

Translation Services in the Editorial Team

The Editorial Team includes three staff members who translate different texts from German into (American) English and vice versa.

Their principal task is translating texts for the central website of RWTH. They also translate brochures, reports, forms, handbooks, regulations, etc. for the Central University Administration. If requested, the team of translators can provide advice on editorial questions, especially recommendations on how to adapt specific texts so that they are more appropriate for international target groups.

Other areas at RWTH may also send the team translation requests, for example, university institutions could send a request for support with translating their website. The translators will decide whether they can take on the project on a case-by-case basis, with crucial factors being current workload and feasibility of the translation project.

Send translation requests, including the texts concerned, to the team at zentralredaktion@zhv.rwth-aachen.de.

If your request concerns a proof-reading task, please also include the text in the original language, if available.

Translation requests should include the following information:

- Hard deadline
- Desired deadline (if different to hard deadline)
- Any helpful links/pointers/information on the context or target audience
- Key contact partners

Questions regarding the request can be discussed over the phone beforehand.

Contact

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