

Translation F.A.Q.

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The following is a list of 'Frequently Asked Questions', which may assist anyone interested in accessing or participating in translations projects.

Please Note:

- TC stands for 'Translations Coordinator' and refers solely to the person employed by CMI who is overseeing permissions for your translation project.
- CMI stands for *Creation Ministries International*

TRANSLATION

Q: If I want to translate books, tracts or articles from the CMI website or *Creation* magazine or *Journal of Creation*, how do I go about it?

A: You will need to inform us of your plans and complete some forms. Please contact our Translations Coordinator (TC) at any of the following:

Email: translations@creation.info

Phone: +61 7 3340 9888

Fax: +61 7 3340 9889

Mail: Translations Coordinator, *Creation Ministries International Ltd*, P.O. Box 4545, Eight Mile Plains, Qld 4113, Australia.

Q: If I want to translate and publish books, tracts or other products, how do I go about it?

A: You must get written permission from CMI. An approval process is in place, which is followed by the completion of a written Agreement between you and CMI. Furthermore, there are three areas you will need to be responsible for:

1. Translation
2. Layout and Printing
3. Marketing and Distribution

CMI can provide some advice in each of these areas, but the sourcing of contacts and materials for all three of these areas is up to you. If you have the appropriate knowledge of the culture into which you wish to distribute, you are more qualified to do this than anyone at CMI.

Q: What kind of proofing is required?

A: As a standard for accuracy, *Creation Ministries International Ltd* requires all translators to arrange proofing of their work. Previously this was being arranged by us, but it is far too complicated and time consuming for us to do this because of our lack of resources in languages other than English. For example, we do not have access to proofers except those who contact us expressing an interest. Also, because our main language is English, it is extremely difficult for us to accurately differentiate between proofed versions and non-proofed versions etc. It would be easy to make mistakes. Instead it is more logical for the Translation Contact (you) to arrange proofing of your own work and to make the corrections before printing and/or sending the electronic text to CMI.

IMPORTANT: Because many of our materials contain complicated scientific terms, we generally require at least one of your proofers to have some **technical knowledge**. Somebody with a science degree, such as a medical professional, a geologist or a physicist would be ideal, but we may also accept somebody who has read a lot of scientific or technical resources both in English and the Language of Translation.

Each situation may be different, but the goal is to ensure the technical and scientific terms in our materials are correctly translated.

AUTHORITY

Q: Who needs to know what I'm doing with CMI materials?

A: All information and/or translation requests need to be forwarded to the Translations Coordinator in Brisbane, Australia – translations@creation.info. This ensures that two people are not doing the same translation at the same time. It also centralizes organizational aspects such as forms and permissions.

Q: What authority do I have over my translation project?

A: You have the authority to select people to assist you in translation; to choose your own methods of printing or contacting local publishers; to determine how much (if anything) you are going to reasonably charge for the finished product; and to distribute approved, published books or tracts according to the terms in the Translation Agreement. Online publication usually requires separate permission as does any other form of electronic dissemination (e.g. a CD).

PAYMENT and MONEY

Q: Will/can CMI pay me to translate books, tracts or articles for them?

A: In most cases, no. As a largely donation-funded ministry, we are not in a position to routinely offer assistance in costs, especially considering the escalating numbers of requests. Most translated CMI works have been translated free of charge by dedicated volunteers, and most printing costs have been raised by the people within a particular language or ethnic group, or by expatriates or others desirous to reach them, either from their own funds or from their efforts at raising funds for that purpose. Sometimes, groups or even publishers have done so as a commercial exercise. Either way, we are happy to consider encouraging as many individuals and/or groups as possible to get involved in such formalized, systematic ways, in the hope that this can multiply what CMI is able to do many-fold, across the world.

Q: In what situation might CMI provide funding for translation/publishing projects?

A: Some limited funds are available from time to time from donors who have specifically dedicated funds to translation projects. These funds will only be used for projects that fit the criteria for which they were donated, which sometimes specifies the language group. For such things, we will usually only employ the services of translators who have a proven track record in producing finished works for CMI. Even then, we would prefer that the translation project can be done as cost-effectively as possible, freely if possible, because this would permit more donated funds to be available for the work's printing and distribution, for instance. There are also certain books, tracts, articles, etc. which have a higher priority than others for CMI to get translated. Also, projects that propel our materials into third-world countries are more likely to receive CMI funding than countries where there should be an appropriate support base. At the same time, we are conscious that on occasion the main motivation for some translators in very poor countries has been to obtain employment at favourable (in their economy) rates. In short, most translation projects cannot be funded from CMI; it is not 'our' money anyway. Our mission and approach in such matters is to ensure access to a plentiful supply of high-quality, constantly upgraded English-language materials, and to encourage and facilitate their translation by 'outside' people as the Lord leads and enables them.

Q: If there are any profits from translated publications that we have sold, does CMI require a royalty?

A: This will depend upon the type of project and will be outlined in the Agreement forms that are signed by both you and CMI. Usually, CMI waives royalty payments for the first print run at least. After that it depends on the situation; for instance, we recognize that 'profits' are often necessary to help the distributing organization to be able to survive and do more of the same. Royalties are not usually an issue for us, particularly where it would hamper the flow of the information.

Q: We are a group that wants to publish a translated work. We also want to get it out in quantity. What is a reasonable discount to offer distributors or bookshops who are buying a large stock of a particular book or booklet?

A: Generally, we recommend a discount of 40-50% when selling to book distributors.

PERMISSION

Q: If I translate something for CMI, who owns the copyright?

A: CMI gives permission for translation of our materials only on the basis that the copyright is first assigned back to us for the translated work. We also require that a copy of the electronic text is passed on to CMI when complete. This is so that the flow of information is retained and we can share your valuable translation work with others on our website or in future publications. **It is also important because of the images we have paid for in the English materials, which can only be used, free of additional charge, by groups outside of CMI if we retain the copyright for the finished product.**

We have no intention of exploiting you/your work or competing with you. But our copyright assignment policy is necessary to ensure that the information is going to be freely available for all time. For example, someone translates book 'x' into French for distribution in France. Their project stalls for lack of funds. Meanwhile, someone from West Africa says they urgently need the same French book, and can print it cheaply there. By having the copyright and the text, we can instantly facilitate this important request.

You need to sign the documentation we send to you and post it back to us before translating/publishing is allowed to go ahead. Please also note that not all products written by CMI authors are owned by CMI. And many of the items we sell were produced by entirely different groups. Therefore, a different publisher would need to be contacted about translating these materials.

Q: If I translate something for CMI, can I have permission to publish it on my own or other websites as well?

A: Subject to approval, but in many cases the answer would be yes. Please include the URL (website address) on the Questionnaire we send to you. Permissions will be outlined on the Agreement forms we send to you. The name of the original author will still need to be present, but so, too, will the name of the translator. We would also appreciate a link back to the CMI website: <www.CreationOnTheWeb.com>. Please note, there is a page with a CMI graphic on it to be used with your links if desired.

Q: What are all the different Agreements and forms for?

A: There are five different Translation Agreements, which are tailored to your individual situation. An example of Agreements 1 to 4 may be sent to you. This will say 'EXAMPLE ONLY' and is not to be filled in by you or used. It is for your information only. There is also an FAQ (this document), a standard translation Cover Letter and a Translation Questionnaire:

1. Translation Agreement

This is our standard Translation Agreement, which is used for most projects. In particular, it is relevant for those groups who contact us for permission to translate AND publish CMI materials. It includes clauses about copyright, use of images, printing permissions, distribution permission, changes to the original content, English text to be included, royalties, etc. This Agreement may be sent to you by email, but it must be printed, signed and sent back by ordinary mail.

2. Translation Agreement for Incorporating Articles

This Agreement is mainly useful for groups who are producing their own magazine and wish to incorporate an article from *Creation* magazine, *Journal of Creation* or our website. It includes the same clauses as Translation Agreement 1 minus the printing, distribution and royalties clauses. This Agreement may be sent to you by email, but it must be printed, signed and sent back by ordinary mail.

3. Translation Agreement for Website Articles Only

This Agreement is very similar to the Translation Agreement except it applies specifically to articles for our website. It is aimed at people who are interested in translating solely for the CMI website or for use on their own websites as well. This Agreement may be sent to you by email, but it must be printed, signed and sent back by ordinary mail.

4. Reproduction Agreement

This Agreement applies when a group wishing to publish had nothing to do with the translation and there is no agreement between the translator and the publisher. For example, a translation may have been done five years ago and never published. If CMI had the correct copyright forms signed and possesses the electronic text, then it could give permission for a publisher to take the already translated text and publish it. This Agreement may be sent to you by email, but it must be printed, signed and sent back by ordinary mail.

5. Assigned Agreement

The Assigned Agreement is done by email only and it applies mainly to projects where CMI is, or was, the publisher. Somebody at CMI would have asked the translator to do the work (assigned it) and therefore the copyright would usually be considered CMI's anyway. This form is used to confirm copyright ownership and is designed to avoid any misunderstandings with translators about copyright. It forms part of our overall policy of operating 'above reproach'.

Cover Letter

This is a standard letter explaining some of our policies and our reasons for coordinating Translation Projects the way we do. Please note that we understand that each project is a little bit different and may require some thinking 'outside the square'.

Questionnaire

This is an important document for you to keep. When you have made some plans to translate and/or publish some CMI materials, you should fill in a Translation Questionnaire and email it back to the Translations Coordinator.

WEBSITES

Q: If I translate something for CMI, can I have permission to publish it on my own website (or another website) as well?

A: Please see answer in 'Permission' section.

Q: I would like to translate articles for your website. Can I help?

A: Yes, but the usual forms and Agreements will need to be followed, including proofing. There is a list of articles of high priority for translating into other languages. If you have any specific articles in mind, they may be acceptable also. Please contact our TC at translations@creation.info

Q: Can CMI please develop a version of the CMI website in a particular language?

A: To replicate the whole English site would be logistically impracticable. There are difficulties involved in translating menus, graphics and other website infrastructure. And then it would have to be kept up-to-date, would generate many queries in that language, etc. The mini-sites have been made over a period of time to make such resources that we had in that language available to the public. But even the construction of new mini-sites is very time-consuming.

To speed up the process of posting translated text, for languages which do not have their own mini-site, we will just be including them on the Translations Web Library. This library lists plainly all the translated items on one page with hotlinks and links. The Translations Web Library is an English webpage, but the titles of each item will be listed both in English and the associated language.

Q: I am a web developer (including knowledge of HTML and ASP) and I speak English and a language which has no 'mini-site' yet. Can I help you create the 'mini-site' for this language, so that the page has more 'appeal'?

A: Please contact our TC at translations@creation.info to see if cooperation on this is workable in this instance.

Q: Is CMI interested in having articles from OTHER SOURCES (not CMI) translated for their website?

A: At this stage, resources do not permit this. To even open this as a possibility would risk adding a huge manpower workload. This is because we would have to exercise quality control over the content of everything submitted. We are fully engaged in sourcing, preparing, checking and updating quality information from around the world, with the result that we have thousands of English language articles on our site and in our publications that would keep any translator busy for decades.

AVAILABILITY

Q: Can CMI send me copies of all their material in a particular language?

A: We are happy to send you a list of what is available so that you can contact the distributor or publisher yourself. It is not practicable for us to warehouse the required ranges considering that such requests are very rare. A limited range of books and tracts are available from our offices in languages other than English.

Q: I have found a book/tract/article in another language which has clearly been translated from an original CMI publication, but it is not listed on your website.

A: Our translations procedures are still being refined, therefore there may be completed projects that the current TC does not know about. Please contact the TC regarding your find at translations@creation.info

*Thank you for your interest.
If you have any further questions, please contact the Translations Coordinator.*