



January 11, 2015

Agreement: Translation of the DC/TMD into a Second Language

Research that crosses linguistic boundaries necessarily requires direct attention to the use of language and to cultural factors when verbal expressions, verbal comprehension, or both are involved, at any level in the systematic collection of data for purpose of generalization of findings. The Diagnostic Criteria for TMD (DC/TMD) is a set of self-report and clinical examination instruments developed in English. To be used in other languages, the DC/TMD patient assessment instruments need to be translated from the source language English into the target language of the new country. These translations must adhere to the standards and procedures described in the “Guidelines for Establishing Cultural Equivalency of Instruments” (hereafter, “Guidelines”) by the International RDC/TMD Consortium Network. These guidelines are based on acceptable standards for valid document translation, and consequently translated instruments adherent to these standards will be considered valid instruments. In addition, a second document, “Translation and Adaptation of the DC/TMD Protocol”, provides specific guidance for the translation of the DC/TMD instruments. Both documents can be found on the Consortium website.

In entering into an Agreement with the Consortium regarding the development and posting on the Consortium website of a certified DC/TMD translation, the following principles will be used:

1. The translation team will be directed by a Team Leader or by co-Team Leaders; the Team Leader may have other roles (e.g., forward translator).
2. The Team Leader(s) will be the designated contact for all inquiries regarding the translation.
3. The Team Leader(s) of the translation of the DC/TMD to another language will follow the steps described in the Guidelines and will use the Log B documents (located on the Consortium website) which contain the source language for the translation.
4. The back-translation will be independently reviewed against the original source by an individual not involved in the forward- or back-translation. This individual, the Reviewer, will be contracted by the Consortium for this service.

5. At the Review stage, Log D (containing the forward- and back-translation) will be sent by the Team Leader to the Reviewer. The back-translation will be reviewed for translation discrepancies or problems in the language, and these will be entered in Log E by the Reviewer and returned to the Team Leader.
6. If there are questions about the translation, the Team Leader is encouraged to contact the Reviewer for consultations. The role of the Reviewer is collaborative.
7. If there are questions about the process and procedures associated with the translation, the Team Leader is encouraged to contact the Translations Committee.
8. The DC/TMD instruments to be translated are:
 - DC/TMD Symptom Questionnaire
 - Demographics
 - Examiner Commands; see “Translation and Adaptation of the DC/TMD Protocol” for detail regarding the following two options):
 - Complete Examination Specifications + Pain Interview (these comprise all verbal commands and all explanations to the examination procedures – *only the verbal commands* will be considered by the External Reviewer), **OR**
 - Required Commands (this comprises the verbal commands only of the Pain Interview and the Complete Examination Protocol, and will be considered in its entirety by the External Reviewer)
 - TMD Pain Screener
 - GCPS
 - Pain drawing
 - Oral Behaviors Checklist
 - GAD-7
 - PHQ-9
 - PHQ-15
 - JFLS -20
9. In addition to the above, the Team Leader will create the following two additional instruments, derived as indicated from the parent instrument; see “Translation and Adaptation of the DC/TMD Protocol” for details.
 - PHQ-4 (content derived from PHQ-9 and GAD-7)
 - JFLS-8 (content derived from JFLS-20)
10. The Reviewer will respond to the submitted back-translation within 2 weeks, excepting vacations and holidays. The 2-week period for a review cycle is based on communication between the Team Leader and the Reviewer regarding submission dates of materials for review. If the Reviewer will not be available for a given period, the Reviewer will notify the Team Leader.

11. The fee for the review is 650 US dollars; the translation team must also pay any bank fees. Comprehensive reviews of the back-translation and any required revisions against the source instrument are provided for each instrument. The fee shall be paid according to instructions provided separately; the fee must be paid prior to posting the translation to the Consortium website.
12. When the translation of the DC/TMD instrument is completed, the overall set of Logs will be submitted as individual Word files to the Translations Committee for administrative review in order to insure that all stages have been satisfactorily completed and that the documentation is correct. This administrative review is provided as a service by the Translation committee members.
13. The final translated instrument will be posted on the International RDC/TMD Consortium Network website. On the DC/TMD page for the translated instrument, the Team Leader(s) will be identified as the contact persons for any inquiries regarding the translation. The names and affiliations of all collaborators will be listed. The process of review for quality control purposes will also be indicated as part of the Consortium's commitment to valid translations.
14. The full set of translation Logs (typically, for Phase I: Logs A-H) will be compiled into a single PDF and placed on the website for login access by Consortium members so that inquiries into the translation can be readily accomplished; posting the Logs on the website allows us to remain fully accountable for the quality of a translation.
15. The team Leader of the translation guaranties that the translation of the instruments will be finished within 6 months from signing the Agreement.

The independent reviewer selected by the International RDC/TMD Consortium Network is a professional with extensive translation experience and writing, and the reviewer is completely familiar with the items and challenges involved in these particular instruments. Utilizing a professional reviewer insures consistency across various translations.

Richard Ohrbach, DDS, PhD
Chair, Translations Committee

Agreed: Team Leader Name (printed // signature // date)

Please send the signed agreement to ohrbach@buffalo.edu; further instructions will be returned, along with contact information for the Reviewer.