



THE UNIVERSITY of EDINBURGH



Salvesen Mindroom Research Centre

research • learning • development

LICENSE AND TRANSLATION AGREEMENT

Sample document version 1.1, April 2024

made this 04 April 2024

between **Edinburgh University**
Salvesen Mindroom Research Centre,
Kennedy Tower, Royal Edinburgh Hospital,
Morningside Park,
Edinburgh
EH10 5HF

(hereinafter called ‘**the Proprietors**’) of the first part

and (Purchaser)

**[ENTER NAME OF ORGANISATION
AND
ADDRESS HERE]**

(hereinafter called ‘**the Purchasers**’) of the other part

WHEREBY IT IS MUTUALLY AGREED as follows concerning a work entitled:

**(Title) Learning About Neurodiversity at School: A resource pack
for primary school teachers and pupils.**

By
**(Authors) Alcorn, A.M., Fletcher-Watson, S., McGeown, S., Murray,
F., Aitken, D., Peacock, L.J.J., & Mandy, W.**

(hereinafter called ‘**the Work**’)
which has been published in English by the Proprietors and which the Purchasers
wish to issue (working from the original English language version) in the

[INSERT] language for distribution within;

[INSERT] country/region

(hereinafter called ‘**the Translation**’).

The License

1. The Proprietors grant to the Purchasers a non-exclusive license to publish the Work subject to the terms and conditions of this License and to use all materials as detailed in **Appendix A** (this grant does not extend to copyright).
2. The Proprietors have permission to offer the Purchasers a non-exclusive sub-license to publish and use the artwork detailed in **Appendix B** (this grant does not extend to copyright) for the Translation only, and subject to all of the terms and conditions and all payments outlined in this Agreement.
3. The license (and any sub-license) herein granted shall operate for a period of **three years** from the date of this Agreement and shall be renewable for periods of not less than two years at the sole discretion of the Proprietors. For clarity if not extended the license (and any sub-license) will terminate.
4. The license herein granted is personal to the above named Purchasers and shall not be transferred by them except with the prior written consent and approval of the Proprietors.
5. The Purchasers must name and identify “**the Lead**” who will have overall responsibility for **the Translation**, **The Lead will** be the main contact person for communication with the Proprietors. If the Lead shall end their employment at the Purchasers for any reason, a new Lead must be identified, and be confirmed by the Proprietors as acceptable.

LEAD DETAILS

- [**NAME of LEAD**]
- [**ROLE OR JOB TITLE**]
- [**EMAIL & TELEPHONE**]

Subsidiary Rights and Advance

6. The Purchasers shall be entitled **to request a license for** subsidiary rights in the Translation. The Purchasers shall pay **an agreed percentage** of all income derived from the sale of subsidiary rights of the Translation to the Proprietors, and inform the Proprietor of any such derivative.
 - i. All rights in the Work other than those expressly granted herein are reserved by the Proprietors.

This Agreement will not take effect until the Proprietors are in receipt of: **£X, 000 (X thousand [BAND 1 OR INSERT BAND 2 or 3 price] pounds**

sterling) non-returnable fee. Payment is due within one month of receipt of an invoice, which will be sent after the Proprietor receives a fully signed copy of this Agreement and Appendices. Payment is to be made in pounds sterling. The Proprietors are to be notified (by email) when payment is made.

Royalties

7. The Purchasers shall pay to the Proprietors royalties as follows:

90% of the published price of the Translation on all copies sold at any cost whatsoever to a buyer.
No royalty fee (0%) accrues on copies of the Translation made available at no cost (gratis) to a buyer.
No royalty fee (0%) accrues on charges made to buyers for service costs of printing and postage of LEANS materials only.
A buyer may be teachers, individuals, organizations or companies, that in turn will make the Translation available at no cost (gratis) in the licensed language and region detailed here, and thereby help ensure the broadest circulation and availability of the Translation.

The Translation

8. The Purchasers agree to use their best endeavours to bring out and advertise an edition of the Translation within two years of the date of this Agreement, and by **[INSERT [date of Agreement plus 2 years]**.
9. The Translation of the Work shall be made faithfully and accurately and at the Purchasers' own expense, and in full compliance with the policy and key processes of the Proprietors as documented in **Appendix C** (Translating the Leans Resource Pack Overview of Our Policy and Process), which may be updated from time to time by the Proprietors at their sole discretion.
10. The Purchasers may require additional support from the Proprietors to progress or complete their Translation. Either Party may suggest or request that additional support is required to move to successful completion. The parties will then mutually discuss, agree and document the purpose and tasks to be undertaken. The Proprietors will provide an estimated number of hours of support required, which, if agreed and confirmed by the Purchaser, will be charged in accordance with the BAND pricing documented in this clause 10;

BAND 1 £125 per hour;

BAND 2 £70 per hour;

BAND 3 £32 per hour

The Proprietors will provide further estimates if, for any reason whatsoever, the hours of support required are more than the

estimate. Invoices for support are payable after completion of the tasks, and within one month of an invoice being forwarded to the Purchaser.

11. The Purchasers agree to use the LEANS name, logo and provide full accreditation to the Proprietors and acknowledgement of the parties and resources used in creating the Work, in the manner, format and position within the Translation as proscribed by the Proprietors as part of the final approval of the Translation prior to publication. The Purchasers agree that the submitted materials may be shared by the Proprietors with any third parties for inspection and review. Exemplars of the types of use of the LEANS name, logo, accreditations, and acknowledgements required under this license are shown in **Appendix D**.
12. The Purchasers shall take all reasonable steps to secure and protect copyright and translation rights in the Work and copyright in the said Translation in any language and/or country/region in which they have licensed rights from the Proprietors.
13. The Purchasers shall not abridge, expand or otherwise alter the Work including illustrations where applicable in any way without the written consent of the Proprietors, or as allowed for in this license and appendices.
14. The Purchasers shall make available the Translation under the Creative Commons CC-BY-NC-ND 4.0 license: Attribution-NonCommercial-NoDerivatives 4.0 International and in addition the Purchasers shall reproduce the copyright notice in exactly the same form (including the date of original publication and copyright symbol) as in the Proprietors' edition of the Work, or as approved in advance by the Proprietor if different. The Purchasers agree to place the Proprietor's names and accreditations in the Translation, with due attention to size and prominence.
15. The Purchasers agree to supply the Proprietors with electronic copies of all materials and editions of the Translation, in a file format approved by the Proprietor, and as further described in **Appendix E**, and as detailed as arising in **Appendix C**. Purchasers agree to provide details of all formats and dates of publication of the Translation, including links to any sites where the Translation and any related materials may be downloaded from. The Proprietors shall have the right to request ten free copies of any promotional posters or other materials prepared by the Purchasers and used in promoting the Translation.
16. If at any time after the publication of the Purchasers' edition of the Translation the Proprietors shall issue a revised or further revised English edition of the Work and should they send a copy of it to the Purchasers then the Purchasers shall, if the revision is marked as:

- i. **URGENT** -suspend the availability of all electronic downloads of the Translation and not put in hand the printing of any further copies of their current Translation without incorporating the revised matter therein.
- ii. **UPDATED GUIDANCE** - the Purchasers shall be at liberty to continue to make available unrevised copies of the Translation previously approved by the Proprietors for a further three months after the date of the revision notice, whereafter they will update all formats and versions of the Translation inline with the revision notice and the Purchasers shall send to the Proprietors electronic copies of any revised edition of the Translation when published.

Remaindering

17. If after a period of five years from the date of first publication hereunder the Translation shall in the opinion of the Purchasers have ceased to have a purpose the Purchasers shall be at liberty to dispose of any copies remaining on hand as a remainder or overstock, and to disable all future availability of the electronic materials.

Termination/Reversion

18. This Agreement will automatically terminate if
 - i. the Parties fail to follow and comply with the procedures and key processes further detailed in **Appendix C** of this document that require Proprietors consent and approval to allow for an appropriate translation of the Work;
 - ii. the Proprietors do not approve for release, for any reason whatsoever, any final submitted version of the translated Work as further detailed in **Appendix C**
 - iii. the Purchaser does not pay a further **£X000 (X thousand** pounds sterling)[**INSERT BAND 1, 2 or 3 fee**] within one month of receipt of an invoice, to be sent after the **Proprietors** provide written confirmation of satisfactory completion of the Translation.
 - iv. the Purchaser does not pay the sub-license fee for the artwork detailed in Appendix B, (if selected and confirmed by written signature of the Purchaser) of **£X000 (X thousand** pounds sterling)[**INSERT BAND 1, 2 or 3 fee**] within one month of receipt of an invoice, to be sent after the **Proprietors** provide written confirmation of satisfactory completion of the Translation.
 - v. A new Lead is not accepted by the Proprietors for any reason whatsoever.

19. If the Purchasers fail to issue such an edition of the said Translation within the terms provided for in Clause 9, the Proprietors shall be at liberty, upon three months' notice to the Purchasers, to terminate as from the date of expiration of such notice the License hereby granted without prejudice to any monies already paid or then due.
20. If at any time the Purchasers allow the Translation to become unavailable for free of charge electronic download for a period of more than three months, and if they have failed to rectify the availability within this timescale then in such cases all rights granted under this Agreement shall revert to the Proprietors forthwith and without further notice and without prejudice to any monies already paid or then due to the Proprietors from the Purchasers.
21. Should any payment specified herein be one month overdue the rights hereby granted shall forthwith lapse and all rights conveyed by this Agreement shall without further notice revert to the Proprietors.
22. Should the Purchasers retire from business or commit an act of bankruptcy or should they commit any breach of any of the terms of this Agreement and not rectify such breach within three months of having received written notice from the Proprietors or the Proprietors' agent to do so, then the License hereby granted shall forthwith be terminated by the Proprietors but without prejudice to the rights of the Proprietors hereunder.

Accounting & Reporting

23. An exact amount of the downloads of the said Translation will be made up quarterly to the last day of March, June, September and December of the first calendar year following publication, and reported to the Proprietor within one month of the end of the respective quarter. In subsequent years, annual reporting within 2 months following the anniversary of the date of publication will be provided. Any derivative products and payment of royalties and subsidiary rights income are to be made up to the 31st of December and paid before 31st of March of the following calendar year. All payments and accounting due under the terms of this Agreement shall be made by the Purchasers to the Proprietors whose receipt shall be a full and sufficient discharge of the Purchasers' obligation.
24. The Proprietors or their authorised representative shall have the right upon written request to examine the records of account of the Purchasers in so far as they relate to the number of the Translation downloaded or printed, or sales and receipts in respect of the Translation which examination shall be at the cost of the Proprietors.

Legal

1. This Agreement is governed by the Law of Scotland. If any difference shall arise between the Proprietors and the Purchasers touching the meaning of this Agreement or the rights or liabilities of the parties hereunder, which cannot be resolved by the Parties themselves within a reasonable timeframe, the same shall be referred to the arbitration of two persons (one to be named by each party) or their umpire in accordance with the provisions of the Arbitration (Scotland) Act 1894 or any statutory modification or re-enactment thereof.
2. It is agreed that the provisions of this Agreement may not be altered other than by an Agreement in writing signed by and exchanged between the parties hereto.

As Witness the hands of the Purchasers and of the Proprietors by a person appropriately authorized to sign and bind their organization as a signatory to this agreement.

The Purchasers:

Signature:

Printed:

Date:

Witnessed By:

Signature:

Printed:

Job title:

Date:

Edinburgh University LEANS Team

Signature:

Printed: First Name Surname, Title

Date:

Witnessed By:

Signature:

Printed: First Name Surname, Title

Date:

APPENDIX A

Copyright disclaimer:

We are granting you *language* rights and a license to the following materials, provided as a **file package** to support the translation and design process.

There are two different file packages provided to Purchasers dependent on:

1. Purchaser has licensed the LEANS content **AND** sublicensed the illustrations as further detailed in **Appendix B**,
- OR**
2. Purchaser has licensed **ONLY** the LEANS content (and will create their own illustrations).

All licensed material and electronic files will be provided as one complete, zipped file package and organized into labelled subfolders. The licensed materials will be made available by email.

Please note the licensed materials are restricted and limited to those materials documented in this Agreement, and provided to Purchasers as described and delivered above. The Proprietors have substantially more materials that **ARE NOT INCLUDED IN THIS LICENSE**. This includes materials that are found on the Proprietors and LEANS website pages, social media graphics, postings and related materials. These are all expressly excluded from the license and are prohibited from use.

The Proprietors have a desire and ambition to support the Purchasers efforts to translate the Work. To this end, the Proprietors plan to make additional support materials available to the Purchasers, for example documents to help with **graphic design guidance** and **video guidance document**. **When or IF** these materials are developed, they will be made available free of charge to all Purchasers. Any additional documents provided are for guidance/ help only, and are not a set of requirements or instructions. These will provide insight or notes on the design and layout decisions taken in the English version of LEANS, and which the Proprietors hope will make translating more straightforward for Purchasers.

The following table summarises the content of the materials made available.

	LEANS content license AND Appendix B sub-license of illustrations	LEANS content only
General files		
LEANS and institutional logos	YES	YES
Typefaces used in LEANS handbook and graphic design	NO	NO
Typefaces are available to purchase online. Further information available in the graphic design guidance document		
Editable text of example letter for teachers to send home to families	YES	YES
Editable text of the resource pack contents list document, included in end-user download package	YES	YES
Teacher Handbook and activities		
PDF of Handbook	YES	YES
Handbook source files (design and layout) Format: Adobe InDesign files	YES	YES
Image files for handbook icons and non-illustration diagrams and graphics (for layout)	YES	YES These specific Images included in standard LEANS license
Licensed Handbook illustrations (for layout)	YES	NO Modified to remove/obscure the non-licensed illustrations , while preserving the spacing / layout of the original.
Editable pupil/teacher handouts and materials in mixture of Adobe PSD files and PowerPoint slides/other	YES	PARTIAL Non licensed illustrations removed
Activity 1.1 “Would you rather?” game images	YES	PARTIAL Non licensed illustrations are not included -easily replaceable
Activity 2.2 images Images included in standard LEANS package	YES	YES These specific Images included in standard LEANS license
Stories		
Editable story text for all stories and associated discussion questions	YES	PARTIAL Non licensed illustrations (icons) removed
PowerPoint story slides for all stories	YES	PARTIAL Non licensed illustrations removed
Videos		
Video guidance document	YES	YES
Scripts for video voiceover	YES	YES
MP4 files of completed videos	YES	NO
Video source files in Format: Adobe Premiere Elements Project (.prel), also openable in Adobe Premier.	YES	NO
<i>Video source files exclude the source files for English-language narration and background sound effects. Sound effects are downloadable online; see video guidance document.</i>		
Posters		

Poster PDFs	YES	NO
Poster layout source files Format: Adobe PSD files (open in Photoshop or Photoshop Elements).	YES	NO
Editable copy of text appearing on posters	YES	YES

APPENDIX B

The Purchasers confirm that they further wish to sub-license the artwork detailed in this Appendix B for use in the Translation, and pay the additional one-off license fee of £XXXX within one month of receipt of invoice from the Proprietor

DO NOT SIGN THIS APPENDIX B IF YOU DO NOT WISH TO SUB-LICENSE THE MATERIALS LISTED BELOW

1. All illustrations created for LEANS stories (.PNG)
2. Illustrations for the “Would you rather?” game PowerPoint in Activity 1.1 (.PNG)
3. All illustrations appearing on LEANS printable classroom posters, provided as part of the poster source files, see Appendix A.
4. Artwork commissioned specifically for poster use is also included as separate files (.TIF)
5. All illustrations appearing in the LEANS Teacher handbook PDF, provided as part of the handbook source files, see Appendix A.
6. Artwork commissioned for Handbook use is also included as separate files (.PNG)
7. All illustrations appearing in the LEANS videos, provided as part of the video source files, see Appendix A
8. Artwork originally commissioned for video use is also provided as separate files (.PNG)
9. Selection of general design elements such as arrows & thought bubbles (.PNG)

As Witness the hands of the Purchasers and of the Proprietors by one of their Authorised signatories confirming their agreement to the additional sub-license

The Purchasers:

Edinburgh University LEANS Team

Signature:

Signature:

Printed: First Name Surname, Title

Printed: First Name Surname, Title

Date:

Date:

Witnessed By:

Witnessed By:

Signature:

Signature:

Printed: First Name Surname, Title

Printed: First Name Surname, Title

Home Address

Home Address

Date:

Date:

APPENDIX C

(Translating the Leans Resource Pack Overview of Our Policy and Process)

Key Steps for a translation of the Work that Require Proprietor Approval

A successful translation will follow the process steps outlined in this **Appendix C**. At the end of each of these Key Steps, the consent and approval of the Proprietor (the LEANS Team) is required in writing (email consent is acceptable) for the process to continue to move forward to the next Key Step. The Proprietor and Purchasers can also allow variations in these steps (e.g. simultaneous progress on more than one step) by mutual-agreement.

Failure to follow these Key Steps may cause the License and sub-license to terminate in accordance to the terms of the main License Agreement. If the Purchaser is requested to re-submit or make substantial changes at any Key Step, then additional researcher support costs may be required and incurred. The Purchaser may also consequently incur further costs in needing further hours of charged time from their translator, back-translator, and evaluator.

Further guidance information will be provided concerning matters that do not require Proprietor review and consent in additional guidance only documents provisionally entitled “**LEANS translation process guidance document**”.

Key Steps Requiring LEANS Approval

1. **Bilateral kick-off meeting**
 - a) **Approval of your named translator, independent back-translator and independent evaluator**
2. **Back-translation of required subset of resources**
3. **Independent evaluation, submission of evaluation report**
4. **Submission of graphic design/visual content to LEANS team**
5. **Confirmation and approval to release, final arrangements**
 - a) **Copy of all final versions and source files provided to LEANS team**

Further Information about the Key Steps

1. **Bilateral kick-off meeting**

Before the translation process begins, representatives of the LEANS team and translation team must hold a meeting (physical, virtual, or hybrid) to agree practical details of collaborating during the translation and release process.

Attendance: In addition to at least one LEANS representative, the kick-off meeting must include 1) the person named as the translation team lead (per the proposal document), and 2) any other key staff members involved in the day-to-day work on the translation project. The translator is not required to attend.

Agenda: agree the following:

- Projected timeline for the work
- Planned methods and timing of communication and file-sharing between teams

- Confirm projected degree of cultural adaptation involved in the translation, and if this will require additional scheduled meetings.
- Confirm final choice of translator and independent evaluator, if not previously completed, and provide their contact information to the LEANS team

1a. Confirm the named translator, independent back-translator & evaluator

It is the responsibility of the translating team to identify and propose possible translator(s), independent back translators, and independent evaluators during the proposal process (or afterwards, if so agreed with the LEANS team), and provide information about these individuals' relevant professional experience. The LEANS team can, should they believe it necessary for the integrity of the translation, reject a any person from these roles on the basis of their prior experience, or any other reasonable grounds for rejection, and request that the translating team locate another candidate.

The kick-off meeting cannot take place until a translator is identified, and the translation process cannot begin until all roles are agreed by both teams. Should the translator or independent evaluator need to be replaced later in the process, the translating team must notify the LEANS team of the proposed replacement prior to that person beginning work. The LEANS team can, should they believe it necessary for the integrity of the translation, reject the proposed replacement and request another candidate.

2. Back-translation of required subset of resources

The following items must be back-translated into English by an independent person uninvolved in the initial translation. The independent back-translator must confirm that they have not read the original English-language version of the content. The back-translator and the independent evaluator cannot be the same person.

The primary purpose of this back-translation is to ensure that the translation expresses a similar ethos to the original LEANS content in English, and has not accidentally introduced misinformation. The back-translator submits their work directly to the LEANS team.

Items requiring independent back -translation:

- LEANS terms of use content (Terms of Use notice on page 3, and Teacher Handbook Appendix D)
- Teacher Handbook section on neurodiversity definitions (Teacher Handbook Part 2, section 1.1).
- Three LEANS video scripts (provided as separate documents as part of Units 1, 4, and 5)

The LEANS team may approve, reject or request further clarifications, dialogue, changes or modifications to the drafted translated materials (and any other materials in light of what is discovered) as part of this process and review, in an effort to ensure an accurate translation. The Proprietors will define any further review processes required.

3. Independent evaluation of the completed translation

The agreed independent evaluator reviews *all* translated and back-translated items, and completes a structured written report regarding this content, based on a pre-agreed list of questions or topics. They are allowed to access the English version of the resource as part of their evaluation.

The evaluator submits their written report exclusively and directly to the LEANS team and without sharing or prior review/ submission of their report to the translator or any other members of the translation team.

The LEANS team will review this report and provide a written response. They can, should they choose, require changes to the translation based on the evaluator's report. They will specify whether they require to see an additional independent evaluation report following the changes (e.g. a 'revise and re-submit'), or whether the translation process can continue without further review, following implementation of any requested changes.

4. Submission of completed layout and visual materials to the LEANS team

The translating team must submit copies of all translated materials, following the graphic design stage (and illustration stage, should this apply) in a substantially similar formatting and appearance to the intended public release versions.

The LEANS team can request dialogue and further changes be made if any content is perceived as problematic, or potentially harmful to LEANS' reputation. For example, illustration or video content that appears to show negative stereotypes, or apparent contradictions between the text/conceptual content and visual content.

5. Confirmation and approval to release the translation is complete

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).

5a. Provision of source and final files for all translated materials

The translating team will provide files for all translated materials to the Proprietors prior to final approval to the public release. This includes:

- Copies of all completed, translated materials in the formats that they will be released to the public, including video content.
- Copies of all source files for all materials (Handbook, activity materials for pupils and teachers, stories and story slides, posters, videos, any other translations of English language LEANS materials)

The full list of requested files and file formats to be provided prior to release and final confirmation is detailed in **Appendix E**.

APPENDIX D

(Accreditations and Acknowledgements to be included in the Translation and any related materials)

Statement and citation instruction to be included in English and translated language in all licensed translations of the LEANS materials:

LEANS Teacher Handbook

This statement and logo should be included in a prominent location on the translated LEANS Handbook – front cover, inside front cover, frontispiece.

The citation may be accompanied by a DOI but this is not essential.

This is a translation of original materials created by Dr Alyssa M. Alcorn and the Learning About Neurodiversity at School team. The translation process was supported by an award from the Wellcome Trust Institutional Translational Partnership Award. The original materials can be found at <https://salvesen-research.ed.ac.uk/leans> and cited as:

Alcorn, A.M., Fletcher-Watson, S., McGeown, S., Murray, F., Aitken, D., Peacock, L.J.J., & Mandy, W. (2022). Learning About Neurodiversity at School: A resource pack for primary school teachers and pupils. University of Edinburgh.



THE UNIVERSITY of EDINBURGH

LEANS 
Learning About Neurodiversity at School

You can cite this copy of the LEANS programme as follows:

Translator, A., Translator B., & Fletcher-Watson, S., Alcorn, A.M., (year). [*Title in Translation*] Publisher, Location. Originally published as Alcorn, A.M., Fletcher-Watson, S., McGeown, S., Murray, F., Aitken, D., Peacock, L.J.J., & Mandy, W. (2022). Learning About Neurodiversity at School: A resource pack for primary school teachers and pupils. University of Edinburgh.

For example:

Chanel, C. & Fletcher-Watson, S., Alcorn, A.M. (2023). *Apprendre la Neurodiversité à L'Ecole*. Institute de la Sorbonne, Paris France. Publié à l'origine comme, Alcorn, A.M., Fletcher-Watson, S., McGeown, S., Murray, F., Aitken, D., Peacock, L.J.J., & Mandy, W. (2022). Learning About Neurodiversity at School: A resource pack for primary school teachers and pupils. University of Edinburgh.

If you have licensed and used LEANS illustrations: you must also include the following statement in English and [Language] in a prominent location in the translated LEANS Handbook – front cover, inside front cover, frontispiece.

Illustrations ©Claire Hubbard (@emseeitch) 2021-2022

If you have re-used the LEANS Teacher Handbook InDesign source files in whole or in part, you must also credit the original designer alongside any new designers:

Graphic design and layout for teacher handbook: [new designers], Craig Nicol

The LEANS Teacher handbook must also include a translated version of the full text of Appendix C in the English-language Teacher Handbook, which lists all original contributors in full. To avoid confusion with contributors to the translation, this appendix can be sub-divided into two labelled sections similar to the following:

- Credits and acknowledgments: [Language] translation of LEANS materials
- Credits and acknowledgments: Development of the original LEANS materials in English

LEANS story booklet

This statement and logos should be included in a prominent location at the front of the translated story booklet.

These stories are a translation of original materials created by Dr Alyssa M. Alcorn and Professor Sue Fletcher-Watson as part of the Learning About Neurodiversity at School programme. The translation process was supported by an award from the Wellcome Trust Institutional Translational Partnership Award. The original materials can be found at <https://salvesen-research.ed.ac.uk/leans> and cited as:

Alcorn, A.M., & Fletcher-Watson, S. (2022). “The LEANS Story Booklet” in Alcorn, A.M., Fletcher-Watson, S., McGeown, S., Murray, F., Aitken, D., Peacock, L.J.J., & Mandy, W. (2022). *Learning About Neurodiversity at School: A resource pack for primary school teachers and pupils*. University of Edinburgh.



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LEANS 
Learning About Neurodiversity at School

You can cite this copy of the LEANS story booklet as follows:

Translator, A., Translator B., & Fletcher-Watson, S., Alcorn, A.M., (year). [*Title in Translation*] Publisher, Location. Originally published as Alcorn, A.M., & Fletcher-Watson, S. (2022) “The LEANS Story Booklet” in Alcorn, A.M., Fletcher-Watson, S., McGeown, S., Murray, F., Aitken, D., Peacock, L.J.J., & Mandy, W.

(2022). *Learning About Neurodiversity at School: A resource pack for primary school teachers and pupils*. University of Edinburgh.

LEANS story slides

The following statement and logos should be included at the end of **each** set of story slides. It can appear after, but should have equal prominence with, crediting information about the translated language.

This is a translation of original material created by Dr Alyssa M. Alcorn and the Learning About Neurodiversity at School team. The translation process was supported by an award from the Wellcome Trust Institutional Translational Partnership Award. The original materials can be found at <https://salvesen-research.ed.ac.uk/leans> and cited as:



If you have licensed and used the LEANS illustrations: you must also prominently include the following statement in English and [Language]:

Illustrations ©Claire Hubbard 2021-2022

Additional Unit handouts and printable materials for pupils and teachers

Final crediting and copyright statement, inclusion of logos or links must be agreed between the LEANS team and purchaser before any resources are released.

LEANS video credits

Final crediting must be agreed between the LEANS team and purchaser before any resources are released, as the degree to which translations may directly re-use the original design elements is likely to vary, even if artwork is licensed.

*All videos must include a credit for the **video script** as follows:*

Translator, A., Translator B., & Alcorn, A.M., Fletcher-Watson, S., & The LEANS Educator Participatory Design Team.

All video end credits must also clearly include the University of Edinburgh and LEANS logos, and a link to the English-language LEANS website.

If you have licensed and used any LEANS illustrations: you must also prominently include the following statement in English and [Language]:

Illustrations ©Claire Hubbard 2021-2022

LEANS poster credits

These need to be agreed between the LEANS team and purchaser before any resources are released, as poster size and the degree to which translated may directly re-use the original design elements is likely to vary, even if artwork is licensed.

If you have licensed and used any LEANS illustrations: you must also include the following statement in English and [Language]:

Illustrations ©Claire Hubbard 2021-2022

Website(s) hosting or promoting the translated version of LEANS (if applicable)

Please follow all guidance given for the Teacher Handbook, above.

If you have licensed and used any LEANS illustrations: you must also include the following statement in English and [Language]:

Illustrations ©Claire Hubbard (@emseeitch) 2021-2022

Additional note about artist accreditation

In addition to the requirements above about copyright statements, purchasers **may not** remove or obscure any existing copyright statements that appear within LEANS illustrations.

APPENDIX E

File formats of materials provided to the Proprietors

The Purchasers agree to supply the Proprietors with electronic copies of all source files and publicly distributed materials comprising the Translation, in the file formats described below.

Required publicly distributed materials:

The purchasers will provide an electronic copy of the translated LEANS resource pack, in full, in the same format, labelling, and structure as made available to the public in your language and region.

Required source files for finished outputs

Source files refer to the editable files used by the Purchasers and any professionals they have employed (such as graphic designers) to produce the final, publicly available resource items. If any of the items listed below are already part of the publicly distributed materials, you do not need to provide them in duplicate.

Source files **do not** include drafts related to the translation and evaluation process, drafts or files used in creating new artwork, and so on.

Proprietary file formats only accessible via Apple devices or software packages *will not* be acceptable to the Proprietors under any circumstances.

Files	Formatting requirements
PDF of Teacher Handbook	Adobe PDF
All handbook source files (i.e. those used to create the design and layout) complete with illustrations and icons in situ	<i>This will almost certainly be a folder of smaller files, not a single file.</i> Any editable format that is not specific to Apple software.
<i>If applicable</i> , the most recent editable document of your handbook text.	Word document
Files for handbook icons and non-illustration diagrams and graphics (for layout)	High-resolution image files, any widely viewable format such as .jpg or .png
Editable versions of ALL pupil/teacher handouts and materials for all units, including illustrations in situ where applicable	Mixture of Word documents and PowerPoint files as appropriate
Editable copy of story text (story booklet) including all stories and associated discussion questions	Word document
PowerPoint story slides for all stories, including illustrations	PowerPoint
Translated video scripts	Word document
Completed video files, even if these are hosted to view online	Any widely-playable format. Medium-or-high resolution (does not need to be HD)

Video editing files used to produce final videos Please check if another person will need a set of files to open a video 'project' such as a .prel file.	This may be a folder of smaller files, not a single file. Any editable format that is not specific to Apple software.
Poster layout source files	Any editable format that is not specific to Apple software.
<i>If applicable</i> , logos for the translated version of LEANS and translating groups or institutions	High-resolution image files, any widely viewable format such as .jpg or .png

Alternate formats may be acceptable if agreed by prior arrangement, in writing, between the Purchaser and Proprietors.

Illustrations within source files

Whether you have licensed the LEANS illustrations or commissioned your own artwork, please make sure all illustrations appear in the correct locations throughout source files (for example, in the translated Teacher Handbook or in story slides).

Source file labelling

All source files provided to the Proprietors should be given informative file names in English, and with reference to the original LEANS unit and activity numbers. For example, "Unit 2 slides."

Source file organisation

Please organize all source files into subfolders, also labelled in English (e.g. separate folders for posters, Teacher Handbook source files and so on).

Providing the source files

The Proprietor will specify how to deliver files for example, via WeTransfer, Dropbox, Google Drive, OneDrive or another file transfer service. All files should be provided as a complete, zipped package.

The Purchasers must provide all documents **as files**. Providing links to individual files (e.g. a list of links to shared documents in Google Drive) is not acceptable.