

# Guidelines for Khmer proofreading and editing

## General Symbols for correction

X = There is something needs to be changed in that line.

⊥ = A space is required where indicated.

↓ = Move the character(s) down to connect with character(s) on the line below, and leave no space between them.

← = Move back one space.

→ = **Move forward one space.**

**Proofreading:** Please check translations for the following:

- **MECHANICS:** Punctuation, Spacing, Paragraphing, Abbreviations. According to Khmer grammar, there should be a space before and after the period, number unless there is not enough space. This rule is also apply to the English word.
- **ACCURACY:** Meaning, Numbers, Proper nouns, Acronyms, Omissions, Appropriate specialized terminology.
- **GRAMMAR:** Correct Tense/Mood where applicable, Subject/Verb and Gender agreement, etc.

## Editing:

- **Style editing is not necessary** unless style changes meaning. Please do not re-paragraph, re-phrase or re-translate if the translation is understandable by general Khmer readers, in which grammatically correct and appropriate for the subject matter.
- Do not make major style changes. Use your Khmer Dictionary (if available) to verify the word usage/spelling. If the word used has the same meaning and is appropriate, don't suggest for a change. Especially for the word that has many uses, such as "eat" has eight kinds (ស៊ី ញ៉ាំ រឹ ពិសា បរិភោគ ទទួលទាន ឆាន់ សោយ), and "sleep" has six types (ដេក សំរាត្ត គេង ទទួលទានដំណេក សិង ផ្អំ) depending on the circumstances or individual.
- If it is appropriate, do not suggest any thing that to satisfy yourself, but be considerate.

## Crucial steps:

- **Review the translation as an independent document.**
- **Compare the translation closely against the source document.**
- **Mark your suggestion with an X (for adding), and/or circle/underline the word /phrase, and put a number beside it.**
- **Write the number with your suggestion/correction to be made, on a separate page. Use the same number for the repeating mistakes/incorrect spelling or suggestion.**