

IUGA Policy for Translation

Many IUGA committees and projects produce papers, statements, and other documents. The official language of IUGA is English, however, as an international organization, these documents are often of interest to international audiences for whom English is not the primary language.

While it is necessary that IUGA documents fulfill the needs of our members and the international urogynecology community, it is also imperative that all documents disseminated on behalf of IUGA are consistent and convey the same meaning as the original English message. Translations should always emphasize the conceptual and cultural equivalence and not linguistic equivalence. Therefore, we have outlined below the steps that must be taken when translating an IUGA document.

Process

1. Permission must be requested and granted by the IUGA. To request permission, please email the name of the document and the language to which it will be translated to office@iuga.org.
2. The request to translate should include the names and contact information for at least two translators who meet the translator requirements (see below) and will contribute to the translation process.
3. Once permission has been granted, the document should be translated by the first translator who is both fluent* in English and a native speaker of the language to which the document will be translated.
4. The document should be translated using the translation template provided by the IUGA.
5. The translated document must then be sent to the second translator who is both fluent* in the language of translation and in English for back-translation.
6. Once the back-translation has been completed, he/she will also be responsible for comparing the back-translation with the original text as a quality check on the original translation.
7. Edits and suggestions may be discussed/provided to the original translator to be made.

This is an iterative process to be continued until there are no further edits. All documents that have been translated will include a disclaimer to clarify that it is an English document that has been translated.

Translator Requirements

The process requires 2 translators to be involved. At least 1 of the 2 translators need to be a current IUGA member meeting the criteria a to c below:

- a) Current IUGA member;
- b) Fluent* in English; and
- c) A native speaker in language of translation.

or

- d) A certified translator (ATA certification or equivalent required);
- e) Proven knowledge of the topic area.

*Fluent is defined by the C1 CEFR level. For more information, please click [here](#).

Acknowledgement and Disclaimer

Authors of the original English document will remain the authors of any translated version. Translators will be acknowledged in a dedicated acknowledgement section within the translated document.

All translations will contain the following disclaimer:

"This document has been translated from the original English version."

Translations of documents published in the *International Urogynecology Journal*, or any other journal, must follow any additional author instructions provided by the journal related to the publishing of (non-original) translated materials.