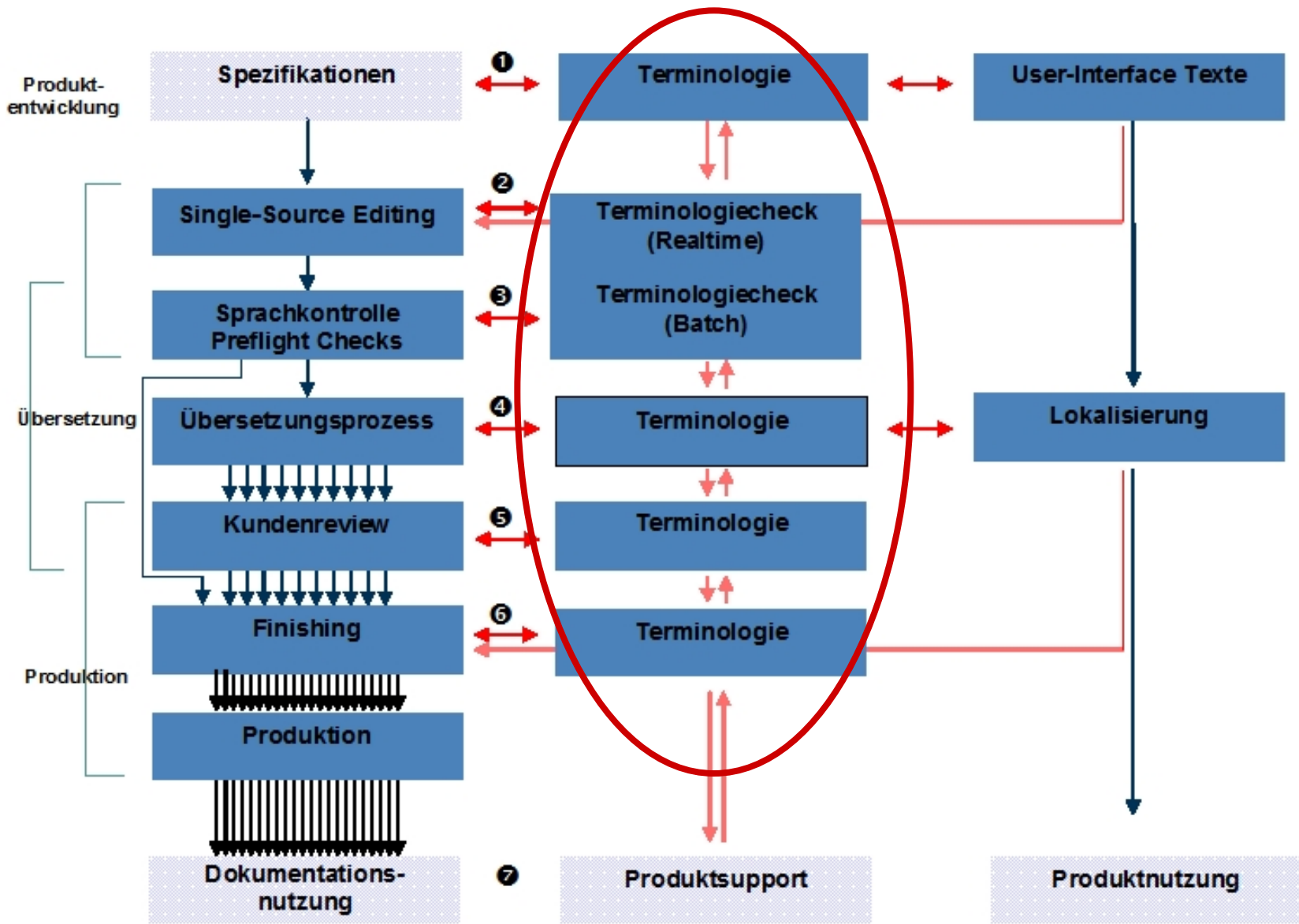
Information development workflow

Conclusion I

- High-quality terminology work is time-consuming and therefore expensive.

- The more persons or applications make use of the terminology, the better the benefit.

- The "earlier" terminology work starts, the more efficient will be the process of software development and software localization.
  product liability, user satisfaction, time to market, etc.

Conclusion II

- terminology solutions in enterprises, taking into consideration all aspects of terminology theory and terminology management,
  - reduces efforts and costs for translation and localization
  - brings products faster to the market
  - supports user friendliness and user acceptance of products and documentation, also in the local market
  - (supports non-native speakers)

Thank you
for your attention

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