

Translation Guide (short version)

Translation from English to target language

STEP 1. Forward translation. Personnel: Two independent translators.

Recruitment of preferably two translators in the target countries. The translators are culturally representative for the target language (mother tongue) and are fluent in English. The two independent translators create the first version of the questionnaire for the target language following specific guidelines:

- Emphasize on conceptual rather than literal translation; consider the definition of the original word as a basis for translation
- Be simple, clear and concise in formulation the questions and use natural/acceptable language; take issues of age and gender into account
- Consider the perspective of the typical respondent on the questions
- Do not use jargon (colloquialism, idioms, advanced technical terms)

STEP 2. Backward translation. Personnel: Independent translator.

An independent translator translates the forward version of the questionnaire back to English. The translator is fluent in the target language and native speaker in English. It is important that the translator has no knowledge about the questionnaire. Again, the guidelines mentioned in the forward translation (STEP 1) are applicable.

STEP 3. Comparison of translations. Personnel: first author, committee or independent person.

The backward translation will be compared with the original. Discrepancies will be analysed in a structured way and, if necessary, changes will be integrated in the target language version. All changes need to be reported and explained.

STEP 4. Repeat Forward/backward translation until a satisfactory result is produced.

The final version is the result of all the STEPs described above.

References

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Field Methods in Cross- Cultural Research. Sage Publications, Newbury Park: 1986 (137-164). ISBN 0803925492.

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Guillemin F, Bombardier C, Beaton D. Cross-cultural adaptation of health-related quality of life measures: literature review and proposed guidelines. J Clin Epidem 1993; 46 (12): 1417-1432.

http://www.who.int/substance_abuse/research_tools/translation/en/

Margot Fleuren, Translation process protocol MIDI instrument