

## 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

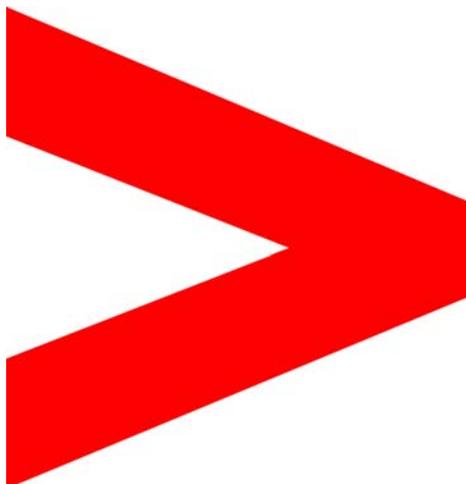
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Please contact TEXTOPOL by phone or e-mail or by visiting [www.textopol.de](http://www.textopol.de)



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# TEXTOPOL®



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