

> SERVICES

TEXTOPOL edits and translates texts like advertisements, annual reports, brochures, catalogues, customer and employee magazines, journals, picture books, studies, teaching materials and websites, offering the following services:

> Copy-editing

Style and expressions

analysing your German text regarding the suitability for the intended audience, style and phrasing

Content and correctness

checking the logical order, general accuracy as well as consistency of terms; fitting the length of the text and rearranging sentences; proofreading as described below

Translation editing

localisation of the translated material for the German market; checking of translation mistakes

> Proofreading

Standards

proofreading of a German text in terms of orthography and grammar, consistent spelling as well as corporate spelling, hyphenation and punctuation

additionally with translations

checking for correct transcriptions or transliterations of proper names from the Cyrillic or Arabic/Persian alphabet

> Editorial services

Final editing

proofreading of page layouts; eliminating inelegant or confusing word, column and page breaks; correcting typographical errors; checking titles and captions; cross-checking page numbers and table of contents

Quality management

recording and maintaining your specific terminology, individual wording and publication standards in a style guide

> Translation

Russian (RU)

translation of non-fictional texts from Russian into German; editing and proofreading translations in this language pair

English (EN)

translation of non-fictional texts from English into German; editing and proofreading translations in this language pair

> Supported Software

Adobe Acrobat incl. PDF-Korrektor (German correction marks); MS Office: Word, Excel, PowerPoint; SDL Trados Studio

TEXTOPOL

TEXTOPOL specializes in the following



SUBJECTS

Communication

corporate communication/public relations, advertising, education, HR management

Consumer information

nutrition, health, environmental protection, finance, private provision, insurances

Modern art

architecture, Bauhaus school, design, home decor, photography

Languages and Tourism

Scandinavia; Russia/CIS; language books, travel guides



PROFILE

TEXTOPOL is Dr Tibor Vogelsang; he finished Middle East and history studies and his PhD at Leningrad University in 1990; has worked as assistant professor, translator, interpreter, in export and sales, and as technical writer; over 25 years of experience in languages and text editing. Since 2007, he is a freelance copy-editor, proofreader and translator; further training in copy-editing, indexing, typography, web design.



CLIENTS

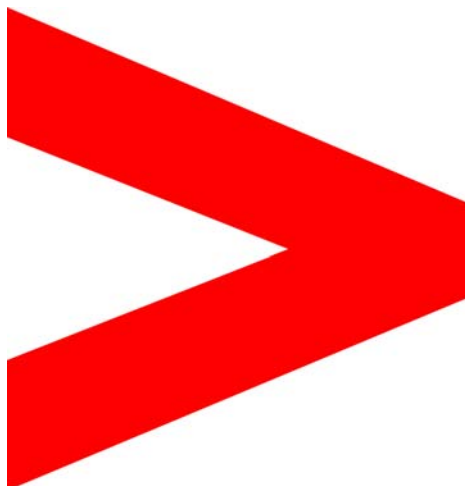
DVV Media, Hamburg; Engel & Völkers, Hamburg; Endmark, Cologne; Express, Kaluga; fotoforum, Münster; idea Kommunikation, Dortmund; Kienbaum Consultants, Gummersbach; MairDumont, Ostfildern; Öko-Test, Frankfurt; teNeues, Kempen; text control, Zurich; Triodos Bank, Frankfurt; Universum, Wiesbaden

Please contact TEXTOPOL by phone or e-mail or by visiting www.textopol.de



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TEXTOPOL®



Copy-editing > Proofreading > Translation > Text >>>