



International Network for Orofacial Pain and Related Disorders Methodology
A Consortium Focused On Clinical Translation Research

www.rdc-tmdinternational.org

November 1, 2020

Translation procedures and steps

- The Translation Agreement must always be submitted before starting the translation process.
- The Consortium fee should be submitted at the start of the external independent review.
- An administrative review is performed at the completion of the translation.

Translation Team and Agreement

1. **Prospective Team Leader reviews translation documents** (see list at end of this document), the Team Leader or a pair of co-Team Leaders (**hereafter “Team Leader”**) **signs the Translation Agreement**, and the Team Leader submits to the chair of the Translation Committee.
2. **INFORM approves the Team Leader to chair the translation team.** The Team Leader is the designated contact for all translation inquiries and may also have other roles (e.g., forward translator). Throughout the translation process, the Team Leader consults the Guidelines. The language and Team Leader are added to the INfORM Translations web page as a work in progress. This posting indicates that the language is in development and identifies the Team Leader as the contact person for any inquiries.
3. **The Team Leader forms a translation team with at least 2 more Team members.**

Translation of first instrument (and payment of review fee)

4. **Log A for the DC/TMD Symptom Questionnaire (SQ) is emailed by the Translation Committee to the Team leader who completes Log A** and submits to (Birgitta.haggman.henrikson@mau.se) in order to document the full translation team.
5. **INFORM approves the translation team (Log A) and emails the Master Log B to the Team Leader.** The Master Log B contains the source (English original) language for the Symptom Questionnaire (SQ). The translation committee also appoints one of its members as the Language Leader, who will be the designated contact for the Team Leader throughout the translation process.
6. **The team completes Logs B, C, and D:** the two forward translations (one Log B for each forward translator), synthesis translation (Log C), and back translation (Log D) for the SQ. See “Translation and Adaptation of the DC/TMD Protocol” for details regarding file names and submission.

<https://ubwp.buffalo.edu/rdc-tmdinternational/other-resources/translation-guidelines/>

7. **If the team has not yet paid the fee for external review, it must do so now in order to continue the translation process.** The fee for the review is 650 US dollars, which is payable to INFoRM through the IADR central office; the translation team must also pay any bank fees. The Team Leader contacts INFoRM's secretary/treasurer Flavia Kapos (FK): kapos@uw.edu (term ends 2023). Indicate whom the invoice needs to be sent to (e.g., Team leader or university purchasing official). Include all relevant details for the individual who is to receive the invoice (name, title, email address).
8. **The team leader (or their nominee) will receive, via email, the invoice from IADR for \$650** for which payment by wire transfer. The debtor must pay wire transfer fees from both the US bank used by IADR (receiving bank) and the local bank (debtor's bank monies are being sent from).
9. **After payment of the IADR invoice has been made, the team leader sends an email to FK** who confirms with IADR that the correct wire deposit was received; FK also notifies the Translations Committee Chair who will update the master translation status log.
10. **The Team Leader emails the SQ Log D to the external reviewer.** The Log D is submitted only as a .doc or .docx file. Do *not* send pdfs or any other formats. The reviewer assesses Log D and generates a Log E. Log E is used for discussing any language problems or discrepancies and for requesting additional explanations, with the goal of semantic validity for the translation. The Reviewer will contact the Translations Committee Chair for guidance as needed. See "Translation and Adaptation of the DC/TMD Protocol" for details regarding file names and submission. <https://ubwp.buffalo.edu/rdc-tmdinternational/other-resources/translation-guidelines/>
11. **The reviewer sends the SQ Log E to the Team Leader.** The translation team replies to the reviewer's questions in column 3 of the log and makes any necessary re-translation using new Logs B and C for forward and new Log D for backward.
12. **The Team Leader sends the SQ Log E back to the reviewer, along with the new Log D of only the items under discussion.** All approved items should be excluded from this second Log D.
13. **Repeat Steps #11 and #12 until the reviewer approves (passes) the SQ.**
14. **The Team leader conducts a cultural validity review, completes logs F-I and constructs the final instrument (SQ) in the target language.** The Team Leader is encouraged to consult with the Translations Committee when needed. The Committee provides source documents in the native format (.docx or .pptx) that permit translators of western languages to copy-paste their translation into the appropriate spaces. For non-western languages that orient text differently, revised source documents are needed; translation teams are encouraged to submit blank templates of non-European-based languages that could be used by others.
15. **The Team Leader submits the entire set of Logs (Logs A–I) for the SQ as one Zipped file (Word files [.doc or .docx] to the Translation Committee for administrative review.** The purpose of the administrative review is to ensure that all stages have been satisfactorily completed with correct documentation and is a service provided by the Translation Committee.

16. **The Language Leader in the Translation committee reviews the logs for the SQ.** Once approved, the Master Log B for each of the remaining instruments is sent as a set to the Team leader.

Translation of other instruments

17. **The Team leader completes Log A and repeats steps #6 and #10 – #13 for the remaining instruments.** When the back-translation review cycle is completed for all DC/TMD instruments, GC will notify the Team Leader, with cc to the Language leader of the Translation Committee for updating of the master translation status log.
18. **The Team Leader conducts a cultural validity review,** completes logs F-I, and constructs the final instruments in the target language. The Team Leader is encouraged to consult with the Translations Committee when needed.
19. **The Team Leader will verify that the filename for each Log follows the correct convention** as described in the “Translation and Adaptation of the DC/TMD Protocol.
20. **The Team Leader submits the entire set of Logs (Logs A–I) for each instrument** as one Zipped file (with Word files [.doc or .docx] arranged in one folder for each instrument) to the Language leader for administrative review regarding adherence to reporting and documentation standards as defined in the Guidelines documents.

Final Review and Publication

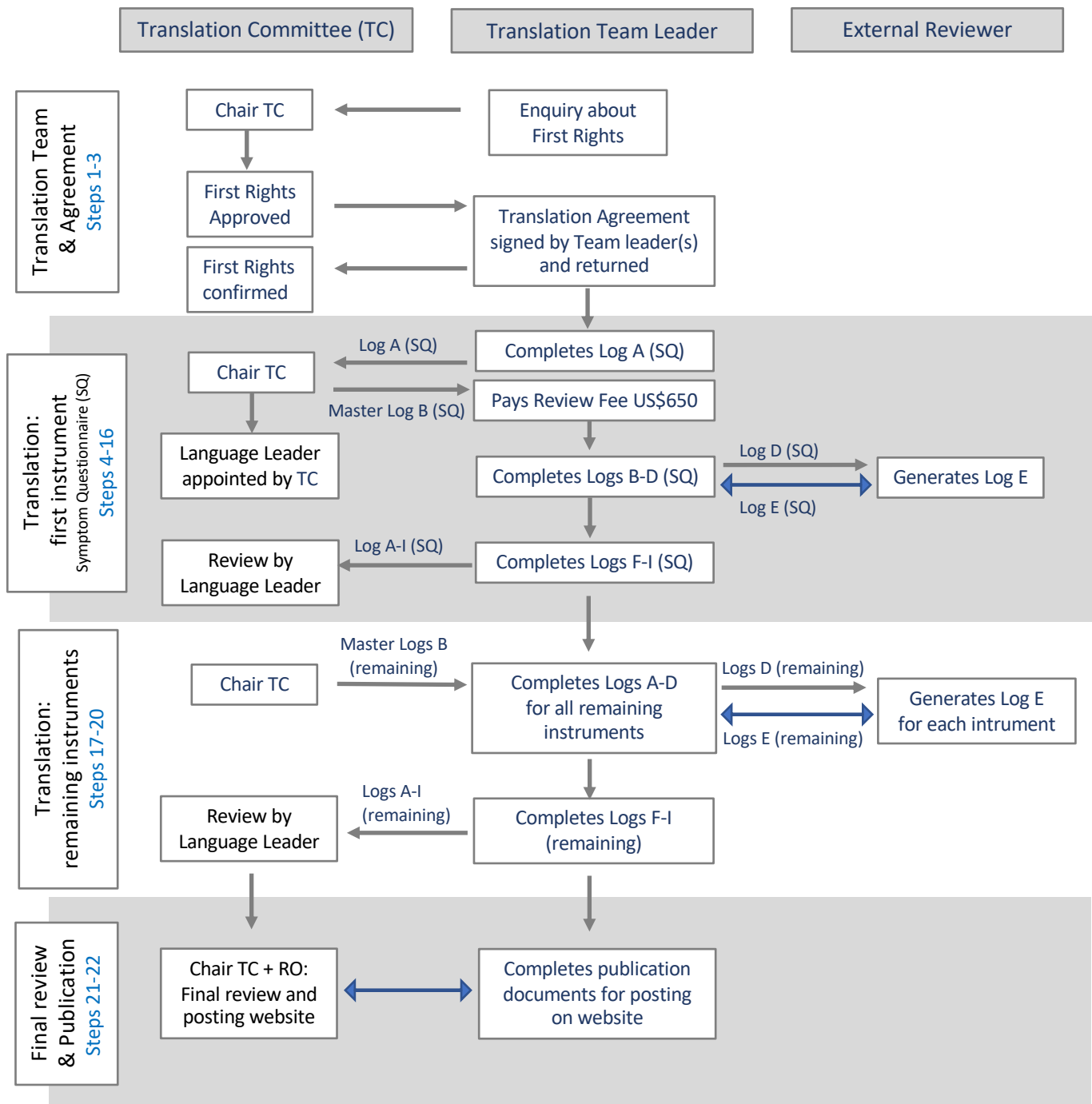
21. **The Translations Committee provides feedback** so that the Team Leader can make final adjustments and develop the publication document. Once the Logs are approved, the Team Leader will submit the final DC/TMD instruments, including title page and content listings pages, based on the Final Translated Instrument Template.doc which will be provided by the Translation committee.
22. **INFORM posts the approved translated instruments on the INFORM website. The full set of translation logs (A-I) is available for** INFORM members by request to the Chair of the Translation Committee.

Resource list

Supporting documents are available on the INFORM website: www.rdc-tmdinternational.org

- “Guidelines for Cultural Equivalency of Instruments” (Ohrbach et al): The procedures and rationale of instrument translation and cultural adaptation explained in great detail, includes a "cookbook" that guides the translation team through each step.
- “Translation and Adaptation of the DC/TMD protocol”: Describes problems and solutions for the translation process of the DC/TMD instruments.
- “Tutorial for Using the Translation Logs”: An annotated set of Translations logs from Log A to Log I demonstrating the translation process for one instrument.
- Translation logs: A set of logs in .zip format to facilitate the translation process. They must be used in order to provide self-documentation of the process, to serve as the basis for the independent review, and to provide full accountability of translations approved by INFORM.

Translation Procedure for DC/TMD



Abbreviations			
TC	Translation Committee	Log E	External Review: Translation Discrepancies
RO	Richard Ohrbach	Log F	Consolidated Translation
SQ	Symptom Questionnaire	Log GR	Reviewer (Panel member)
Log A	Admin Report	Log GS	Summary (Expert Panel)
Log B	Forward Translation	Log H	Prefinal Translation
Log C	Forward Synthesis	Log I	INFORM Administrative Review
Log D	Back translation		