



Adopted by PCNE board 23 March 2022.

## **Preferred Methods for Translation and Dissemination of PCNE reports**

This document describes the methods adopted by PCNE for the translation of reports that have been created by PCNE members during Working Symposia or Conferences, into other languages, and their dissemination. The methods described are recommendations, not instructions; however deviations from these recommendations need to be justified in full and approved by the PCNE board.

### **PROCEDURE**

Applicants should indicate which report from which Workshop they would like to translate into which language via the e-mail address: [info@pcne.org](mailto:info@pcne.org). Current PCNE board members will evaluate the application and ask the moderator of the Workshop for its approval. A version of the report in its source language will be delivered to the applicant.

### **BACKGROUND**

Documents created during PCNE Working Symposia and Conferences reflect the content of the workshops or the Working groups on dedicated research topics. The reports mostly summarize state of the art, future developments, vision etc. in various topics related to pharmaceutical care and pharmacy practice. The content is intended to be used by PCNE members.

Workshop moderators are the authors of the reports. Their names and the title of the Workshops can be found on the PCNE website ([www.pcne.org](http://www.pcne.org)) in the section “Conferences”. The reports are not freely available but are archived in the password-protected “Members only” area of the website.

### **Need for reports in different languages**

To facilitate international research, transferability between results, and dialogue among researchers, there is a need for the original English language to be translated to other languages.

### **METHODS**

The key steps include:

- (1) forward translation;
- (2) verification;
- (3) approval from the author of the original report;
- (4) header and logos;
- (5) dissemination of the translated version;
- (6) feedback from readers;
- (7) summary of requirements.

#### **1. Forward translation**

The use of machine-based translation (google translate) is not accepted. A single forward translation by a native speaker expert in the field with proficient source language is considered acceptable, with no

requirement for backward translation. The reason being that all readers are experts in the field and will make implicit forward/backward translations when reading the translated report.

The same language can contain differences – both in terms of words, and in written form across countries. For example, German in Germany, Switzerland and Austria; French in France, Canada, Switzerland and Belgium. Professional linguists with relevant experience should be therefore consulted, via local institutes or organisations, if needed. Region-specific adaptations should be avoided such as Catalan, Galician and Basque in Spain. It is recommended to develop a common version in which national adaptations should be inserted. Ideally, a common version for different countries sharing the same language should be created. Any costs associated with the translation will be covered by the applicant.

## **2. Verification**

The translated version is to be verified for equivalence of the source and target versions. The main criteria for the verifier are to be a native speaker in the target language and proficient in the source language, if possible familiar with the main domain assessed. Discrepancies are discussed with the forward translator. A first version in the target language is created and numbered 1.0.

## **3. Approval from the author of the original report**

The first version in the target language is to be submitted to the author of the original report for approval. It is the responsibility of the author of the original report to verify the translated version. If needed, comments are given to the translator for adaptation. Exchanges are to be made until a final version in the target language is approved by the author of the original report. This version is numbered 2.0.

## **4. Header and logos**

In the header of the approved version in the target language should be

- the PCNE logo (red color);
- the copyright symbol ©;
- the logo of the translator's institution;
- the name/s of the author/s of the source version;
- the name and e-mail address of the applicant for the translation;
- date and place of the translated version.

## **5. Dissemination of the translated version**

The approved version in the target language can be disseminated by the applicant. It is the responsibility of the applicant to guarantee that the version is uploaded on a website that is password-protected or only accessible to members.

## **6. Feedback from readers**

Readers are invited to comment on the translated version and contact the applicant. He/she will adapt the version in the target language, if needed, together with the verifier. All changes are to be approved by the author of the source report. The version number of subsequent finals will increase by "1.0" above the version being revised (e.g., 2.x becomes 3.0, 3.x becomes 4.0). Updated versions are to be uploaded on the websites without version history.

## **7. Summary of requirements**

- Transparency of the authors and translators: the authors are to be mentioned in the first page, under the title of the report and date, including year of the symposium or conference; the translators (forward translator and verifier) should be mentioned with full names, affiliation and email-address.
- Layout, graphic design and text style of the original report should be applied to all translations, so that the translated documents can be visually identified as a PCNE document and a version of the original source report.
- Date, place and version number: must be written on the translated final version of the report. The final version will be numbered 1.0.
- PCNE logo: the PCNE logo should be applied on the translated version.
- Uploaded version: the translated version must be uploaded on a website that is password-protected or only accessible to members.
- When the process is finalized and approved by the PCNE board members, the official translation will be published on the PCNE website together with the original source report.