

# Policy for translation of ESHRE® Documents<sup>4</sup>

Please note that this policy sets out general rules with regard to the translation of ESHRE® Documents (as defined below). Depending on the type of ESHRE® Documents, specific provisions might also be applicable (as is for example the case for the ESHRE® guidelines). In case of a conflict between the provisions of this policy and specific provisions, the latter shall prevail.

## Translation of ESHRE® Documents:

In summary, the following four steps must be followed in case of translation of an ESHRE® Document:

1. Request written permission of ESHRE® before endeavouring translation
2. Make an exact translation and ensure that the ESHRE® copyright statement and the ESHRE® disclaimer are foreseen on the document, as well as full reference to the ESHRE® Document
3. Request written validation of the translation from ESHRE®
4. Ensure that the translation is up-to-date and corresponds to the latest version of the ESHRE® Document

## 1. Prior permission to translate

A National Society shall have the right – at its own cost – to translate ESHRE® Documents and publish the translations thereof in its own country upon (i) prior written approval of ESHRE® and (ii) full endorsement of the corresponding parent ESHRE® Document.

For reasons of consistency, ESHRE® shall accept only one translation per ESHRE® Document in any given language.

At all times, ESHRE® retains full (copy)rights whatsoever on every ESHRE® Document and its translations.

## 2. Obligations for the translators and the National Society

### General

All costs and expenses relating to the translation of an ESHRE® Document (including the cost of compensating translators) shall be borne by the National Society exclusively.

The National Society ensures that every translator transfers all rights whatsoever (which the latter might possibly possess with respect to the performed translation) to ESHRE®.

The National Society shall be responsible for the exact translation of the ESHRE® Document by the translator it appeals on. Each translation shall contain all textual, pictorial and diagrammatic material, as foreseen in the ESHRE® Document, without any alterations. Footnotes or annexes may be added to highlight national and/or regional practices. In no event, amendments to the original text shall be allowed.

Further, the National Society (and the translator it appeals on) undertake to:

1. give full credit to ESHRE® for the ESHRE® Document by including on the title page of the translated document:
  - the ESHRE® copyright statement (as mentioned below),
  - the ESHRE® logo,
  - full reference to the original publication of the ESHRE® Document on ESHRE's® website and in ESHRE's® official journals ('Human Reproduction');
2. foresee the appropriate ESHRE® disclaimer, as mentioned below, in the translated document;
3. mention in the title of the translated document the name of each ESHRE® working group member who is (co-) author of the ESHRE® Document; and
4. clarify in the (sub)title of the translated document that it entails a translation from an ESHRE® Document, whereby the full title of the parent ESHRE® Document needs to be mentioned.

### Whenever possible, a back-to-back translation is recommended.

The National society that produces a translation of an ESHRE® Document may foresee the translated document of its own logo(s) and additional information about its society. The names of the translators, reviewers and/or other people involved in the translation of the ESHRE® Document, can also be foreseen on the translated document, provided that it has been made clear they were solely involved in the translation of the ESHRE® Document and thus took no part in the production and publication of the ESHRE® Document.

<sup>4</sup> any document, produced and published by ESHRE®, to which ESHRE® exclusively possesses all rights of ownership. The English version always entails the original version of the document.;

# Policy for translation of ESHRE® Documents

## Translation sponsored by companies

In case a National Society obtains sponsoring from commercial organisations in order to finance the translations of ESHRE® Documents, it shall be strictly prohibited to foresee in any kind of product advertising on the translated document.

However, corporate logos of the sponsoring company(ies) in question can be displayed with the following statement: 'The translation of this ESHRE® document was made possible through an educational grant from [name sponsor]. [Name sponsor] acknowledges explicitly that it was not involved in the actual production and publication of the parent ESHRE® document, hence influenced in no way the content thereof.'

## 3. Validation of the translation

All documents translated in line with the above can only be published upon prior written validation of ESHRE®. Such validation shall:

1. be organised by the ESHRE® central office;
2. be performed by a native speaker from the ESHRE® working group or the committee of national representatives; and
3. only relate to the translation itself and in no case entail a review of the content, meaning that ESHRE® shall not verify if the scientific value of the parent ESHRE® Document has been preserved in the translated document.

ESHRE® strives to inform the National Society of the outcome of the performed validation within four weeks upon receipt of the translation by ESHRE®.

Validated translations of ESHRE® Documents will be published by ESHRE® on its website, upon prior written approval of the respective National Society.

## 4. Keep the translation up to date

It is the responsibility of a National Society to ensure that the translated document is kept up-to-date and corresponds to the latest version of the parent ESHRE® Document.

ESHRE® strives to inform the National Society of any updates on the parent ESHRE® Document, and this within due time.

## ESHRE® copyright statement

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## ESHRE® disclaimer

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*The translation of the original ESHRE® document is made by and under supervision of [name of the National Society], which is solely responsible for the content of this translation. Prior validation of ESHRE® of this translation does not affect such responsibility.*

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