

deprescribing.org Team Guideline Translation Agreement

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This box contains:

1. The copyright notice, Creative Commons notice, and Creative Commons information icon
2. Identification of the publication supporting the content of the Materials.
3. The email address and website address for the deprescribing.org Deprescribing Guidelines Research Team

The template also contains a Translation Approval box indicating the date of the translation, labelling the Materials as translated, and naming the translating individual, group, or organization as well as link to the original Materials (see below for example.)

[DATE]: Algorithm translated into [LANGUAGE] by [TRANSLATOR], [ORGANIZATION], in accordance with the deprescribing.org Team's Translation Policy. Original materials available at [URL].

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Appendix I: Translation Process

1. Contact deprescribing.org and inform them which algorithm, patient pamphlet or infographic you are interested in translating. This can be done by e-mailing deprescribing@deprescribing.org.
2. A member of the deprescribing.org team will contact you to confirm the requested translation and to clarify the translation process with you.
3. Identify two (2) professional translators; one will conduct the forward translation and the second will conduct the backward translation. NOTE: the translator conducting the backwards translation should not be provided with the original English-language Materials.
4. The deprescribing.org team will prepare a Translation Agreement for you to review and sign and provide you with:
 - a. The text of the Translation Approval box (identifying the materials as translated and that their translation has been approved, as well as the names of the translating individual, group or organization and a link to the original material). This text must be included in the translation process.
 - b. A grey-scale draft template. The requestor/translator is not required to use this, but it makes completing the final materials much easier.
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6. Conduct the backwards translation.
7. Send the backward translation to deprescribing.org without review or modification for evaluation of its quality and accuracy. The team will provide feedback and may request revisions to the translation.
8. Conduct the necessary revisions and forward your final draft by email to deprescribing.org.
9. The final, translated materials will be sent to you in as a locked PDF file.