

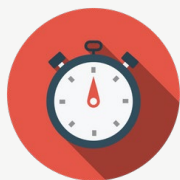
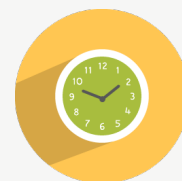
Translation Services Guidelines

The Office of Undergraduate Medical Education provides translation, revision and proofreading services to ensure quality control, consistent language and a positive image of the Faculty of Medicine. As translation is a meticulous process, it is important to consider the following when requesting these services:



Planning: Include the translation or revision stage in the planning of your project. Avoid leaving it to the end, once production is complete.

Versions: Submit your document in its final, edited version. Please note that changes during the translation process may cause delays.



Deadlines: Allow sufficient time for the translation or revision to be completed properly and to ensure that the quality of the translation or revision is commensurate with the image of the Faculty.

- Translation/revision/updates for lectures are sent to:
1st or 2nd-year liaison officer (medyear1@uottawa.ca or medyear2@uottawa.ca).
- Translation/revision/updates for learning modules are sent to:
Curriculum Coordinator (currcoord@uottawa.ca).

DEADLINES

Deadlines for specific documents*

Lectures	10 business days
Learning modules	15 business days

*Due to their technical and specialized nature, these documents may have different turnaround times.

General deadlines based on word count

≤ 100 words	24 hours, as required
101-1000 words	3-5 business days minimum
1001-2500 words	7-10 business days minimum
2501-5000 words	11-15 business days minimum
> 5000 words	More than 15 business days

Please note that deadlines are subject to change depending on the volume of requests received, without prior notice.

Translation Services Guidelines

For more information on translation services in general, please contact:

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Translator-Revisor

Tanya Simard

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Translator-Revisor

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