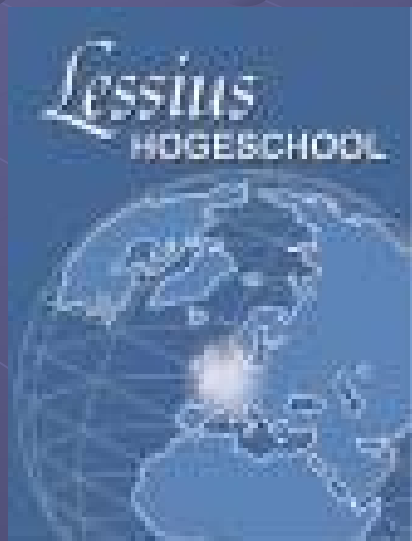# Terminology Management

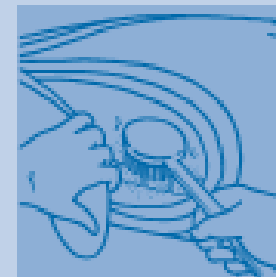## Do's & Don'ts

Dr Hendrik J. Kockaert
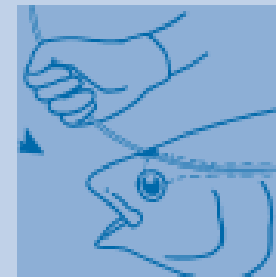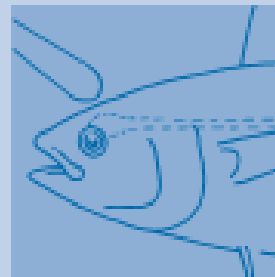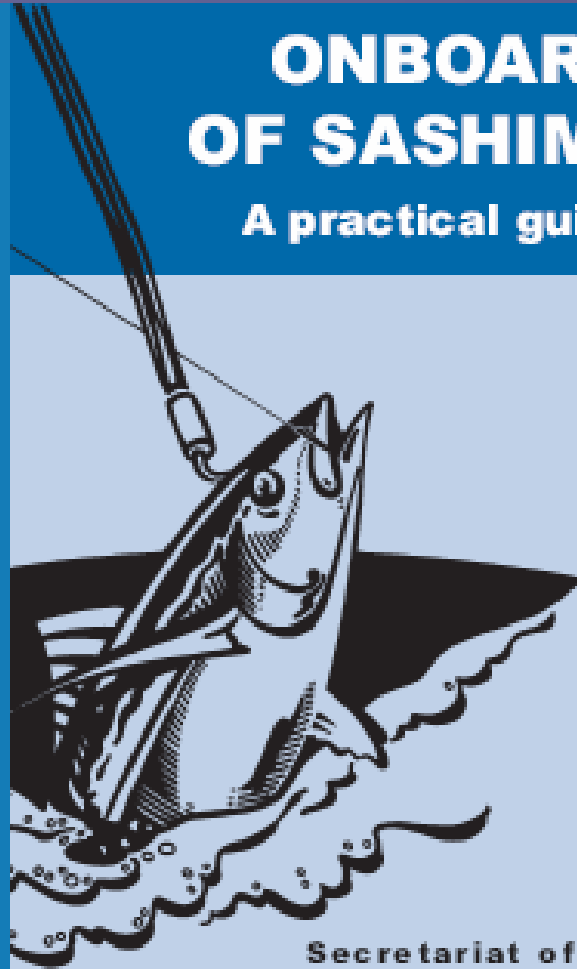Lessius Hogeschool

Hiccups

1. Subject opacity
2. Insufficient language knowledge
3. Idling databases
4. Incompatible database formats
5. Unexchangeable record layout
6. Duplication of work
7. Experts' language

1. Subject opacity

- Insufficient knowledge of the subject-related content of the text: i.e. understanding the text in L1
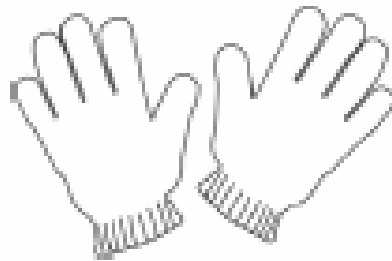
THE ESSENTIAL TOOLS

Before hauling in the longline, the crew should prepare the necessary equipment so that the fish that will be hauled aboard can be dealt with quickly.

- gloves, preferably cotton or nylon, for all handling purposes,
- two gaffs, to haul the fish aboard,
- a mat, a carpet or a foam pad to lay the fish on,
- a club to stun the fish,
- a spike to kill it,
- lengths of monofilament nylon or a stainless steel wire to destroy the spinal cord ("Taniguchi" method),
- a drop blood knife, with a very short blade, to bleed the fish,
- a sharp knife to gill and gut the fish,
- a stiff brush to scrub out the gill cavity,
- a seawater hose, to force the bleeding of the fish and to rinse away all blood and slime,
- elasticised cloth sleeves (or "socks") or plastic body bags to protect the fish once in the slurry (chilled sea water - CSW) or in the refrigerated sea water (RSW).

cotton gloves

fish club

two gaffs

spike

sharp knife

deep blood knife
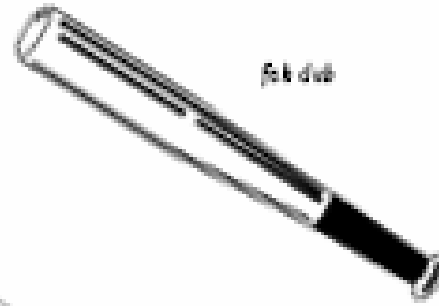
length of monofilament nylon or stainless steel wire

soft brush

coring tool
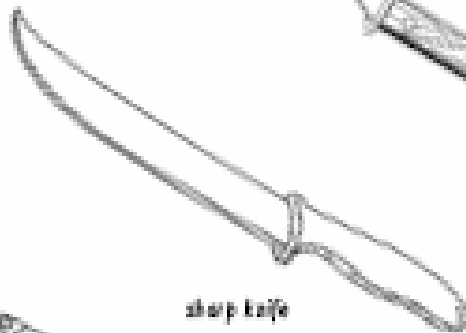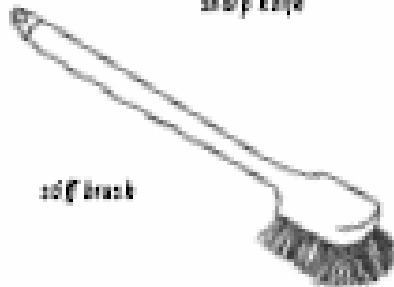
deodorized dark sleeves ("socks") or plastic body bags

LE TRAITEMENT À BORD POUR LE THON DE QUALITÉ SASHIMI

Guide pratique à l'usage des hommes d'équipage
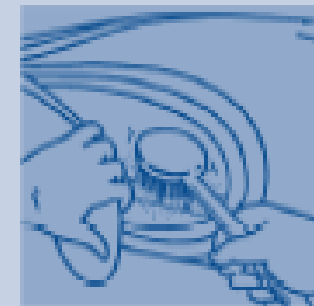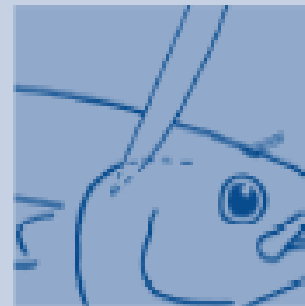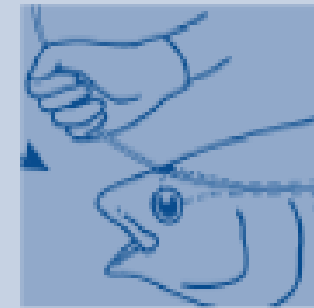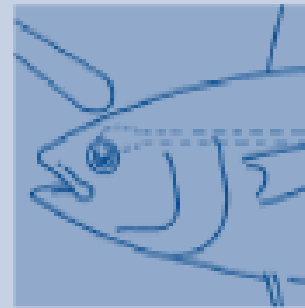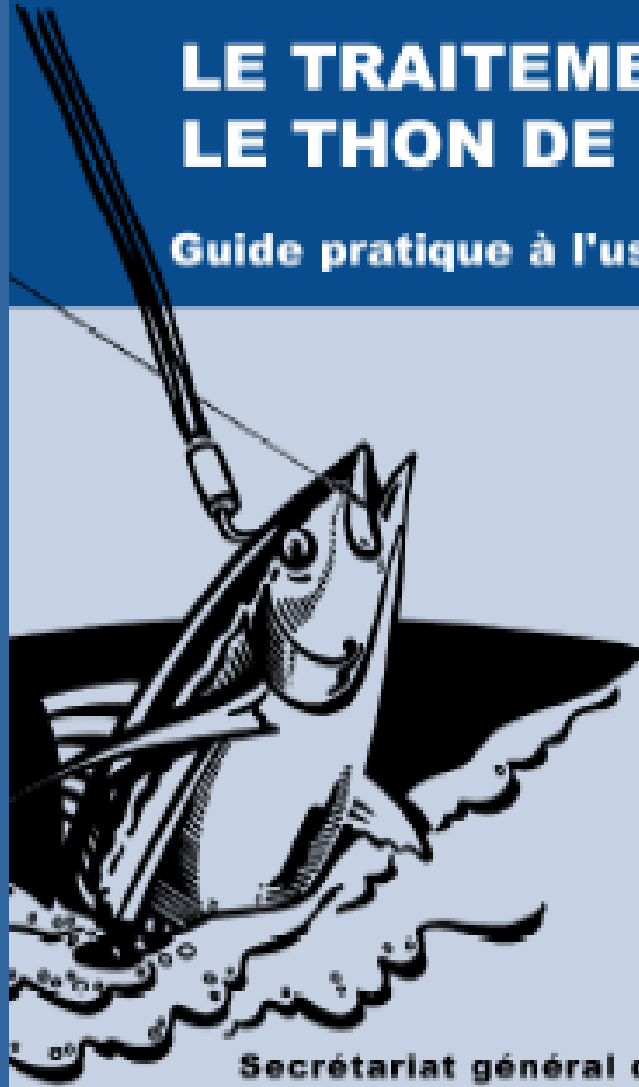
Secrétariat général de la Communauté du Pacifique
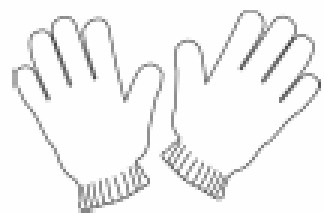
gants de coton
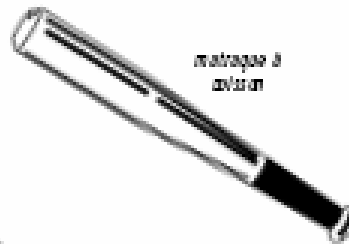
matraque à bétail

deux gaffes

pointe

couteau pour la saignée
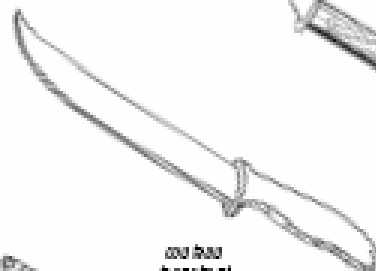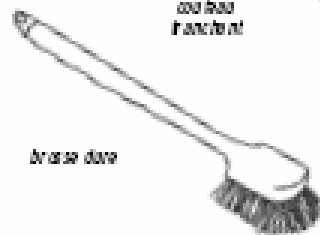
segments de nylon monofilament ou de câble inox

couteau tranchant

brosse dure

empoigne-pièce
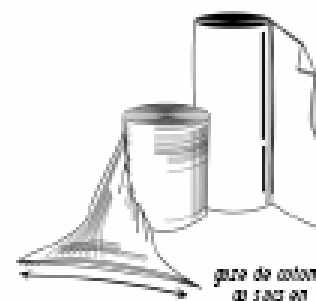
gaine de coton extensible ou sac en plastique

2

1. Subject opacity
Grasp the content

- Clarification of the concepts in one of the working languages
  - Source language = first language worked with, extracted from original texts

    (mother-tongue principle in terminology)
  - Co-operation and joint terminology work
  - Communicate with subject specialists

1. Subject opacity
Co-operation

- Qualitative co-operation
- Close contacts with subject specialists
- Implementation of experts in terminology within subject fields (experience, documentation, professional expertise, ...)
- Contacting subject specialists is necessary for achieving expert and solid terminology
- Interdisciplinary specialist co-operation

2. Insufficient language knowledge
Translation-oriented terminology
Source & Target languages

- Mastering both source and target languages

- Pursuit of a sound command of appropriate L2 terms to relocate the same concept in L2 text

2. Insufficient language knowledge
Translation-oriented terminology
Sapir-Whorf

- Equivalent terms must be found in the target languages
- If a concept does not have equivalents in one of the target languages, because the concept does not exist in the extra-linguistic world of that particular target language, one needs to provide a translation (e.g. translation between different legal systems)

Benjamin Lee Whorf & Edward Sapir

We dissect nature along lines laid down by our native languages, by the linguistic system in our minds. Differences in world understanding imposed by different languages have proven difficult to elucidate
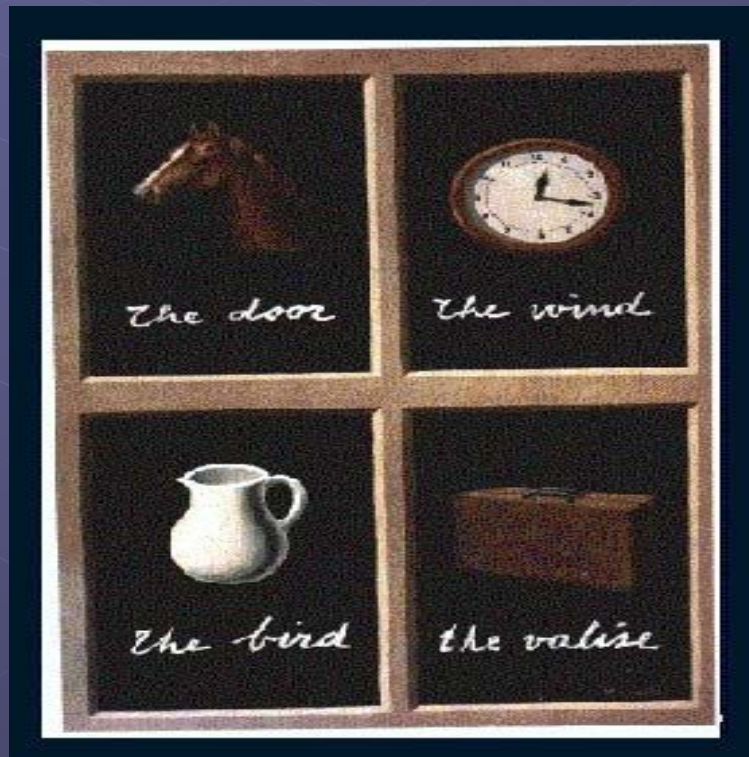
Insufficient language knowledge

Translation-oriented terminology
Translation Minus

- As a general rule, terminologists should be warned against terminologies extracted from translations without carefully checking it

- Check the translation sources: are they reliable technical specialist sources (within the target concept field)?

Insufficient language knowledge

Translation-oriented terminology
Translation Plus

- In multilingual countries (organisations, EU, UN, NATO, ...), the situation is different: translations in RSA e.g. are naturally much more reliable than translations issued by translation services in a monolingual context

- In multilingual contexts, many polyglots are able to guarantee constant quality control

3.   Idling databases
Updates

- Check out-of-date information relating to terms (definition, scope, usage, specifications)
- Pursuit of paralleled development in both the specialist field and terminology
  - e.g. computer mouse

3.   Idling databases
Warning: deprecated terms

- Terms may no longer be used, because the concept has disappeared, but these terms still appear in older texts (thus need to be understood and translated)

- An other meaning is given to the term: older terms are therefore not removed from TDB's

3.   Idling databases
Warning: deprecated terms

- Their description must be adjusted and TDB's must offer the opportunity to add term status

- Compare also with spelling changes (*Rectifications de l'orthographe, Nieuwe spelling, Neue Rechtschreibung*)

4. Incompatible database formats
Flexibility

- One needs flexible record formats and layouts to allow hierarchical structures and *à la carte* organisation of the records

Lessius Hogeschool

TRADOS®
Language Technology For Your Business

- **abattage**
- affûtage
- affûteuse
- aligné parallèle (1)
- aligné parallèle (2)
- angle d'attaque
- angle de bec
- angle de coupe
- angle de dépouille dorsale
- anisotropie
- araseuse
- arbre à cannelures
- arbre cannelé
- arête
- arête de bois scié
- arête flacheuse
- aubel

fin avril.

bronnen: URL : www.universforestier.com/idex.php3? page=lexique-forestier-a [03/11/02]

🇳🇱 Nederlands
Term: omhakken
  gram. categorie: n
  genus: n
  meervoud: geen meervoud
  definitie: Door hakken doen omvallen.
  bronnen: Van Dale Ndl
  context: Voor het rooien, omhakken en soms zelfs snoeien van een boom heeft een particulier maar ook de gemeente een kapvergunnnig nodig.
  bronnen: URL : http://www.sluis-aardenburg.nl/gemgids/gidsvergun.htm [11/11/02]
  synoniem: vellen
  bronnen: Van Dale Ndl

4. Incompatible database formats
Compatibility

- Record-layout options should all include
  - Printable formats
  - Exportable and importable compatibility
  - Exchangeable standard format (SALT)

5. Unexchangeable record layout Exchange

- Parallel default skeleton format
  - Index fields (language, term type)
  - Text fields (definition, context)
    - e.g. Multiterm, i-Term, ISO 12660

6. Duplication of work

- Interactive terminology management will lead to avoiding duplication of work
- Screen continuously double entries (synonyms, acronyms)

7. Experts' language

- Treat the expert's information carefully: they are not linguists: experts' information should be evaluated critically
    - Contradictions and linguistic inaccuracies should be checked
    - Questions to ask to experts should be carefully prepared and already organised in subjects, concept fields or ideally in concept systems, in order to reduce time needed from the experts

Terminology Management
Ad hoc

- Identification of terms, i.e. term recognition (extraction): concordance programmes and term extraction tools for search of candidate terms

- Creation of a starter's kit with terms (often provided by translators' clients)

- Explore subject field (first on-line documentation): documentation, subject specialist

Simple Concordance Program 4.0.7

File View Tools Help

KeyWords | 502 words: a, à, abse | Ascending Alphabetic Order ▼ | ☐ Invert

| Concordance | Word List | Statistics |

Layout

Columns Left Aligned ▼ ☑ Frequencies ◉ All ◯ KeyWords | Word List |

Word List: 502/ 502 words

```
11 a              30 à              2 absence         1 accélérée
 1 accès           2 accident       1 accompagne      1 accorde
 1 accordera       1 accusations    1 administration  2 affaire
 1 âgé             1 agir           2 aide            1 aisé
 2 ait             3 alors          1 amples          1 an
 1 anciennement    2 ans            1 appartient      1 appel
 1 appelée         1 appelés        3 appelle         1 applicable
 1 application     1 apporter       8 après           3 arrêt
 1 arrivée         1 assistera      1 attend         18 au
 1 aucune         12 audience       1 audiences       2 auditeur
 1 audition        3 aussi          1 autorise        1 autour
 2 autre           1 autres         1 aux             1 avant
 2 avec            4 avez          11 avocat          4 avoir
 2 ayant           1 b              1 bancs           1 baret
 1 be              1 besoin         2 bien            1 bien-fondé
 1 bld             2 blessures      1 boulevard       1 brochure
 2 bruxelles       1 but            1 c               4 c'
 1 car             1 carte          5 cas             1 cause
 1 causé           7 ce             1 ceci            5 cela
 1 celui           3 celui-ci       2 cependant       1 cet
 9 cette           1 ceux-ci        1 choisir         6 citation
 2 civile          1 clos           1 commander       1 comme
 1 commis          1 commise        2 comparaissez    5 comparaître
 4 comparution     1 complet        1 composé         5 condamnation
 2 condamné        1 condamner      1 conditions      1 confidentielle
```

Terminology Management
Sources

- Documents and publications related to the subject field
- Databases and files, dictionaries, terminological works, and bibliographies
- Internet sites and portals accessed through search engines for isolated term queries (e.g. WebCorp) or for thematic queries (e.g. Vivísimo)
- COTSOES Conference of Translation Services of European States offers a forum: Working Group on Terminology and Documentation www.cotsoes.org
- *Books in Print*
- Directories and computerized bibliographies provided by documentalists, who can also perform online reference searches and download selected documents on demand (If you aren't fortunate enough to have a documentalist on staff, you will have to carry out such tasks yourself.)
- Documentation recommended by subject-field specialists, who can also give informed opinions concerning the contents of other sources on your list
- Information provided in newspapers and specialized periodicals about recent developments in a given subject field
- Conference proceedings
- Legal documents and regulations
- Departmental publications and glossaries
- Corporate handbooks and brochures
- Advertising material

Terminology Management
Ad hoc

- When possible within time constraint, design a concept system
- Define the terminology problem carefully (source of original text, type of text, subject field)
- If no solution: contact other translation services

Terminology Management
Long term

- This is the most reliable method: its goal is
  - Terminology of one clearly defined subject area
  - Developing concept systems and diagrams
- Its advantages are:
  - Mapping related concepts
  - Once-only insight in the subject
  - Target-driven documentation use
  - Efficient use of experts focusing on one delimited subject area

Terminology Management
Long term

- Result is not *ad hoc*, but a comprehensive concept system with its terms and relations
- Result = a real database

Terminology Management
Long term

- Collect terms & concepts from the subject field:
  - Terminologists, e.g. standardization organisations
  - Field experts, external or internal
  - Subject-related contractors/companies
- Construction of a concept system
- Definitions of the terms within the concept system

Collect terms & concepts from the subject field

- Keywords in terminology co-operation
  - Flexibility
  - Compromise (agreement)
  - Accept and concede
  - Harmonisation and consistency

Terminology Management
Long term
Establishing a Monolingual List

- Scan for terms in all the texts that provide information about one or more concepts in the concept system

- Highlight terminology units and note their contexts (sentences, paragraphs)

- When term extraction is performed in more than one source dealing with the same topic, the lists resulting from the sources scanned can be merged so that more information is readily available for conceptual analysis

Terminology Management
Long term

Establishing a Monolingual List

- The best textual supports can be selected for entry on the terminology record about a given concept

- In order to note authentic usage, it is recommended that original-language sources in the source and target languages be scanned for terms first, before any translated sources are scanned

- You may be able to begin matching (apparently) equivalent terms at this stage, but conceptual analysis and further research are required to confirm your suppositions

Terminology Management
Long term

- Coining new terms

- Develop the concept system

- Record layout with all the relevant fields to guarantee long-life reusability of the collected terms

- Entry template and hierarchical entry structures are essential in sound terminology management

Terminology Management
Concept Diagrams

- Terminology should also be visualized, generally in concept diagrams showing the relations between concepts and subjects

- Concept relations are very well represented in diagrams (i-Term.dk) (e.g. fishing vessel construction, private law and its subdivisions)

- Concept diagrams are proven to be unambiguously patent in translation work

Concept diagrams

Graphic representation, often in the form of a tree diagram or a rake diagram, of a concept system

Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Canada

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Português	Translation Bureau		Writing Tools	

Translation
Bureau (t) Bureau de la
traduction

The Pavel
Terminology Tutorial

Introduction - Overview

Research Principles

Methodology for Creating Terminology Records

Tools

Standardization

Concept diagram

The graphic representation, often in the form of a tree diagram or a rake diagram, of a concept system.

Terminology Management
Concept Fields & Systems

- Concepts and their terms are studied in relation to their subject field
- The essential and delimiting characteristics of concepts are determined by their subject field
- So the clearer your understanding of the subject field is, the better you will be able to work with the concepts

Terminology Management
Concept Fields & Systems

- Concepts can also be presented in concept fields, without forcing the concepts into hierarchical system of relations (e.g. Educational system, including types of teachers, diploma's, titles, levels of schools, ...)

- Multilingual terminology for translation purposes: we need a concept system:
  - a CS enables to compare concept and terms over different languages or within a language (synonyms)
  - a CS forms the basis for harmonising and standardising terminology

- Distinctions can be made between co-ordinate, subordinate, generic, partitive and comprehensive concepts

Terminology Management
Concept Diagrams
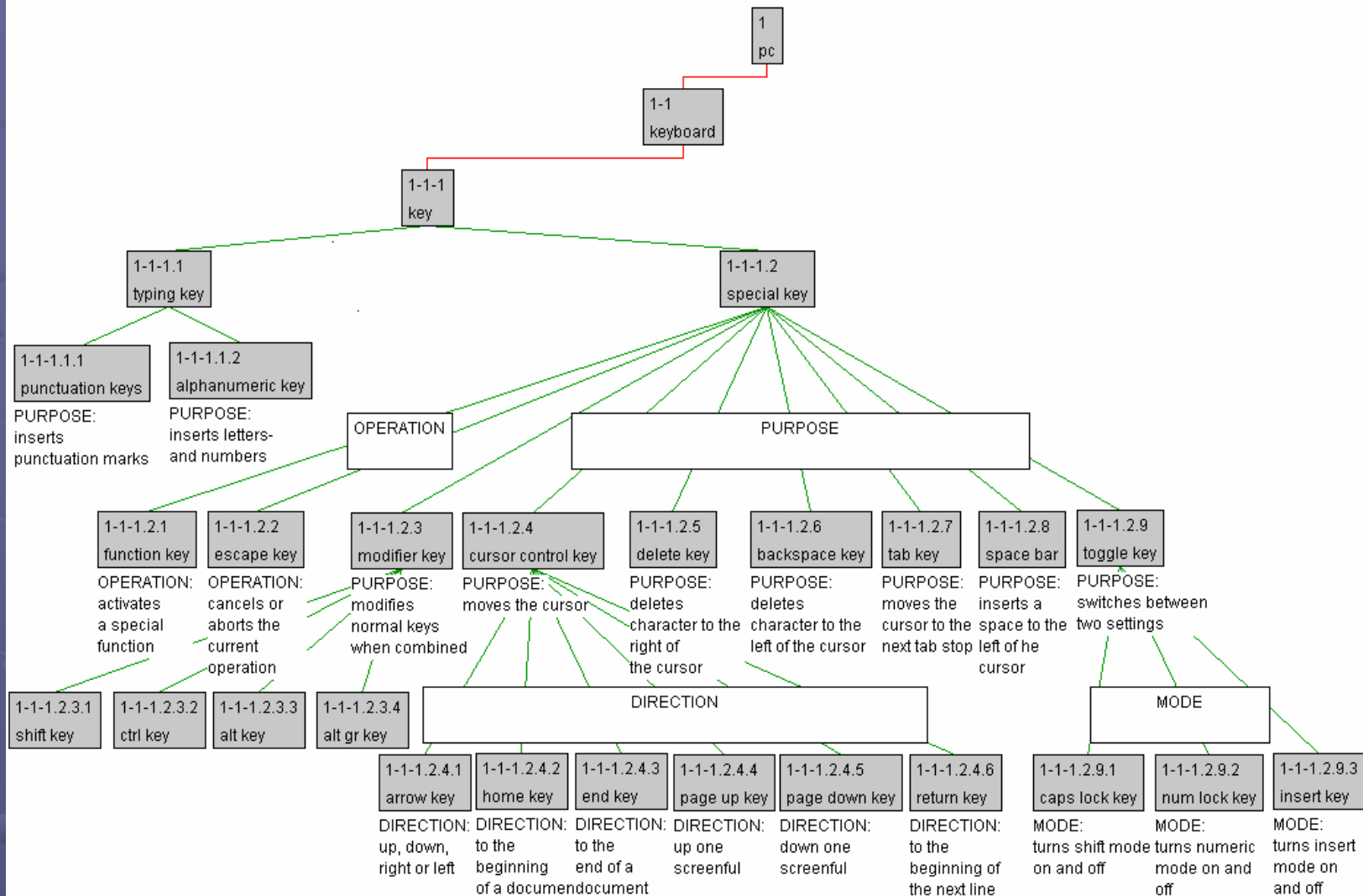
- Tools:
    - http://www.smartdraw.com/specials/diagram.asp?id=40873
    - i-Term

i-Term

i-Term

- **i-Term - a concept based terminology management tool**

Camilla Wiberg Danielsen, Annemette Wenzel and

Bodil Nistrup Madsen

i-Term

- In 2002 DANTERM started the development of a terminology database
- Gives users access to company-specific terminology from anywhere in the world through an intranet or Internet.
- The termbase can be used as a combined dictionary and knowledge base in which information about terms, definitions, translations, grammar, references, image files etc. can be stored.

i-Term

- State-of-the-art terminology management system which allows for company-specific concepts to be stored and accessed from one place
- i-Term is more than a traditional termbase, the system is also
  - an encyclopedia
  - a document and multimedia archive
  - a source reference library.

i-Term

- Web access to termbase
- Different user levels
- Search functionality including all data fields
- Unicode compatibility
- XML export and import facility
- Individual user interface layout
- Multimedia management.

Terminology Management
Harmonisation, consistence & standardization

- Data exchange and developing joint databases require approximation of terminologies up to the maximum
- Working methods and use of quality standards should be as uniform as possible

- For example:
- ensuring the word *monitor* is used when controlling and watching activities, but to use the word *screen* when talking about a proper computer screen.
- guaranteeing that *shortcut key* will be consistently used and not its alternatives like *hotkey*, *abbreviation key*, *keyboard shortcut*, *access key* etc.

MultiTerm
Terminology Solutions

Terminology Management
Clean-up

- Remove duplicates (clean function of MT)
- Merging multiple records
- Correction of errors
  - The original specialist text and its related terminology should be kept as such
  - The original specialist text a basis of the ongoing documentation and supplementing
  - While subsequently updating, it is important to keep the previous copy, or at least the previous references (dates, author)

Terminology Management
Computer aided terminology work

- Data fields should be unlimited in size so that each field (definition, synonym, context, ...) can be filled in with the appropriate information
- A variety of languages should be processable; a specific zone should be reserved for each language
- One needs flexible record formats and layouts to allow hierarchical structures and à la carte organisation of the records
- Consultation of the DB should be user friendly: search criteria (term, context, ...)
- Standard format that is exchangeable (SALT, ...)
- Record-layout options should all include: printable formats; exportable and importable compatibility

Key Words

Don't

idling databases that are fast outdated

duplication of work

inconsistencies

heterogeneity

unnecessary misunderstandings

Do

flexibility

compromise

accept

concede

harmonisation

consistency