

# *Translated GW-Project Books Checklist*

Version: January 19, 2022

## Table of Contents

<b>1</b>	<b>FIRST STEPS</b> .....	<b>1</b>
	<i>"The Groundwater Project" name</i> .....	1
	<i>PDF Properties</i> .....	1
	<i>English Version Used by the Translator</i> .....	1
	<i>Page Numbering</i> .....	1
<b>2</b>	<b>TRANSLATOR(S) RECOGNITION</b> .....	<b>1</b>
2.1	COVER .....	1
2.2	HEADER AND FOOTER .....	2
2.3	AUTHOR(S) PAGE (II) .....	2
2.4	COPYRIGHT PAGE (III) .....	2
2.5	PRIOR TO BACK COVER.....	3
2.6	ACKNOWLEDGEMENTS .....	3
2.7	PREFACE TO THE LANGUAGE TRANSLATION .....	3
<b>3</b>	<b>TABLE OF CONTENTS</b> .....	<b>3</b>
<b>4</b>	<b>COMPLETENESS/QUALITY</b> .....	<b>4</b>
	<i>Figures</i> .....	4
	<i>Tables</i> .....	4
	<i>Equations</i> .....	4
	<i>Boxes</i> .....	4
<b>5</b>	<b>LINKS</b> .....	<b>5</b>
<b>6</b>	<b>NAVIGATION PANE</b> .....	<b>5</b>
<b>7</b>	<b>SUPPLEMENTAL MATERIAL PANE</b> .....	<b>6</b>
<b>8</b>	<b>MODIFICATIONS FROM ORIGINAL RELEASES</b> .....	<b>6</b>

This list will be used to review translated versions of GW-P books. If any of the items are not correct, the GW-P will return the book to the translator and ask that they make the corrections. Translators may benefit from viewing previously translated GW-P books and along with their English versions from the [gw-project.org](http://gw-project.org) website as a guide for how a translated book should be prepared.

# 1 First Steps

## “The Groundwater Project” name

- “The Groundwater Project” should not be translated once this is the name of the publisher of the books. Search for occasions that it could have been translated and ask the translator to translate it back to English.

[Click or tap here to enter text.](#)

## PDF Properties

- Check if the PDF properties were added.  
Note: Enter PDF properties in the PDF by going to File > Properties and entering the Title and Authors, then saving the PDF. It must be repeated every time a new PDF is created.

[Click or tap here to enter text.](#)

- Check that the navigation pane is working in the PDF by choosing View > Show/Hide > Navigation Panes > Bookmarks.

[Click or tap here to enter text.](#)

- Name of the PDF File should be:  
book-title-in-the-translation-language-separated-by-hyphens\_Language-in-English” e.g.,  
Su-Çevrimimizdeki-Yer-Altı-Suyu\_Turkish.pdf.

[Click or tap here to enter text.](#)

## English Version Used by the Translator

- Which version did the translator use? Look at the latest English version for a final section “Modifications to Original Release” if such a section exists, ask the translator if this list was present with all of these items in the version they translated and if not, share those items with the translator so they can bring the translated version up to date.

[Click or tap here to enter text.](#)

## Page Numbering

- Check that the page numbering is correct with Roman numerals for the front pages and page numbers increasing monotonically without resetting at section breaks.

[Click or tap here to enter text.](#)

# 2 Translator(s) Recognition

## 2.1 Cover

- All the cover content has been fully translated into the new language using the proper fonts (Benguiat fonts are available on the [translator.gw-project.org](http://translator.gw-project.org)).

[Click or tap here to enter text.](#)

- The translator(s) name is present below the English author(s) and with a smaller font.  
[Click or tap here to enter text.](#)
- The translated cover fills the available page space. There should not be white space on any of the edges of the cover image. If there is such a space, first shift the image, but if it is too small to cover the page increase the size (without changing the aspect ratio) just enough to reach all page edges.  
[Click or tap here to enter text.](#)

## 2.2 Header and Footer

- The header and footer are present and fully translated into the new language. The name(s) of translator(s) may be added if the format is visually pleasing.  
[Click or tap here to enter text.](#)

## 2.3 Author(s) Page (ii)

- Below English author(s) and institution should have “Translator: FirstName LastName, Institution” (**name font size:** same as the author(s) institution) (**institution font size:** same as “The Groundwater Project” at the bottom).  
[Click or tap here to enter text.](#)

## 2.4 Copyright Page (iii)

- Below the section with the English author(s), Title, Year, and ISBN should be: “Translator(s) name, year, and ##pages in the translated version” in same font as English author name(s).  
[Click or tap here to enter text.](#)
- Under the translator(s) name and year should be the ISBN of the translated edition (this number differs from the English version and is provided by the GW-P).  
[Click or tap here to enter text.](#)
- Make sure that all information on the translation copyright page fits on one page. If it does not, all 11-point font on this page should be resized to 10-point or if necessary, to 9-point. If further adjustment is needed the space before and after paragraph breaks can be decreased.  
[Click or tap here to enter text.](#)
- At the bottom of page in same font, the last item should be: Translation to Language: TranslatorsFirstLastName (e.g., *Tradução para o português:* Thaís de Paula Marteleto)  
[Click or tap here to enter text.](#)

## 2.5 Prior to Back Cover

- A section with style Heading 1 titled “About the Translator” should follow the section titled “About the Author”, with a section number that is one number higher than “About the Author” and contain the translator’s biographical summary.

[Click or tap here to enter text.](#)

## 2.6 Acknowledgements

- Check that the acknowledgements have been fully translated.

[Click or tap here to enter text.](#)

- A section with style Heading 1 without a Section number and titled “Translator Acknowledgements” should follow the section titled “Acknowledgements”. The section should include an acknowledgement that is similar to the acknowledgement that is provided for those who assisted with the original language version, including anyone who has reviewed the translated book or contributed in any way to the translated book version and who would like to be acknowledged.

[Click or tap here to enter text.](#)

## 2.7 Preface to the LANGUAGE Translation

- Check if the translator (leader if many are involved) wrote a one-page preface to the translated version of the book, titled “Preface to the LANGUAGE version” with style Heading 1. The text should acknowledge any volunteers who participated in the translation.

[Click or tap here to enter text.](#)

- An English version of the text should be sent to the GW-P so they will know what has been added to the book and can send it to the authors.

[Click or tap here to enter text.](#)

## 3 Table of Contents

- Table of Contents has been updated.

[Click or tap here to enter text.](#)

- Referenced page numbers in the Table of Contents should take the reader to the correct location in the book (in both the Word document and the PDF).

**Note:** Sometimes the page numbers in the Table of Contents are incorrect in the PDF because text does not show up on the same page in the Word document and the PDF, this can be corrected by using page breaks in the Word document, updating the Table of Contents, and resaving the document as a PDF. The page numbers in the Table of Contents must be checked again and the process repeated until the page numbers are correct.

[Click or tap here to enter text.](#)

## 4 Completeness/Quality

- The final book formatting should respect the original publication in its fine details (cross-check the translated and English versions for the same: fonts, margins, figure sizes, positioning of figures in relation to the content, English content inside the figures is translated, and so on).

**Note:** If the translated language alphabet is not available in the original book font, the translator must select an alternative font that closely reflects the original font.

[Click or tap here to enter text.](#)

- All content of the English version appears in the translated version (e.g., all sections and their headings [heading\_1, heading\_2, heading\_3], paragraphs, figures, tables, boxes, exercises, and so on).

[Click or tap here to enter text.](#)

### Figures

- All figures of the English version should appear in the translated version and be of good quality. English within figures should be translated.

**Note:** Sometimes, because of the content of the figure or the way it is shown, the figure has to be recreated or adapted. In these cases, the content should reflect the exact idea of the original figure.

[Click or tap here to enter text.](#)

- Each figure and its full caption should be on the same page.

[Click or tap here to enter text.](#)

### Tables

- All tables of the English version should appear in the translated version and be of good quality.

[Click or tap here to enter text.](#)

- Each table and its full title should be on the same page.

[Click or tap here to enter text.](#)

### Equations

- All equations of the English version should appear in the translated version and be identical to the English version (since they don't need translation, they should be in the original formatting).

[Click or tap here to enter text.](#)

### Boxes

- All boxes of the English version should appear in the translated version.

[Click or tap here to enter text.](#)

## 5 Links

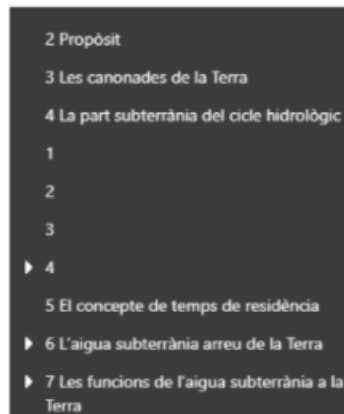
- All external links should work properly.  
[Click or tap here to enter text.](#)
- All internal links between boxes and text should work properly.  
[Click or tap here to enter text.](#)
- All internal links between text and exercises and back to the text should work properly.  
[Click or tap here to enter text.](#)
- All internal links between exercises and their solutions and back to the exercises should work properly.  
[Click or tap here to enter text.](#)
- All internal links between exercises and the link to the reference to that exercise in the text should work properly.  
[Click or tap here to enter text.](#)
- All internal links between the mention of figures in the text and the figures should work properly.  
[Click or tap here to enter text.](#)
- All symbols used after each link should be the correct one and only the symbols ones used in GW-P formatting standards.  
[Click or tap here to enter text.](#)

## 6 Navigation Pane

- Check that the navigation pane displays book headings and is functional for navigating within the book.  

**Note:** A navigation pane is created in MSWord by going to File > Save As > choosing a location, choosing the pdf format, then clicking below on options, and checking Create Bookmarks Using Headings. The navigation pane can be viewed by choosing View > Navigation Pane.

[Click or tap here to enter text.](#)
- The navigation pane should not display “blank headings” as shown below.



Click or tap here to enter text.

## 7 Supplemental Material Pane

- Check to see if the book page includes supplemental material that can be translated. If so, the materials should be translated. One example of a GWP book with supplemental material that can be translated is the Groundwater Velocity book which provides spreadsheets in which instructions could be translated, [gw-project.org/books/groundwater-velocity/](http://gw-project.org/books/groundwater-velocity/). Another example is the book on Groundwater Resource Development which is more involved because the supplemental material includes a number of docx, text, and xlsx files that should be translated. However, the software and associated input files should not be altered. As required by the GWP, the exercise instructions are explained in the book so the instructions are translated when the book is translated  
[gw-project.org/books/groundwater-resource-development/](http://gw-project.org/books/groundwater-resource-development/).

Click or tap here to enter text.

## 8 Modifications from Original Releases

- Make sure that the Translator also translated the “Modifications from Original Release” into the new language, in case the original book has a modification section as the last section. In the translated version, the title of this section should include “... in English” at the end with the same language that the book was translated (e.g., *Modificações do Lançamento Original em Inglês*).

Click or tap here to enter text.