

# Rules and Procedures for Translating EAN Guidelines and EAN Guideline Infographics

**FOR MORE INFORMATION**

[www.ean.org/research/ean-guidelines](http://www.ean.org/research/ean-guidelines)

## Table of Content

<b>Introduction</b> .....	2
<b>EAN-only Guidelines</b> .....	3
Terms & Conditions of Translating EAN-only Guidelines: .....	3
Procedure for Translating EAN Guidelines .....	5
<b>EAN Joint Guidelines</b> .....	6
Terms & Conditions of Translating EAN Joint Guidelines:.....	6
<b>EAN Guideline Infographics</b> .....	7
Terms & Conditions of Translating EAN Guideline Infographics: .....	7
Procedure for Translating EAN Guideline Infographics.....	10

## Introduction

To make EAN guidelines more accessible to the community, EAN grants the National Societies the optional right to translate EAN guidelines and EAN guideline infographics and publish these translated versions in their National Society journals.

This document details the rules and procedure for translating EAN guidelines. These rules and procedure only apply to guidelines produced by EAN only, and the possibility to translate guidelines which are jointly produced with other Societies will be decided by EAN and the Partner Society/-ies involved on a case-to-case basis.

The present list of published EAN guidelines (EAN-only and joint guidelines) is available on the EAN Website (<https://www.ean.org/research/ean-guidelines/guideline-reference-center>). This list will be regularly updated whenever new guidelines are published. They are also announced on EANPages and social media accounts (Twitter, Instagram, Facebook, LinkedIn). Additionally, National Societies also receive a letter of information from EAN. Given this, it is the responsibility of the National Societies to monitor the availability of new or updated guidelines.

This agreement is effective from May 2023 and may be terminated by EAN at any time with six months notice.

## EAN-only Guidelines

Any EAN guideline document is considered EAN-only, if it is produced and published **solely by the EAN**, which means EAN has the exclusive ownership of all the rights to these guidelines (i.e. copyright, translation and distribution rights).

### Terms & Conditions of Translating EAN-only Guidelines:

- **Formal request to translation rights**

National Societies of EAN must obtain prior written agreement with EAN in order to translate and publish EAN guidelines or make available translations of the guidelines to any third party (other than its own members).

Any financial compensation received from such third parties must be communicated to the EAN and the income shared equally between the National Society and the EAN. Any such requests must come directly from the Board of the National Society.

- **Permission to translate**

EAN gives National Societies the optional right to translate and publish EAN guidelines and a **non-exclusive** option to publish the translated EAN guidelines in their own National Society journals (or other specified journal of their choice if there is no National Society journal) and sell reprints of the translated guidelines in their respective countries.

With that said, EAN reserves the exclusive right to publish the first edition of all EAN guidelines and in every language available. This right will not in any way be affected or limited by any other rights contained in these rules. However, the EAN will grant subsidiary rights to its National Societies to translate EAN guidelines in accordance with this policy.

- **Assurance of translation accuracy and consistency**

National Societies must ensure the accuracy of translations of EAN guidelines. To guarantee this, the President of the National Society as well as an EAN member from the respective National Society's country, chosen by the EAN Guideline Production Group, will have to certify the document accordingly.

For the sake of consistency, EAN will only accept one translation of the same EAN guideline in any given language. Therefore, if more than one publisher wishes to publish the translated version of the EAN guidelines in the same country, the second and subsequent publishers must use the first translated version. As all translations of

EAN guidelines must remain the property of the EAN, the EAN reserves the right to grant permission to other publishers to use the first translated version.

- **Translation Costs**

All costs and expenses of carrying out these rights and performing these obligations shall be borne by the National Societies, including the cost of compensating translators. The National Societies agree to obtain from all translators, proper written transfer of all rights to their work. If necessary, the EAN can provide the National Societies with a transfer of copyright agreement form to be translated and used for this purpose.

- **Copyrights**

The EAN retains full copyright on the EAN guidelines and their translations. All translations must be derived from the parent EAN English version and all translations of EAN guidelines remain the copyright of the EAN. The translations must be exact translations of the English/parent version and shall consist of the whole of the textual, pictorial, and diagrammatic material constituting the EAN document without alteration, abridgement or supplement and any comments/annotations, etc. must clearly stand out either at the bottom of each page in a footnote or at the end of the document.

Full credit will be given to the EAN for the guidelines and the title of the translations will contain the name of the EAN Task Force members having written the parent document (the translated document should say in its title or at least as a subtitle that it was translated from the EAN guidelines on ....). An EAN copyright statement must appear on the title page of the EAN guidelines as well as the full reference to the original publication in the European Journal of Neurology, or any other EAN journal, where the EAN guidelines were first published. The names of translators, reviewers, or others, having worked on the translated versions can be added to the front or back page of the document or as an annex or appendix. For the names of the reviewers, it will be clearly indicated that they are reviewers of the translated version and not of the parent document.

- **Translated Guideline Review**

All National Societies will send to the EAN Guideline Production Group (GPG) the draft of the translation for final written approval (for formatting and EAN logo consistency). Product advertising is not allowed on reprints of translated EAN guidelines. The National Society will have to send the GPG the comments/annotations they will be making to the guidelines, translated into English before publication. The GPG and the chairperson of the Guideline Task Force may

make comments on these annotations, which they will send back to the National Society.

- **Publication and Promotion**

All National Societies will send the PDF file of the document (the National Society will also need to send their comments/annotations translated into English to the EAN). The EAN reserves the right to post this translation on the EAN website or to create a link to this document on the National Society's website if it so desires, and free of charge (after they are published and posted by the National Society). It will be the responsibility of the National Society to notify EAN of the date of publication and web posting.

## Procedure for Translating EAN Guidelines

1. When an EAN-only guideline is published, the National Society (NS) must write a formal request to translate the guideline.
2. Once an agreement is made, the NS may proceed with the translation while adhering to the terms and conditions detailed above.
3. The President of the respective NS signs a statement of certification that the translation produced by the NS is 100% faithful to its parent document.
4. The NS submits the translated document draft to the EAN Guideline Production Group (GPG) along with its comments and annotations. The comments and annotations must be sent as well, translated into English. The EAN GPG will review this, the formatting of document, placement of the EAN logo. EAN GPG nominates an EAN member, who is from the National Society's country, to review the accuracy of the content. Once it is approved, this person shall sign a certification statement as well.
5. The NS sends EAN a PDF version of the document.
6. The NS may now publish the translated EAN-only guideline in its own Journal or its specified journal of choice.

## EAN Joint Guidelines

EAN Joint Guidelines are produced in collaboration with Partner Societies, therefore copyright, translation and distribution rights are shared amongst the Society/-ies involved. EAN shall authorize the **non-exclusive** right to translate, and publish EAN Joint Guidelines to the National Societies.

### Terms & Conditions of Translating EAN Joint Guidelines:

- **Formal request to translation rights**  
National Societies of EAN must obtain prior written agreement with EAN in order to translate and publish EAN guidelines or make available translations of the guidelines to any third party (other than its own members).
- **Permission to translate**  
EAN gives National Societies the optional right to translate and publish EAN guidelines and a **non-exclusive** option to publish the translated EAN guidelines in their own National Society journals (or other specified journal of their choice if there is no National Society journal) and sell reprints of the translated guidelines in their respective countries.
- **Copyright, Review, Publication and Procedure**  
The Terms & Conditions on copyright, review, and publication as well as the translation procedure for EAN-only guidelines are to be followed for EAN Joint Guidelines.

## EAN Guideline Infographics

EAN Guideline Infographics are graphic assets created to visualize the most important information from both EAN-only guidelines and EAN Joint Guidelines. EAN reserves all the rights to the English versions of the EAN Guideline Infographics.

### Terms & Conditions of Translating EAN Guideline Infographics:

- **Formal request to translation rights**

National Societies of EAN must obtain prior written agreement with EAN in order to translate and publish EAN guideline infographics or make available translations of the guideline infographics to any third party (other than its own members).

- **Permission to translate**

EAN grants the National Societies the optional right to translate and publish the EAN Guideline Infographics in their respective countries. EAN National Societies do not have the right to produce compilations of different EAN Guideline Infographics.

EAN National Societies are not authorized to self-produce infographics in English or in any other language of EAN guidelines without already existing infographics, produced by EAN itself.

- **Using the EAN Guideline Infographic Translation Package**

National Societies who have been granted the exclusive right to translate EAN Guideline Infographics shall be provided with an *EAN Guideline Infographic Translation Package* specifically for the use of the Guideline Infographic requested for translation. This is to ensure consistency in the visual messaging of EAN guideline infographics in all languages.

- The EAN Guideline Infographic Translation Package includes a working file, wherein the National Society may input translated text directly onto the infographic.
- The National Society may only use this package and may not create its own infographic from scratch when translating an EAN Guideline Infographic to ensure that the EAN branding is preserved.
- The National Society may only use this file for the specific Guideline Infographic requested for translation, and not for any other Guideline or purpose. Redistribution of template is also not allowed.
- The National Society may not, in any way, alter the formatting of the provided graphic (i.e., icons, layout of texts and images, colour scheme, and font), except in inevitable cases such as change in font due to characters or symbols specific to the translator's language.



- **Assurance of translation accuracy and consistency**

All translations derived from EAN guideline infographics must be exact translations and shall consist of the whole of the textual, pictorial, and diagrammatic material consulting the EAN document without substantial alteration of the content. In no circumstances may the Classes of Recommendations or Levels of Evidence be changed.

To guarantee the accuracy of the translated infographic, the President of the National Society as well as an EAN member from the respective National Society's country, chosen by the EAN Guideline Production Group, will have to certify the document accordingly.

For the sake of consistency, EAN will only accept one translation of the same EAN guideline infographic in any given language. Therefore, if more than one publisher wishes to publish the translated version of the EAN guideline infographic in the same country, the second and subsequent publishers must use the first translated version. As all translations of EAN guideline infographics must remain the property of the EAN, the EAN reserves the right to grant permission to other publishers to use the first translated version.

- **Translation Costs**

All costs and expenses of carrying out these rights and performing these obligations shall be borne by the National Societies, including the cost of compensating translators. The National Societies agree to obtain from all translators, proper written transfer of all rights to their work. If necessary, the EAN can provide the National Societies with a transfer of copyright agreement form to be translated and used for this purpose.

- **Copyrights**

The EAN retains full copyright on the EAN guideline infographics and their translations. All translations must be derived from the parent EAN English version and all translations of EAN guideline infographics remain the copyright of the EAN. The translations must be exact translations of the English/parent version and shall consist of the whole of the textual, pictorial, and diagrammatic material constituting the EAN document without alteration, abridgement or supplement and any comments/annotations, etc. must clearly stand out either at the bottom of each page in a footnote or at the end of the document.

The National Societies will promptly secure copyright protection in their country with respect to translation in the name of the EAN.

A full reference to the original publication in the European Journal of Neurology, where the EAN parent guideline was first published. A copyright statement must also appear on the translated infographic.

- **Translated Guideline Review**

All National Societies will send to the EAN Guideline Production Group (GPG) the draft of the translation for final written approval. Product advertising is not allowed on reprints of translated EAN guideline infographics.

- **Publication and Promotion**

All National Societies will send the EAN the final high quality PDF file of the translated EAN infographic. The EAN reserves the right to post this translation on the EAN website or to create a link to this infographic on the National Society's website if it so desires, and free of charge (after they are published and posted by the National Society). It will be the responsibility of the National Society to notify EAN of the date of publication and web posting.

Aside from publication in the local journal, the National Societies may also promote these infographics on their website and social media accounts, provided that EAN is duly tagged in the caption.

## Procedure for Translating EAN Guideline Infographics

1. When an EAN guideline infographic is published, the National Society (NS) must write a formal request for translation rights.
2. Once an agreement is made, the NS will receive from EAN an EAN Guideline Infographic Translation Package, which the NS shall use for its translation.
3. The President of the respective NS signs a statement of certification that the translation produced by the NS is 100% faithful to its parent document.
4. The NS submits the translated document draft to the EAN Guideline Production Group (GPG). EAN GPG nominates an EAN member, who is from the National Society's country, to review the accuracy of the content. Once it is approved, this person shall sign a certification statement as well.
5. The National Societies will promptly secure copyright protection in their country with respect to translation in the name of the EAN.
6. The NS may now publish and/or share online the translated guideline infographic.