

## EDTNA/ERCA Publication & Translation Guidelines

Last revised: January 2021

**Title:** EDTNA/ERCA Publication & Translation Guidelines

**Purpose:** The purpose of these publication and translation guidelines is to provide an overall framework for achieving consistency among publications under the EDTNA/ERCA brand, as well as accuracy and loyalty to the text in all translations rendered.

### Background

The Association strives to make its resources available to healthcare professionals, caregivers, patients, and families by taking into account language barriers and different cultural backgrounds. To this end, EDTNA/ERCA Volunteers and sponsors or partners endeavour to help our Association to achieve this goal by producing and translating publications (books, apps, webinars, leaflets, etc.) under the EDTNA/ERCA brand. Consequently, there are specific guidelines that must be followed upon producing or translating any EDTNA/ERCA publication, which are outlined in this policy.

Moreover, the EDTNA/ERCA Publication Portfolio includes a number of publications in English which are also translated into several languages. With the exception of certain books whose sponsor requests for them to be made public, these publications are usually found in the Members Only Section of the EDTNA/ERCA website, which requires anyone interested in gaining access to them to have a valid EDTNA/ERCA membership status and identification.

### I. Guidelines for producing an EDTNA/ERCA publication

If a volunteer, volunteer group, organisation, or sponsor or partner is interested in producing a publication under the EDTNA/ERCA brand, this must be formally expressed in writing by means of a proposal.

Proposals must be initially submitted to the Publication Coordinator (PC) and/or the President. The Executive Committee has to approve the publication. However, the Collaboration Agreement shall be signed solely and exclusively by the EDTNA/ERCA President and the interested party, without exception. The PC is responsible for the co-ordination of the whole process of a publication.

#### Proposal for producing a publication

The proposal must include the following required information:

- *Purpose of the Publication - topic*
- *Publication details - Identification of the Editor; leading authors and authors as far as known, format of the publication (PDF, hard copies, app, webinar)*

## EDTNA/ERCA Publication & Translation Guidelines

Last revised: January 2021

- *Target audience*
- *Budget and Sponsorship and partner details, involvement of the partner in the content of the publication,*
- *Distribution*

### Book authors criteria & Identification process

Criteria for book authors should be considered during the authors' identification process for a publication either when authors are approached individually or via RenalPro forum procedure. The decision to appoint authors would remain with the Consultant/Project Leader concerned, EC Link and PC; such decision should be made upon clear criteria:

- Authors to be experts in the subject of the book- recognized clinical background/academic titles.
- Short resume from each candidate should be discussed & approved among the Consultant/Project Leader, EC link & PC.
- All Authors will be recognized in the acknowledgement section of the book for their contribution and an EDTNA/ERCA Certificate will be granted.
- Authors to sign an author's agreement for EDTNA/ERCA PUBLICATIONS - EXCLUSIVE LICENSE FORM.

## II. Intellectual and property rights applicable to all EDTNA/ERCA publications

- Unless otherwise agreed upon with the sponsor or partner, EDTNA/ERCA will own all copyrights over any of the Association's materials or publications that are translated in all given circumstances.
- EDTNA/ERCA controls all publishing rights and intellectual property associated with the publication. This must be understood and accepted by all participants in the publication.
- The Association is responsible for all research and development of the publication. If the publication is sponsored, the sponsor may actively participate in producing or translating, but this publication it is still under EDTNA/ERCA intellectual rights and property.
- When EDTNA/ERCA suggests a book to a sponsor and / or a partner and they would like to participate in the development of the book:
  - The book must be published by our EDTNA/ERCA Publications Office in order to ensure consistency with all Association guidelines and branding, regardless of the language.
  - The Association will allow the sponsor or partner to distribute the book they sponsor at the EDTNA/ERCA Conference among all Conference Delegates and other educational events.

## **EDTNA/ERCA Publication & Translation Guidelines**

Last revised: January 2021

- The sponsor or partner will receive the final publication in a PDF format with water marks just as published on the EDTNA/ERCA website. Only Head Editors and the EDTNA/ERCA Executive Committee will have original copies of the PDF and/or Word Document.
- If a sponsor or partner would like to translate and print a book into a different language, the EDTNA/ERCA Publications Office will provide the facilities to complete translation. The coordination of translation will be done through the EDTNA/ERCA PC. The printing will be done in all cases at the EDTNA/ERCA Publications Office.

### **III. Budget procedures applicable to all EDTNA/ERCA publications and translations**

The EDTNA/ERCA PC and/or the President are the persons designated to be the link between the individual/entity interested in producing or translating a book and the official EDTNA/ERCA Publications Office. Without exception, the EDTNA/ERCA Executive Committee will approve the budget for the “Collaboration Agreement” which needs to be signed by the President. The payment will be made directly to EDTNA/ERCA following standard invoicing requirements.

### **IV. Printing and Publication guidelines applicable to all EDTNA/ERCA publications**

In order to adhere to established layout guidelines and to avoid discrepancies, the final product can only be printed by the official EDTNA/ERCA Publications Office.

- This includes the EDTNA/ERCA logo printed in the upper left-hand corner of the front cover with a white background as it is the case with all publications.
- Each translated publication will have an individual ISBN.
- It must specify the language edition along with the month and year of publication.
- Once a final PDF version of the translated publication has been produced, this PDF must be made available to EDTNA/ERCA for upload on the Members Only section of its website.
- In the case that hard copies of the translated publication are printed, a minimum of 50 copies must be made available to EDTNA/ERCA, if the number of printed copies is enough for this supply. When only a few copies are printed, a minimum of 3 copies for the EDTNA/ERCA archives would be retained.

### **V. Guidelines for translating EDTNA/ERCA books and other publications**

If a volunteer, volunteer group, organisation, or sponsor or partner is interested in translating a publication under the EDTNA/ERCA brand, this must be formally expressed in writing by means of a proposal.

## EDTNA/ERCA Publication & Translation Guidelines

Last revised: January 2021

Proposals must be initially submitted to the PC and/or the President. The Executive Committee has to approve the translation. However, the Collaboration Agreement shall be signed solely and exclusively by the EDTNA/ERCA President and the interested party, without exception.

### Translation Interest Proposal

The proposal must include the following required information:

- *Purpose of the Translation*
  - Why is this translation needed?
- *Publication details*
  - Information regarding the material to be translated.
- *Target Audience*
  - Who is the intended audience of the target text/translated book?
- *Sponsorship details*
  - The original publication's sponsor must be first approached in order to determine whether they are interested in also sponsoring the future translation (target text). If no interest is expressed, EDTNA/ERCA must be notified in writing.
- *Distribution*
  - How will the translation be distributed in the target country?
  - Who will distribute it?
- *Qualifications of the Translator(s)*
  - What makes the volunteer, volunteer group, partner organisation, sponsor or partner to undertake the translation of the text apt for the task?
  - Previous translation experience of the volunteer, volunteer group, partner organisation, or industry's translation office is recommended but not mandatory.
  - Good writing skills in own language.
  - Good knowledge of subject matter to be translated.
  - Good level of English.
  - Translator(s) is (are) entirely responsible for the translation.

### Translation Reviewer

## EDTNA/ERCA Publication & Translation Guidelines

Last revised: January 2021

Translation once finalized will be reviewed by a Translation Reviewer (TR) who will check and ensure that the translation is performed correctly.

- The TR is responsible for ensuring that all content in the source text is contained within the target text without omission or addition of crucial elements. The source text's invariant core must be always present in the target text.
- In certain texts translated, the TR should bear in mind cultural differences and nuances to be taken into consideration.
- The TR to be identified within the BAs, Consultants or Newsletters translators by the Project Leader & the EC Link upon request. In case of no availability of the above volunteers- to find another contributor, EDTNA/ERCA member preferred.
- The TR will be recognized in the acknowledgement section of the book for his/her contribution and an EDTNA/ERCA Certificate will be granted.
- The identification of a suitable TR must be scheduled in advance and be included in the translation proposal project plan.
- *Qualifications of the TR:*
  - to have good knowledge of subject matter to be reviewed.
  - to have good level of English.
  - to be a native speaker of that particular language to review the translation.

### Publication Coordinator support and facilities

- The content of the book will be provided by the PC in a Word format to the translators or the person responsible for the book. Each chapter can be provided as an individual Word file to facilitate the translation process.
- Once every chapter is translated, it can be sent to the PC on an individual basis. The EDTNA/ERCA's Publications Office will adapt it to the right layout and send it out for proofreading and corrections as needed until the final version is approved.
- Once the book translations and layout are completed, a new revision process will be requested until receiving the final approval by the main translator.
- The PC will monitor that translated texts, graphics, and pages are kept in line with the original format.
- The PC will include a disclaimer in the book underscoring that EDTNA/ERCA is not responsible for the quality of the translation.
- High-resolution logos of the sponsor(s) will be sent to the PC to be included in the acknowledgements page.
- The sponsor's logo will be included in the acknowledgements page inside the book.

## **EDTNA/ERCA Publication & Translation Guidelines**

**Last revised: January 2021**

- The PC will be responsible for requesting the ISBN required for every translated book.
- The PC is authorized to add an additional acknowledgments page to thank the contributors of the translation including sponsors.

### **VI. Guidelines for publishing EDTNA/ERCA publications and translations on its website**

The Members Only Section of the EDTNA/ERCA website houses an array of books translated into various languages. In order for books and publications to be published on the EDTNA/ERCA website, the following points apply according to the decisions made by the Executive Committee upon revising this policy:

- If a book is developed and sponsored in partnership with a sponsor or a partner, the sponsor is entitled to request for the book to be available on the public side of the EDTNA/ERCA website.
- If this is agreed upon, this will be included as a clause in the Collaboration Agreement signed by the EDTNA/ERCA President and the interested party.
- Any publication can be moved to the Open Access according to an EC decision.
- A valid Member status and Identification will be required for full access to the content.
- When a new book is launched, a brief summary will be published in the open side of the EDTNA/ERCA website.
- Members and Non-Members can request a hard copy of a book, if available. For members it will be for free, only the shipment costs to be paid. Non-Members will have to pay the price of the book that appears in the Order Form plus shipment costs.