European Value Survey (EVS) – Instructions for Using the Translation Management Tool (TMT)

Version 1 (09 June 2017)


Acknowledgements:

These guidelines were partly based upon the ESS TMT instructions:

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1 Overview processes

1.1 Translators …

- read chapter 1-5 in this document;
- print out in colour, or have displayed on the screen, the EVS source questionnaire with tracked changes between EVS 2008 and 2017 as well as new and WVS items (see 4.1) – this will give you an overview of the amount and context of (new) translations required;
- export from the TMT the current translation in your language (see 3.3), print it out or have it displayed on the screen, to get a feeling for the existing translations;
- translate new and modified items and comment on their translations (if problems arise);
- understand all the tool functions in this regard;
- get back to the program directors in case of queries.
- The volume of translation is not too high, but attention to detail and thorough copy-editing is needed.

1.2 Reviewers (often the Program Directors) …

- familiarise themselves with the entire document;
- print out in colour, or have displayed on the screen, the EVS source questionnaire with tracked changes between EVS 2008 and 2017 as well as new and WVS items (see 4.1) – this will give you an overview of the amount and context of (new) translations required;
- export from the TMT the current translation in your language (see 3.3), print it out or have it displayed on the screen, to get a feeling for the existing translations;
- assign tasks and roles to translators;
- for countries not participating in WVS and therefore without re-usable translations: change WVS items state from “unchanged” to “new” in the TMT to make them editable by translators (see 8)
- decide on the needed mode (CAPI; CAWI; MAIL) and inform translators correspondingly;
- brief translators on what needs to be translated/modified & the use of the tool;
- jointly with the translators, review and reconcile the newly and modified items;
- check existing translations (state “unchanged”) for comparability, completeness and appropriateness of instructions/questions of the mode – translators may assist reviewers with this task (see 7);
- ensure that country-specific classifications are entered into the TMT (education, religion, etc.).

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1 A (recorded) webinar will be set up for all interested parties: 14 June 2017. More in a separate email.
• proofread the entire final translation and ensure comparability, completeness. Appropriateness of instructions/questions to mode, and consistency.

• If they are part of a share-language country, contact please Claudia Brunori for (TMT) support for this process (evs2017mg@gmail.com).

• The volume of translation is not too high, but attention to detail is needed as well as thorough copy-editing and one person being responsible for all national translation-related tasks.
2 Introduction: What is the TMT?

‘TMT’ stands for ‘Translation Management Tool’. It is a web-based tool specially designed to allow translators to translate questionnaires without the burden of understanding complex routing and programming codes for large multi-lingual questionnaires. It has been used in several large international studies. Additional benefits of the TMT are its capacity of documenting diverse translation steps and communication processes as well as its export functionality regarding equivalent bilingual display of translated questionnaires along the master questionnaire – which is beneficial for data archives, data users and subsequent waves of the EVS.

Information from the TMT database can be automatically imported into source code if the questionnaire was developed in Blaise, alternatively it can be exported into other formats, like Excel, Word, DDI, and GetText, making it compatible or integratable into a wide range of other survey development processes. Since its first release in 2004, the TMT has been under continuous development. It has proven itself a good system for managing multilingual questionnaire translation projects over the web.

The TMT has recently been tailored to support the ESS (European Social Survey) translation process which consists in following the TRAPD model (consisting of the steps Translation – Review – Adjudication – Pretesting – Documentation): This means, that some parts of the TMT are relatively new, others slightly adapted. The system as it stands has undergone its first field trials among selected ESS countries and the EVS is the first survey that implements the TMT in its current version survey-wide.

Browsers: We recommend using Chrome or Firefox for the TMT.

2.1 Log-in with different roles

The TMT is hosted at https://evs.tmt.centerdata.nl. When you enter this address, a login screen will be displayed.

![Login Screen](image)

Figure 1: TMT login screen

Fill in the username and password that were provided to you.

Each user of the TMT logs in with specific roles. Roles are assigned by the EVS national program directors (see Section 3.3.1).
For the EVS 2017 translation process, the following roles were prepared:

**At the level of the national teams:**

- Translator 1 (translating ‘draft 1’)
- Translator 2 (translating ‘draft 2’)

(More logins for parallel translations can be provided if needed.)

- Reviewer
- Adjudicator
- Other roles (with viewing or editing rights, decided on a case-by-case basis)

**At the level of the overall project management (monitoring processes, including potential changes to existing translations):**

- Claudia Brunori, Tilburg University: evs2017mg@gmail.com
- Dorothée Behr, GESIS – Leibniz Institute for the Social Sciences, Mannheim: dorothee.behr@gesis.org

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2 Often, the reviewer is the same person as the adjudicator so that the phases ‘review’ and ‘adjudication’ merge.
3 Overview of the TMT interface

3.1 The landing page of TMT

Once you have logged in to the TMT, the below landing page will open:

![Figure 2: Landing page](image)

In the upper left, you can find the assignment panel (1). This displays the translations available to you. In the above example, the user is assigned to the translations “draft 1”, “draft 2” and ”review” for “German (Germany)”. These assignments also determine the role for each of the translations. We will explain this further in the next section.

To open an assignment, click on the item (e.g. “draft 1” for translator 1). This loads the translation overview screen.

3.2 Assignments, roles and rights in a translation

A TMT user will see one or more translations in their interface. Each of these are made available to them via an assignment. This assignment also determines the role they have for the translation.

As mentioned in the previous section, what you can do in a translation depends on the role you have been assigned for it. At the start of the process, the following roles are available:

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>a manager can add new users and assign them to the translation and can add general and manager notes &amp; tags to the translation.</td>
</tr>
<tr>
<td>Translator</td>
<td>a translator can edit the translation and add general and translator notes &amp; tags to it.</td>
</tr>
<tr>
<td>Reviewer</td>
<td>a reviewer can edit the translation and add general and reviewer notes &amp; tags to it.</td>
</tr>
<tr>
<td>Viewer</td>
<td>a viewer cannot edit the translation, but can add general notes &amp; tags to it.</td>
</tr>
</tbody>
</table>
In general, users will be assigned as such:

<table>
<thead>
<tr>
<th>TRAPD role</th>
<th>Draft 1</th>
<th>Draft 2</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program director</td>
<td>manager</td>
<td>manager</td>
<td>manager</td>
</tr>
<tr>
<td>Translator 1</td>
<td>translator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translator 2</td>
<td></td>
<td>translator</td>
<td></td>
</tr>
<tr>
<td>Reviewer</td>
<td>viewer</td>
<td>viewer</td>
<td>reviewer</td>
</tr>
</tbody>
</table>

### 3.3 Translation overview screen

In this example, we have opened “German (Germany) – draft 1”.

The translation overview screen displays the following:

1. **An overview table of the statuses of all translatable items.**

This table shows an overview of all questionnaire modules and elements of the questionnaire that you are translating. Click on the appropriate section and you can start working in there. Click on the links in the left-most column to view all items for that module (e.g. A or B), or click on any of the links in the columns to the right (e.g. 6 for ‘modified’ in section A) to view items of a specific status in that module. You can always go back to the landing page by clicking the TMT logo on the upper left:

![Translation overview screen](image)

Different states are available to flag in which state a questionnaire item is within the TRAPD process. These numbers give you an overview of where you – or other users of the TMT (depending which role you have been assigned, you can see also the work of...
Options for this translation.

There are some icons in the top-right corner of your landing page. These will be relevant, for instance, when you need to create exports of your work into Word or Excel. For the final export and copyediting, see also section 7 of this document.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="icon" alt="New User" /></td>
<td>Create a new user (see section 3.3.1) [manager only]</td>
</tr>
<tr>
<td><img src="icon" alt="Assign User" /></td>
<td>Assign a user to the current translation (see section 3.3.1) [manager only]</td>
</tr>
<tr>
<td><img src="icon" alt="Export" /></td>
<td>Export options:</td>
</tr>
<tr>
<td><img src="icon" alt="Word Export" /></td>
<td>An export to Word; this will give a very basic export to a Word format, note: this is not a paper and pencil version, but may come in handy.</td>
</tr>
<tr>
<td><img src="icon" alt="Excel Export" /></td>
<td>An export to Excel; this exports a compiled version of the translation, it cannot be exported back in, only used for discussion purposes.</td>
</tr>
<tr>
<td><img src="icon" alt="getText Export" /></td>
<td>An export to getText format, gives a 'label' style export, ideal for integration of the translations into a web questionnaire.</td>
</tr>
<tr>
<td><img src="icon" alt="Recalculate" /></td>
<td>Miscellaneous options:</td>
</tr>
<tr>
<td><img src="icon" alt="Recalculate" /></td>
<td>Recalculates the numbers on the table; sometimes, if multiple persons work on the same questions, the numbering can get out of sync; if you think the numbering is wrong, click on this.</td>
</tr>
<tr>
<td><img src="icon" alt="Restart" /></td>
<td>Resets the translations in the View mode; sometimes, if multiple persons work on the same questions, a wrong version of the display may be set; if you think you change is not processed well, you may have to reset the display.</td>
</tr>
</tbody>
</table>

⚠️ Please note: You can create exports at any time during the whole process by using the above icons. This enables you to read through your work in a Word document rather than in the TMT environment – on your computer screen or as a print-out.

Which options are available depends on the role the user has on the translation.

List of participants in this translation.

A list of user that have access to this translation. Move your mouse over a name to see the role they have in the current translation.

The user’s role in this translation.

This indicates your role in this translation.
3.3.1 Creating and assigning users (e.g. translators)

If you have the role of “manager” for a translation in your country, you can create and assign users. First, click on the **New user** button. The following panel appears:

![User creation panel](image)

First, enter a *username* and *password*. The TMT automatically generates a random password for you to use, but you may also enter something else. Enter the first and last name of the user and their e-mail address. Finally, you may enter a short description on the user. This is optional.

⚠️ **Please note:** The TMT will not send out emails to users. Please write down the username and password and send these to the new user yourself.

Click on **Create** to create the user.

Now, you still need to assign the user.

Click the **Assign user** button. This opens the following panel:
First, choose the user you just created from the “-choose user-“ dropdown. Then, choose the role you want this user to have in this translation from the “-choose role-“ dropdown.

**When you assign someone as a reviewer**, there are 2 roles: for the **review** version, this should be “Reviewer”. For the **draft 1 & 2** version, this should be “Reviewer (viewing)”. Reviewers need to be assigned this way in order to give them the proper rights on the draft versions.

Click the Assign button to assign the user.

They will now appear in the participant list.

### 3.3.2 Revoke user assignment

To revoke an assigned user from the translation, simply click on the ✗ to the right of their name in the participation list:
4 General notes on translating and reviewing the EVS 2017 questionnaires in the TMT

4.1 Print out source questionnaire

We recommend to everyone working on the translation to print out the source questionnaire in colour and keep it at hand while you are working (or alternatively to have it displayed on a separate screen). Thus, you have the overall context of the questionnaire at hand, can easily follow its flow and also see the layout, which sometimes can be crucial for understanding how text segments are connected to each other.

In addition, the EVS 2017 Source Questionnaire highlights wording changes from EVS 2008, new items and WVS 6 items. The questionnaire can be found under the translation overview screen, as shown in the figure below.

Here you will equally find uploaded the General Translation Guidelines (as presented at the Athens meeting), and an Excel table called “Correspondence” allowing you to trace back in a systematic manner the different sources where items come from (WVS, EVS 2008), variable names, and statues of items.

You may also find it highly useful to produce an Export to a Word or Excel document prior to starting any translation activity to gain an overview of existing translations in your language.
5 Translating new & modified trend items: Translator

If you are assigned multiple tasks, an overview of these tasks is displayed on the left in the overview screen. If you are assigned only one task, this selection is hidden. If you have more tasks, make sure you select the right tab according to your role:

![Figure 8: Your assignments panel](image)

A list of available Modules and a list of Labels is shown. Select the appropriate module from the overview page either by clicking on the name of the module, or by clicking on the numbers on the right, which only loads the questions from the module that are in the state as described in the header row. Selecting constants (i.e. reoccurring elements) will open a list of texts that need to be translated only once, but are reused throughout the questionnaire. Many constants apply to re-occurring elements in the CAWI/MAIL modes. Opening answers will allow you to translate reusable response options.

![Figure 9: Translation overview table, showing module, constant and answer links to the left and specific status links to the right.](image)

Selecting a module will open the translation screen (continued in next section).
5.1 The translation screen

The translation screen is the main interface through which you can make your translations. It consists of a blue top bar with a filter menu (1), survey mode selection buttons (2), a search function (3), export options (4), a smartlist (5) and a larger area in which translatable items are displayed.

Figure 10: Translation screen

The following is an explanation of the interface elements indicated in Figure 10:

1. **Translation view filter.**

   Here you can select what you want to display. **Please note: To activate a selected filter or display, you need to click on the “Navigate” button.**

   - **Questionnaire** – this will be EVS2017 by default. You cannot change this filter.
   - **Translations** – Select one or more translations (to which you are assigned) to display. Multiple translations will be shown in separate columns:

   - **Modules** – View either all or one of the questionnaire modules, answers or constants.
Status – Select which statuses you want to see. The view will only show the statuses you have selected.

Mode selector

If you translate for a questionnaire that is fielded in multiple modes, the mode selector will be active. In the mode selector you can select a mode to view. This changes the view to only show items which are available in the selected mode. By default, “All” is selected. The Program Director should communicate to the translators which mode(s) to select for translation. The selection of mode impacts in particular on the wording of instructions and some questions.

Search box

Type the name of a question, constant or answer here to search for it. Clicking the link will reload the view to show the item.

Export options

Currently, you can export questions, answers and constants to a **word** or **excel** document.

Smartlist

Gives a quick overview of all the statuses for items in the view:
Translatable item with translation area

5.2 Different states

![Figure 11: States as they appear in the translation overview](image)

Your translation will always be in one of the following “states”: modified, new, translated, unchanged and reviewed. The icons in the different colours will also be shown in the editing display, for instance:

### Status meaning in draft translations:

- **Modified** → Modified trend item from previous EVS waves; the modification needs to be mirrored in the translation. These items should be translated and then set to the status “Translated”. Information on specific types of modifications can be found in the Translator instructions (5.7) and in the Word EVS source questionnaire tracking changes (4.1).
**New** → These items require a translation from scratch. These items should be translated and then set to the status “Translated”.

**Translated** → translation completed, could go to Review/Adjudication phase. All “Modified” and “New” items should eventually have this status.

**Issue** → Indicates that the item content should be discussed. Once the issue has been resolved and the translation is complete, the status should be set to “Translated”.

**Unchanged** → Items in this state are existing translations. You don’t need to translate them. They are only here as a context for the questions that need translation.

**Reviewed** → not used in the draft translations: only used in the review.

In other words, for draft 1 and draft 2, when you are finished translating, all “Modified” and “New” items should be in the “Translated” column:

When translators have completed all their assigned translations (i.e. all “new” and “modified” items now have status “translated”), they should notify the reviewer (often the program director).

**Review phase:** When both draft translations are done, the reviewer and the translators should review these jointly (team approach), select one of them, merge them, or propose a better fitting translation³. How the review is done is described further below.

**Status meaning in review:**

**Modified** → Modified trend item from previous EVS waves; Reviewer copies texts from draft 1 and/or 2 to these items (See Section 6.1). At the end of the review, these items should be given status “Reviewed”.

**New** → These items required a translation from scratch. Reviewer copies texts from draft 1 and/or 2 to these items (See Section 6.1). At the end of the review, these items should be given status “Reviewed”.

---
³ Projecting the screen on the wall for face-to-face meetings or sharing a screen for webinars will be two options to implement discussions with several people involved.
**Translated** → Not used in review: only used in draft translations.

**Issue** → Indicates that the wording of an existing translation should be discussed. Once the issue has been resolved, the status can be set to "Reviewed".

**Unchanged** → Items in this state are existing translations. They are here as a context for the questions that need translation and should also be reviewed. If there is a problem with an item, you should move it to the status “Issue” and explain what the problem is via a note (See Section 5.6). Items without problems can be given status “Reviewed”.

**Reviewed** → Items in this state are reviewed and can be transferred to other phases in the translation process.

When you start the review, the items in the review will have exactly the same statuses as draft 1 & 2 started out with. Draft 1 & 2 do not affect the statuses of the items in the review, so even if all draft 1 & 2 items have a status “Translated”, these will still be “Modified” and “New” in the review. If you look at Draft 1 & 2 and the Review together, it will look something like this:

Where 1 shows 1) the draft 1 & 2 items with “Translated” status and 2) the review version still in “Modified” status.

To see how to move the draft translations towards the review version, see Section 6.1.

Once you are done reviewing, all “Modified”, “New” and “Unchanged” items should be in the “Reviewed” Column:
Figure 12: General workflow for items from the drafts to the review translation. In the draft version, items with "Ready for Review" can be seen, but not changed.

⚠️ Please make sure to always select the appropriate “state” by using the drop-down list shown when you edit an item (see Sections 5.3, 5.4 and 5.5).

This way, in the translation overview (Section 3.3), you get a clear overview of where you are within translating this particular questionnaire (see also section 3 of this document).

5.3 Translating questions

To translate questions, set the filter to the following:
- Questionnaire > EVS 2017 (default)
- Translations > select the appropriate version (e.g. German (Germany), draft 1)
- Modules > “All modules”, “None” or “A” to “F”.
- Status > select the appropriate version (in particular ‘modified’/’new’ and ‘unchanged’)

Please note: We advise to translate module-wise to avoid overload of the screen, that is first module A, then B, etc. We also recommend selecting “unchanged” items (yellow icon) alongside new and/or modified items to see the entire context of the questions.

Please note: Sometimes, existing translations may be in the wrong place due to automatic import into the TMT and require copy-paste, as shown below. If translators cannot work on "unchanged" text, they should notify the reviewer/Program Director.
The translation area can be recognized by its pale-blue colour – and it is added **under** the source text area, which is shown in a grey box.

**Figure 13:** Question as it appears in the translation screen (in view mode), showing the generic text (grey box) and the translation (pale-blue box).

To start translating the item, click on the **.pen** icon. The translation area will switch to edit mode:
**Figure 14: Question in edit mode**

The following is an explanation of the interface elements in Figure 14:

---

**1. Cancel / Save button**

If you have not edited the item, this button shows “Cancel”. By clicking on “Cancel”, you can close the “edit mode”. Once you make a change, it changes to show “Save”. Hit this button to save your changes to the item.

---

**Please note:** An answer is not edited/saved along with the question. This must be done separately (see item 4).

---

**2. Item status**

Depending on your role and task you can change the status of the item. Available statuses depend on the workflow, and your role in the translation.

See Figure 12 for the general workflow.

---

**3. Text editor**
Here, you can enter your translation.

To the left is the generic text. To the right is a text area in which you can type your translation. Entering text changes the “Cancel” button to a “Save” button.

Please note: The grey symbols (Mail, CAWI [computer-assisted web interviewing], CAPI [computer-assisted personal interviewing]) signal to which mode an instruction or question needs to be tailored.

Please note: Red terms, such as ^SHOWC, ^INT_INS and the like, do not need to be translated in the translating questions sections. They are placeholders and will be translated only once in translating ‘constants’ section of the TMT. A feature is currently programmed ensuring that ‘constants’ translations are automatically copy-pasted into these placeholders. Translators are strongly advised to look for a general overview at what is included in the “answers” and “constants” sections of the TMT before starting to translate the questions (5.4. and 5.5. in this manual).

4 Answer area

The answer area acts as its own translation area and is translatable as if it were a separate item. Read more on translating answers in section 5.4.

5 Attributes

These items are connected to corresponding “constants” NA, NAext, DK and DKext. Constants are translated separately, and only once for all items. See further below for more information (5.5).

5.4 Translating answers (i.e., response scales)

To translate questions, set the filter to the following:

- Questionnaire > EVS 2017 (default)
- Translations > select the appropriate version (e.g. draft 1 for France)
- Modules > “answers”
- Status > select the appropriate version
Answers appear similar as questions. The generic text is shown in a grey box and underneath is the translation area in a pale-blue box.

There are two types of answers: those that are used by multiple questions and those that are exclusive to a specific question. The former can be viewed and edited as a separate item in the translation screen, while the latter can only be edited as part of the question (as described in the previous section).

Click on the button to open the edit mode:

To the left are the generic texts, to the right are text areas in which you can type your translation.

To save your changes, click

To cancel, click

If the answer is used by more than one question (as it is in this example), these questions are shown in a yellow box at the top of the edit area. Any change you make to such answers will show up in each of the questions it is assigned to. You can click on the links to navigate to these questions.

**Please note:** Please always check back with the context of the answers (the corresponding items) to see whether the translation linguistically makes sense. If, for
linguistic reasons, a response scale needs to be different for a set of items, please contact Claudia Brunori, Tilburg University: evs2017mg@gmail.com.

5.5 Translating constants (i.e. reoccurring elements)

To translate constants, set the filter to the following:
- Questionnaire > EVS 2017 (default)
- Translations > select the appropriate version (e.g. draft 1 for Greece)
- Modules > “constants”
- Status > select the appropriate version

Figure 17: A Constant item as it appears in the translation screen

Constant items appear much like questions and answers, with a slight difference. The generic text is shown in a grey box with the translation area beneath in pale-blue, but the translation area is always in edit mode.

The edit mode has only two fields: the first is a dropdown that allows you to change the status of the constant. The second is a text area in which you can type your translation. **Please note:** For some of the constants (e.g. “Please indicate how important this is to you”), it is of utmost importance to check back with the overall questionnaire so that the translation fits into the diverse question contexts. **Please note:** In particular somewhat longer questions and instruction texts are CAWI and Mail versions of corresponding CAPI wording (e.g., “Please indicate how important this is to you”). Please make sure that translations of such questions and instructions are modelled on their CAPI counterpart so that translations across modes are as similar as possible and only differ where mode interacts with the wording.

Click the **Save** button to save your changes.

5.6 Adding comments to your translations:

We highly recommend translators and reviewers to add comments to their translations when they are in doubt or run into problems with the translation. These comments can be helpful in the later stages, when deciding on final versions – as translators may already have thought about certain issues or decided on purpose against certain options at the initial stage. Furthermore, problems in the data later on may be traced back to translational issues.
When in edit mode, the following icons can appear in the interface: These indicate that a comment can be attached to the item 1, or part of the item 2 via a “note” (see Figure 18). To create a note, click 3. The note creation panel will appear:

By default, the note has no specific type, but certain roles have specific notes, such as reviewers/managers.
You can use the text area to enter your comment.
To save your comment, click **create**. To cancel, click **cancel**.

Once the note is stored, it appears underneath the item or item part:

![Figure 21: A collapsed note](image)

By clicking the bar, you can expand/collapse the note:

![Figure 22: The same note, now expanded](image)

If you want to reply to a note, expand it and click **reply**. This will create a new note which is attached to the note you are replying to.

Once your note is created, this is shown in the item:
Figure 23: The number of notes attached to the item (in total) is displayed as a badge

⚠️ **Please note:** Translation queries (e.g. on meaning of items, other general issues) to the Tilburg Team should be sent to Claudia Brunori, evs2017mg@gmail.com. The comment function in the TMT is only for internal comments and notes.

5.7 Annotations / translator instructions

Translation annotations, that is, item-specific guidelines that give you more information on an item, a concept, etc. are added at the top of each questionnaire item window. These are not intended to be translated–but should be considered in all EVS translations! The ‘translator instructions’ field equally shows information on which part got changed in a modified EVS item and which WVS 6 items were adopted.

Figure 24: Question in edit mode, showing translator instructions underneath the cancel/save button

⚠️ **Therefore:** Please read carefully all information included in the ‘translator instructions’ field!
5.8 Showcards

**Please note** that the TMT will provide a functionality based on which the translations for the showcards will be automatically exported into a master template for the showcards. At the time of writing (9 June), the development of this feature is underway.

5.9 Routing instructions

Routing text consists of either the text “ASK” or “GO TO”, followed by the question name to which the route leads. These two items can be found under the “constant” area (under “Modules”) and only need to be translated once. See section 5.5 for more info.

5.10 Navigating between questionnaire modules

For navigating between the different modules of the EVS questionnaire, please select the appropriate module in the drop-down list at the top left side, and then click on ‘Navigate’. This will bring you to the selected questionnaire module, and you may continue translating these items, as indicated above:

![Figure 25: translation screen, indicating the filter menu](image)

See section 5.1 for a more detailed description.

5.11 Navigate between items within the same module

For navigating between items of the same module – that is, the module you are currently in, you have 2 options:

1. In the module overview, you can simply scroll down your module overview and then select the item you want to translate as described above (the translation windows in this view are always pale-blue).
2. You may also select and click on the item you want to work on by clicking it in the smartlist:
5.12 Saving and closing TMT

Your translations are saved each time you click on the "Save" button.

For closing the TMT, click on ‘logout’ to the top-right of your screen. All your translations have been saved. After some time of no actions the session will timeout. When you encounter this, any work that is not saved will be lost.
6 Reviewing new items & modified trend items: Reviewer and translators

In order to be able to carry out the below steps, you need to be logged in as a Reviewer. This role is most typically, but not exclusively, the Program Director. Translators should notify the Program Director when they have completed their translation so that the Program Director can start the review process, ideally jointly with the translators (the team approach or TRAPD model described in the General Translation Guidelines). At the time of writing (9 June), a TMT feature is being programmed that allows an Excel export of all translation versions, including comments, to help everyone prepare for a joint discussion meeting.

6.1 General Review steps, including “Shared Languages” step

Make sure you select the right tab according to your role (review):

Select the appropriate module from the overview page:

The steps described in this section apply to any activity for which you need to see different translations of the same language and take these as basis for agreeing on a new version.

This can be

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4 The TMT review display can be projected on a wall (or shared on a screen during a webinar), and everyone should receive the translations in advance to prepare.
• The Review step **within one language version** (e.g. Lithuanian within Lithuania, starting from the 2 parallel Lithuanian draft translations)

• The ‘**shared language**’ step for harmonising versions of one language coming from different countries (e.g. Russian from Lithuania and Russian from Russia).
  o Preferred option: active collaboration and discussion when finalizing shared language version
  o Adapting a final shared language version from another country

• **Please note:** If you are a shared language country, please contact Claudia Brunori, Tilburg University: [evs2017mg@gmail.com](mailto:evs2017mg@gmail.com). We will help you setting up the process in general and in the TMT.

Whenever you need to start from several translated versions and need to see them on one screen, proceed as follows:

Tick the versions that you would like to see on the left side (**draft 1, 2 and review** for the review) – and click on “Navigate”.

Then a screen opens that displays the different versions plus the Review version:

By clicking on the blue square at the top-right corner in the Review area, you reach the edit mode in which you can carry out the Review work:

By clicking on a question element of one of the translated versions on the PALE-BLUE areas to the left, this element will automatically be pulled to the relevant box to the
right, in the GREY ‘Review’ area. Here you can continue editing your text in the WHITE boxes manually.

Figure 29: Question and 3 translations. The right most translation is in pull mode, allowing users to copy content from the two left translations.

Click (1) to copy all content of the translation to the target translation.
Click (2) to copy individual parts to the target translation.

6.2 Adapting final translation from another country within the shared language approach

If you plan to adapt a final translation from another country, please contact Claudia Brunori, Tilburg University: evs2017mg@gmail.com. We will help you setting up the process in general and in the TMT.

6.3 National language harmonisation within multilingual countries

For national harmonisation between different national versions within multilingual countries (e.g. Lithuanian and Russian in Lithuania), please proceed as follows:
First, select the languages that you need to see on from the filter menu (see Figure 30) and click the button. The translation view will now show the translations side by side (as described in Section 5.1).

The next steps are identical to the review steps explained under 6.1.

6.4 Different states within Review

Please refer to Section 5.2.

6.5 Saving and closing TMT

Your translations are saved each time you click on the “Save” button.

For closing the TMT, click on ‘logout’ to the top-right of your screen. All your translations have been saved.
7 Reviewing existing translations ("Unchanged" status): Reviewer

In the column "Unchanged" you can find all the existing translations from previous rounds. Existing translations are marked with the yellow icon.

Figure 32: A question with the "Unchanged" status

We cannot guarantee, though, that the import worked without problems. Please review for (1) comparability, (2) completeness, and (3) appropriateness of instructions and questions to the survey mode. Reviewers (who are often the Program Directors) are asked to complete all of the following tasks:

(1) **Comparability check**: As outlined in the General Translation Guidelines, content-related changes to existing translations should *only* be implemented if really needed – and approved by the EVS Theory Group.

(2) **Completeness check**: If elements are not filled in the translation area, even though a previous translation exists, please copy-paste manually into the TMT.

(3) ** Appropriateness to the mode check**: The TMT provides previous translations for the CAPI\(^5\) mode. In most cases, only the translation fields for CAWI\(^6\) and/or MAIL should be empty. Please make sure that the appropriate text tailored to a mode is in the appropriate translation field.

7.1 Reviewing items with the "Unchanged" status

Items with the status "Unchanged" contain translations which have been imported from previous waves. However, it can still occur that translations are missing, or attached incorrectly. Therefore, it is important to review the unchanged items. **Please note**: Be sure to not only look at the item in view mode, but to also review it in edit mode by clicking the 📝 icon.

7.1.1 Comparability: If an item is correct

If there are no problems with the item, you can set its status to "reviewed".

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\(^5\) CAPI: Computer-assisted personal interviewing  
\(^6\) CAWI: Computer-assisted web interviewing
7.1.2 Comparability: Item issue - you don’t agree with an existing translation

If an unchanged item has a translation, but you disagree with it, or you have a question regarding it, please set the item status to “Issue” and add a “Question to EVS Central Team” note to the item detailing your suggestion or question (See Section 5.6).

The workflow goes as following:

1. Reviewer changes the status of the question to “Issue”
2. Reviewer attaches a “Question to EVS Central Team” note to the question.
3. A notification is automatically sent
4. The EVS Central Team sees the notification
5. The EVS Central Team replies to the note with an answer
6. A notification is automatically sent
7. Reviewer sees the notification

Notifications can be found on the landing page and at the bottom of the translation overview. Click on “[Go to element]” to go to the question in the translation screen.

Click on the button to dismiss the notification.
Once the issue is resolved, you can set the item status to “reviewed”.

7.1.3 Completeness: Item issue - missing or wrongly connected translations

As explained earlier, earlier translations were imported, but errors may occur. An example of such errors is illustrated in Figure 33, which shows Question Q1.A in edit mode. There are two things that need to be fixed here:

1) The word “Werk”, which is Dutch for “Work”, is incorrectly attached to “Please indicate how important is in your life...”.
2) There is no translation for “Please indicate how important is in your life...”.

In this case, you should resolve issue 1 by moving “Werk” to the correct input field and issue 2 by adding the translation yourself.

Please note: When correcting things such as these, it is important to always take into account the mode applicability (the grey mode references).

Please note: You may find the fitting translation somewhere further up or below in the TMT due to different segmentation of sentences of existing translations.

After fixing the translation, you can set the item status to “reviewed”.

⚠️ Please note: If a translation is fairly correct, but you disagree with it, please start a discussion on this as described in Section 7.1.2.

You may also consider letting one of the translators review these parts. In that case, you need to set the status for the question to “modified” in either draft 1 or draft 2 (since translators cannot edit items with the “unchanged” status). Once the translator is done checking these items, they can set the question status to “translated” and you can review it in the same way as is described in Section 6.1.

Figure 33: Q1.A, showing an incorrectly attached translation.
8 Reviewing existing World Value Studies (WVS) translations: Reviewer

To the extent possible, we tried to automatically import existing WVS translations, where items were replicated from the WVS. This was not always possible, however. If the EVS uses WVS items, this is indicated in the annotations/translation instructions box (see 5.7). If the import did not work in your case, you may have to copy-paste WVS items into the TMT manually from some other resources.

Please note: Please always check carefully the WVS translations for comparability. If you feel they are not comparable content-wise, make a note in the TMT in this regard and correct the content.

There are some changes that you will have to do because of the automatic import of WVS items (which are sometimes structured differently than the EVS items) into the TMT. In the example below, only the translations of “consumer organization” or “self-help group, mutual aid group” are needed. The translation import, however, includes much more text, even the question itself. This needs to be changed to make it fit the EVS Master Questionnaire.

Important note for countries not having participated in the WVS 6:
Countries have to translate the WVS items that got included in the EVS 2017 (or adapt from a same-language country that participated). Due to technical functionalities of the TMT, all WVS items have the state “unchanged” and therefore cannot be edited by translators. To make them accessible for translators, reviewers manually have to change the state of these items from “unchanged” into “new”. On the portal, below the translation overview screen, an Excel document called “Correspondance” is provided that lists WVS items.
Country-specific questions

EVS countries will have their own classifications for education, parties, religions and income. Please use the placeholders in the TMT to insert your classifications.

The following items do not need to be translated by all countries. Please discuss with the Project Director whether you need to translate:

Questions:
- Q81a
- Q81b
- Q89a
- Q89b
- Q99a
- Q99b
- Q100a
- Q100b

Answer:
- TEdu2

There is no generic text for the questions, as what is asked depends on the country.

Figure 34: Q100a showing the empty generic text
10 Final proofreading and copyediting of your national survey instrument

When finalising your national survey instruments, we highly recommend you to print out both the English source questionnaire and showcards and your pre-final national version and double-check item by item that the text and layout are corresponding to the source text.

The generation of a paper and pencil questionnaire directly from the TMT is under development at the time of writing of this manual. During your translation process, this feature will be added. We will notify you when this feature is activated.

Thorough proofreading with both source and target questionnaire next to each other is a step that we recommend for any EVS questionnaire translation – but it will be the more important with this new translation environment, just to make sure that all elements are at the correct place in your final target instrument.
11 Some practical tips with the TMT

**TMT open on different tabs:**
By clicking on the TMT logo in the left-hand corner or on numbers or modules on the translation overview screen you can open the TMT or different sections of the TMT on a different tab – just in case if you wish to cross-check things without closing elements you are currently working on.

**Copy-paste of translations produced outside TMT into the TMT:**
Some countries have already started translation prior to the release of the TMT. They can at any stage copy their translations into the draft 1 & 2 versions (in a similar way as you would translate) or into the review version. We strongly recommend translating with the TMT though to have all processes and steps thoroughly covered – and to have a sound basis for export for the data archive and for sustainable use of translated questionnaires in subsequent EVS waves.