Guidelines for the translation of Rome Foundation material other than questionnaires

Non-questionnaires

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The following are the Rome Foundation guidelines for the translation of Rome Foundation material that are not questionnaires. These materials include books and other non-questionnaire documents.

Guidelines for the translation of questionnaires for research, clinical trials and clinical diagnosis are provided in separate documents for adult and pediatric questionnaires.

Guidelines

The head of the group conducting the translations signs the guidelines confirming that they will follow them strictly and returns the signed guidelines to the Rome Foundation.

The translation process begins with the original instrument in the source language. The following steps, explained below, are required in order to obtain Rome Foundation approval for the final target version:

1. **Forward translation**
   A **professional** translator with experience in medical translation who is a native speaker of the target language and fluent in English translates the material into the target language.

2. **Proofreading**
   Upon completion of the final translation an independent professional translator proofreads the translation and makes any necessary spelling and grammatical corrections.

3. **Clinician monitor approval**
   The Rome Foundation appointed clinician monitor reviews the translation and recommend changes or approves it. If the clinician monitor recommends changes, the changes are submitted for comment or approval to the translators.

4. **Approval**
   Submission of the final target language version with a letter of recommendation for approval by the Rome Foundation-appointed clinician monitor.

The Rome Foundation Board of Directors then approves the final target language version.
Product: Rome Foundation approved document.