QUICK GUIDES

Suggesting new records

OVERVIEW

This quick guide sets out the steps to suggest new records through the UNTERM Portal.

STEP BY STEP

1. Go to **Contact us** and select the option "to suggest a new record, click here".

2. Fill out the fields in the form, including:

a) The **Term or Title** that you are suggesting.
b) The **Source** of the term, such as symbol or job number of the document where you found the term.
c) A **Definition**, which should be brief and include its source.
d) The **Context** or paragraph in which the term is used.
e) A **Subject** and, if applicable, a **Body.**

3. If you are translating, include also the **Target term** for your language including a) the **source** of the translation you are proposing, b) a **definition** of the translated term, if necessary (e.g. if the target is English), and c) the **context,** i.e the sentence in which you found the translation you are proposing.

4. Use the **comment** section to provide additional details for the terminology team.

5. If you need the term to be reviewed by a certain date, make sure to select a **Due Date**.

Avoid sources that may change or become unavailable, such as Wikipedia, press releases, iSeek articles, restricted documents or social media platforms.

LOOKING FOR MORE?

See the chapter on Feedback in the UNTERM User Guide.

QUICK GUIDES

Providing feedback on existing records

OVERVIEW

This quick guide sets out the steps to suggest terms and changes in existing records.

STEP BY STEP

If the record doesn't have a **translation for your language**...

1. There are two ways of requesting language equivalents:

a) In the search results page, click on the **small whistle** under the language column of the target equivalent you would like to request, **or** b) open the record and click on **Request** at the top of the record, and select the **language** that is currently missing.

2. A **pop-up form** will open in the bottom-right corner. Fill out the fields in the form, including:

- **Your suggestion:** the translation you'd like to suggest.
- **Source:** the document where you found the translation proposed.
- **Comments:** any additional explanations for the terminology team.
- **Due date:** if you need your suggestion processed by a certain date.

If the **record already has a translation for your language**...

3. Open the record and click on the **Provide feedback** whistle in the upper-right corner. All the entries of the record will appear with a **red border**.

4. Click on the red-bordered entry for which you'd like to provide feedback. A **pop-up form** will open in the bottom-right corner.

5. Fill out the fields as explained in 2 above.

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See the chapter on Feedback in the UNTERM User Guide.