

To-dos before completing the projects:

GENERAL

- Have you followed your [language-specific annex](#)?
For instance, have you adhered to the rules of citing references, such as dictionaries, websites, articles, documents etc.?
- Have you completed all the mandatory fields?
Mandatory fields: target language, target term, term reference, term type, context, context reference, definition, definition reference, responsibility
- Have you checked if you have not changed by mistake the header and the original content of the table provided by TermCoord?

TARGET LANGUAGE

- Have you ensured that your target language follows the ISO language code?
The ISO language codes of the 24 EU languages can be found [here](#).

TARGET TERM

- Have you provided all the terms in the target language?
Please note: Insert N/A if the term does not exist in the target language!

TERM REFERENCE

- Have you followed the instructions provided by the [language-specific annex](#)?
Term references from EUR-Lex: Only the CELEX number is necessary as indicated in the template.
Links outside of EUR-Lex: Please check the language-specific annex. For instance, if it is a website, make sure the whole path is displayed. If it is a .pdf document, do not simply add the hyperlink but indicate the full title of the document. If it is a dictionary, follow the referencing of dictionaries in the language-specific annex.

TERM TYPE

- Have you filled in the tables?
Unless specified otherwise, we recommend opting for the type 'term'.

CONTEXT

- Have you provided all the information regarding the context for all the entries?
Please note: If there is no context, add a note in English: No context found.

CONTEXT REFERENCE

- Have you followed the instructions provided by the [language-specific annex](#)?
Context references from EUR-Lex: Only the CELEX number is necessary as indicated in the template.
Links outside of EUR-Lex: Please check the language-specific annex. For instance, if it is a website, make sure the whole path is displayed. If it is a .pdf document, do not simply add the hyperlink but indicate the full title of the document. If it is a dictionary, follow the referencing of dictionaries in the language-specific annex.

DEFINITION

- Have you provided all the definitions for all the entries?

DEFINITION REFERENCE

- Have you followed the instructions provided by the [language-specific annex](#)?

Please note: Definition references must be included if you added definitions.

Definition references from EUR-Lex: Only the CELEX number is necessary as indicated in the template.

Links outside of EUR-Lex: Please check the language-specific annex. For instance, if it is a website, make sure the whole path is displayed. If it is a .pdf document, do not simply add the hyperlink but indicate the full title of the document. If it is a dictionary, follow the referencing of dictionaries in the language-specific annex.

RESPONSIBILITY

Have you included the name of your institute for all the entries?