

## **Guidelines for translation of the CFCS:**

Thank you for taking the time to read our guidelines and for proposing to translate the CFCS into your own language. Knowledge translation and the sharing of information is a vital part of the work we do.

The authors of the CFCS ask the following of anyone proposing to make a translation:

1. Please contact us by e-mail (cfcs01@gmail.com) before you begin, so that we can be aware of your intention to make a translation and so that we can check to make sure a translation in the language you are proposing is not already in progress through the work of another colleague.
2. As you progress through the translation process, please ensure that you retain all the content of the English version of the CFCS, including: copyright information, acknowledgment of original authors, web site address, Developmental Medicine reference, etc. We also ask that you try to stay as close as possible to the layout and coloring of the English Version.
3. When you have completed Step 1, please proceed with your translation using the 'back translation' process. In general, this means that you proceed with translating the CFCS into your language of choice, feeling free to contact us for any clarification as you move ahead. Please remember that effective translations must also take into account the customs and culture of your region to reflect accurately the intention of the wording in the original English version. Some words do not directly translate and there may need to be discussion between the translator and our authors to insure that the correct meaning is attained.
4. Please include in your translated version, information around what person or organization organized the translation and any other acknowledgments you would like to make.
5. When your DRAFT translation is ready, have another person who is fluent in both English and your own language, translate your version back into English. Then forward an electronic version of this 'back translated' English copy to us (cfcs01@gmail.com) so that we may review it.
6. The authors of the CFCS require that colleagues who have translated the CFCS into another language must not charge people for making copies of or using their translated version.
7. The authors of the CFCS also request that, when the translated version has completed the above 6 steps that an electronic copy of the final version be forwarded to us for posting on our website to share with others at no cost. We will need the name and the e-mail address of the person who did the translation, in case we receive questions that the translators can answer better than we can.

Please contact us (cfcs01@gmail.com) if you need more information.