

Creation Ministries International **Steps in the Translation Permission Process**

You: The 'Translator' or translation contact

TC: The Translation Coordinator for *Creation Ministries International*

The blue text indicates something you, as 'translator', need to do.

1. You contact CMI for permission to translate and publish a CMI publication or article (work).
2. The TC checks records to determine:
 - a. That CMI is the copyright owner of the work
 - b. That the work has not already been translated
 - c. If there are any other groups interested in this language who may like to collaborate on the projectThe TC sends you the above information and the FAQ document (and/or link to the FAQ on our website)
3. You send confirmation to the TC of your intention to proceed
4. The TC emails cover letter, questionnaire and example Agreement to you
5. You send the completed questionnaire back
6. The TC reviews questionnaire and works through any problems with you.
7. When the project is approved, the TC enters your contact details and the project onto the translations database. The TC creates an Agreement and sends it to you.
8. You initial every page of the Agreement, sign the back page, arrange for all the translators to sign the Subsidiary Agreement and then send back the signed Agreement by email (a scan of the original signatures) or in hard copy to the TC.
9. The TC reviews the Agreement, signs it and sends one copy back to you by email or in hard copy along with any images you are able to use in the publication.

Note: You do not have permission to reproduce a CMI work until you have this signed Agreement back from CMI.

10. You send an electronic copy of the translation **pre-layout text only**
11. You continue with the project. We communicate about any anomalies that need to be dealt with
12. You send the final layout as PDF or other file type (if a web article only, please use the Elec_template.rtf supplied by the TC, also available on our website here:
http://www.creationontheweb.com/images/lote/elec_template.rtf)
13. You send the specified number of copies of final product to the TC.