

# Publishing Translations on EDIS

## Definitions

- **EDIS translations** are derivative works of peer-reviewed publications on EDIS that are rendered into another language for use in support of UF/IFAS Extension programs. There should be *no substantial change* in the informational content of the original.
- **Transcreation** is the application of creative adaptations to an original work in order to preserve the impact and perceived relevance of the messaging for the target audience. Adaptations might include selecting different images, using different illustrative examples, or changing figurative language or expressions.
- **Transcreation in technical writing** is the process of conceptualizing new, specialized or technical terms in the target language when there isn't an exact equivalent.
- **Localization** is the adaptation of the text of the original work for the target audience in a different country or region.
- **Machine translation** is the use of computer algorithms such as Google Translate to create a translation. We do not publish machine translations of EDIS documents.

## Developing Translations

### Translating new publications

For translations of new publications, the submitted translation should correspond to the content of the final manuscript that is sent to layout after copyediting or to a copy exported in MS Word format after publication.

### Translating existing publications

- It is wise to conduct a review and/or revision of the English immediately prior to starting the translation so it has a recent publication date.
- Do not translate an EDIS publication that is past sunset or no longer supported. The translated publication must have a current contact.
- Some older publications may need to be updated to meet current EDIS standards. Check for:
  - Audience and Purpose statement in the introductory paragraph.
  - Pesticide tables use the standardized format.
  - Broken links and accessibility issues.

## Submitting Translations

Your editors will need to make decisions about how to handle the translation. They will need to know the following information, which some authors (natural resources) have been advised to submit in a separate English document.

- **The source document:** The title and URL. You may also upload separately the Word file used by the translator.
- **Contributors:** A list of authors and explanation of any author changes or additions. [Fill out the OJS metadata for the contributors so that we have their contact information and they receive automatic notifications.]
- **Translators:** The name of the individual who translated the document: NAME/EMAIL. Include the translators as contributors in the metadata if they will be listed in the byline. (Do not include them in the contributor list if they are non-experts who were hired or contracted as a translation service. There must be a human translator; machine translations will be declined.) If different from the editorial contact, indicate who should be the point of contact for the communications review.
- **Reviewers:** [If review will be required] The name(s) of potential language reviewers or the individual who already reviewed the translation: NAME/EMAIL
- **Audience and purpose statement:** If this is a simple translation, ensure the English and Spanish versions both have a statement describing the intended audience and how they should use this document. If this is a transcreation or localization, include a statement explaining the change in audience and adaptations made to be adhere to the original publication's purpose.

## Publication Process

1. Submit the translation to the unit that published the source document with the above information, via OJS at <https://journals.flvc.org/edis/submissions>.
2. The unit editor decides whether to “Accept and send to copyediting” or “Send for peer review”.
3. After accepted, the assigned IFAS communications editor will handle the rest of the publication process. Spanish translations will have a communications review by the Spanish communication specialist to ensure we are publishing the same consistent high quality communications as we have with our English publications.
4. The translator or Spanish speaking contact will need to respond to the communications review and make any indicated revisions.
5. The final version of the content will be sent to production, where it will be laid out as an EDIS/Ask IFAS document. The PDF will be sent for proofing, then it will be published on the EDIS journal and on Ask IFAS.