

GUIDELINES FOR TRANSLATION

- The translation should be true to the English source in meaning, and as natural as possible with respect to word choice, phrasing and style for use with the target population.
- Translation should be appropriate for the average person, possibly one with little formal education.
- Please note that because the data of different countries/languages will ultimately be pooled for a combined statistical analysis, it is imperative that the translations are functionally equivalent to the source document. Consequently, it is important that the following constraints are followed in reviewing the translation with respect to the source document:

CONSTRAINTS

- No additions or deletions are allowed.
- It is not permissible to add information that clarifies ambiguities and inconsistencies that are in the source documents.
- If it is possible to give a translation of the source text into the target language, it is not permissible to make translations that are logical equivalents of the source.
- Use the level of formality of address that is appropriate for the target population who will read the questionnaire.
- Where deviations from the source are necessary for linguistic or cultural considerations, provide translator's notes. Substitutions of examples may or may not be permitted depending upon the intention of the developer of the questionnaire.

FORMAT GUIDELINES

- Maintain the formatting styles (bold, italics, underline) in the translation as in the source