

ROUTLEDGE INTRODUCTIONS TO TRANSLATION AND INTERPRETING



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TERMINOLOGY MANAGEMENT FOR TRANSLATORS

María Fernández-Parra



“With its clear explanations, engaging style, and insightful case studies, María Fernández-Parra’s practical guide to terminology management is set to become the go-to source for both student and professional translators.”

Dorothy Kenny, *Dublin City University, Ireland*

“This book is an invaluable resource for translators, offering up-to-date insights into key concepts in terminology management. It goes beyond tools, focusing on practical examples from high-profile organizations and language service providers. An essential read for professionals, researchers, and students alike.”

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“If you are looking for an accessible, comprehensive, and example-rich guide to terminology management, then this is the book for you. Some books on this topic can be highly abstract. This book is more practical. It still presents complex theoretical knowledge, but it supports this presentation with concrete examples and cases in an effective way. It covers all you need to know to get a solid understanding of terminology management, and it should inspire some students, researchers, or professionals to want to find out more.”

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Terminology Management for Translators

Professional translators are the crucial link between businesses and their success in international markets. The content they convey across languages very often includes specialised terminology. But how much exactly should translators know about terminology and its management and how should they deal with it? Can translators write like experts without being experts? What tools and technologies can assist translators in the management of terminology? This book provides the results of new research in this area in order to address these questions in detail.

For professionals, this book provides a fresh view on practices in terminology management based on empirical data. For translator trainers, it provides a thorough overview of the aspects of terminological theories that are useful for translators, shows how the theory can underpin the design and creation of terminological databases for translators and offers a wide range of ideas for discussion, exercises and examples. For students and trainee translators, it explains why they should bother with terminology management at all and offers guidance on acquiring, storing and using their terminological resources efficiently, dispelling common misconceptions about terms and terminological work.

With clear explanations and summaries, activities, discussion points, further reading and links to resources, this book is the ultimate introductory text and reference resource, covering everything translators ever wanted to know about the terminological side of their work.

María Fernández-Parra is an Associate Professor in Translation at Swansea University, where she is the Director of the MA Professional Translation and MA Translation and Interpreting. She has co-authored *Translation Tools and Technologies*, also in this series, with Andrew Rothwell, Joss Moorkens, Joanna Drugan and Frank Austermtühl. She is also a Chartered Linguist at the Chartered Institute of Linguists (CIOL), an Academic Member of the Institute of Translation and Interpreting (ITI) and a Senior Fellow of the Higher Education Academy (SFHEA). She is a past Secretary of Swansea University's Language Research Centre (LRC), a past Treasurer of APTIS (Association of Programmes in Translation and Interpreting in the UK and Ireland) and is currently the Director of STING, the Swansea Translation and INterpreting Research Group at Swansea University.

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Series Editor's Foreword

The *Routledge Introductions to Translation and Interpreting* series offers textbooks covering a range of essential topics and skills already taught, to a greater or lesser degree, in translator and interpreter training programmes, such as *Translation Ethics*, *Audiovisual Translation*, *Translation Tools and Technologies*, etc. This textbook continues the line that fulfils one of its more ambitious objectives – to introduce new courses and subject areas focused on emerging skills that have become or are becoming essential in today's translation and interpreting industry, yet which so far are hardly represented in translator/interpreter training curricula. Examples include *Translation Project Management*, *Localization in Translation* and *Translation and Community*. The overarching aim of such textbooks is to reflect the contemporary realities of the profession, capturing its ever-growing diversity of developments and practices and preparing younger generations of translators and interpreters for what they will face after graduation.

Traditionally, translators and interpreters have been seen as facilitators of linguo-cultural transfer, converting text from a source language to a target language. However, today's professional landscape demands much more than mere text conversion; it requires proficiency in a range of supplementary skills. One critical area is terminology management, which is the focus of this textbook.

In modern practice, terminology management is an indispensable skill. Translators and interpreters often encounter highly specialised fields with technical or socio-cultural terms that may not exist or be widely understood in the target language. While professional terminologists specialise in creating, defining and managing such terms, translators and interpreters may not always have the luxury of consulting a trained terminologist. Therefore, they must be equipped to handle both new and existing terms to ensure clarity and precision in their translations.

The author of this textbook, Dr María Fernández-Parra, brings extensive experience in both researching and teaching terminology management in the context of translation. Her background in training translators and interpreters makes her a reliable guide for navigating this complex yet crucial

aspect of translation and interpreting. This textbook equips readers with both theoretical knowledge and practical tools that can be applied in real-world scenarios. Theoretical knowledge anchors the reader's understanding of what terminology is and how a translator/interpreter should approach this daunting subject area. Practical exercises are intended to teach how to apply knowledge to tasks at hand. Thus, this book is certain to lay a sound foundation for anyone interested in terminology from the translation and interpreting perspective.

Sergey Tyulenev
November, 2024

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This research was made possible by two rounds of Impact Acceleration Account funding from the Arts and Humanities Research Council (AHRC) at Swansea University. Thank you for believing in the value of this research and for your trust in its potential impact. Your support has been instrumental and I am truly appreciative of the opportunities it has provided.

My warmest thanks also go to Prof Sergey Tyulenev, the series editor, for giving me the opportunity to contribute to this incredibly useful series, but also for your guidance and encouragement at all the crucial times. Your support has been greatly appreciated. I also owe a debt of gratitude to the entire Routledge team for your dedicated support, attention to detail and professionalism throughout.

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Despite the incredible help I have received, the views expressed in this book are my own and should not be attributed to any of the people or any of the organisations mentioned in it. Any omissions, errors or inaccuracies remain entirely my own.

Acronyms

AI	artificial intelligence
BNC	British National Corpus
CAT	computer-assisted translation
DGT	European Commission's Directorate-General for Translation
DTP	Desktop Publishing
GTT	General Theory of Terminology
IMF	International Monetary Fund
LGP	language for general purposes
LLM	large language model
LSP	language service provider
	language for special purposes
MT	machine translation
NMT	neural machine translation
SEO	search engine optimisation
SL	source language
ST	source text
TB	Translation Bureau, Government of Canada
TL	target language
TMS	terminology management system
	translation management system
TT	target text
UI	user interface
UK	United Kingdom
US	United States
WB	World Bank

About This Book

Professional translators are the crucial link between businesses and their success in international markets. The content they convey across languages very often includes specialised terminology. But how much exactly should translators know about terminology and its management and how should they deal with it? Can translators write like experts without being experts? What tools and technologies can assist translators in the management of terminology? This book provides the results of new research in this area in order to address these questions in detail.

For professionals, this book provides a fresh view on practices in terminology management based on empirical data. For translator trainers, it provides a thorough overview of the aspects of terminological theories that are useful for translators, shows how the theory can underpin the design and creation of terminological databases for translators and offers a wide range of ideas for discussion, exercises and examples. For students and trainee translators, it explains why they should bother with terminology management at all and offers guidance on acquiring, storing and using their terminological resources efficiently, dispelling common misconceptions about terms and terminological work. Students and trainee translators can also use this book for independent study. For researchers, this book provides a systematic framework for creating and maintaining terminological databases and corpora. On the whole, whether students, professionals or researchers, this book is the ultimate resource, covering everything translators ever wanted to know about the terminological side of their work.

After an introduction to the development of key terminological theories, Part I focuses on highlighting and explaining how the main principles of those theories can be usefully applied by translators to their terminological tasks. Then, in Part II, a series of case studies on both high-profile organisations, but also language service providers, demonstrates how those principles are currently put into practice in an increasingly digital and globalised world, picking out a range of methods and procedures to manage terminological quality in translation. Finally, a thorough overview analysis of the technologies available to support the translators' domain research work, as well as

of their terminological work, is complemented by practical explanations and exercises, and suggestions for further reading, both in the book and on the online portal. The final chapter looks ahead to foreseeable changes in the terminological roles of, and opportunities for, translators in managing terminological quality, as the profile of the professional translator evolves in line with new technologies and developments. No prior technical knowledge is assumed on the part of the reader, as Terminology Management for Translators is intended as a reference work for professionals, researchers, trainers and trainees alike.

It is important to stress that the views expressed in this book are my own and should not be attributed to any of the people or any of the organisations mentioned in it. Any omissions, errors or inaccuracies remain entirely my own.

Part I: Theoretical Considerations

Part I is designed to be a valuable resource for students, translator trainers, researchers and practising translators to gain or deepen their understanding of terminology theories useful for professional translators today, the key principles on which terminology management is based and their place in current and likely future translation workflows. New research is carried out in order to present a consolidated view from the relevant literature and contribute to the creation of an emergent body of knowledge specifically focused on the terminological work of translators. This research is novel in that it places professional translators at the centre of considerations about their terminological work and presents a complementary view to other approaches that focus on the work of terminologists and how it can support translators.

In addition to outlining the historical background to the development of major terminological theories, the book sets out to offer comprehensive and accessible explanations of key terminological concepts and principles, and how to apply them in practice, thoroughly illustrated with examples in a range of languages, and supported by task-oriented materials that can be used for self-training, continuing professional development and/or in translator training classrooms. Usual conventions are followed, such as presenting concepts in italics and backtranslations in single inverted commas.

Chapters 1 to 3 introduce terminology management, the key principles on which it is based and on reviewing various aspects of terminological theories, which will then underpin the more practical guidelines for terminological work discussed in Chapters 4, 5 and 6. Chapter 1 explains why terminology management is so crucial in translation work, and therefore essential in companies and organisations, and the main tasks and processes that terminology management consists of. Chapter 2 reviews key notions in terminology management such as *terms*, *concepts* and *domains* and explains why they can be useful to translators. Having set out the notional foundations in these chapters, Chapter 3 explores key terminological theories and how they

inform the terminological work of translators. In Chapter 4, we apply the key principles in terminology management to the design of terminological databases, i.e. *termbases*, whereas in Chapter 5 we focus on making use of the *termbases*, by filling them with data and using them to translate with computer-assisted (CAT) tools. Chapter 6 presents a range of terminology management tools available to translators, from term extraction tools and concordancing tools to concept visualisation tools and others. Rather than providing user guides for the tools, Chapter 6 focuses on explaining the key *concepts* underlying the design and use of the tools, in order to raise awareness among translators of the benefits and pitfalls of each category of tool, so that they can make an informed use of them.

At the end of each chapter, there are some suggested activities and reflection tasks, as well as some selected references for further reading. Additional activities and resources can be found on the online portal for this book, as well as more detailed guidance on how to use some of the tools for the terminological work of translators and links to user guides provided by tool developers themselves. Making these user guides, or links to them, available on the online portal means that they can be updated as new software versions come out. Focusing on a conceptual overview of tools, it also helps to minimise the aspects of the book that can become outdated given the rapid pace of technological change.

Part II: Case Studies

In Part II, we head out to several translation workplaces to see how terminology management theories, principles and practical advice are implemented. The Case Studies range from governmental translation settings (the Translation Bureau of the Government of Canada, Chapter 7) and large institutional settings (World Bank, Chapter 8) to commercial settings (the Kaleidoscope Group and its client Blum, and Terra Translations, Chapter 9), all strongly underpinned by the work of freelance translators. Finally, in Chapter 10, we review what we can learn from the Part II case studies and conclude with further insights into managing quality and sharing best practices in the terminology work of translators. Part II is also complemented by follow-up tasks and reflection activities, as well as some suggestions for further reading. Additional case studies will also be added to the online portal for this book, along with further suggested activities and resources.

Online Portal

In addition to the complementary material for Part I and Part II, the online portal provides other resources for translator trainers. For example, trainers will find suggestions on how to teach the contents of this book in their courses, and suggestions on how to spread out the contents over courses that last from 10, 12 or 14 weeks to an entire academic year, as well as suggestions

for differentiating the content between undergraduate and postgraduate courses. Trainers will also find a multiple-choice quiz for each chapter, which may be adapted for use in tools such as Kahoot, aimed at a more interactive engagement of students with the contents of the book. In addition, other resources will be added, such as MS PowerPoint presentations and links to online resources, articles, etc. Alternatively, translator trainers may use these suggestions for inspiration and adapt them to their specific needs and requirements.

Part I

Theories, Research, Applications, Integrations



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1 Translators and Terminology Management

Key Questions and Issues

- What is terminology management and why is it important for translators?
- What are the differences between translators and terminologists?
- How does terminology management work?
- Why a systematic approach to terminology management is a smart investment for translators (and interpreters).

Terminology and Terminology Management

Terms are everywhere. As new knowledge is being acquired through inventions and discoveries, the volume of highly technical words and phrases used to refer to new concepts is also increasing, and sometimes entering our everyday language (Brekke, 2004: 627). One relatively recent example is that of *severe acute respiratory syndrome coronavirus 2* or *SARS-CoV-2*, in the wake of the pandemic declared in 2020. The disease caused by this virus is more commonly known as *COVID-19*. *COVID-19* may be a common term now but it is safe to assume that, before 2020, only certain medical specialists would have known about the coronavirus family of viruses. But medicine is not the only subject area in which new concepts and terms are emerging. New techniques and inventions have been developed in almost every area of knowledge, for example:

- Physics, e.g. *scientific energy breakeven*, a method to initiate nuclear fusion in a laboratory (U.S. Department of Energy, 2022).
- Astronomy, e.g. the *James Webb Space Telescope* or *JWST*.

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- Nanoengineering, e.g. *AGILE (Axially Graded Index Lens)*, a device that removes the need for solar panels to track the Sun (Vaidya & Solgaard, 2022).

Discoveries have also been made in:

- Biophotonics, e.g. *eyeshine reflector*, tiny spheres in the eyes of some crustaceans that reflect light in specific ways (Shavit et al., 2023).
- Astronomy, e.g. *oval (triaxial) disk-shaped galaxies*, a discovery made with JWST (Pandya et al., 2024).
- Palaeontology, e.g. *Tyrannosaurus mcraeensis*,¹ a species that predated *Tyrannosaurus rex* (Dalman et al., 2024).

Many more advances in knowledge are made in a wide range of fields and indeed new subject areas are also emerging, e.g. neuroparasitology (Hughes & Libersat, 2018) or exometeorology (Dabu, 2017). This raises two important questions from the point of view of terminology and translation: how do professional translators manage to understand what these new concepts are, so that they can translate them into other languages? Once they find the equivalent term in other languages, if it exists, how do they store this information for future use, to avoid repeating the research previously undertaken? In order to answer the first question, we will take a quick look at what terminology is and what translators can learn from it (see also Box 1.1). To answer the second question, we will look at what terminology management is and how it can be best carried out by translators.

Terminology has been defined in the literature in various and sometimes overlapping ways (see Box 1.2), but a definition that fits our purposes is the “discipline concerned with the collection, processing, description and presentation of terms, which are lexical items belonging to a specialised field (e.g. medicine, law, engineering, library science or art history)” (Bowker, 2015: 304). As well as terms, terminology in this sense is also concerned with the technical concepts the terms designate. We will take a bilingual or multilingual approach by looking at how terms and concepts in one language map on to those of another language or languages. For example, we will be interested in the fact that *bond* and *maturity* are terms in finance, because they have specific meanings in this specialised² subject area (and different meanings in general language), and in how translators would go about determining the equivalent terms and concepts in other languages. Since the phrase *subject area* can have various possible synonyms, e.g. *field*, *discipline*, *branch of knowledge*, etc., we will use *domain* from now on to avoid confusion.

Box 1.1 Demystifying Terminology Management

According to Muegge, the following are three frequent issues that come up in conversation with translation professionals:

1. I know I should be managing terminology.
2. But I don't really understand why.
3. And even if I understood why, I wouldn't know how.

Regarding **point 1**, it is undeniable that translators should be managing the terminology they work with, to avoid the detrimental effects of not managing it. More importantly, translators should develop smart and efficient methods to do so. This is one of the main premises on which this book is based.

Regarding **point 2**, Chapter 1 is an attempt to explain why terminology management is so crucial, not only for translators themselves, but ultimately for the clients (e.g. experts, businesses, companies, organisations, etc.) they work with. Terminology management, whether monolingual, bilingual or multilingual is central to the translators' role as disseminators of (specialised) knowledge around the world.

Regarding **point 3**, all the other chapters in Part I of this book are devoted to explaining the "how" of terminology management. In Part II, we show examples of "how" terminology is managed in practice in a range of translators' workplaces.

Source: Based on Muegge (2020).

The importance of terminology in our digital and global societies should not be underestimated. Although it may seem as though some organisations or businesses do not understand this importance, as we explore later in this chapter, several authors have stressed its significance. For example, Champagne highlights its **economic value** and describes it as part of an organisation's intellectual capital and a "major asset" (2004: 9). Pinchuck claims it is "indispensable for the functioning of our modern society" (1977: 13) and, for Sager, it is "vital to the functioning of all sciences" (1990: 2).

Another key consideration regarding terminology, on which we expand in Chapter 3, is that **terms are not static or monolithic items**. Terminology, when referring to the specialised vocabulary of a domain, is dynamic; it is constantly changing and developing. Advances in knowledge may change our understanding of concepts, which in turn may lead to changes in terms, the words or phrases used to refer to those concepts. An example quoted in the literature is that of the concept of *planet*. Until 2006, this concept included Pluto. However, the discovery of *exoplanets*, confirmed in 1992,

made astronomers re-think the definition of *planet* entirely and eventually produced a new definition for this concept, as specified in the International Astronomical Union’s Resolution of 2006 (IAU, 2006); see also IAU (n.d.). This new definition of *planet* excluded Pluto, which became a *dwarf planet* instead (see also Delavigne & Gaudin, 2022: 185; ten Hacken, 2015: 4).

Further, **new concepts may emerge with different designations**, i.e. terms. For example, the concept of “All the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property” is referred to as *parental responsibility* in some UK legal systems but as *guardianship* in the Irish legal system (Court of Justice of the European Union, 2024). However, *parental responsibility* has two meanings in European Union law (Court of Justice of the European Union, 2020). The examples of *planet* (terms are not static) and *guardianship/parental responsibility* (terms are not monolithic) show the extent to which getting terminology right is important and how crucial translators are in the dissemination of the right content in the right context.

Box 1.2 The Polysemy of Terminology

The word *terminology* has been used in the literature with at least three different meanings:

1. Terminology as a **discipline** or **theory**: the study of terms as specialised units of knowledge.
2. Terminology as a **practice**, **methodology** or **activity**: a “set of principles that govern term compilation” (Cabr , 1996: 16).
3. Terminology as a **product** or **vocabulary of a specialised domain**: the list of terms from a domain which have been compiled according to the practice of terminology.

According to Faber and L’Homme, terminology was recognised as an independent discipline in the first half of the 20th century (Faber & L’Homme, 2022a: 1). However, it is rather ironic that, as Auster hl (2012: 62) puts it, a theory that “occupies itself with precision and the avoidance of ambiguity” should have three different meanings for the concept of *terminology*. In Chapter 3, we will mostly be referring to the first meaning; in Chapters 4 and 5, we will be mostly using meanings 2 and 3; in Chapter 6, the second meaning will often be referred to. In Part II, we will use mostly meanings 2 and 3 but we will occasionally need to refer back to meaning 1.

It is also worth noting that terminology as a discipline is “not an end in itself” but is “at the service of science, technology and communication” (Cabr , 1999: 9). This means that neither specialists nor translators develop

specialised terms and concepts for the sake of it: there is always a need behind terminological work. Whether specialists or translators, the need is almost always the “**transfer of specialized knowledge**” (Pavel & Nolet, 2001: 8) and, therefore, the key aims of translation-oriented terminological work always revolve around consistency and accuracy (Prieto Ramos, 2020c), in order to ensure that the transfer of knowledge occurs as efficiently as possible.

Several groups of **users** are involved in the transfer of knowledge. Translators and terminologists are of course two of the main groups of users of terminology (e.g. Bowker, 2022: 131; Sager, 1990: 45; ten Hacken, 2006: 11; Våge, 2018: 177), but there are many more, which include beneficiaries, not only users, of terminology. According to Sager (1990: 197) and Schmitz (1996: 230), the following professionals will use and/or benefit from terminology at some point: subject specialists, lexicographers, journalists, language policy planners, publishers, language teachers, researchers, among others, including even general users. Cerrella Bauer (2015: 334) adds marketing and public relations staff into the mix, as well as product management staff, software development staff and a few more. Nuopponen (2018: 10) includes machine translation and other information systems as non-human users of terminology. For all these professionals (and machines) to be able to function appropriately, the terminology they use will ideally be managed by terminologists (as curators of that knowledge) and translators (as disseminators of the knowledge). The work involved in managing terminology is generally referred to as *terminology management*.

Terminology management will be used here, therefore, to refer to a subset of terminology work which is about finding, “storing, retrieving and displaying (validated) terms and associated data (definitions, synonyms, usage samples, etc.)” (Kenny, 2011: 463). Since the focus of this book is translators, *terminology management* will include all the tasks necessary for translators to find terms in one or more languages, and any associated data about them for the purpose of systematic storage and organisation in a database for future use. However, it may sometimes be difficult to establish the boundaries between translators and terminologists (e.g. Cabré, 1999: 115) because many translators carry out terminological work and many terminologists work with terms in two or more languages. The core unit of work in terminology management is the terminological entry (e.g. Cerrella Bauer, 2015: 335; Schmitz, 1996: 224), which we will refer to as *term record* or *term entry* (often shortened to *entry*). Term records are grouped together in terminological databases. We will use the term *termbase* as a convenient (and widely accepted) short form of *terminological database*.

Since terminology and terminology management are interested in the treatment of terms, they **partially overlap with other disciplines** that are interested in terms too, and the differences or boundaries between disciplines may not be clear at first glance. In particular, there is a clear overlap with lexicology, phraseology and lexicography, as shown in Figure 1.1. There are differing voices in the literature as to which discipline is (or is not) a branch of which other discipline, but contributing to this debate is beyond the scope of

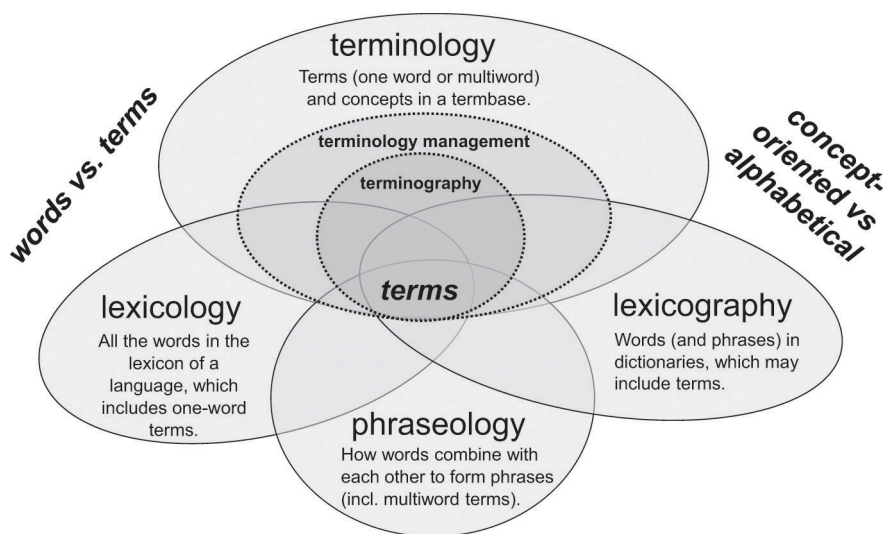


Figure 1.1 Partially overlapping disciplines that include the study of terms. The size of the circles does not represent the size of the discipline.

this book. For the sake of simplicity, therefore, the main point of Figure 1.1 is that the four broad disciplines are represented with the terms appearing in the centre being objects of study that they have in common.

Terminology management and terminography are shown as subsets of terminology, with terminology management being “broader in scope than terminography” (Warburton, 2021: 4). Despite some conflicting descriptions and definitions in the literature, in this book we will use **terminography** to refer essentially to “working with termbases” (2021: 4), whereas we will use *terminology management* to refer to the body of knowledge and the practices a translator needs in order to manage terminology, which includes working with termbases but is not limited to it. Thus, Chapter 4 focuses on many terminographic tasks but the entire book focuses on terminology management.

Returning to the four broad disciplines, they can be considered separately because they differ in focus: **lexicology** is interested in *all* the words of the **lexicon** (i.e. the collection of all the words that exist in a language), which includes terms, as some terms are written as single words. However, terminology is limited to the words that acquire a different meaning in a specialised domain, i.e. terms (Warburton, 2021: 4–5), which in fact can be single words or multiword expressions. In this sense, terminology also overlaps with **phraseology**, in that the latter studies how *all* the words of a language combine with each other to form phrases (including idioms and fixed expressions), whereas terminology is only interested in those combinations of words that acquire a

different meaning in a specialised domain, i.e. multiword terms. It is beyond the scope of this book to explore the similarities and differences of phraseology, lexicography and lexicology as branches of linguistics but interesting insights can be drawn from various publications (e.g. Bowker, 2017; Granger & Meunier, 2008; Kageura, 2015; Lewandowska-Tomaszczyk, 2008). The distinction between words and terms is at the heart of the differences between lexicology and terminology, respectively, and we explore this distinction further in Chapter 2.

The results of lexicological research can be collected in the form of dictionaries (Riggs, 1989: 90) and the practice of preparing dictionaries is known as **lexicography** (Warburton, 2021: 5). Lexicographers are interested in recording all the words of a language and all of the meanings of each word. Typically, words are presented alphabetically. In some dictionaries, we may also see multiword expressions listed within the meanings of a particular word, not only single words. For example, *ice cream*, *dry ice* or *break the ice* may appear in the dictionary entry for the noun *ice*.

A **fundamental difference between lexicography and terminology** lies in the storage and mode of storage of their object of study. Whereas lexicography focuses on listing words alphabetically in dictionaries, terminology focuses on storing terms in termbases. However, entries are organised in termbases following a *concept-oriented* method whereby the concept determines the entries, which include all the possible terms (i.e. labels) to refer to that concept. Thus, *dry ice* might appear in a dictionary entry for *ice* but, in a termbase from the domain of chemistry, for example, *dry ice* and *ice* will be separate entries because they correspond to different concepts. A termbase entry for *ice* may also include the term CO_2 , as both CO_2 and *dry ice* are different ways (i.e. labels) to refer to the concept of “solid carbon dioxide.” In a termbase, the semantic connection between *dry ice* and *ice* can be established by means of *cross-references* (see more below and Chapter 3). Thus, lexicography “has the primary aim of helping readers to interpret texts, whereas terminology aims to help writers produce texts” (Riggs, 1989: 90).

Of course, there may also be specialised dictionaries that contain both CO_2 and *dry ice* within the entry for *ice*, i.e. both general language expressions and specialised terms, but the essential principle that termbases are generally organised around concepts (and the concepts are listed alphabetically, of course), remains important for translators creating termbases. Concept orientation is explored further in Chapter 4. Lexicology, phraseology and lexicography are some of the closest disciplines to terminology, and of course, terminology management, but terminology is also connected to other disciplines, such as information science, computer science, knowledge engineering, computational linguistics, computer-assisted translation, machine translation and artificial intelligence. In practice, the boundaries between these disciplines may not be as neat and clearly defined as in Figure 1.1. These connections are also explored further in Chapter 3.

Having reviewed what terminology and terminology management are, and how they relate to each other, as well as to other disciplines, we will, throughout this book, use *terminology* loosely for the more theoretical discussions, whereas we will use *terminology management* for the more practical ones. Thus, Chapters 1 to 3 will be mostly focused on aspects of terminology and terminological theories, as well as key principles in terminology management, which will then underpin the more practical work discussed in Chapters 4 and 5. While Chapter 4 focuses on the specifics of designing termbases, Chapter 5 focuses on filling the termbase with data and using it with computer-assisted (CAT) tools during translation. Chapter 6 presents an overview of terminology management tools available to translators, from term extraction tools and concordancing tools to concept visualisation tools. In Part II, we head out to see how these theories and practical advice are implemented in several real workplaces, from governmental (Chapter 7) and large institutional settings (Chapter 8) to commercial settings (Chapter 9), all strongly underpinned by the work of freelance translators. Finally, in Chapter 10, we review what we can learn from the Part II case studies and conclude with further insights into managing quality in terminology work.

Why is Terminology Management Important for Translators (and Interpreters)?

Terminology management is a “specialist task” (Sager, 1990: 11) for which training is required, and an “integral part of the work of translators” (Champagne, 2004: 5) (and of course, terminologists), which means that a substantial part of the daily work of the translator will involve managing terminology (Bowker & Marshman, 2011: 61), as we will see below. These are already some important reasons why professional translators should develop a smart approach to managing terminology early on, but there are many other compelling reasons, which are grouped under the following headings.

Time

Managing terminology is a time-consuming task (Bowker, 2019: 580) and translators are often under intense time pressure to deliver their translations (Marshman et al., 2012: 31). Accuracy and consistency are important aims in terminology management, but it takes time (and an efficient method) in order to achieve both. Although it is difficult to quantify how much time translators spend on terminology, as terminological work is often subsumed under translation work and not paid separately from translation (Bowker, 2020: 164), some studies provide figures to illustrate how much time translators devote to terminology management tasks, for example:

- Austermühl (2001: 102) reports that searching for the correct term can take up to 75% of the translator’s time.

- Nkwenti-Azeh (2001) reports that the search for the correct equivalent in a target language can take a translator 60% of their time.
- According to Champagne (2004: 30), “experienced translators spend about 20% to 25% of their work on terminology activities,” whereas for a new translator, “this percentage might be as high as 40% to 60%.”
- Gornostay (2010) reports that in a survey of 93 translation professionals throughout Latvia, Estonia and Lithuania, 60% of respondents spend 20–30% of their time on terminology tasks.

One way for translators to overcome the laborious nature of terminological work is to develop a specialism early on, if possible, and develop adequate terminological resources in a domain or two, so that when they are assigned a translation project, the terminology work required for it has already (or mostly) been done. Warburton (2014: 6) demonstrates with a range of scenarios how a reliable termbase can save valuable time in translation and revision. Sometimes clients provide translators with a glossary or termbase, which saves the translator some time (see also Box 1.3).

Box 1.3 Glossaries, Term Banks and Termbases

At first glance, it would seem that *glossary*, *termbase* and *term bank* are synonymous but they are actually different concepts.³ Each of them can be monolingual, bilingual or multilingual:

Glossaries: in this book, we will use *glossary* to refer to a two-column list of terms, i.e. the term and sometimes its definition, to which other columns for other languages can be added (if bilingual or multilingual). Although, in principle, terminology should be the client’s responsibility, “it is the rare client who will take the trouble to compile and provide bilingual glossary, especially in smaller projects” (Bononno, 2000: 655), unless they intend to standardise their own terminology (Olohan, 2016: 42).

Term banks: a *term bank*, shortened from *terminological data bank* (Nkwenti-Azeh, 2001: 249), is a large-scale collection of electronic term records, typically developed and maintained by a large institution (Bowker, 2015: 308). For this reason, they are often intended to be prescriptive (see also Table 1.1) for the users of the institution. Translators are frequent users of term banks (2015: 308) from which they can use information for their own termbases. Many term banks are freely available online, e.g. IATE, UNTERM and *TERMIUM*®.