

## **EDITING PAPAFAIS ARCHIVE FOR USE IN ELECTRONIC LIBRARIES**

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### **1. Introduction**

#### **1.1. Issue definition**

The project of “digitization, translation and documentation”<sup>1</sup> of the Papafis Archive aims to provide access through the Internet to 6600 documents – cultural holdings, written in four different languages, Greek/English/French/Italian and also aims to preserve these cultural holdings from damages caused by misuse or environmental agents. This specific project is a platform of interdisciplinary and inter-body co-operation that involves the Papafis Institution and various private or state institutions and two Greek universities, Aristotle University and the University of Macedonia both located in Thessaloniki.

#### **1.2. Pragmatic definition**

The aim of the project is to preserve and make accessible through the Internet, socio-cultural holdings of the 19<sup>th</sup> century, which are of historic and anthropological importance as they were produced or received by eminent personalities who were

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<sup>1</sup> Minerva Working Group 6: *identification of good practices*

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involved in crucial economic and historic moments of the 19<sup>th</sup> century in the area of the Mediterranean.

There is accessibility to the majority of the documents of the Archive, as they have no damages caused by environmental agents. Moreover, it is easy to find translators in the four languages the archive is written; according to research in the “translator market in 1999”<sup>2</sup>, 45% of translator registered agencies translate from English, French and German into Greek, 50% from Greek into other languages and 35% from Italian into Greek. According to the same research 47,5% of translator agencies translate into English, French and Greek, 37,5% of the registered agencies translate into German and 32,5% into Italian. This is an element that guarantees the continuity of the smooth running of the project, even in cases of unavoidable changes in the occasional staff of translators.

The Papafis Institution provides a laboratory equipped with a multimedia platform in the same place the archive is stored which permits the staff to have continuous access to the documents without the risk of their loss.

The application to Information Society for the funding of the project was the result of the translation research conducted by Eleni Kassapi from May 2002 to August 2003. The proposal was examined and approved by the Committee of the Information Society that granted 210.000 euros for the project.

The project is valuable for the Papafis Institution as it makes known, through the Internet, to the wider public the personal, professional and social aspects of its founder’s life, Giovanni Papafis. As a whole, the preservation and the accessibility to the Papafis Archive is a valuable offer to cultural history, as the documents are a vital source of information to students and researchers of economics, sociology, history, intertemporal<sup>3</sup> translation and linguistics. The project also offers practice to translators and translation students and employment to a sufficient number of contracting and occasional staff.

## **2. Human Resources**

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<sup>2</sup>KASSAPI, *Translation Studies*.

<sup>3</sup> In *Dictionary of Translation Studies*: “intertemporal or cross-temporal translation” is defined as the type of translation of a text written at an earlier time. Pp. 86-7, 34, see also *Routledge Encyclopedia of Translation Studies*, 114.

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## **2.1. Project Description**

The whole project is directed by the Director of Papafis Institution Reverend Apostolos Katsoukis who is assisted by the General editor and scientific director of the project Eleni Kassapi.

The project consists of three subprojects:

- a) Digitization under the authority of a private company.
- b) Development of the Information System under the authority of the Department of Applied Informatics of the University of Macedonia (UoM) – scientific responsible, Georgios Evangelidis.
- c) Translation and Documentation and Development of the Thesaurus under the authority of the Aristotle University of Thessaloniki (Auth) – scientific responsible, Anna Anastasiadis – Simeonidis

Their organisation and the process of their development was materialized through the co-ordination of the General Editor of the project.

## **2.2. Subproject 1: Digitization**

The first subproject of the digitization of the material was completed by a private company.

The personnel available for this subproject comprises four members, two qualified experts, a student from the School of Science and an unemployed person specialized in graphics and design for the scanning of documents.

The format chosen by the team was the TIFF format (Tag Image File Format). The reason for this choice was that the content of the documents in most cases was pure text without many pictures and graphics.

Since the aim of the project is to protect the documents from misuse and environmental agents, it was decided that they should be digitized in high quality (300 PPI) and in 24bit color depth. The available scanners supported both requirements.

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By choosing the aforesaid quality of the scanning for the documents, the files produced were approximately from 5MB to 45MB in size. These files are kept as the remastered documents and the documents that will be “served” through the web interface will be rescaled by a factor of 1/10.

The infrastructure used was: two typical PC’s with installed Windows XP, Adobe Photoshop and two scanners (A3 and A4) with their accompanying software. Since there were only two scanners and the work had to be done within the Papafis Institution, the team agreed to work with specific working hours for every one.

The documents that had dimensions lower than A4 ISO (210mm X 297mm) were digitized with the A4 scanner and the rest (spreadsheets, newspapers etc.) were digitized with the A3 scanner. After scanning each document, the produced file was saved and then printed. The whole procedure for each document kept approximately 2~3 minutes.

The most common problems were:

- a. *The condition of the documents.* The team tried to digitize each document with great care, by placing the documents between two plexi-glass surfaces so as to minimize the effects of their being folded for more than one century in their places and to avoid causing any damage to them.
- b. *The adjustment of the image exposure.* In some documents due to the environmental agents the ink was faded. Adobe Photoshop software was used to adjust the image exposure (contrast control, color correction and brightness control).

### **2.3. Subproject 2: Development of the Information System**

In this section we present the functionality of the web-based information system that was developed by the software developing team at the Department of Applied Informatics of the University of Macedonia. The design of the system was based on the requirements of its users, as posed by the General Editor of the project. Those requirements were based on (a) the description included in the call of the project, (b)

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interviews held with the general editor of the project and the working team of subproject 3, (c) the experience of the software developers, and (d) the relevant bibliography on system design and implementation.

The functional requirements of the system are:

General:

1. The application (both its administrative and public part) is web-based and is available in two languages (English and Greek). Thus, users need access to any computer equipped with a web-browser in order to use it.
2. Only authorized users can use the system. Access to the system is role based. The implemented roles are (a) translator, (b) translation reviewers, (c) lexicographer, (d) supervisor, (e) administrator, and, (f) system administrator. In addition, there are visitors and members that have limited (read-only) access to the system via the Internet.
3. All information (original documents, metadata, translations, *thesauri*) is stored in an RDBMS (Relational Database Management System). It is possible to batch import documents, scanned images, translations and metadata into the system.
4. A detailed log is kept for all actions performed on documents.
5. When a document is imported into the system, a monolingual thesaurus is created. Its entries are all the terms that do not belong in the stop-word list for the source language. The appropriate users can then add translations to chosen entries, and thus, create bilingual thesauri. The contents of the thesauri can be monitored, corrected and finalized.

Translation:

6. A translator is provided with the appropriate environment so as to translate documents from the source to a target language by viewing them as parallel texts on the screen.
7. A translator can record various metadata related to a document.
8. A translator can add in a monolingual thesaurus, translation units of the source and target texts, in other words, develop an *ad hoc* bilingual thesaurus.

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Revision:

9. A reviewer can monitor and correct document metadata and monitor and indicate errors in document translations.

Lexicographic processing:

10. A lexicographer can monitor and correct translation units concordances and their equivalents.

Supervision:

11. A supervisor can correct and approve a translation or documentation product.

Administration:

12. An administrator can manage (create, modify, delete) categories of links and links to other websites of interest. Those links are publicly available to all users of the system.
13. An administrator can manage (create, modify, delete) new products.

System Administration:

14. A system administrator can manage (create, modify, delete) rules and users.

Visitors/Members:

15. A visitor is any anonymous user that accesses the system via the Internet. A member is a registered visitor and has access to services provided to registered users (e.g., can post comments concerning a certain document).

Other features:

16. The system provides for the exchange of documents. Members can suggest the inclusion of new documents into the system and/or acquire stored documents.
17. There is simple and advanced search functionality using multiple search criteria.

## **2.4. Subproject 3: Development of translation and documentation products**

In this section we present the products developed by the work team of the Aristotle University of Thessaloniki.

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#### 2.4.1. Graphological translation

Graphological<sup>4</sup> translation is conducted by three qualified translators and two paleographers, native speakers that can translate all kinds of handwritten documents ("level 6"<sup>5</sup> of translation competence, according to American Translators Association), three qualified translators with studies abroad in universities where the official language is their work language, six postgraduate and undergraduate students of translation studies.

#### 2.4.2. Interlingual Translation

The team for interlingual translation consists of ten native speakers in the language they translate to, four qualified translators and five undergraduate students of translation studies who offer their services in the project as part of their practical exercise and they are not paid by the Information Society but by the Aristotle University. The number is limited because in 2006 an empirical research showed that 65,4% of these students have never had any practical exercise on the use of multi-media platforms in their department.

#### 2.4.3. Documentation

Documentation is conducted by two qualified librarians under the supervision of Agamemnon Tselikas. Up until now no foreign or Greek informative work, either printed or electronic provided any basic information about the well-known humanitarian merchant of the 19<sup>th</sup> century, Giovanni Papafis.

The correspondence, as it usually happens with this type of Archives, unfolds for us today the administrative relationships of the correspondents of each side, their policies, their goals and the methods they used to achieve them, their great power and how it enabled them to obtain all kinds of information.

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<sup>4</sup> In *Dictionary of Translation Studies*: "graphological translation" is defined as a type of restricted translation in which we have the replacement of Source Language textual material at only the level of graphemes (pp. 68-9, 145).

<sup>5</sup> Sofer, *The Translator's Handbook*, pp. 43-50.

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Information Society required the preservation of the Archive within specific time limits, following the International Standards of the Information Society, which we obtained through its publications<sup>6</sup>.

Firstly, we had to respect the original organization or the natural classification of the Archive, as it was passed down by its predecessor. The compliance with this classification was dictated by the following principle of the international archive norms and consequently the International Society of Information: “The Principle of the Archive Bond”.

We received the Archive in its “original classification”. We worked through the documents per different storing places and per dossiers comprising 50 documents each. In certain cases two documents can be considered as one, because Papafis had the prudence to keep record of his correspondence and classify it under the same number. The correspondence consists of letters both sent and received by Papafis.

The supervisor of the documentation team, Agamemnon Tselikas, constructed a form of finding aid, which corresponded to the demands of the present research and was accessible only to the researchers of the early stage of research. Moreover, these finding aids would promote the processing of metadata of isolated documents.

The form is provided below, underlining the areas which correspond to ISAD – G and euan<sup>7</sup>.

[Heading of form of documentation]

**A. EXTERNAL DATA**

1. Classification number of document<sup>8</sup>:

2. Material of document:

<sup>6</sup> National Representatives Group coordination mechanisms for digitization policies and programmes, *Coordinating digitization in Europ*; Minerva Working Group 6, *Identification of good practices and competence centers*.

<sup>7</sup> European Union Archive Network. <http://www.euan.org/>

<sup>8</sup> European Union Archive Network (EUAN)



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3. Form, dimensions, pages, writing, damage of the document:

4. Accompanied by<sup>9</sup>:

**B. INTERNAL DATA**

1. Producer and receiver of the document:

2. Chronology and place of production:

3. Chronology and place of reception:

[The names of places are provided according to the rules of classification of the Congress Library]

4. Textual type and language:

5. Topic, keywords and phrases:

6. Key words<sup>10</sup> and phrases / Thesaurus

**C. DATA FROM DOCUMENT ELABORATION**

1. Scanner operator:

2. Graphological translator:

3. Translator:

4. Lexicographer:

5. Documentation operator:

6. Reviewer:

[Description control area<sup>11</sup>]

**2.4.4. Concentration<sup>12</sup>**

The products of the documentation will be translated through concentration in German. For the concentration in German two qualified translators are employed.

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<sup>9</sup> Bayas, pp. 124, 125.

<sup>10</sup> Bayas, pp. 124, 125.

<sup>11</sup> EUAN, Description Control Area.

<sup>12</sup> In the *Dictionary of Translation Terminology*, concentration is defined as a decrease in the number of translation units in the target texts (pp. 127).

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#### 2.4.5. Revision

The revisionists of the translations are two qualified translators under the supervision of Eleni Kassapi, the Scientific director of the project. The stage of the revision concerns the correction of content editing and more specifically, the correction of factual, conceptual, logical errors as well as the correction of obscure passages. Smoothness, attention to sub-languages and typography are also vital revision parameters <sup>13</sup>.

#### 2.4.6. Administrators

Technical support and organization is provided by two administrative experts in multimedia platforms and an administrator for the subproject of translation.

#### 2.4.7. Research and Training

This is the first project of archive documentation with multilingual translation of the documents and multilingual thesaurus development of key translation units undertaken in Greece.

##### 2.4.7.1. Transfer of Experience

For the classification of the Archive as a whole, the respective research tools of big libraries and the Congress in Washington and Australia have been studied.

These tools are automated detailed catalogues, called finding aids. The Congress Library has offered great assistance to our understanding of their function and application through the web pages for the function of automated finding aids. Moreover, the Congress responded to the correspondence of Maria Kassapi Zontanou by providing her with a password for participation in the respective list of discussions.

The automated finding aids provide the following information:

1. Information about the creators/ archivists of finding aids and the paternal organization
2. Information about the descriptive characteristics of the Archive

The final form of the finding aids was structured by Agamemnon Tselikas.

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<sup>13</sup> Mossop, *Revising*, pp. 63-69, 99-113.

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#### 2.4.7.2. Preliminary research

From 2002 to 2003 students of the North College of Thessaloniki took part in the preliminary study of the project during their practice in translation. Anne Lilly and Giovanna Sanella made the transcription of the texts, which the students from North College translated. The review of these translations produced significant data towards the formation of the final proposal, which the Information Society evaluated and funded<sup>14</sup>. The rules for the review of translations are based on the reviewers' observations and comments.

The observations from the revision of the translations led to the decision that technical texts should only be translated by experts. Lack of the following abilities led to the exclusion of certain translators, after the evaluation of at least 10 translations from the originals of the archive received from each one. These abilities are:

- a) The translator's knowledge of both source and target languages on a synchronic and diachronic level, involved in the project.
- b) At- homeness in both source and target cultures involved in the project.
- c) The distinction between the languages and the text types the translators translate from/into.
- d) The ability to translate in more than one text type.
- e) The ability of the translators to transmit within specific time and good understandable language their products (good speed of translation).
- f) The research skills of the translator.
- g) The at – homeness of the translator with software.

#### 2.4.7.3. Training

Strict training procedures were followed for the translators, based on 1) their ability to deliver translation products of the 4<sup>th</sup> and 5<sup>th</sup> degree of competence and 2) a procedural model of decision – making<sup>15</sup> in translation concerning,

- a) problem identification
- b) problem clarification

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<sup>14</sup> Kassapi, Terzi, Lagoudakis, Ioannidou, Sabathianaki, pp. 277-286.

<sup>15</sup> Wilss, pp. 131-150.

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- c) information collection
- d) deliberation of how to proceed
- e) moment of choice
- f) post - choice behaviour (self - revision)<sup>16</sup>

which can be analyzed in the self - diagnosis of the translation strategies based on the following categories of *repetitio*, *adiectio*, *detractio*, transmutation, *substitutio* and deletion<sup>17</sup>.

#### 2.4.7.4. Thesaurus Management

The development of the Thesaurus was required both by the contract between the Papafis Institution and the Information Society and for semi-automated management of the multilingual setting of translations. The content of the Thesaurus consists of matching units of meaning that arise in the source text of a document with those of the target text after finding their culturally defined equivalence. The translators attempt to match the largest possible units of meaning as they arise in any specific document and work with concepts and terms in context. In this direction the matching that takes place in this project for the development of the Thesaurus is between translation units of the originals, and translation units of the translated documents (Sager). We follow the norms of the International Organization for Standardization (ISO) and its guidance on the creation of terms (ISO 1988<sup>18</sup>).

#### 2.4.7.5. Training in the use of the system

A series of meetings also took place for the translators' training to use multimedia as many occasional translators – students of translation have no experience in multimedia platforms.

A small core consisting of 3 translators reviewers, 1 librarian and 3 administrators has been maintained, and has as its main function the co-ordination of the occasional staff all of who have no other full-time occupation.

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<sup>16</sup> Mossop, pp.135 – 139.

<sup>17</sup> Kaendl, pp. 263-288.

<sup>18</sup> Wright, Budin, pp.901 – 905.

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### **3. Risks**

#### **3.1. Delays and costs**

The project is divided in three subprojects independent of each other, which are apart by long periods of time due to delays caused by the public services responsible for the evaluation of the respected proposals. This results in the re-evaluation and changes in crucial parts of the subprojects and puts a strain on the time invested in the whole project itself, without any further financial benefit. For example the inter-body and interdisciplinary co-operation that did not take place as originally planned between the second and third subprojects resulted in the team of the second subproject being obliged to modify and re-examine their original work.

Delays in different public services result in delays in funding, which lead the members of the team to seek part-time employment elsewhere; this hinders the completion of the project within the specified time. As a consequence, and in combination with the inability to find qualified personnel has led us to ask for an extension for the completion of the project.

#### **3.2. Inter-body communication**

Since this project is an inter-disciplinary project, the sub-language and procedures of each team may differ substantially and issues which have to be resolved by two or more teams need to be addressed by the Director and the General Editor of the project in collaboration with the Scientific Directors of the teams.

#### **3.3. Error diagnosis**

Throughout the three sub-projects, numerous stages and types of control have been established to eliminate the risk of error. Each selected document from the

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archive is scanned, graphologically and interlingually translated into other languages. Each stage is constantly checked and subject to correction during the following stage and when the processes of scanning, graphological and interlingual translation are completed, an overall review takes place, with reviewers highlighting the mistakes.

The database for the project is also used as a means of error control; the system allows translators to have access only to their work, eliminating thus the possibility of their becoming multipliers of errors through copying other translators' possible mistakes. Moreover, the norm of the full-stop is applied when a translation is introduced into the system; translations are automatically counted in terms of sentences and if they are found more or less than the sentences of the graphological translation of the original document, they are automatically aborted by the system.

### **3.4 Nomenclature of the documents**

The homogenous nomenclature of the files of documents and their secondary products also helped to avoid risks concerning the classification of the Archive documents. The name of each file indicates the language of the document, the chronology of the document, the folder each document is kept, the serial number of the document and the page number of each document.

## **4. Selection Criteria**

The Papafis Archive comprises 6600 documents, of which 3000 documents were selected and funded for the project. The selection of the 3000 documents took under consideration the financial constraints and thus, priority is given to documents, which are not longer than 3 pages. Priority was also given to documents that could not be scanned and required graphological translation.

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Documents were also selected according to their content; at least one kind from each text type and thematic category was included from each language. Furthermore, the scanned material is accessible to everyone so as to offer assistance to researchers and at the same time, attract external contributors, who are willing to accept our procedural norms and translate documents; their translations will also be published.

We have rejected the translation of standardized accounting documents and receipts from bank transactions. Moreover, there are few documents that are illegible due to non-accessible handwriting or damage and their translation would result in loss of valuable time.

## **5. Products development**

Report on the Translation Project (21-12-06):

Graphological Translation: There are 223 Greek texts, 787 English texts, 387 Italian texts and 44 French texts that have been graphologically translated, which make up a total of 1441 completed texts in graphological translation.

Interlingual translations: In interlingual translation, there is a total of 806 translated texts, of which, 280 are translated from English to Italian, 278 from English to Greek, 148 from English to French and 100 from Italian to Greek.

## **Conclusion**

We are very pleased that we have been given the opportunity to describe the system of semi-automated translation that we have developed with the funding of the Information Society. We hope that such a system will prove a useful tool for translation services and freelancers as well as for the development of international co-operation in translation projects of European interest. The system is open to co-operation with digital libraries with corresponding material and with translators who

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wish to use the system and translate or revise texts from the Archive itself, according to the project norms. We would also like to welcome any comments and observations from colleagues in other universities.

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