



**Northern California Translators Association**  
a chapter of the American Translators Association

### **Editorial Policy for NCTA Event Writeups**

Thank you for submitting your event writeup! In the interest of transparency, we are sending you our editorial policy for these articles. Our process is designed to balance the interests of the writer, the presenter, and our readers.

1. If the writeup as submitted is unclear in places or if more information is needed, the editors will first query the writer.
2. If the writer is unable to clear up the question, the editors will then query the presenter.
3. If the editors need to make major changes to the wording or structure of the submitted article, they will notify the writer. The writer will not be notified if minor edits are made.
4. After editing is complete, the editors will send the writeup to the presenter to proof for accuracy.
5. If the presenter notes errors that will require substantial rewording to correct, the writer will be notified. Minor errors will be silently corrected.

Thank you again for your contribution, and please let us know if you have any questions!

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