

## Translating and Reproducing the IASC Guidelines of Mental Health and Psychosocial Support in Emergency Settings: Responsibilities and Advice.<sup>1</sup>

### Preamble

The IASC Task Force on Mental Health and Psychosocial Support in Emergency Settings has coordinated formal Arabic, French and Spanish translations of the original English-language *IASC Guidelines on Mental Health and Psychosocial Support in Emergency Settings* (2007). These translations are formal IASC products.

With the hope that agencies will take initiative to translate the IASC Guidelines in a broader range of languages, the IASC Reference Group on Mental Health and Psychosocial Support in Emergency Settings offers the following advice on translating and reproducing the IASC Guidelines.

### General Responsibilities

First and foremost, it is essential that a disclaimer is included inside the front cover of the translated document stating that **“This translation was independently produced by the following agencies. This is not a formal IASC publication.”**

Second, please inform the IASC Reference Group on Mental Health and Psychosocial Support (*IASCmhpss@tdh.ch*, *IASCmhpss@unicef.org*, or *IASCmhpss@who.int*) of the translation you are planning to carry out; this will allow for the information to be shared more widely and also for the Reference Group to provide technical support where possible.

### A. Translating the text

1. Identify and use a professional translator, preferably someone that is familiar with humanitarian work.
2. Get a group of mother-tongue “humanitarians” (from different agencies working in the country/language to form a resource group to assist with the translation. This group should include at least some members with expertise in mental health and psychosocial support, some who are fluent in the language the document was originally written in and if possible, a range of field and policy people. The group should also include, or consult with, a clinician for advice on translating psychiatric terminology terms in action sheet 6.2. This group will help agree on terminology, key terms and concepts, and advise on the translation process. They can also advise on style and may help to produce a glossary suggesting standard translation of key terminologies. (It is worthwhile posting this glossary on a website for others' potential use in the future. For an example of such glossary, see: [http://www.ineesite.org/minimum\\_standards/terminology\\_5\\_lang.pdf](http://www.ineesite.org/minimum_standards/terminology_5_lang.pdf)). There are many models for how this group can assist with the translation, including appointing a contact person for the translator to be in contact with during the whole process, as well as serving as a resource group for the editor (see point 3 below). The focal person from the resource group for the translation may be the same person as the editor (see point 3 below.)
3. Identify and use an editor (preferably a humanitarian) other than the professional translator for checking/proofreading whether the translation is technically correct (make sure s(he) knows about the

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<sup>1</sup> This advice is an adaptation of the text contained in the Sphere Project's "Guidelines for Translations and Reproductions of the Humanitarian Charter and Minimum Standards in Disaster Response and Sphere Training Material"

key terms and concepts the resource group has agreed upon). The editor also needs to review and edit the whole translation for style, clarity, grammar, punctuation, proper page order, etc. The editor also needs to check the print proofs to ensure that no text has been omitted or reproduced incorrectly in the process of designing the publication. The work by the editor should be reviewed by the resource group named above.

## **B. Producing the publication**

*Please remember to adapt the copyright page (page ii) to reflect both the source of the new document and the authorship of the original. The following points in particular need to be considered:*

5. The authorship of the IASC must be acknowledged. Please make sure that inside the publication (on the copyright page) a note is made to acknowledge the original publication, using the following format:

“This <language> edition of <title> is published by <publisher> of <address> in 20xx. This is a translation from the <language> edition of the IASC Guidelines on Mental Health and Psychosocial Support in Emergency Settings, first published in 2007 under the ISBN 978-1-4243-3444-5”.

6.. Please do not add your institutional logo to the translated guidelines.

7. Contact details of the producer and distributor of the new publication should be included.

8. The ISBN and bar code of the IASC Guidelines in English, French, Spanish, and Arabic must be removed from the cover of the new publication. (Please note that the original English version did not display an ISBN)

The ISBN and bar code are unique to each language and the publisher; you can apply for an ISBN from your local ISBN agency (for information see <http://www.isbn-international.org/en/agencies.html>). Where there is no ISBN issuing agency you can either use one issued for a participating agency in another country. (for example, 92 is the ISBN prefix used by international agencies and UN organizations), or simply not include an ISBN.

## **C. Disseminating the publication**

9. The translation must be made available to all actors in the humanitarian assistance community (i.e. sharing) regardless of who undertakes the work. The final document must be posted on the agency's website.

10. No agency, collections of agencies or individuals may realize any financial gain from the translated text.

11. The organization(s) in charge of the translation will send a final PDF copy to the *IASC Reference Group on Mental Health and Psychosocial Support in Emergency Settings* e-mail ([IASCmhpss@tdh.ch](mailto:IASCmhpss@tdh.ch), [IASCmhpss@unicef.org](mailto:IASCmhpss@unicef.org), or [IASCmhpss@who.int](mailto:IASCmhpss@who.int)).

*Note: This Advice does not cover actual production and publishing issues, as the variations from country to country are immense.*