COURSE DATA

DATA SUBJECT

Code: 35646
Name: Documentation for translators
Cycle: Undergraduate Studies
ECTS Credits: 6
Academic year: 2026-27

STUDY (S)

Degree	Center	Acad. year	Period
1009 - Degree in Translation and Interlinguistic Mediation (English)	Facultat de Filologia, Traducció i Comunicació	2	Second quarter
1010 - Degree in Translation and Interlinguistic Mediation (French)	Facultat de Filologia, Traducció i Comunicació	2	Second quarter
1011 - Degree in Translation and Interlinguistic Mediation: German	Facultat de Filologia, Traducció i Comunicació	2	Second quarter

SUBJECT-MATTER

Degree	Subject-matter	Character
1009 - Degree in Translation and Interlinguistic Mediation (English)	Auxiliary theoretical and practical knowledge	COMPULSORY
1010 - Degree in Translation and Interlinguistic Mediation (French)	Auxiliary theoretical and practical knowledge	COMPULSORY
1011 - Degree in Translation and Interlinguistic Mediation: German	Auxiliary theoretical and practical knowledge	COMPULSORY

COORDINATION

MARTINEZ PARICIO VIOLETA

CARRERO MARTIN JOSE FERNANDO

SUMMARY

The subject «Documentation for Translators» is designed to develop specific skills in finding and managing information relevant to the practice of translation and research in translation studies. The course is part of the training module called «Theoretical and practical auxiliary knowledge for the Degree in Translation and Interlingual Mediation». This course, for their educational objectives, particularly complements the subjects of «ICT for Translation» and «Terminology and Lexicography», which is recommended to have studied previously.

This course takes into account SDG 10 and specifically aims to 'empower low-income people and promote economic inclusion for all,' by providing all students with the necessary computer resources for completing documentation assignments. It also considers SDG 5, as it enhances the active participation of female students in class, thus empowering them in their academic pursuits, and it encourages discussion on inequalities, such as in the unit devoted to the access to information

PREVIOUS KNOWLEDGE

RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE

There are no specified enrollment restrictions with other subjects of the curriculum.

OTHER REQUIREMENTS

Generic prior knowledge.
We recommend having previously studied the subjects that are part of the training module «Theoretical and practical auxiliary Knowledge for the Degree in Translation and Interlingual Mediation»
«ICT for Translation» and terminology-lexicography
«Terminology and Lexicography»

COMPETENCES / LEARNING OUTCOMES

1009 - Degree in Translation and Interlinguistic Mediation (English)

Apply information and communication technologies and computer tools to translation and linguistic mediation.

Compare and analyse the constituents of one's own language with those of other languages, in order to apply them to translation and linguistic mediation.

Design and manage projects in the academic or professional field of translation and linguistic mediation.

Know, use and create terminological databases and lexicographic tools that are significant for translation and linguistic mediation.

Know the main translation techniques and standards in their socio-cultural context.

Master documentation techniques for translation and linguistic and cultural mediation.

Master new information and communication technologies applied to translation and linguistic mediation.

Show ethical commitment in the field of translation and linguistic mediation as regards gender equality, equal opportunities, the values of the culture of peace and democratic values and environmental and sustainability issues, and have an understanding and appreciation of linguistic diversity and multiculturalism.

Students must be able to apply their knowledge to their work or vocation in a professional manner and have acquired the competences required for the preparation and defence of arguments and for problem solving in their field of study.

Students must be able to communicate information, ideas, problems and solutions to both expert and lay audiences.

Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.

Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.

Work as a team in the environment of translation and linguistic mediation and develop interpersonal relations.

1010 - Degree in Translation and Interlinguistic Mediation (French)

Apply information and communication technologies and computer tools to translation and linguistic mediation.

Compare and analyse the constituents of one's own language with those of other languages, in order to apply them to translation and linguistic mediation.

Design and manage projects in the academic or professional field of translation and linguistic mediation.

Know, use and create terminological databases and lexicographic tools that are significant for translation and linguistic mediation.

Know the main translation techniques and standards in their socio-cultural context.

Master documentation techniques for translation and linguistic and cultural mediation.

Master new information and communication technologies applied to translation and linguistic mediation.

Show ethical commitment in the field of translation and linguistic mediation as regards gender equality, equal opportunities, the values of the culture of peace and democratic values and environmental and sustainability issues, and have an understanding and appreciation of linguistic diversity and multiculturalism.

Students must be able to apply their knowledge to their work or vocation in a professional manner and have acquired the competences required for the preparation and defence of arguments and for problem solving in their field of study.

Students must be able to communicate information, ideas, problems and solutions to both expert and lay audiences.

Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.

Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.

Work as a team in the environment of translation and linguistic mediation and develop interpersonal relations.

1011 - Degree in Translation and Interlinguistic Mediation: German

Apply information and communication technologies and computer tools to translation and linguistic mediation.

Compare and analyse the constituents of one's own language with those of other languages, in order to apply them to translation and linguistic mediation.

Design and manage projects in the academic or professional field of translation and linguistic mediation.

Know, use and create terminological databases and lexicographic tools that are significant for translation and linguistic mediation.

Know the main translation techniques and standards in their socio-cultural context.

Master documentation techniques for translation and linguistic and cultural mediation.

Master new information and communication technologies applied to translation and linguistic mediation.

Show ethical commitment in the field of translation and linguistic mediation as regards gender equality, equal opportunities, the values of the culture of peace and democratic values and environmental and sustainability issues, and have an understanding and appreciation of linguistic diversity and multiculturalism.

Students must be able to apply their knowledge to their work or vocation in a professional manner and have acquired the competences required for the preparation and defence of arguments and for problem solving in their field of study.

Students must be able to communicate information, ideas, problems and solutions to both expert and lay audiences.

Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.

Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.

Work as a team in the environment of translation and linguistic mediation and develop interpersonal relations.

DESCRIPTION OF CONTENTS

1. Foundations of Documentation in the Information Age

Introduction to documentation applied to translation and interpreting. Identifying documentation needs in the translation process.

2. Information sources, evaluation, and data management

Typology of information sources and documentary resources (analog and digital). Criteria for evaluating, selecting, and determining the reliability of sources.

3. Documentation, research, and academic or professional communication

Methodology of documentary research. Bibliographic management, citation standards, and the ethical use of information.

4. Documentation applied to specialized translation

Documentary strategies and resources applied to the translation of general and specialized texts.

5. Documentation for translation practice, interpreting, and intercultural mediation

Documentation practices for the translation of general and specialised texts in the modalities of written translation, interpreting, and audiovisual translation and accessibility. Translation of texts with specialised terminology, cultural references, and intertextuality.

LEARNING OUTCOMES

- Identify and appropriately use new information technologies and communication in solving problems of the translation studies.
- Know and use technical documentation relating to translation and interlingual mediation.
- Know and apply lexicographical and terminological databases in the work of translation

WORKLOAD

PRESENCIAL ACTIVITIES

Activity	Hours
Theory	20,00
Computer classroom practice	40,00
Total hours	**60,00**

NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	0,00
Individual or group project	30,00
Independent study and work	10,00
Preparation of lessons	35,00
Preparation for assessment activities	5,00
Resolution of case studies	10,00
Total hours	**90,00**

TEACHING METHODOLOGY

Develop training activities provided both a classroom component, as a non-attendance.
Classroom component
Lectures:
Include active participation of students through oral presentations, group activities.
Also during these tasks may be assigned tasks in non-face.
Practical classes:
Exercise as the resolution of cases in working groups or guided activities with computers.
Other activities:
A possible visit and practical activity in the documentation services of the Universitat de València
Non-attendance component
Including
- obligatory or optional readings, complementary to the theoretical section, and
- exercises the student can do without special equipment,
- preparation of practical exercises and projects, and, optionally,
- attendance at academic events related to the issue of matter.

The non-attendance component also contains the tutoring time and test preparation.

This subject will be included within the framework of the educational innovation project 'From Image to Object: Accessibility of Signage and Display Cases at the Museum of the History of the School of the Universitat de València', featuring various optional activities.

EVALUATION

The subject Documentation for translators is divided in two blocks:
Block 1: 50%
Block 2: 50%
To pass the subject, a minimum of 5 out of 10 in both blocks must be accomplished. Failing one of the two blocks, or not submitting one of them, will result in failing the subject altogether. If a student passes only one of the blocks in the first assessment, that grade can be preserved in the second assessment.

Block 1 evaluation consists of a written exam of the content (test) presented in class (50%).
Block 2 evaluation consists of a group-written project about documentation in translation and interpreting. This project represents 100 % of the final grade of block 2. The project is comprised of a translation proposal, glossary creation, a critical review of the translation and documentation process and a bibliography in APA format.
Spelling will be considering as follows:

- Concordance error (gender and number, number and person): 0.5 points.
- Spelling error (misspelled words, accents, etc.): 0.5 points.
- Punctuation error (commas, exclamations, periods, etc.): 0.25 points.

- Other type of errors (citation, typographical, style, etc.): 0.25 points.
Plagiarism will mean the instant failing of the subject. Moreover, the use of machine translation or machine translation post-editing will be considered as plagiarism, thus meaning the instant failing of the subject.

Intellectual honesty is vital in academic communities and for the fair assessment of students' work. All work submitted for this course must be the student's own original work. Assignments involving fraudulent collaboration will not be accepted, in accordance with the "Protocol on dealing with fraudulent practices at the University of Valencia", approved by the Governing Council on 14 July 2020. ACGUV 123/2020. The use of artificial intelligence tools shall comply with the provisions of the "Guidelines for the responsible use of artificial intelligence (AI) in teaching and assessment activities at the University of Valencia" or any regulations that may replace them.

The general grading system will follow the regulations of the Universitat de València approved by the Consell de Govern on May 30, 2017. ACGUV 108/2017.
UV 108/2017.

REFERENCES

BASIC

- Igareda, P. (2011). Categorización temática del análisis cultural: una propuesta para la traducción. Íkala, revista de lenguaje y cultura, 16(27), 11-32.
- Sales Salvador, D. (ed.). (2023). Documentación aplicada a la traducción y a la intepretación. Estrategias, fuentes y recursos documentales. Gijón, Ediciones Trea.
- Sales Salvador, D. (2025). Alfabetización informacional para la traducción y la interpretación. El desarrollo de la competencia documental. Valencia, Tirant Humanidades.

ADDITIONAL

- Gonzalo García, C. DocuTradSO en línea: fuentes de información para la actividad traductora. Universidad de Valladolid. Disponible en: https://www3.uva.es/docutradso/
- Gonzalo García, C. & García Yebra, V. (2004). Manual de documentación y terminología para la traducción especializada. Madrid, Arco Libros.
- Jiménez-Crespo, M. A. and L. Ramirez Polo. (2021). Translation and the World Wide Web. En Esperança Bielsa (ed.), The Handbook of Translation and the Media (pp 352-368). New York-London: Routledge.
- Martínez Rodríguez, L. J. (2016). Cómo buscar y usar información científica: Guía para estudiantes universitarios. Universidad de Cantabria. Disponible en: http://eprints.rclis.org/29934/7/Como_buscar_usar_informacion_2016.pdf
- Pinto Molina, M. y Cordón García, J. A. (eds.). (1999). Técnicas documentales aplicadas a la traducción. Madrid, Síntesis
- Sales Salvador, D. (ed.). (2005). La Biblioteca Babel. Documentarse para traducir. Granada, Comares.
- Sales Salvador, D. (2006). Documentación aplicada a la traducción: presente y futuro de una disciplina. Gijón, Ediciones Trea.