

Project overview

Kensington Voice is working with Resolve Philly to translate stories about COVID-19 into Spanish. All translations are available for republication as long as news outlets:

- Provide credit for the translations.
- Add the Broke logo and partner statement to the story.

Project workflow

1. Zari Tarazona (Kensington Voice) updates the editorial budget each morning when she signs online.
 - a. Diana Cristancho (KV), Siani Colón (KV), and Gabriela Rivera (Resolve) are welcome to [flag stories for the budget](#), too.
2. Zari assigns stories to the translators in the editorial budget.
3. The translator makes a new Google Doc for the translation in that month/day's translations folder, which you can find [here](#).
4. Once the story is translated, the translator sends Gabriela a message in the Resolve Slack group chat letting her know that their story is ready for edits (include a link to the Google Doc in the message to Gabriela).
 - a. ***Reminder for translator: Add HED, DEK, and credit for translation at the top of each document before sending back to Gabriela.***
 - b. *Should look like this at the top of the doc...*
HED: [title]
DEK: [short sentence from story or summarize the topic]

Nota de la editora: Este artículo se publicó originalmente en inglés y fue escrito por [writer] para [publication]. Fue traducido por [translator] y editado por [editor] para [Kensington Voice](#).
5. After Gabriela makes her edits, she sends it back to the translator for a final look. During this step, the translator accepts or rejects Gabriela's edits. If the translator doesn't agree with one of the edits, they ask Gabriela about it before rejecting it in the Google Doc.
6. Once all the edits are resolved, the translator sends Henry a message in the Kensington Voice Slack covid-translation-project channel letting him know that the story is ready to post online (include a link to the Google Doc in the message to Henry).
7. Henry updates the links in the [editorial budget](#), highlights the headline in green, and assigns them to Siani to promote on KV's social media.

Requesting/suggesting translations

- News organizations are encouraged to share with the translation team both stories in progress and published pieces that they think should be translated.

- To recommend a translation, drop a suggestion into the #stories-to-translate channel in Resolve's Slack.

Project links

- [Editorial budget](#)
- [Live COVID-19 page](#)
- [Potential Stories](#)
- [Translations folder](#)
- [Style Guide](#)

Translation resources

- [SpanishDict](#)
- [Linguee](#)
- [Word Reference](#)
- [Digital.gov Style Guide and Glossaries: Grammar](#)
- [Glosario de una pandemia](#)

Project contacts

Feel free to connect with the following folks on Slack if you have any questions:

- Zari Tarazona - Overseeing project
- Diana Cristancho - Translating
- Gabriela Rivera- Editing
- Solmaira Valerio - Translating
- Cristina Paulino - Translating
- Henry Savage - Posting to web
- Siani Colón - Promoting on social
- Jesenia De Moya Correa - Potential stories, translations via El Inquirer