



PROCEDURES FOR TRANSLATION OF ILAE POSITION PAPERS AND REPORTS

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To facilitate accessibility and dissemination to the ILAE constituency and to the global epilepsy community, ILAE position papers and other key documents may be translated from English. Two procedures are proposed to ensure a translation of high quality, the first one being more strictly controlled but more complex, the second being easier to implement but possibly not as secure.

PROCEDURE A

1. The Chair of the relevant Regional Commission is asked by the Management Committee to suggest a suitable person from a chapter of the region to provide a translation of the paper, with a timeline of 3 months to complete the task.
2. In case the Regional Commission Chair fails to identify a person for the task, the Management Committee will suggest someone.
3. When the translation is received, the editors of the ILAE journal where the original position paper was published will ask an independent physician/expert in the topic, who is a native speaker of that language (with input from the publication task force regarding selection), to review the translation for accuracy. Any problems would be resolved by consensus.
4. The translators will be listed in the publication of the version they have produced.
5. The translation is sent to Wiley for professional translator review of the work for grammar and syntax. The final version produced or approved by Wiley translators gets reviewed by the original epilepsy translator to ensure any changes are correct.
6. The paper is published as an offprint of the ILAE journal where the original position paper was published, placed on the ILAE website and on the sites of the relevant Chapters, and can with Wiley's permission also be published in journals other than the ILAE journal where the original position paper was published.

PROCEDURE B

1. The executive of an ILAE Chapter determines that an ILAE document would benefit from being translated in the language of the Chapter.
2. The Chapter Executive nominates a translator or group of translators, ensuring their expertise in English and in the domain of the document.
3. Once the translation by the above group is completed, the Chapter Executive asks at least one expert independent from the original group to verify the translation. For complex or key documents, the Chapter Executive may consider verification by two independent experts.
4. The Chapter Executive informs the ILAE Publication Task Force that the translation is complete and that the procedures described here have been followed.
4. After authorization by the Publication Task Force the translated document is placed on the ILAE web site and may be used by the Chapter.