



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

www.rdc-tmdinternational.org

June 11, 2024

Translation Agreement

Translating the DC/TMD into a Second Language

The Diagnostic Criteria for TMD (DC/TMD) was developed in English. To be used in other languages, the patient assessment instruments must be translated from the source language (English) into the target language. Such translations require attention to *how* language is used in the target country or region, including cultural factors, so that findings across countries may be compared and generalized. Translations that deviate from the procedures described in the “Guidelines for Establishing Cultural Equivalency of Instruments” (Ohrbach et al.; hereafter, “Guidelines”) will be considered invalid. The main steps of the translation procedure are outlined in “Procedures for the DC/TMD translation” and detailed guidance specific to the DC/TMD is found in “Translation and Adaptation of the DC/TMD Protocol”.

A valid INFORM translation rests on these underlying principles:

- **Inclusiveness**: More than one individual may request permission to participate in a specific language translation; INFORM aims to accommodate those requests.
- **Collaboration**: An important duty of translation team leaders is to promote collaboration among participants, including those who propose revisions to an existing translation in the future.
- **First rights**: The first person who contacts the Translations Committee Chair (soniasha@buffalo.edu) regarding a specific language translation *and* submits a signed Agreement will be considered the translation team leader for that language. The translation team leader of a prior version (e.g., RDC/TMD) has first rights of refusal to lead the next version (e.g., DC/TMD) or revision.
- **Professionalism**: Translation teams will use the provided translation resources and strive for a smooth translation process, including contacting the Translations Committee Chair for procedural questions.
- **Responsibility**: A translation team leader retains first rights for producing a completed translation for a reasonable time period (see page 3), provided inclusiveness, collaboration, and professionalism have been fulfilled. Otherwise, INFORM’s Translations Committee may revoke the leader’s first rights.
- **Signed Agreement**: A signed Translation Agreement is required to secure first rights.

Scope of translation includes the instruments listed below; see “Translation and Adaptation of the DC/TMD Protocol” for details. However, if valid translations of individual instruments already exist, retranslation is not required unless the Team-leader deems that a retranslation is necessary. The team leader should carefully consult the Guidelines document for the assessment of validity of an existing translation.

- DC/TMD Symptom Questionnaire
- Demographics
- TMD Pain Screener
- GCPS
- Pain drawing
- Oral Behaviors Checklist
- GAD-7
- PHQ-9
- PHQ-15
- JFLS -20
- Examiner Commands (see “Translation and Adaptation of the DC/TMD Protocol”):
 - Option 1. Complete Examination Specifications (all verbal commands and the associated explanations to the examination procedures, and the Pain Interview)
 - Option 2. Required Commands (only the verbal commands of the Complete Examination Protocol and the Pain Interview)

Note: For both options, the external reviewer reviews only the verbal commands.

After the external review, these instruments must be derived from the parent instrument (see “Translation and Adaptation of the DC/TMD Protocol”):

- PHQ-4 (derived from PHQ-9 and GAD-7)
- JFLS-8 (derived from the JFLS-20)

Note: Do not submit these for external review.

External review of a translation consists of comparing the back-translation (Log D) against the original source. The external reviewer is not involved in the forward- or back-translation process (Logs B and C). INFORM contracts this service for all DC/TMD translations and has chosen a reviewer who is a professional with extensive writing and translation experience, including long experience with the items and the challenges involved in the translation of these particular instruments. Using a professional reviewer ensures consistency across the translations.

The role of the Reviewer is collaborative. The Team Leader is encouraged to contact the Reviewer directly concerning questions brought up on Log E.

The Reviewer will normally respond to the back-translation within 4 weeks, excepting vacations and holidays. The 4-week period is based on prior communication between the Team Leader and the Reviewer regarding submission dates. If the Reviewer will not be available for a given period, the Reviewer will notify the Team Leader.

The Team Leader is encouraged to contact the Translations Committee concerning questions about the translation process and procedures.

The reviewer fee must be paid before the back-translation review stage begins, which is when the first Log D is sent to the external reviewer. The fee for the review is 650 US dollars; the translation team must also pay any bank fees. Comprehensive reviews of the back-translation and any required revisions against the source instrument are provided for each instrument. The fee shall be paid according to instructions provided separately; the fee must be paid prior to posting the translation to the INfORM website.

Translation guidelines should be reviewed by the prospective translation team leader before committing to a translation. The guidelines are available on the INfORM website: www.rdc-tmdinternational.org. The below resource list also appears in “Procedures for the DC/TMD translation”.

- “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.
- “Procedures for the DC/TMD translation” - Step by Step with Explanatory Notes and a Flow chart to facilitate the translation workflow and ensure a valid end-product.

Translation logs: A set of logs to facilitate the translation process have been created and will be provided to you in .zip format. Each instrument is represented, bit by bit, on a Log B for forward translation to ensure that the Team Leader and forward translator are provided with complete source content. The Logs must be used as designed 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 deposit fee: A deposit is required to guarantee your rights to translate the DC/TMD; more specifically, the deposit is required to facilitate your timely completion of the translation. Our experience is that more rapid completion is beneficial for you, for the external reviewer, and for the Translations Committee overseeing your translation. The deposit is fully refundable if the deadlines for each of the three phases below are met.

The deposit of 500 US dollars must be paid for the timely facilitation of completion of all instruments to be translated through the completion Log I (representing administrative review of all Logs A-I). **This deposit must be paid at the time of signing the agreement and will be either returned to the Team Leader or retained by the Translations Committee as per below stated conditions.**

First instrument translation. The time allowed for completion of the first instrument is **6 months from signing the Agreement** that is inclusive of a 2-month period for external review. If the first instrument translation is completed in a timely manner, that is, within 6 months of signing the agreement, then of the 500 US dollars deposit, 100 US dollars will be returned to the translation team leader. If the first instrument translation is not completed within 6 months, then of the 500 US dollars deposit, 100 US dollars will not be returned; it will be retained by the Translations Committee.

Remaining instrument translation: After the Agreement is signed, **18 months are given for completion.** This

stage includes Logs A-E for the remaining instruments; the 18-month period includes the back translation review and its approval by the External Reviewer for each of the remaining instruments. If the full translation is completed in a timely manner, 300 US dollars will be returned to the translation team leader. If the full translation is not completed within 18 months of signing the agreement, then of the 500 US dollars, deposit 300 US dollars will be retained and not returned; it will be retained by the Translations Committee.

Cultural equivalency deposit: The time allowed for completion of the cultural equivalency of all the instruments is within **6 months following completion of the external review stage of all instruments (Logs A – E)**. This stage includes submitting Logs A – I of all instruments for administrative review to the Chair of translations committee within 6 months following completion of the external review stage. If the full translation and submission is completed in a timely manner, then of the 500 US dollars deposit, 100 US dollars will be returned to the translation team leader. If the full translation and submission is not completed within 6 months following completion of the external review stage, then of the 500 US dollars deposit, 100 US dollars will be retained and not returned; it will be retained by the Translations Committee.

The Team Leader guarantees that (i) the first instrument translation will be completed through approval of Log A-E by the External Reviewer within 6 months of signing the Agreement, under the assumption that the revision process with the Reviewer will require no more than 2 month of that 6-month period, (ii) the full translation of all remaining instruments (Logs A-E – that is, approval by the External reviewer) will be completed within 18 months of signing the Agreement, under the assumption that the revision process with the External Reviewer will require no more than 3 months of that 18 month period, and (iii) the final translation of each instrument will be submitted for administrative review; this includes Logs A - I of all instruments which will be submitted to the Chair of the Translations Committee within a further 6 months following completion of the external review stage.

Team Leader
Name/Signature/Date

Co-Team Leader*
Name/Signature/Date

* If there is no Co-Team leader, only the signature from the Team leader is needed.

Please send the signed agreement to soniasha@buffalo.edu, who will then send further instructions, including the contact information of the external reviewer.

Chair
Name/Signature/Date

Revision history

- May 8, 2020: major revision for timely completion
- November 1, 2020: major revision for organization and improved transparency and process
- Apr 15, 2018: text revision for clarity
- Jan 11, 2015: text revision for clarity
- March 19 and 21, 2014: text revision for clarity
- May 11, 2013: first agreement for invited translations (Dutch, Spanish, and Swedish) of the pre-publication DC/TMD which were used to finalize instruments.