

Appendix 1: Rates for Calculating Translation and Editing Costs

Depending on the translator, fees may be established on an hourly or per-word basis. For the verification and editing of a translation, an hourly rate would be the standard. It should be noted that the speed and accuracy of translation is directly affected by the quality of writing in the original language. It may therefore be cost-effective to have the original version reviewed and edited by a professional editor prior to translation.

Similarly, a poor translation will require more time and effort in the verification and editing phase. All estimates, therefore, should be treated as approximations.

Note: Translation and editing times and costs should be reflected in the production schedule and budget.

Editing rates:

- Editing costs can vary between \$0.04 and \$0.11 per word, or between \$42.00 and \$55.00 per hour (estimated number of words per hour for verification: 500)

Translation rates:

- Translation costs can vary between \$0.20 and \$0.35 per word

Note: When calculating costs, keep in mind that translation and editing will be required for all project-related text, including: the title, introductory text, interpretive texts, image captions, alternative texts for images, descriptive transcripts for audio and/or video, closed-captions for video, etc.

The following chart provides minimum and maximum costs for translation and editing. To estimate how much content to budget for, please refer to the Additional Project Information (section 4.4) for details on layout of content.

Item		Words per item	Minimum items in the project	Maximum items in the project	Minimum total words	Maximum total words
Project title		5 – 20	1	1	5	20
Homepage		200 – 250	1	1	200	250
Story Page	Story Page Text	200 – 250	15	20	3,000	5,000
	Image Caption	35 - 50	15	80-120	525	6,000
	Alternative Text (for each image)	25 - 40	15	80-120	375	4,800
		(125 characters)				
Image description on Gallery Page	50 - 270	15	80-120	Based on an average of 100 words: 1,500	Based on an average of 100 words: 12,000	
Video/Audio	Transcription (avg. 150 words per minute)	150 - 750	0	80-120	Based on ten (10) 1-minute videos: 1,500	Based on ten (10) 5-minute videos: 7,500
TOTAL WORDS					7,105	35,570
Translation Cost (1 word @\$0.30)					\$2,130.00	\$10,670.00
Editing Cost (1hr @ \$65.00; avg. 500 words per hour)					\$923.00	\$4,625.00