

## Summary of Steps for Translating Research Materials

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If you are accessing this web site from a Providence Health Care computer, use this link for more details on translations:

([http://phcconnect/programs\\_services/diversity\\_and\\_language/services\\_translation/page\\_18144.htm](http://phcconnect/programs_services/diversity_and_language/services_translation/page_18144.htm))

### Step 1: To translate or not to translate

If you are trying to enroll participants from a wide cross-section of the public or are targeting a specific population, you may need to translate such things as posters, letters, study questions, or informed consent documents.

Make every attempt to write the material in plain language (clear, understandable, living-room language that is as non-technical as possible). The clearer your source material is, the clearer the translation.

**Note:** The UBC Research Ethics Board recommends that consent forms are written at a grade 7 level of reading comprehension.

Some languages take up more space than English.

Design your material with enough white space within your source material. This allows the layout to remain loyal to the source material layout with the expansion of text.

If you choose not to translate your research informed consent document and still wish to enroll participants who do not speak, read, or understand English, you must use a qualified interpreter for the informed consent discussion.

### Step 2: Make sure your material is finalized

Translate research materials only after you have received approval from the UBC Research Ethics Board.

Depending on the nature of your research and the type of materials involved, you may also need to seek approval from:

- a. PHC Forms Committee
- b. PHC Patient Health Education Materials Committee

#### Writing Tips

Write your materials using culturally inclusive language.

If you are encouraging the reader to call for more information, ask yourself whether you have the language support available in the target language(s).

Choose a 12 pt font size unless participants are low vision and/or seniors, then use a 14 pt font.

**Step 3: Determine the languages you need your material translated into**  
Language is based on your target research participant demographics.

**Step 4: Submit your request for translation**  
Costs for translation are the responsibility of the researcher.

Use only qualified translators, and preferably through a translation agency familiar with health care (best practice).

Qualified means:

- Fluent writer in both the source and target language which has been tested and confirmed
- Certified/accredited member of the Society of Translators and Interpreters of BC ([www.stibc.org](http://www.stibc.org)) – part of the Canadian Translators, Terminologists and Interpreters Council ([www.cttic.org](http://www.cttic.org))

Request a signed verification by the translator/proofreader/translation agency that the translated material is an accurate reflection of the source material.

For all legal documents (such as informed consents), request 'dual language' (or side by side) translation where both the target language and English are presented side by side in the same document.

If choosing single language translation:

- Request that title, headings, and sub-headings be in dual language.
- Ensure that both the translated version and the English version are provided to the participant.

Always request that the target language be identified in English on the material.

**Step 4: Submit the translated material and certificate of accuracy to the UBC Research Ethics Board**

For more information, contact:  
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