

Translation Guidance

Information about the policy and process for translating the LEANS resource pack

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Terminology in alphabetical order

Back-translator(s): The person or people who translate certain translated LEANS items back into English, as checks on accuracy and tone. This person cannot be the same as the translator or independent evaluator, and cannot have seen the English version of LEANS.

Independent evaluator: A person not involved in carrying out the main translation. They are fluent in English and the translated language, and assesses the quality and accuracy of the completed translation to produce a structured report for the LEANS team.

LEANS team: Members of the LEANS research team involved in authoring and distributing the original resource. We anticipate that translation will mainly be managed by the team members based at the University of Edinburgh, but may in some cases may include additional team members and/or institutions.

Licensed translation: A translation of the entire LEANS resource pack created with the prior agreement of the LEANS team, after signing a Licensing and Translation Agreement. It follows a pre-agreed process including multiple checks for accuracy. This is an “official” or “approved” translation that can be publicly distributed in a specified country or region.

Translation team: The people who propose to coordinate the creation of a licenced translation into a given language. The translation team *may* be made up of the same people who are the translator, independent evaluator, graphic designer, etc., but it could include an entirely different set of people who are coordinating the efforts of others.

Translation process: The entire “lifecycle” of the translation, including the proposal and translation agreement, initial translation of materials, back-translation and independent evaluation, visual elements like layout, graphic design, or art, and finally hosting/distributing the completed resource.

Translator(s): The person or people who carry out the initial translation work.

About this document

This translation policy document relates to **creating and publishing a licensed translations of LEANS suitable for public distribution**, rather than translations for personal use in your own classroom, lab, or home. *Please see the section below on “What is a licensed translation?”*

The LEANS authors support LEANS becoming available in languages other than English, and are willing to work with other teams to make this happen. As noted on the LEANS website, our own team is small and we are balancing LEANS dissemination (such as translations) with our other professional commitments. Our translation policy tries to facilitate the goal of making LEANS available to new audiences, while also respecting that **producing a translation is a substantial investment of resources for everyone involved**. It only makes sense to begin this process when there is a **clear, feasible, and funded plan**. This is the main reason that we ask interested teams to complete a **translation proposal** that covers team members, timelines, distribution plans, and funding.

The proposal form is a separate document also available from the [LEANS translation webpage](#).

About the English-language LEANS programme

LEANS was created in English (UK/Ireland), and tailored for use in this context. It is free for users within the terms detailed below, and can be used anywhere in the world.

The handbook and associated LEANS materials are published under a [Creative Commons CC-BY-NC-ND 4.0](https://creativecommons.org/licenses/by-nc-nd/4.0/) license: Attribution-NonCommercial-NoDerivatives 4.0 International.

Please read our full terms of use here: <https://www.ed.ac.uk/salvesen-research/leans/download/terms>

Per these terms, users are permitted to make **adaptations for their own non-commercial use**, (e.g. for cultural sensitivity or a full translation into another language). However, **they may not distribute these new, adapted versions**, or versions adapted in any other way. **It violates our terms of use.** Distribution includes any sharing beyond your own school or organisation, whether by posting copies online, sending them to members of a mailing list, or anything else.

What is a licensed translation?

A "licensed translation" means that the authors of LEANS have legally licensed the programme content to you, a designated individual or team, to make a translation of that content into a specified language, and under the terms and conditions detailed in the Translation and License Agreement. It is a translation that is officially associated with the LEANS project. You may additionally license the LEANS artwork for use in your translation, if you so choose.

This Translation and License Agreement is **completely separate** from the [Creative Commons CC-BY-NC-ND 4.0](https://creativecommons.org/licenses/by-nc-nd/4.0/) license: Attribution-NonCommercial-NoDerivatives 4.0 International under which the English-language version of LEANS was released to the public. It is based on copyright, rather than Creative Commons, and has different terms and conditions.

Unlike a personal translation (adaptation) under the CC-BY-NC-ND license, a licensed translation *can* be distributed within the country or region specified in the license agreement. For example, it could be shared with other schools in your country, and must be made available for free public download by you (the Licensor) in a similar manner to how we distribute the English-language LEANS. In fact, one of our main goals in creating a pathway for licensed translations is so that LEANS reaches children who speak languages other than English.

The Translation and License Agreement details what you can do with the licensed LEANS content, and the LEANS name and logos. It also details the restrictions **we will** require you to agree to regarding how that translated content is used. These are a condition of licensing the LEANS content. We have a standard Translation and License Agreement (a sample is available for download) rather than negotiating new terms and conditions with each team.

Translation costs

It was very important to LEANS' creators and funders that the full resource pack would be **free-to-use**, especially for teachers and schools. Obviously, LEANS wasn't free to make! It had a substantial price tag, but the labour of our many contributors was all **"funded up front"** through research grants, rather than using a model where part of the costs would be covered by selling the end product.

All translated versions of LEANS must also be "funded up front" so that the finished product can be free for people in the relevant country/region. If you wish to propose

a translation, we will ask about your team's funding (this includes in-kind contributions, such as a translator or graphic designer who may be volunteering their services).

Licensing the LEANS content and the LEANS artwork also has associated costs. These two things are separated because the copyright holders are separate. Fees for illustration licensing are an industry standard. LEANS content licensing fees cover LEANS team members' time to be involved in the translation process, as this responsibility falls outwith our main roles. Also, purchasers receive editable source files not available to the public, such as the InDesign file for the Teacher Handbook layout. There are discounts for community groups leading translation, and also for teams based in Low and Middle-Income Countries (LMIC).

Band 1 Institutional license (high-income countries): The proposing team, or at least one organisation from the proposing team is, from a university, government, professional organisation, publisher, charity/ third sector organisation, or similar. *Band 1 is the default cost.*

Band 2 Community license (high-income countries): The proposing team is from a community or advocacy group, or otherwise is not supported by a larger institution.

Band 3 LMIC license: All proposing team organisations are based in low- or middle-income countries.

Table of fees

	Band 1: Institutional License	Band 2: Community License	Band 3: LMIC License
LEANS	£6,275	£2,880	£1,400
LEANS + illustrations	£10,125	£6,730	£3,250

The proposal form asks you to indicate which band you think applies to your team. The final band will be agreed at licensing agreement stage.

If your translation proposal is accepted and we agree to sign a licensing agreement, we can write **letters of support** for funders or your institution, stating that we are collaborating with you on the translation.

We are also happy to discuss a more active role as **co-applicants** in a funding application, if that is appropriate for a source you have in mind. *Please be aware we cannot automatically commit to doing this, as we may not have the capacity.*

Licensed translation policy summary

This section describes the general principles guiding our LEANS translation policy.

- 1. "Translation" isn't only the words. It also includes design/layout of materials, and hosting and disseminating a finished resource.**

2. One complete, licensed LEANS version per language.

- a. This is both to save time and resources, and to avoid confusion about which versions people should use.
- b. If a version already exists in a language, we will not accept proposals for a new version unless there is a clear rationale—please contact us before developing a full proposal. There may be reasonable exceptions for languages that have major variations between regions or countries.
- c. Licensed translations must translate *every* item in the original English pack, including posters, videos, etc.
- d. The whole translated curriculum must be distributed together as a package—no items can be distributed separately.

3. Teams interested in producing a licensed translation must submit a proposal describing their plans.

- a. Proposals are not competitive, but meant to help us assess whether a team has expertise relevant to LEANS, and a credible plan for **all** stages of the translation and dissemination stages.
- b. Proposals must use the LEANS proposal form. Teams can add additional documentation if they wish.
- c. If multiple teams submit proposals for the same language, we may ask about putting them in contact, in case they are interested in pooling resources.
- d. If you have already made a translation for personal use and would like to license it for public distribution, you will need to follow the same translation proposal process and meet the same standards as for a new translation. We *will not* automatically approve a proposal simply because a translation is already complete.

4. A “translation plus evaluation” process.

- a. To ensure the quality and fidelity of the end product, translation work needs to be checked for accuracy, and for agreement with the attitudes and ethos of the original LEANS. Thus, the translation process also includes multiple “checking” steps.
 - i. A small number of items with particularly exact wording *must* be fully back-translated into English.
 - ii. The entire translation must be evaluated for accuracy and tone by an independent person fluent in both languages, according to a pre-specified, structured evaluation procedure.
- b. The LEANS team will agree how/when they will be available to support the translator, if needed.
- c. The translation team bears the responsibility for identifying a suitable translator, back-translator, and evaluator.

5. Translation teams need both sufficient resources and relevant subject experience.

- a. It’s important to us that translations are both accurate, and consistently respectful toward neurodiversity and neurodivergent people. We may decline to approve translation proposals where the team proposing to manage the

translation does not demonstrate relevant prior expertise in this area, or does not have; in our sole opinion, the skills, experiences, or values for translating the LEANS programme.

- b. We may decline to approve suggested translators or independent evaluators on the grounds that they do not have relevant experience with LEANS-related topics.
- c. Alternately, we may decline to approve a proposal from a well-qualified team if they appear to lack sufficient resources (at the present time) to manage the complete translation process.

6. Copyright, terms of use and citations

- a. Licensed translations must be made available under the same licensing terms and terms of use as the original LEANS. These are: [Creative Commons CC-BY-NC-ND4.0](#) license: Attribution-NonCommercial-NoDerivatives 4.0 International.
- b. If the Creative Commons information is unavailable in your language, you must also translate the information explaining this license.
- c. Copyright statements and crediting on materials must be reproduced as specified in the Translation and License Agreement, Appendix D.
- d. Citations of the translated materials must follow the specification in the Translation and License Agreement, Appendix D.

7. Finance

- a. You are responsible to secure the necessary budget for translation, checking, back-translation, or any illustration/graphic design/animation work that may be required to produce a translated version of LEANS.
- b. Your proposal will ideally show that you have sufficient resources and budget for these tasks, that are a requirement upon Licensors.
- c. We will charge a flat consultancy fee per translation, to support our time and provision of translation-specific files and materials. *See the fee bands earlier in this document.*
- d. There is an additional cost to license the LEANS illustrations, but this is optional and you may also choose to commission new art.
- e. Reduced consultancy fees and illustration licensing fees are available for teams in low and middle-income countries.

8. Distributing translations

- a. As with the English LEANS, you must make a free, complete, downloadable resource version available to all interested users, under the required [Creative Commons CC-BY-NC-ND 4.0](#) license: Attribution-NonCommercial-NoDerivatives 4.0 International.
- a. LEANS will list licensed translations on the LEANS website with translator information, and will link to where you have hosted the resources. This is to maintain, as far as possible, a “master” source of LEANS-related information.
- b. The LEANS website (hosted at the University of Edinburgh) will host a duplicate, downloadable copy of the translated resource pack.

Producing a licensed translation

NOTE: The Translation and Licensing Agreement provides additional details and legal requirements about the translation process that are not repeated here.

A sample agreement is available for download from the [LEANS translation website](#). Please read that document in full at the point of preparing a proposal, and refer to it while carrying out a translation to make sure your team is complying with their responsibilities.

In the event of any apparent contradiction between this guidance document and the Translation and Licensing Agreement, *the Agreement is correct.*

Phase 0. Preparation to propose a translation

1. If you have not already, review the entire LEANS resource pack in detail and in full.
2. Review the information on this web page and especially our Guidance document and Proposal Form. *Guidance may change at any time. Please make sure you have the most recent versions before beginning a proposal.*
3. Check the LEANS website for the list of currently available/ in progress translations.
4. Assemble your team, discuss planning around finance and timing.

Phase 1. Translation proposal

1. Complete and submit your translation proposal form by e-mail to the LEANS project team (translate-LEANS@ed.ac.uk). It asks about your team's expertise, funding for the translation, timescales, expected dissemination and other aspects of planning a successful translation in your region.
2. Our goal is to review proposals within 1 month of receipt (by end January for proposals received after November 20th of each year). We may ask for more details or to arrange a call with you, before making a decision.
3. Receive comments and a written decision on your proposal: not accepted, provisionally accepted (e.g. awaiting confirmation of funding), or accepted + proceed to the licensing agreement.
4. If and when your proposal is accepted, your translation team can take a final decision about going ahead.

Why do we ask people to submit a proposal?

Producing a translation is a substantial investment of resources for everyone involved. It only makes sense to begin this process when there is a clear, feasible, and funded plan for the *full* translation process, through to distributing the finished product.

We encourage you to use the proposal form as a planning tool, as there may be steps your team has not yet discussed. For example, time/resource costs related to graphic design, or resource hosting and distribution.

If you have a tight desired timeline, you can **contact us ahead of submitting a proposal**, to make us aware that it is on the way. We can then inform you of any expected changes to our review timeline, and *may* be able to arrange an expedited review. We will

not be able to arrange expedited reviews immediately before or after the December holiday period. Otherwise, please **do not** contact us to inform us of incoming proposals.

Please note, we will automatically decline translation proposals if any of the following circumstances are in effect:

- Proposal forms are incomplete.
- A version of LEANS is already available in that language, or a translation is currently in progress.
- You state that you do not intend to translate or distribute the *entire* resource pack, with all materials.
- Your planned use or distribution of the translated LEANS is inconsistent with the [required type of CC licensing](#), and/or the LEANS terms of use.
- Your team does not report experience relevant to LEANS' topics.
- There appears to be a major gap in the planning, e.g. no consideration of design, or of distribution aspects.
- Your team does not have funding (or in-kind support) for the *complete* translation process including final hosting and distribution, or a credible proposal about how to fund it.

If we decline your proposal for a reason *other* than an existing version of LEANS in your language, you can submit an updated proposal in the future.

Phase 2. Licensing and translation agreement, project start

1. Both teams complete the written Translation and Licensing Agreement for the LEANS content or LEANS content plus illustrations. This agreement is the legal basis of the licensed translation, and specifies the responsibilities on both sides and the fees due (Band 1, 2, or 3).
2. Bi-lateral kick-off meeting to agree a target timeline for the translation work, confirm key team members, and other practical issues. *See further details and requirements in Translation and Licensing Agreement Appendix C.*
3. Half of consultation fee is paid to the LEANS team. *See further details and requirements in Translation and Licensing Agreement.*
4. Translation now publicly listed on the LEANS website as "in progress".

Phase 3. Initial translation

1. LEANS team provides a file package to the translation team, based on whether they have licensed both content and art, or content only (*see Translation and Licensing Agreement Appendix A for a complete list*).
2. Translator completes the translation of the entire LEANS resource pack.
3. There is a possibility for discussion sessions between translator and LEANS, e.g. regarding idioms, intention of different passages. *To be agreed by teams.*

Phase 4. Checking: Back-translation and independent evaluation of the translation

1. A person not previously involved in the translation and without knowledge of English-language LEANS back-translates a pre-specified set of LEANS content, per the list in Translation and Licensing Agreement Appendix C.
2. The back-translator shares their outputs with the LEANS team, who will review them and may approve, reject, or request further meetings or changes to the translation, in an effort to ensure an accurate translation.
3. Once the back-translation is approved, the previously agreed independent evaluator reviews *all* translated and back-translated items. They are allowed to access the English version of the resource as part of their evaluation. The evaluator completes a structured written report based on a pre-agreed format, which is submitted directly to the LEANS team.
4. LEANS team reviews the report within an agreed time window, and again may approve, reject, or request further meetings or changes to the translation, in an effort to ensure an accurate translation that clearly reflects the attitudes and values of the original English version.

Why do we require these “checking” steps?

As all the LEANS materials state clearly, neurodiversity is a sensitive topic that impacts people’s daily lives. It’s important to us that translations are both **accurate** and **consistently respectful toward neurodiversity and neurodivergent people**. In other words, they can’t just have the same “facts” as LEANS, but need to agree with the tone and ethos of the original.

For lots of research outputs, such as questionnaires, best practice would be to **back-translate in full**, to ensure the greatest possible accuracy. However, we understand that full back-translation is too expensive and slow to be realistic for many teams, so we do not require it. It is also unnecessary for large portions of the LEANS materials, such as step-by-step classroom activity instructions.

Instead, we ask for **back-translation of a short list of essential items** specified in Appendix C of the Agreement.

In these items, the exact wording and connotations are vitally important. They are foundational for people’s understanding, or how they plan to use LEANS. This is content where the English text was agreed literally word-by-word, in discussion with many different stakeholders. Getting these core ideas wrong in translation poses serious problems for people’s understanding of the entire resource pack. We do not expect back-translation to produce the same words, but needs to show the same feeling or attitude as the original words.

In addition, we ask for the translation of the entire resource pack to be **evaluated** by an independent person with relevant experience, who will complete a structured report on its accuracy, tone and so on. By independent person, we mean one who was not directly involved in creating the initial translation. For example, they might be another colleague in your research group or your school.

What happens if the back-translation or evaluation is not accepted, or LEANS requests that you make changes?

At both of these points, the LEANS team may raise objections or request changes based on reviewing the back-translated items or the independent evaluation report, if we think there is a problem. We are mainly concerned with issues that affect the accuracy or the connotation of the translated content, and may give it a different meaning to the original. We will clearly specify if you can make these changes and then continue to the next steps, or if we require to review materials again following changes.

For example, maybe the evaluator flags that there is a frequently-used English word where the translation doesn't have the same connotation. Maybe everywhere English LEANS said "challenges", the translated version has a word that means "problems" and has a more negative sense. In that case, we might provisionally approve the translation to continue to the next step, on the condition that there are changes around that specific issue. If back-translated content or the evaluator's report indicated substantial inaccuracies or non-agreed content changes throughout, we would likely request further translation work and a second evaluation report. The translation process could not continue to new steps until the issues were resolved.

Phase 5. Publication: Designing and distributing the translated materials

1. Once the main translation and checking phases are completed, the translation team completes initial versions of the graphic design, illustration and video editing to prepare content for distribution.
 - a. *You may wish to employ additional professionals, such as a graphic designer or voiceover actor. These steps, and employing any professionals, are the responsibility of the translation team.*
 - b. *There are specific requirements for how and where the original team and English-language resource are credited, plus use of logos. See Appendix D.*
2. If commissioning new art, illustration should conclude at this stage (even if it began much earlier).
3. The translating team must submit semi-final versions of all translated materials following the graphic design stage (and illustration stage, should this apply). This includes posters, videos, and printable classroom materials. "Semi-final" means they must have substantially similar formatting and appearance to the intended public release versions and include all images, even if the items are not fully finished, proofread etc.
4. LEANS team reviews the items within an agreed time window, and can request dialogue and further changes be made if any content is missing, perceived as problematic, or potentially harmful to LEANS' reputation. For example, illustration or videos with apparent contradictions between the text/conceptual content and visual content.
5. The translation cannot be released until both the LEANS team approve and confirm (and translating team agree) that it is complete, and that no further changes are required. The translating team and LEANS team must also confirm the final plan for resource release, namely the intended timeline and the intended location of the released materials (e.g. web-site URL).
6. Translating team provides a copy of final translated materials and their editable source files to the LEANS team. *See Appendix E for a full list of requirements.*

7. Translating team distributes their translated resource pack **in full** and with a free download option available, under the required [Creative Commons CC-BY-NC-ND 4.0](#) license: Attribution-NonCommercial-NoDerivatives 4.0 International.
8. We will list and link to your translation on the official LEANS resource website.
9. Second half of consultation fee and full illustration licensing fee (if applicable) due to LEANS team during this phase, at point of public resource release. *See the Translation and Licensing Agreement for details.*

Don't underestimate design and layout!

In addition to translating the written LEANS content, translation teams must format that content for pupils and teachers to use. Even if you are using the original illustrations and not making other major modifications, this may still be a time-consuming step incurring additional costs to you. This is **especially** true of the teacher handbook. Laying out and proofreading 250+ pages of handbook content was an enormous job, even working with a professional graphic designer.

Do not underestimate the size of these tasks, and their potential implications for your timeline and budget!

Many items are easy-to-edit (Word documents, PowerPoint slides). Others, such as the videos, posters, and Teacher Handbook, may require more specialised skills and/or proprietary software. For example:

- **Posters:** need to edit existing graphics, or lay out new posters.
- **Videos:** need to substitute in new narration and/or apply subtitles in the new language. Optional: replace graphics that show English-language text.
- **Teacher handbook:** You will need to format/lay out this large amount of content in a way that is clear and usable for teachers, even if it is less elaborate than the English version of the handbook. Directly editing the existing version would require Adobe InDesign.
- **Website** or webpage to host your translation.

As part of a translation agreement, the LEANS team will provide source files for all these items (e.g. photoshop files of posters, video files, layout file for teacher handbook). *These are detailed in Appendix A.* There are separate file packages, depending on whether or not you license the illustration content. Where current items use commercial software and proprietary formats, we **are not** able to provide alternative formats. Please consider this as part of your total costs.

Additional FAQs

We're interested in translating but have some questions. Can we have an informal chat before submitting a proposal?

We have a small team and so we've tried to answer most questions on the translation webpage and in this document. Please refer to these in the first instance to answer your queries.

Please also remember that at the point of submitting a Translation Proposal we will provide feedback which may be helpful for your specific circumstances.

If you are really unable to make a decision about whether to submit a Proposal, using the information we've provided, then you can contact us on translate-leans@ed.ac.uk

Proposals and teams

Who can propose a translation?

Different types of organisations or groups could propose a new LEANS translation. For example, you might be from a third-sector organisation, a university research lab, a government education department—or might be a team of teachers, an advocacy group, or any of these working in partnership!

The most important criteria are that the team *as a whole* brings **knowledge** of the subjects addressed in LEANS, knowledge of the language/context where you wish to translate, and sufficient **resources** to complete the entire translation process and publicly distribute the finished product. What might that mean, more specifically? We would hope to see at least some of the following experience across your team:

- Knowledge of LEANS-related topics such as neurodiversity and neurodivergence, education, developmental psychology, or disability studies.
- Experience with children, teachers, and/or primary schools, especially in the country or region where you wish to produce and use the translation.
- Prior experience with translating educational/academic materials, or having your own work translated by others.
- Prior experience with distributing and promoting some type of content, such as research outputs, books, services, policies, funding campaigns etc.

Please take it from us, the creators of LEANS, that we expect translating to be a big and complex job! It's not only the language, but also the graphic design and video content, hosting and advertising the resource, and so many more tasks. These are a **huge** part of the whole process.

Can multiple people or organisations propose a translation together?

Yes! At present there are no limitations on who can make up a team, and it will often make sense to join forces (and resources) for a translation. However, the team still must designate **one** person as the translation **team lead** who is the main point of contact and has overall responsibility.

If your team includes organisations from multiple countries or multiple types of organisations, the highest fee band applies. For example, if your team is made up of a parent group working with a university, then Band 1 fees would apply.

No matter how many organisations are part of the team, the LEANS team are only able to legally license the content to **one** lead partner organisation as a part of any given translation. This means that representatives of that organisation will be the ones to sign the Translation and Licensing Agreement.

You keep talking about teams. Can one person do a translation?

While one person could do a substantial part of the process *if* they had all the necessary skills, there are two steps that **require** additional people to be involved: back-translating selected items, and an independent evaluation of the translation.

You *could* propose a translation as an individual, and recruit paid or voluntary assistance with specific tasks (e.g. employ a professional translator as your evaluator), but due to the many different skills and types of media involved in LEANS, we strongly encourage team applications.

You declined my team's translation proposal. Why?

We will provide some information specific to your proposal when we respond. In general, reasons for declining might be one or more of the following:

- There is already a translation in the proposed language, or one in progress.
- Proposal has too many blank sections
- Proposal was insufficiently detailed, or confusing. It may not be clear to us if your team has a viable proposal or fully understand the translation process.
- The proposal is promising but not *yet* viable. For example, you may have a strong team but still be looking for multiple important components such as funding, a translator, etc. We may ask you to do more preparation and then come back to us on those points.
- Your team indicated you were not willing to agree to required conditions. We would not be able to sign a translation agreement with you.
- We're not able to support a translation on the timeline you proposed.

We reserve the right to decline any proposal on any grounds that we acting solely believe are in the best interests of the LEANS project, and at any stage during the process.

Licensing and use

Licensed translations versus translation for personal use: what's the difference?

The big difference here is **distribution**. You can translate LEANS to use in your own classroom. You could even translate it together with a colleague, and use it in multiple classrooms in your school.

However if you want to share your translated copy more widely – within another school, or via a website for example – you would need to contact us and go through the process of obtaining a license.

Is it possible to license and translate only part of the content?

No. You could not, for example, license only the LEANS videos but not the rest. The content is only available as a complete package, and the agreement specifies that it the purchaser must translate and release all of it, in full.

I already completed a translation. Will you license it and make it official?

There is a potential route to do this, IF there is not another licensed translation already released or in-progress in the same language and area of distribution.

If you have already completed a translation for personal use and are interested in converting it to one licensed for public distribution, you still need to start with Step 1 (translation proposal) though you can specify your translation is already completed. If accepted, the relevant fees would be due and you would need to follow the same steps with respect to back-translation of selected items, independent evaluation of your translation, and so forth. We *will not* automatically approve proposals because a personal translation is already complete, but will consider them on the same criteria for other proposed translations.

Depending on your personal skills and resources, you might wish to join up with others and apply as a team (for example, to make sure you can successfully design, host, and distribute the final product).

My team doesn't agree to the conditions in the licensing agreement, or wants to negotiate to change them. What now?

Agreeing to the conditions of this Translation and Licensing Agreement is a requirement to license the LEANS content and produce *any* publicly distributable translation. At present, our

policy is that the agreement is “as-is” and we will not renegotiate custom terms with each purchaser. If these terms are unacceptable to your team, then we will not be able to work together to produce a translation.

Please keep in mind that there is still substantial flexibility in the process about who is part of your translation team, how and when you carry out the work, whether or not to use the existing art and graphic design, and so on. Please review our guidance document and the agreement itself for more details.

Fees

How do I know what translation will cost?

Please see details of the licensing fees, including illustration licensing, in our Translation Guidance document. As costs such as translation services or graphic design will vary widely around the world, it is up to individual teams to project and budget for these costs.

Are there discounts for translations by community groups or people in low and middle-income countries?

Yes, there are. Please see details of the licensing fees in our Translation Guidance document.

Cultural adaptation

Does “translation” include cultural adaptation? How much adaptation?

We think translating LEANS into any other language will always include some element of cultural adaptation, and that this must be discussed on a case-by-case basis, likely at the stage where we are reviewing your proposal and may be agreeing to go forward to a licensing agreement. The translation proposal form asks about how much adaptation you think may be necessary for LEANS to be relevant and appropriate.

The current translation process and fees assume a modest degree of cultural adaptation. If you think that *significant* adaptations will be required for your context, this may require us to agree changes to the translation process.

If you think the degree of adaptation required would be very large, do consider if starting with LEANS is truly the best option, rather than developing a completely local resource for schools in your context.

Adaptation for other English-speaking contexts

Obviously, there are many cultural differences even between the locations where English is spoken or used as a language of school instruction. Not all aspects of the current content or illustrations may be relevant. While not a linguistic translation in the traditional sense, our policies would still apply if you wish to *distribute* a **culturally adapted English-language copy**. Then yes, you would need to license LEANS for the adaptation, even if it is still in English.

If the adaptation is for personal use (e.g. in your own school), you are fully within the original terms of use to adapt and use it without liaising with us at all. Our terms of use page may clarify this for you: <https://www.ed.ac.uk/salvesen-research/leans/download/terms>

The LEANS artwork isn’t appropriate/relevant for my setting. Do I have to use it?

No, you don’t have to use it. You can license the LEANS content only, without the copyrighted artwork, and commission new artwork of your choice for use in the handbook, stories, videos etc. For purchasers who do not license the art, we will provide a package of files that removes all the copyrighted images.