

SPIRIT–CONSORT translation policy

The purpose of our translation policy is to ensure that the translation of any SPIRIT or CONSORT document (i.e., Statement, explanatory paper, checklist, figure, flow diagram or any of these documents for a SPIRIT or CONSORT extension) accurately reflects the collaborative expertise of the SPIRIT–CONSORT Group. The SPIRIT–CONSORT Group only fully endorses "official" translations of documents which have followed our translation policy.

Please let us know if you have any questions or concerns about our translation policy and process. If you agree with the below policy and would like to proceed with translation, please contact us to start this process by emailing sally.hopewell@csm.ox.ac.uk

Official SPIRIT and CONSORT translations must meet the following criteria:

- Developed using the most up-to-date version of the SPIRIT or CONSORT document;
- Developed in collaboration with the SPIRIT–CONSORT group;
- Follows the steps of translation described below.

If the translation is published, the original SPIRIT or CONSORT authors will maintain primary authorship and translators will follow the authorship policy of the journal.

Steps of SPIRIT or CONSORT Translation:

Step 1: Establish contact with SPIRIT–CONSORT Group and select which SPIRIT or CONSORT document you wish to translate: Statement, explanatory paper, checklist, figure, flow diagram, or any of these documents for a SPIRIT or CONSORT extension.

Step 2: Complete a draft of the translation of selected SPIRIT or CONSORT document (use most up-to-date document found on the SPIRIT–CONSORT website). If you are unsure of what version to use, please check with the SPIRIT–CONSORT group.

Step 3: Have a back-translation of the draft translation carried out by an independent source. The person who back-translates the translated draft should not be involved with the translation in the first place and should be familiar with scientific language in both English and the selected language. If you do not know someone is able to carry out this task, please let us know and we will try to assist you in finding someone to do this.

Step 4: Send back-translated documents to the SPIRIT–CONSORT group for review. We will make note of any differences between the back-translation and the original English publication of SPIRIT or CONSORT and send you this feedback. (Please note: it is important that the translation be as close to the original English version as possible since the wording of the document was carefully and purposefully selected by the SPIRIT–CONSORT group based on a consensus process.)

Step 5: If necessary, revise translated document based on feedback from the SPIRIT–CONSORT group. This step may entail one or more iterations to ensure that wording of the translation is as accurate as possible.

Step 6: Disseminate the completed translation. While the translation will be posted to the SPIRIT–CONSORT website for users of the selected language to access freely, we encourage translators to seek publication of their translation in an open-access journal. While SPIRIT–



CONSORT authors will retain primary authorship on the translated document, translators will be listed in the acknowledgements section of the article as well as on secondary author byline where permitted by journals (i.e. under the author line state “Translated by xxx”). Translators are encouraged to write an accompanying editorial which may be done in collaboration with one or more SPIRIT–CONSORT executive, if desired. All official translations of SPIRIT and CONSORT will be posted on the SPIRIT–CONSORT website.