

International RDC/TMD Consortium Network: Translations Committee

July 5, 2013

The following overview of the Consortium translation process is intended to address common questions.

- The Consortium operates on the following principles regarding translation teams:
 - Inclusiveness: More than one individual in a given language and culture setting may request permission to participate in a language translation; the Consortium aims to accommodate those requests.
 - Collaboration: A translation team leader is expected to facilitate collaboration among those wishing to participate in a translation. This also holds for individuals who later challenge the accuracy of a translation and propose a revision.
 - First rights: The first individual to contact the Consortium regarding a specific language translation has the right to be the translation team leader for that language. The individual who led the translation for a prior version of a protocol (e.g., RDC/TMD) has first rights to lead the next version of that protocol (e.g., DC/TMD).
 - Responsibility: A translation team leader retains first rights for a new translation within a reasonable time period and retains first rights given inclusiveness and collaboration.

- Intent to translate
 - Initial notification: In order to secure first rights, a translation team leader must contact Richard Ohrbach (ohrbach@buffalo.edu), Chair of the Translations Committee, regarding intent to translate a given document into a particular language. If the intended efforts by a translator (translation team leader) are not known by the Consortium, the translator cannot be protected with regard to someone else also wishing to be the translator of a given instrument.
 - Progress: Following initial notification, a translation team is expected to make reasonable progress.
 - Signed Agreement (DC/TMD only): For the DC/TMD protocol, a signed agreement regarding the review process is required prior to the independent review stage. Payment of the reviewer fee is required before the translation can be reviewed by the Committee for approval to post on the Consortium website.

- A variety of documents are available to support the translation process
 - Ohrbach et al, Guidelines for Cultural Equivalency of Instruments: The procedures and rationale of medical instrument translation and cultural adaptation are explained in great detail. A “cookbook” at the end is based on the set of Translation Logs, and guides

the translation team through each step. This document should be read by a prospective translation team leader before making a commitment to do a translation.

- Translation and Adaptation of the DC/TMD: Particular problems and solutions for the translation of the DC/TMD protocol are described.
- Translation logs: A set of translation logs in .zip format is available; their use is intended to facilitate the translation process. They must be used throughout the translation process in order to provide self-documentation of the process; these Logs serve as the basis for independent review, expert committee review, Consortium committee review, and for archiving the translation process on the Consortium website. The availability of these Logs provides the basis for full accountability of Consortium-approved translations.
- Translation Log B: A source translation log for each DC/TMD instrument is provided to Consortium members as a uniform starting point in the translation process. Adhering to these documents simplifies the task for everyone involved in a translation. Individuals are encouraged to submit Translation Log B documents for other instruments.
- Source .docx or .pptx: Source documents in the native format are provided to Consortium members; these documents permit translators of western languages to readily paste their translation into the appropriate spaces. For non-western languages that orient text differently, revised source documents are needed; individuals are encouraged to submit blank templates of non-European-based languages that could be used by others.

Please direct any questions to my attention.

Richard Ohrbach, DDS PhD

Chair, Committee on Translations

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