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# Your Guide to Patent Translation



# Welcome to **City Legal Translations**, a **specialist** legal and patent translations company with more than **30 years' experience**.

In today's intellectual property market, meticulous patent translations are essential.

Requiring an eclectic set of skills and highly specialised experts, patent translation is a complex field to navigate.

Differing from other forms of translation, patent translators not only require mother tongue language skills, but also expert technical knowledge and fluency in specific patent terminology.

Here at City Legal Translations we understand the technicalities and complexities of intellectual property and patent litigation documentation.

We are one of only a few translation companies with an in-house patent translation team and our vast experience working alongside global law firms ensures that our translators understand the documents they are working on both technically and linguistically.

We're such experts in the field of patent translation we even get other translation agencies asking for our help!

## **Patent Translation and What Every Good Law Firm Should know**

- We've worked for 19 of the UK's top 20 law firms and seven of the top 10 global firms.
- Of our top 10 clients, nine have a history of working with us for at least five years.
- Project Manager of the Year winner and Project Management Team of the Year runner-up (Association of Translation Companies Awards 2017).
- Translation of 15 million words of patent related documentation last year alone.

Intonation, **our sister company** specialises in the technical side of intellectual property + patent related translations.

With these impressive credentials City Legal has created a comprehensive Translation Guide to provide advice to members of the legal community seeking patent translation services.

There is also expert advice from Geoffrey Bowden, General Secretary of the European Union of Associations of Translation Companies (EUATC) and City Legal's Managing Director, Dan Peachey.

Our Translation Guide is also available for download at [www.citylegal.co.uk/en/legal-translation-services/patent-translation](http://www.citylegal.co.uk/en/legal-translation-services/patent-translation).



# Patent translation – what you need to know

Guaranteeing that a patent document is a true and accurate translation of the original is vital.

Translations related to intellectual property need to be precise, accurate and exact with confidentiality at the heart of the process.

Protect and preserve your reputation as well as act in your client's best interests by using a highly skilled, qualified patent translator who translates into their mother tongue.

## Patent translation

Translation refers to the translation of the written word, and the scale, depth and range of documentation required is immense.

Not surprisingly, choosing a translator who has specific experience of your sector will not only ensure accuracy and precision but will also speed up the process. They will be familiar with legal terminology and styles of writing and will also have a wider knowledge of patent documentation and areas of expertise.

Requiring direct, clear and concise language, a patent translation needs to describe exactly what the original text states, without including cultural equivalents or approximations in the target language. Make sure you use a translator with an in-depth knowledge of the law, the patent requirements of each country, the home tongue of the application or disclosure and knowledge of specific terminology.

## Timescales

Translators usually translate approximately 2000 words per working day. By giving your translation company enough time to handle your documentation, you can be assured of the absolute best quality work, using the right specialists for the job. For more urgent applications, documents can be split between multiple translators.

## Sworn translation or affidavit

A sworn translation may be necessary for official documents, intended to be used abroad or required for use in a court of law. An affidavit is a sworn statement in which the translator testifies that the attached translation is a true and accurate translation of the original document.

## Certification

It is possible that you may be asked for the translation to be certified, handled by a certified translator, sworn or even notarised. You should ensure the company you use for translation is an accredited one - City Legal, for example, is a full member of both the Association of Translation Companies and the Institute of Translation and Interpreting. These are both benchmarks of quality in the UK translation industry and recognised at government level.

### Did you know?

We're such **experts** in the field of patent translation we even get **other translation agencies asking for our assistance!**

**HELP!**







**Did you know?**  
We've worked for  
19 of the UK's **top 20**  
law firms.

# Supporting patent litigation needs

With patent infringement suits frequently involving defendants from across the globe, specialist patent translation companies play a vital role in ensuring the process is watertight.

Here at City Legal, we are one of only a few companies with an in-house intellectual property translation team.

We recognise the importance of high quality translations for patent litigations across global jurisdictions, trademark disputes and IP document reviews.

With a wealth of expertise delivering translations in connection with IP enforcement activities, our in-house team of industry experts create defensible, tailored, end-to-end translation solutions for all legal and litigation requirements.

The depth of knowledge we maintain regarding jurisdictions around the world, serves as a dynamic advantage for our clients and our vast experience working alongside global law firms, enterprises and legal professionals makes us the ideal partner for even the most complex and specialist patent translation tasks.

Our team is fluent in specific patent terminology and when it comes to selecting a translator for your project we carefully match

each mother tongue linguist to their unique field of technical expertise to ensure they understand the documents they are working on both technically and linguistically.

## **We translate patent information for litigation purposes including:**

- Opposition
- Infringement suit
- Invalidity suit, etc.

## **Patent documents we translate include:**

- Office action documents
- File history/file wrapper documents
- Other non-patent literature
- Applications
- Prior art
- Abstracts
- Claims
- Descriptions and drawings
- Trademarks

# A step-by-step guide to the translation process

Whether you've worked with translators in the past or you're considering using a translation company for the first time, being 'au fait' with the process will help you get the most from it.

Here's the translation process in a nutshell. Knowing what to expect and when will ensure you get the best possible outcome.

**Did you know?**  
City Legal has an **in-house patent department**, meaning **expert translators, lower costs** and **more availability** than most other agencies.



## Step 1

Find out which languages you require for your patent translation project and identify the documents that require translation.



## Step 2

Send the documents to your translation company including any special instructions (for example, whether it's a claims or description translation, where an application is being made, what the filing deadline is).



## Step 3

The translation company will review the project requirements, provide costs, timescales and key project milestones.



## Step 4

Once you are happy with the agreed schedule of works, sign off costs and work begins.



## Step 5

A good translation company will handpick a translator who is not only an expert in patent translation, but also in the specific subject area of the patent involved.



## Step 6

Once the words have been translated, a proofreader will carry out a thorough review covering accuracy, consistency, punctuation, terminology, spelling, formatting and the use of the correct patent language.



## Step 7

The final step is a "Second Check" process to ensure that everything is 100% ready for return.



## Step 8

When the translation company is happy that your project meets all of their quality standards, they will supply it in the format requested - on time and ready for you to use with confidence.

# Focus with Geoffrey Bowden



European Union of Associations  
of Translation Companies

Buying language services can be both daunting and confusing. Geoffrey Bowden, General Secretary of the European Union of Associations of Translation Companies (EUATC) offers some useful advice about how to get the best results.

## Written or spoken – identify your required service

There is a significant difference between translation and interpreting - which one do you require? If you want to interact with people in a foreign language on the spot, you need an interpreter. If you are working with text you need a translator. Both can be supplied by a Language Service Provider (LSP).

## Choose the correct translation partner

There are no hard and fast rules on the type of translation partner to use: a bilingual member of staff, a freelance translation provider, or a translation company.

However, it is a common misconception that someone who speaks a language will also be a good translator. Serious mistakes can occur when specialist knowledge of a subject is required, particularly for sectors such as the law.

Ask potential translation companies for samples of their work; it's also a good idea to run samples past a trusted, language-sensitive native speaker for a second opinion.

## Don't compromise on quality

Working with an accredited translation company gives reassurance about the quality of translations you will receive. Members of the ATC are carefully vetted before being admitted as members, adhere to a strict code of professional conduct, are subject to the rulings of a professional ethics committee and carry full professional indemnity insurance cover to safeguard the interests of the translation buyer.

## Be budget savvy

The cost of the translation will depend on the length of the document, the content and the foreign language required. A legal contract or technical document will require a specialist translation company and may be more time-consuming.

## Be realistic on timings

Often the first question is 'How long will it take?'. This is not a question that can be answered simply, since it will depend on the content of the translation and how you wish to receive the finished product.

## Form a long-term partnership with your translation company

You'll get best results from developing an on-going relationship with a translation company. The longer you work with them, the better they will understand your requirements.

## Did you know?

The UK's language service providers market is one of the largest in the world worth in excess of £1 billion according to a report by the Association of Translation Companies in 2017.



## Geoffrey Bowden General Secretary of the European Union of Associations of Translation Companies (EUATC)



Geoffrey was the General Secretary of the UK Association of Translation Companies for over 30 years and is now

General Secretary of the EUATC. The EUATC represents the interests of translation companies across Europe and also serves the needs of translation purchasers.

Geoffrey said: "Anyone commissioning language services, be it translation or interpreting, needs to be certain that they are entrusting the work to an LSP that takes its responsibilities for accuracy seriously.

"There is no such thing as a rough translation or an approximate interpretation of what's being said.

"City Legal is a leading member of the UK's Association of Translation Companies and has rightly earned a reputation for being a trusted language partner."

**For more information about the EUATC visit their website**  
[www.euatc.org](http://www.euatc.org)

# Insight from the expert: Dan Peachey



Dan has been working in the translation sector for the last 17 years. Here he shares his insights and advice.

## How does patent translation differ to other forms of translation?

With its own set of technicalities and complexities, the translation of patents is much more complex, requiring an in-depth knowledge of the patent requirements of each country, the original language of the application or disclosure and knowledge of specific terminology.

## What are the big challenges when it comes to patent translations?

Making sure the right people are available for the job. Not only is a mother tongue translator required, but also specialist technical knowledge of the subject area of the patent concerned and, perhaps most importantly, patent language itself, which is characterised in that it can be quite different in structure to more general language! It really is a highly technical skill requiring highly specialised experts.

## In a couple of sentences, can you sum up what's important when it comes to getting patent translations spot on?

One small error can render a patent unenforceable, seriously prejudicing the rights of the applicant. Therefore, in a field where one tiny mistake can pose major legal issues, it is important to use the right people and check, check and check again.

## How do you ensure your translations are spot on every time?

All our patent and intellectual property translations are carried out by subject matter experts, with a minimum of 5 years' professional experience in the patent and IP fields.

We have also introduced a unique triple check procedure to ensure the accuracy of our work.

### Did you know?

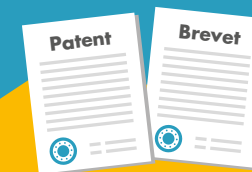
Dan Peachey is **Managing Director** at City Legal Translations and Intonation, Vice Chairperson of **Eulogia**, the European Alliance of Translation Agencies and an ATC Council Member.

eulogia  
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# Frequently asked questions

## Did you know?

The Patent Corporation Treaty allows the filing of a patent in one of 10 languages - **Arabic, Chinese, English, French, German, Japanese, Korean, Portuguese, Russian or Spanish**



## How do translation companies price their services?

Some companies charge by time, some by line, page or number of words. At City Legal Translations, the pricing structure is per thousand words.

## Does the cost of translation vary from language to language?

Yes because of the availability of good quality translators. Countries where there are low levels of population such as Iceland are usually expensive while countries where the cost of living is high such as Scandinavia generally cost more. Japanese translations are also pretty expensive too.

## Is it necessary to use a specialised translation company?

Patent translation is highly technical, requiring a specialist familiar with the subject matter and terminology. To ensure you receive an accurate service that you can trust, it is vital that you use a patent specialist translation company.

## How do you ensure that my sensitive documents will be kept safe?

You can trust us with the most confidential material.

Our professional team of linguists are aware of the need for client confidentiality at all times and they are committed to ensuring the safety and confidentiality of any documents or information shared throughout the translation process.

## My client requires their patent to be translated into numerous different languages, how many combinations do you offer?

We work with more than 2000 legal translation experts and support over 600 language combinations.

## I have a mass of patent documentation in Arabic - how can I identify what it is?

It is not unusual for our translators to visit clients' offices to help identify types of documents and those which might be necessary for translation or otherwise for a particular project.



# Why choose City Legal?



CERTIFIED THE UK'S **FASTEST GROWING LANGUAGE SERVICE PROVIDER** IN 2016



'PROJECT MANAGER OF THE YEAR' **WINNER** AT THE ASSOCIATION OF LANGUAGE INDUSTRY SUMMIT AWARDS 2017



ALL TRANSLATORS HAVE **5 YEARS'** PROFESSIONAL EXPERIENCE



**100% CUSTOMER SATISFACTION** RATE IN 2017



HAVE A HISTORY OF WORKING WITH US FOR AT LEAST **FIVE YEARS**



**ISO 9001** CERTIFIED



OUR TEAM HAS A COMBINED EXPERIENCE IN EXCESS OF **150 YEARS**



ALL TRANSLATORS TRANSLATE INTO THEIR **MOTHER TONGUE**



TRANSLATION OF **15 MILLION WORDS** OF PATENT RELATED DOCUMENTATION IN 2017



ESTABLISHED FOR OVER **30 YEARS**



'PROJECT MANAGEMENT TEAM OF THE YEAR' **RUNNER UP** AT THE ASSOCIATION OF LANGUAGE INDUSTRY SUMMIT AWARDS 2017



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**PROFESSIONAL MEMBERSHIPS**



# City Legal's Services

With a reputation for exceptional customer service and a real commitment to accuracy of terminology, style, formatting and technical competence, you can rely on a firm with passion and commitment for clear, accurate translations at an affordable price.



## Translation services

City Legal is the benchmark for quality in patent translation.

All our translators are subject area experts, with a minimum of 5 years' professional experience translating solely into their mother tongue. We work closely with our clients to provide a bespoke, confidential service, unparalleled in its expertise and accuracy.

We can offer translations in over 600 patent language combinations of all types of litigation related documentation.

As full members of the Association of Translation Companies and Institute of Translation and Interpreting, we are able to provide all levels of translation certification, including notarisation, legalisation by the FCO or swearing on affidavit and are happy to talk through the process.

## Interpreting services

At City Legal we understand the importance of using impartial, professional, expert interpreters and, with over 30 years' experience, you can rely on us to get it right, every time.

Our interpreters are experts not only in the spoken word but also with the cultural expressions and etiquette. Our clients' needs are our priority and as such our interpreters are handpicked according to their individual skills and experience - spoken language, subject matter, country knowledge and location.

So what is interpreting? Interpreting is the art of orally translating the spoken word between (usually) two languages and must be carried out in a completely accurate and non-biased manner. We provide interpreters for a wide variety of requirements.

## Transcription services

At City Legal we work alongside global law firms, enterprises and legal professionals to provide an accurate and efficient transcription service.

All our work is carried out by mother tongue transcribers and is checked by a second checker before return to the client. Our pricing is competitive and, with the achievement of a 100% customer satisfaction rate according to our 2017 Customer Survey, you can have real confidence in our ability to handle your transcriptions with precision, accuracy and care.

We are happy to provide transcriptions in any language required and can offer a translation service for transcribed text. We can offer time-coded transcriptions and are happy to work from most formats, including WAV, MP4, AAC, CD, DVD and even good old VHS videos and audio cassettes!

## Other services

In addition to providing expert patent translation, interpreting and transcription, City Legal offers a full range of language services. These include business card translation, foreign language SEO, proofreading, subtitling and voiceover.

Furthermore, as well as patent translations, we can handle various other translation subject area requirements.

Thanks to the other members of the Intereurope Group, City Legal can provide language training, via LSI Education ([www.lsi.edu](http://www.lsi.edu)) and design and web agency services, via ICG ([www.icgonline.co.uk](http://www.icgonline.co.uk)).

### Did you know?

City Legal has a **100% client satisfaction** rate according to its 2017 Client Satisfaction Survey





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