## Translation and Editorial Overview

Editorial overview and management across all stages

Phase 1: Translation				Phase 2: Publication				
Grant Selection	Translation	Editorial	Review	Copyediting	Pre- publication	TEI Markup	Final Editing	Publication
Grant Proposal Submission  Grant Evaluation  Grant Agreement  Confirmation	Research  Consult Multiple Editions  Initial Reading  First Draft  Subsequent Revisions	Coordinate and Provide Guidance to Translators  Review and Edit Translations at Various Stages  Ensure Overall Translation Quality  Manage Review	Ongoing Internal Review  External Review  Final Draft	Pre- Copyediting Check Copyediting	Post- Copyediting Check  Detailed Pre- publication Review and Editing	TEI Markup Post-Markup Problem Solving Final Editorial Review and Problem Solving	Editorial Review and Problem	Internal Release Pre-Release Checks and Proofreading Public Release
	Preparation of Andllary Materials  Further Stylistic Revisions	Process						

## Technology

Ongoing development and maintenance of:

- Mass Online Publication Database (Online Reading Room)
- Editorial Tools (e.g. Layers of Editorial Access etc.)
- Translation Tools and Resources (e.g. Cumulative Glossary, Terminology Pages etc.)
- User Interface Features and Design (e.g. Automatic Multi-Format Generators including PDF and others, Multi-level Search function etc.)
- Version Control
- Backup System

## Operations and Administration

- Strategic Planning and Implementation
- Translation Grant Administration
- Administration of Payments for Services
- Communications and Fundraising
- Human Resource Management

## Training and Development

- . Identification of training needs of translators, editors, copyeditors, markup editors, and knowledge/skills needed across all stages of work
- Work with partner organizations/institutions to enhance translation standards, and to ensure a steady stream of translators to sustain 84000 s work in the long term