

Translations Quick Guide Purpose & Content

This Quick Guide offers additional information about translations best practices and considerations for federal and statewide candidates who choose to submit translations of their English candidate statements and for filers of arguments choosing to submit translations of their English arguments. The Elections Division does not translate candidate statements or arguments. The Quick Guide is a supplement to the [State Voters' Pamphlet Manual](#) and the [ORESTAR User's Manual: Voters' Pamphlet Filing](#) available at www.oregonvotes.gov.


 Electronic Submission of Translations

Oregon election law requires all State Voters' Pamphlet statements, arguments, and translations to be filed electronically and according to timelines established by rules and law.

 See the [ORESTAR User's Manual: Voters' Pamphlet Filing](#)


 Requirements and Language Options for Translations *ORS 251.170*

Candidate Statements of Statewide and Federal Offices

Eligible Offices to Submit Translations	Language Options The <i>five most common languages</i> in Oregon and the <i>five most common languages</i> of each county the office represents.	 Requirements
US President Secretary of State State Treasurer Attorney General Judge of the Supreme Court Judge of the Court of Appeals Judge of the Tax Court	Arabic, Simplified Chinese, French, German, Japanese, Korean, Marshallese, Russian, Spanish, Tagalog, Thai, Ukrainian, Vietnamese	<ul style="list-style-type: none"> ✓ The Elections Division does not translate candidate statements. ✓ Candidates or their agents may submit translated statements and will bear the cost of preparing translations. ✓ Translations of English candidate statements do not have a maximum word count. ✓ Translated statements must be accurately and completely consistent with the English statement's meaning. ✓ Submitted translations will include a disclaimer that the filer provided the translation. ✓ Translations must be submitted via ORESTAR in PDF file format, according to the ORESTAR User's Manual: Voters' Pamphlet Filing.
US Representative 1 st District	Arabic, Simplified Chinese, Korean, Russian, Spanish, Ukrainian, Vietnamese	
US Representative 2 nd District	Simplified Chinese, French, Korean, Marshallese, Russian, Spanish, Tagalog, Ukrainian, Vietnamese	

US Representative 3 rd District	Simplified Chinese, Korean, Russian, Spanish, Ukrainian, Vietnamese	
US Representative 4 th District	Arabic, Simplified Chinese, Japanese, Korean, Russian, Spanish, Tagalog, Thai, Vietnamese	
US Representative 5 th District	Simplified Chinese, French, Korean, Marshallese, Russian, Spanish, Tagalog, Ukrainian, Vietnamese	
US Representative 6 th District	Arabic, Simplified Chinese, German, Korean, Marshallese, Russian, Spanish, Ukrainian, Vietnamese	

Measure Arguments

Jurisdiction	Language Options	 Requirements
State Measure	<p>The five most common languages in Oregon and the five most common languages in any county in Oregon:</p> <p>Arabic, Simplified Chinese, French, German, Japanese, Korean, Marshallese, Russian, Spanish, Tagalog, Thai, Ukrainian, Vietnamese</p>	<ul style="list-style-type: none"> ✓ The Elections Division does not translate measure arguments. ✓ Argument filers may submit translated statements and will bear the cost of preparing translations. ✓ Translations of English arguments do not have a maximum word count. ✓ Translated arguments must be accurately and completely consistent with the English statement's meaning. ✓ Submitted translations will include a disclaimer that the filer provided the translation. ✓ Translations must be submitted via ORESTAR in PDF file format, according to the ORESTAR User's Manual: Voters' Pamphlet Filing.
State measure that is less than statewide OR local measure appearing in the State Voters' Pamphlet.	<p>The five most common languages in Oregon and the five most common languages of the counties that will vote on the measure:</p> <p>Simplified Chinese, Korean, Russian, Spanish, Vietnamese and any of the most common languages in each county of the measure's jurisdiction, available at www.oregon.gov/languages</p>	

Best Practices for Successfully Submitting Translations

The Elections Division highly recommends filers work with professional translators to ensure translations are consistent in meaning with the English submission ([ORS 251.170\(4\)\(a\)](#)). Submitted translations are reviewed for compliance with the assistance of the Secretary of State [Translation Advisory Council](#) and the Division rejects any translation which has been advised to be inconsistent.

✓ **Quality Counts!**

The quality of translations influence voters' perceptions of a campaign. Translations in the online translated State Voters' Pamphlet will include a disclaimer that the filer provided the translation. Translations that do not read as if they were written by a writer in their first language or translations that are filled with errors may:

- confuse voters,
- unintentionally offend voters, or
- be embarrassing for a campaign.

✓ **Professional translators are experts who have specialized skills and knowledge, including:**

- years of experience;
- higher education and relevant educational backgrounds in one or more languages;
- language expertise for the correct use of grammar, terminology, word flow (syntax), style, and tone (register);
- subject matter expertise and cultural expertise in more than one culture;
- college level vocabulary in two or more written languages;
- translation credentials such as certifications, degrees, or continuing education certificates;
- professional association membership(s); and
- professional work references.

✓ **Professional translators** typically work in peer teams or with third-party reviewers for quality assurance.

✓ **Professional translators** abide by and follow a professional code of conduct.

Professional Translators' Codes of Ethics

- American Translator Association (ATA) [Code of Ethics](#)
- National Association of Judiciary Interpreters and Translators [NAJIT Code of Ethics](#)
- Institute of Translation and Interpreting [ITI Professional Standards](#)

Q. How Can I Find Professional Translators?

- ✓ Because of the remote nature of translation work it is not necessary to hire a professional living in Oregon.
- ✓ Check professional associations' web portals for member directories such as the ATA's [member directory](#).
- ✓ Do an internet search for professional freelance translators or translation agencies.
- ✓ Reach out to professional, [certified court interpreters](#) who may also provide translation services.

Q. What Should I Know When Hiring a Translator?

- ✓ After establishing a translator’s credentials and experience, be prepared to discuss pricing, deadlines, and communication methods. The ATA’s [Client Assistance](#) web pages offer resources to consumers.
- ✓ Help your translator use uniform elections terminology correctly. The Elections Division highly recommends that translators reference the [Secretary of State Glossary of Elections Terminology](#), available in 13 languages, (<https://www.oregon.gov/languages/Pages/glossary.aspx>).
- ✓ Remind your translator that translations must be accurately and completely consistent with the English statement’s meaning and translations will include a disclaimer that the filer provided the translation.

Q. Why not just use machine translation or artificial intelligence (AI)?

- ✓ Translation technology is continuously improving, but it still lacks human editing elements to ensure accuracy in complex documents. Their use is best limited to simple communications, getting around in a foreign country, or gaining a general idea of the meaning of words and phrases.
- ✓ The absence of contextual information and human reviewers may lead to errors.
 - ⓧ “Fall protection for the elderly” translated as “Autumn protection for the elderly.”
 - “Rural fire protection district” translated as “Arson district.”
- ✓ More information about machine translation is available on the ATA’s [Client Assistance](#) web pages.

Q. What about bilingual friends or acquaintances offering their help?

- ✓ Knowing a second language as a bilingual person is a wonderful asset, but it doesn’t guarantee specialized translations skills or elections subject matter expertise. Well-meaning bilingual friends also may not recognize their limitations or the translator’s role, according to codes of ethics.

Compliance Review of Translated Submissions

ORS 251.055, ORS 251.170(4)(a)

Submitted translations of candidate statements and arguments are reviewed for compliance with ORS 251.055 and 251.170(4)(a) with the assistance of the Secretary of State [Translation Advisory Council](#). Translated statements and arguments must be accurately and completely consistent with the English statement’s meaning.

There are no other reviews for translated terminology, syntax, style, register or grammar accuracy. The Elections Division rejects any translated submission which has been advised to be inconsistent in meaning with the English statement or argument. The Division does not make corrections to bring translated material into compliance and rejected translations may not be revised after the filing deadline.

The Elections Division will contact the filer to give the reasons why the material does not comply with applicable statutes.

Examples of Noncompliant Translations

Translation errors which change the intended meaning of the original English statement or argument.

Original English	Translation	Changed Meaning
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You work hard to support your family.	Usted trabaja muy duro para soportar a su familia.	You work hard to [put up with, bear, endure, suffer] your family.
People without health coverage often delay routine medical care.	Люди, не имеющие медицинской страховки, часто отказываются от планового медицинского обслуживания.	People without health coverage often [refuse] routine medical care.
Operations are funded through a property tax base and local option levy.	Операції фінансуються за рахунок податкової бази з податку на майно та місцевого додаткового збору.	[Surgeries] are funded through a property tax base and local option levy.
Keeping Us Safe	Jibañ kôj wôj	Helping Us All

Additional text not included in the English submission which changes the intended meaning of the statement or argument.

Original English	Translation	Changed Meaning
The amendment to this language is overwhelmingly supported by republicans and democrats.	La enmienda de este lenguaje es apoyada abrumadoramente por republicanos y demócratas. Es simplemente sentido común.	The amendment to this language is overwhelmingly supported by republicans and democrats. [ADDED: It is simply common sense.]
This measure is not a partisan issue.	Законопроект не является партийным вопросом Таким образом восторжествует здравый смысл.	This measure is not a partisan issue. [ADDED: Thus, common sense will prevail.]
... leading to a decrease in the state's productivity and harming our small businesses.	... dẫn đến giảm năng suất của tiểu bang và gây hại cho các doanh nghiệp nhỏ của chúng ta. Đạo luật này sẽ đảm bảo rằng sức khỏe của tất cả người dân Oregoni được ưu tiên.	... leading to a decrease in the state's productivity and harming our small businesses. [ADDED: This legislation will ensure that the health of all Oregonians is prioritized.]

Omitted text from the English submission which changes the intended meaning of the statement or argument.

Original English	Translation Changed Meaning
No Oregonian should ever have to decide between putting food on their table and being able to see a health care professional when their children are sick.	No Oregonian should ever have to decide between putting food on their table. [OMITTED: and being able to see a health care professional when their children are sick.]
... will be an independent leader who can be trusted to stand up for Oregon's hard-working families,	... will be an independent leader who can be trusted to stand up for Oregon's hard-working families, seniors,

<p>seniors, and communities – NOT corporate special interests or extremists.</p>	<p>and communities, [OMITTED: NOT] corporate special interests or extremists.</p>
<p>Supported by Democrats, Republicans, unions, and organizations throughout our communities...</p>	<p>Supported by Democrats and Republicans. [OMITTED: unions, and organizations throughout our communities...]</p>

For additional assistance, please email Translation Advisory Council staff in the Elections Division at tac.info@sos.oregon.gov, elections.sos.@sos.oregon.gov, or call 503-986-1518.

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