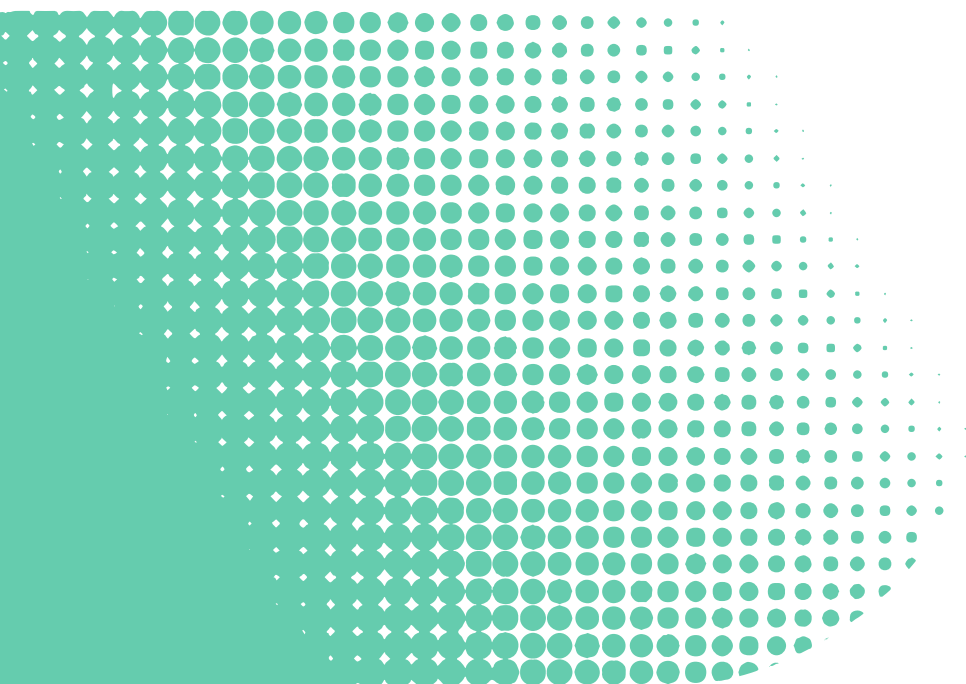




Glossary Creation Checklist

August 2024



Glossary Creation

A Glossary is an alphabetical list of terms in a particular field with definitions of those terms. Usually, a glossary appears at the end of a book or text and includes terms within the text that are uncommon and specialised and that readers may struggle to understand. Glossaries are more commonly associated with non-fiction, although in some cases, works of fiction may also include a Glossary of unfamiliar terms.

This service involves creating a comprehensive Glossary to enable readers to understand specialist terminology, thus increasing overall comprehension.

At Atlas Translations we are proud to work with a highly qualified team of professional writers who can provide you with a Glossary which maximises the accessibility and reach of your text.

We refer you to our terms and conditions of business; please ask us if you need a copy.

Here are some questions to ask and things to remember when contacting us about your translation project:

- Which language(s) are required for the Glossary?
- Does your project require any Translation to be completed?
- If so, please provide us with details.
- What is the subject matter and type of text for which the Glossary is required? *(e.g. 14th Century Spanish History: Academic Text, Oncology: Medical Reference, Crime: Fiction)*
- How many words and pages are there in the source text?
- What page size should be used (A4, A5, UK, US)?
- How will you supply the text to us, and in which format?
- In what format do you require the Glossary to be returned to you?
- Who will be responsible for proofreading and typing the glossary?
- *(We can also provide these services, so please let us know if you would like a quote sent to you)*
- Do you have any other particular instructions or comments for us?