



Metadata Translation Workflow

Version 3

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This document describes the steps used to translate the Archive of Malian Photography metadata catalogs (in Excel) from French into English. It specifies the metadata fields that require review and provides suggestions about how to consistently translate certain phrases or terms in English.

1) Translate and Modify Some Metadata in Catalog

- a. Open Excel spreadsheet
- b. Each row in the Excel sheet is a catalog record for 1 scanned negative
- c. Each record includes the file name for 1 scanned negative and metadata describing that image
- d. Open each image file and compare the metadata in the Excel sheet with the scanned image of the negative for consistency and accuracy; this will help you translate the metadata
- e. Review and correct the Description (FR) column
- f. Translate the following metadata fields (columns)
 - i. Description (English)
 1. Use Description (FR) and image to translate the French description into English
 2. Type English translation into Description (EN) column
 3. Translate for appropriate meaning in English; do not translate literally
 4. Capitalize proper names and the first word in description.
 5. Use a period at the end of the description and other appropriate punctuation
 6. Leave French and Bamanankan terms in the description followed by their English translation in parentheses

EXAMPLE

A man wearing a boubou (over-sized, loose-fitting shirt or robe).

English translations for the following terms

Complet = women's matching outfit

[Note: a complet may consist of a pagne and a boubou (loose-fitting blouse) OR a more fitted tailored top]

Bazin = locally-dyed cloth

Boubou = over-sized, loose-fitting shirt or robe

Bogolanfini = mud-dyed cloth

Pagne = women's wrap-around skirt

Fez = Leave as Fez

7. Do not delete Description (FR)
- ii. Physical Characteristics (français)
 1. Translate the French terms in Physical Characteristics (French) into English



2. Type English translation into the Physical Characteristics column
 - a. Spot
 - b. Finger print
 - c. Tear
 - d. Stain
 - e. Scratch
- g. Add metadata into the following fields
 - i. Translator's name
 1. Add your own name to this field
 2. Format: First Name Last Name
 3. Use the same format for all rows in the excel file
 - ii. Date translated
 1. Add the date you completed the translation to this field
 2. Format: City: DD/MM/YYYY

2) **Quality Control**

- a. Translation Quality Control
 - i. Correct typos and grammar in Description (French) and Physical Characteristics (French)
- b. Metadata/File Quality Control
 - i. Compare image files with the metadata contained in the records; do this for every image file and record
 - ii. Flag inconsistent records and alert Youssouf Sakaly (or Candace and Catherine)

3) **Contact Information**

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