



International Pressure Ulcer/Injury Guideline (full Clinical Practice Guideline and abridged Quick Reference Guide)

TRANSLATION PROCESS INFORMATION SHEET

The European Pressure Ulcer Advisory Panel (EPUAP), National Pressure Injury Advisory Panel (NPIAP), and Pan Pacific Pressure Injury Alliance (PPPIA) welcome translations of the Clinical Practice Guideline (CPG) and Quick Reference Guide (QRG) into languages other than English.

Translating the abridged Quick Reference Guide

1. Complete and return the Translation Request Form to request permission before commencing translation. The Translation Request Form should be signed by an authorised person and returned to BOTH:
 - EPUAP business office: office @ epuap.org
 - Guideline Translation Committee: translation @ internationalguideline.com
2. After the Translation Request Form has been reviewed and accepted by the Guideline Translation Committee, you will receive formal permission to undertake the translation. **Do not commence translation before receiving confirmation.**
3. An exclusive right to translate the guideline to your language will be granted if your application is accepted. The translation must be completed **within 12 months of receiving verification**. EPUAP/NPIAP/PPPIA reserve the right to withdraw exclusive translation rights for translations not received within 12 months if any extension time has not been requested and accepted.
4. The Guideline Translation Committee reserves the right to refuse applications for translation.
5. There is no charge for the right to translate the QRG.
6. The EPUAP, NPIAP and PPPIA will not pay for any costs incurred in translating the guideline.
7. Use of the QRG translation is limited to educational purposes and to facilitate wider distribution of the evidence-based practice recommendations.
8. It is not permitted to sell or to make financial profit from the translated QRG. The guideline is the result of five years of hard work by members of EPUAP, NPIAP, and PPPIA for which they received no payment and the work was funded by EPUAP, NPIAP and PPPIA.
9. It is important that the translation truly captures the meaning of the guideline text and there is no subtle change during the translation. The translation process should involve **at least four independent healthcare professionals who are fluent in both languages** and able to judge the accuracy of the translation. You will be asked to document the proposed translation strategy on application.

10. The Translating organisation and individual translators can be acknowledged on the inside of the front cover. The translating organisation's logo can be included on the inside front cover, sized no larger than the EPUAP, NPIAP and PPPIA logos on the inside of the front cover. However, if the translating organisation is an industry or for-profit company, the logo cannot be included.
11. You will be asked to provide a **Word document** of your completed QRG translation to the Guideline Translation Committee for review. The Guideline Translation Committee will assist with preparing the inside front cover and will prepare the translated QRG cover and final PDF.
12. You must agree to have your translation of the QRG placed on the EPUAP website.
13. Translated versions of the QRG should include the following copyright statement on the inside of the front cover:

Copyright © European Pressure Ulcer Advisory Panel (EPUAP), National Pressure Injury Advisory Panel (NPIAP), and Pan Pacific Pressure Injury Alliance (PPPIA). All rights reserved. Apart from any fair dealing for the purposes of private study, research or review, as permitted under the Copyright Act, no part may be reproduced or copied in any form or by any means without written permission. Copyright © [insert TRANSLATING ORGANISATION], [insert LANGUAGE] translation edition. Requests to reproduce information in [insert LANGUAGE] can be emailed to [insert TRANSLATING ORGANISATION CONTACT].

14. Translated versions of the QRG should include the following copyright statement on the inside of the front cover:

These evidence-based guidelines were developed by EPUAP, NPIAP, and PPPIA. The translation has been performed according to the requirements set out by the EPUAP, NPIAP, and PPPIA. However, the EPUAP, NPIAP or PPPIA are not responsible for the accuracy of any translation of the Quick Reference Guide.

15. The translated QRG may not be used as part of advertising or promotional materials. Any QRG, in any language and any media, distributed by a for-profit company should remain free of industry logos and should include the following information posted clearly on the back cover:

These evidence-based guidelines were developed by the European Pressure Ulcer Advisory Panel (EPUAP), National Pressure Injury Advisory Panel (NPIAP), and Pan Pacific Pressure Injury Alliance (PPPIA) without corporate support or influence. Nothing in this guideline is intended as an endorsement by the EPUAP, NPIAP or PPPIA of any organization, business or product. A copy of this guideline is being provided as a public service only.

Translating the Full Clinical Practice Guideline

Translations of the full CPG are welcomed. A \$5,000 USD translation licensing fee applies. After a translation licensing fee is purchased, the translating organisation is permitted to sell their translation of the CPG for profit. All applications for translating the CPG will be contacted with more information on licensing fee agreement and the payment options. For questions about the translation of the CPG please contact BOTH:

- EPUAP business office: office @ epuap.org
- Guideline Translation Committee: translation @ internationalguideline.com