

## 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”. The Translation Logs organize the necessary step-by-step procedures to accomplish this aim.

#### 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](mailto: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.
- **First rights for translating adaptations of the DC/TMD:** The translation team reserves the first right to translate the brief, adolescent, and child adaptations of the DC/TMD upon signing a separate agreement. The first rights for translation of the adaptations is retained by the Team Leader until completion of the translation of the full DC/TMD. If translation of the other adaptations of the DC/TMD is not initiated within the maximum period of 2.5 years (30 months) of completion of the parent DC/TMD, then the team forfeits their hold on first rights of the adaptations, and the first person who contacts the Translations Committee Chair ([soniasha@buffalo.edu](mailto:soniasha@buffalo.edu)) regarding a specific language translation of any of the adaptations and submits a signed Agreement will be considered the translation team leader for that language and the other adaptations.
- **Professionalism:** Translation teams will use the provided translation resources and strive for a smooth translation process, including working with the Translation Lead for efficient adherence to the translation procedures and 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
- Graded Chronic Pain Scale (GCPS)
- Pain drawing
- Oral Behaviors Checklist
- GAD-7
- PHQ-9
- PHQ-15
- Jaw Functional Limitation Scale (JFLS-20)
- Examiner Commands (see “Translation and Adaptation of the DC/TMD Protocol”):
  - Option 1. Required Commands (only the verbal commands of the Complete Examination Protocol and the Pain Interview)
  - Option 2. Complete Examination Specifications (all verbal commands and the associated explanations to the examination procedures, 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 PHQ-4 or JFLS-8 translation Logs for external review.*

**External review** of a translation consists of comparing the final back-translation (Log D) against the original source. The external reviewer is not involved in the forward- or back-translation process (as documented on Logs B, C, and D). INfORM contracts this service for all DC/TMD translations and has chosen a reviewer who is a professional with extensive writing and translation experience. 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 (Back-translation Review Log).

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. Note that posting the final translation instrument to the INfORM website is contingent on successful completion of all steps.

**Translation guidelines** should be reviewed by the prospective translation team leader before committing to a translation. The guidelines are available on the INfORM website: <https://inform-iadr.com/index.php/other-resources/translation-guidelines/>. The below resource list also appears in “Procedures for the DC/TMD translation”.

- “Translation Procedures and Steps”: Overview of the full translation process, from creating a translation team to final publication of the translation on the INfORM website; includes description of each major phase supplemented by a flow chart to facilitate the translation workflow and ensure a valid end product.
- “Guidelines for Cultural Equivalency of Instruments”: The procedures and rationale of instrument translation and cultural adaptation explained in great detail, includes a "cookbook" that guides the translation team through each translation 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 to facilitate the translation process have been created and is provided in .zip format. Each instrument is represented, item by item, in 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 process timeframe.** The full DC/TMD and the cultural equivalency must be completed within a **maximum period of 2.5 years (30 months)**. It is best to adhere to the suggested below timeframe for a timely completion of the translation process.

- Phase I: First instrument (up to maximum of 8 months following signing of Agreement). Completion of the first instrument needs to occur within **8 months from signing the Agreement** that is inclusive of a 2-month period for external review. Instrument completion includes all Logs A-E.
- Phase II: Remaining instruments (from end of Phase I to maximum of 24 months following signing of Agreement). After the completion of Phase I, **16 months are allocated for completion of the**

**remaining instruments.** This stage includes Logs A-E for each of the remaining instruments; the maximum 24-month period includes the back translation review and its approval by the External Reviewer for each of the remaining instruments.

- Phase III: Cultural equivalency (from end of Phase II to maximum of 30 months following signing of Agreement). Completion of the cultural equivalency of all the instruments must occur within **6 months following completion of Phase II (i.e., the external review stage of all instruments and all Logs A – E).** This stage involves completion of Logs F-H for each instrument, and submission of Logs A – I of all instruments for administrative review to the Chair of translations committee.

**Translation process deadline.** To ensure the completion of the translation process, translation of the full DC/TMD and the cultural equivalency must be completed within a **maximum period of 2.5 years (30 months).** Our experience is that a more rapid completion is beneficial for you, for the external reviewer, and for the Translations Committee overseeing your translation. If the translation of the full DC/TMD and the cultural equivalency is not completed within a maximum period of 2.5 years (30 months) a renewal fee of 325 US dollars (plus any bank fees) must be paid to continue the review for maximum extension of 12 months. If the translation of the full DC/TMD is not completed within a maximum period of 2.5 years (30 months) and the renewal fee is not paid, INFORM will allow a new translations group interested in translating the DC/TMD to the same language to take over the translation as a new application.

**The Team Leader guarantees that** (i) the first instrument translation will be completed through approval of Log A-E by the External Reviewer within 8 months of signing the Agreement, under the assumption that the revision process with the Reviewer will require no more than 2 month of that 8-month period, (ii) the full translation of all remaining instruments (Logs A-E – that is, approval by the External reviewer) will be completed within 16 months of completion of the first instrument, under the assumption that the revision process with the External Reviewer will require no more than 3 months of that 16 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](mailto:soniasha@buffalo.edu), who will then send further instructions, including the contact information of the external reviewer.

Chair .....  
Name/Signature/Date

Revision history

**December 10, 2024:** 2<sup>nd</sup> major revision for timely completion as based on retaining first rights.

**June 11, 2024:** 1<sup>st</sup> major revision in order to facilitate timely completion by Translation Team leaders.

**November 1, 2020:** major revision for organization and improved transparency and process.

**April 15, 2018:** text revision for clarity.

**January 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.