

## Guidelines for Translators

1. Please keep the same format as in the file I have sent you: Excel file with two columns, one word per cell.
2. Please keep the same order of word pairs as in the file I have sent you. For example in the first pair: word 1 is *old* and word 2 is *new*. Please keep the same order in your translation.
3. Translate each word to a single word only (not to a phrase or an idiom).
4. In this data set, the third column indicates the POS of both words in the pair. 'A' means adjective, 'N' means noun and 'V' means verb. Please translate to the same POS. For example in the first pair (*old, new*) the POS of both words is adjective. Hence, in your translation it should also be two adjectives - if possible. If not, please add a comment as a new Excel column.
5. In your translation, please keep the singular/plural/neutral form of each of the words in the English word pair. If a word is in a plural (singular/neutral) form, please translate it to a word in the target language that is also at the plural (singular/neutral) form.  
If both words in the English pair do not make the singular/plural distinction (i.e. they are both neutral with respect to this distinction), and it is not possible to translate the English pair to a pair of target language words that are also neutral with respect to this distinction, please translate both words in the pair to words that are either both singular or both plural, as long as this is possible. Please write a comment for each of these cases.  
For example in the first pair (*old, new*), both words do not make a singular/plural distinction, hence in your translation please translate them to words that do not make this distinction or, if this is not possible, choose randomly one form (i.e. either singular or plural) for both of them.
6. If possible translate the English word to a word with the same gender.  
In some cases English does not make gender distinction, in such cases please translate it to a word in the target language which also does not make this distinction - if possible. If not, please use the other word in the pair.  
If the other word in the English pair has a clear gender please follow this gender in the translation of both words in the pair. Otherwise choose one of the genders randomly for both words in the pair. Please write a comment for each of these cases.  
For example in the first pair (*old, new*), both words do not make a gender distinction, hence in your translation try to translate this pair to a pair of words that do not make the gender distinction as well. If this is not possible, choose randomly one gender for both of them.

7. Some words in the English word pair data set you are translating have more than one meaning. Please try to translate them to a word with the same set of meanings in the target language if possible.

If this is not possible, translate the English multi-sense word based on the meaning of the other word in this pair. In case the multi-sense word does not share similar meanings with the other word in the pair, choose randomly one of the multi-sense word's meanings. Please write a comment for each of these cases.

For example the pair: (*bird, hawk*). The word *hawk* has several meanings as a noun (N): (1.) *Diurnal bird of prey typically having short rounded wings and a long tail;* (2.) *An advocate of an aggressive policy on foreign relations;* (3.) *A square board with a handle underneath, used by masons to hold or carry mortar.*

If the target language lexicon does not include a word with the same set of meanings please choose to translate according the other word in the pair – *bird*. Since in this example both words share the meaning *bird*.

8. The instructions consist of free text and word pair examples.  
When you translate the word pair examples in the instructions follow the rules above.  
When you translate the free text please keep the original meaning as much as possible.  
Please send the translated instructions to me in a Word format.
9. Consistency is highly important in this process, so please try to be as consistent in your decisions as possible.