

Handbook for translators

**Want to translate articles for Cafébabel?
You've come to the right place.**

But before we explain exactly how that works, there are a few things you'll have to keep in mind:

- We strongly recommend translators to translate into their mother tongue
For example, if you're Italian you should be translating from EN/FR/DE/ES into Italian
- We prefer translations that aren't literal
Try to preserve as much of the contributor's tone and writing style as possible, we wouldn't exist without them!
- If you feel as though references in the text are too country-specific, feel free to use a similar reference or analogy that suits the language version
- Don't be afraid to rephrase sentences as long as you stay true to the original text
- Don't cut out any content from the original text, pretty please!

If you would like to keep up with the most recent articles available for translation, **contact** your editor! They will add you to our Facebook group and/or mailing list.

There are two ways to translate:

Using our translation tool

1 Click on “translate” at the top left of Cafébabel’s homepage



2 Choose which language you would like to translate to/from and hit “refresh”



3 Choose the article you'd like to translate and click “translate to _____”



- 4 Login with your Cafébabel profile . If you don't have one, you can create one by clicking "Don't have a profile yet? Create a profile"
- 5 The original language version of the article will show up as a draft. To reserve the translation, make sure to scroll down and hit "save"
- 6 Click "edit this translation". You can translate directly on the website, or copy-paste your translation from a Word document. Whatever's clever!
- 7 To find your translation back, login and go back to the original language version of the article you're translating and click on the pink button



- 8 Once your translation is ready to go, hit "save" again
- 9 Your editor will receive the draft in their inbox, but they will love you even more if you send them a quick email to say you're done ;)
- 10 Your editor will brush through your translation and make sure everything is spick and span before publishing it in the magazine!

Translating from an article:

- 1 Click on the article you'd like to translate
- 2 If the language version you're interested in translating to is grey, that means it's available to translate



- 3 Click on the language you'd like to translate into
- 4 Follow steps 4-10 above!

Voilà! All done.