2501 Aerial Center Parkway
Morrisville, North Carolina, 27560, United States
Website:www.ilca.org

TRANSLATION GUIDELINES

1. **GENERAL.** The translation of ILCA-generated materials into other languages serves the interests of ILCA members by encouraging cultural equity and diversity and assisting non-US speaking health care providers and breastfeeding mothers.
2. **TYPES.** The desire for the broadest dissemination of material and the expense associated with translation dictate that different standards be applied based on the origin and use of the translated material. The ILCA guidelines established herein apply to three distinct categories of translated ILCA materials:
    a. Academic
    b. Non-Academic
    c. External
3. **ACADEMIC.**
    a. These translations pertain to all material originally generated by, or on behalf of, ILCA for use in an academic or professional setting.
    b. ILCA intends to maintain control and copyright of academic materials translated under these guidelines.
    c. For a document to be labeled as an “Official ILCA translation” the following criteria must be met:
        i. There may be no editing or adding of new content to the material during translation and back-translation.
        ii. Under the oversight of the ILCA Equity Committee, to ensure accuracy of translation and to provide uniformity across all translations, each document will be translated from the original language to the intended language, “back- translated” into the original language and verified. This is a three-step process using two different translators to translate and back-translate the same material and a third person to validate the translation by comparing the back-translation with the original. For example: One translator translates the English into the desired language and a second translator then translates the work back into English (without access to the original source). A third party then

compares the back- translation to the original English language version for accuracy while respecting cultural sensitivity and the local language sensitivities associated with lactation.

iii. The translation will be done by practicing trained lactation professionals, fluent in the original language and the intended language, for accuracy and sensitivity regarding clinical and cultural language associated with lactation.

d. Members of the Equity Committee may volunteer to participate in the translation process or these translations may be assigned to non-members who meet the qualifications specified above.

e. The final translated version shall be:

i. dated and labeled as an "Official ILCA translation" and copyright-protected by ILCA according to the copyright of the original document (example: "Official ILCA Translation approved by the ILCA Equity Committee, December 2015. © 2009 International Lactation Consultant Association") and

ii. provided to the ILCA Executive Staff for further distribution.

f. Translation requests for academic material will be submitted to ILCA (info@ilca.org). ILCA will be responsible for approving the request and initiating the translation process with the Equity Committee and appropriate publisher, as necessary. NOTE: The translation of ILCA academic materials published by third-party publishers may be subject to additional requirements as governed by the policies and procedures of the publisher.

4. **NON-ACADEMIC.**

a. As a general rule, ILCA material not intended for use in an academic or professional setting will be translated using less stringent standards in order to facilitate efficient translation, maximize circulation and preserve resources. Once translated under the prescribed standards, this information may be disseminated freely.

i. There may be no editing or adding of new content to the material during translations.

ii. Someone fluent in English and the desired language will translate the original document and then someone else who is fluent in English and a content expert (i.e. member of the Equity

Committee) will validate the translation, that is, check the translation against the English original to make sure the content and meaning of the English text has been accurately conveyed, and if not, make the necessary corrections.

iii. Whenever practical, translations will be done by a practicing trained lactation professional, fluent in the original language and the intended language, for accuracy and sensitivity regarding clinical and cultural language associated with lactation.

Members of the Equity Committee may volunteer to participate in the translation process or these translations may be assigned to non-committee members who meet the qualifications specified above.

a. The final translated version shall be:
   iv. dated and labeled as an “ILCA translation” and
   v. provided to the ILCA Executive Staff for further distribution.
b. Translation requests will be submitted to the ILCA staff, which will be responsible for coordinating the translation process with the Equity Committee.
c. **EXTERNAL (People and Organizations).**
   a. At times, third parties may wish to translate, publish and distribute other non-academic ILCA documents previously published in English. It is understood that the growth and development of breastfeeding and lactation care in many underdeveloped areas can be greatly enhanced by providing access to translated ILCA documents at little or no cost. When determined by the ILCA Executive Staff to be in the best interest of ILCA to do so, the following guidelines will be used:
      i. Organizations seeking to translate and reprint ILCA documents will submit a formal written request to ILCA using the “Translation and Reprint Request Form” (Attachment 1).
      ii. Requestor will specify the document under consideration, the language of intended translation and the number of copies desired. At such time the requestor’s

requirements exceed the approved amount, a second request will be submitted.

iii. Requestor will further agree to the provisions attesting to the accuracy of the translation and the exclusion of ILCA liability resulting from any inaccuracies in the translation (as specified in the request form).

iv. There may be no editing or adding of new content to the material during translations.

v. Whenever practical, translations will be done by a practicing trained lactation professional, fluent in the original language and the intended language, for accuracy and sensitivity regarding clinical and cultural language associated with lactation.

vi. Requestor will provide completed translation to ILCA and receive final approval from ILCA prior to release of material.

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TRANSLATION AND REPRINT REQUEST FORM			
Purpose: The purpose of this form is to grant authorization to outside agencies to translate and reprint specified ILCA published documents.			
DOCUMENT			
Title			
Date			
Author			
TRANSLATION			
Language			
Copies			
AGREEMENT			
By accepting this agreement, the Requestor is granted permission to translate and, upon approval of final copy by ILCA, reprint the document specified in the quantity indicated. This agreement will be in effect upon Requestor's receipt of this approved request. The translated document reprint must include the following disclaimer in English and in the language of the reprint: "While every effort has been made to ensure that the contents of this document are factually correct, neither the authors nor ILCA accepts, and they hereby expressly exclude to the fullest extent permissible under applicable law, any and all liability arising from the contents published in this document, including, without limitation, from any errors, omissions, inaccuracies in original or following translation, or for any consequences arising therefrom. Nothing in this notice shall exclude liability which may not be excluded by law. Approved product information should be reviewed before prescribing."			
REQUESTOR			
Organization			
Name		Title	
Signature		Date	
APPROVAL			
Name		Title	
Signature		Date	
ILCA Translation and Reprint Request Form (10 December 2014)			Attachment 1