



LIFE INNOVATIONS, Inc.[®]

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Guidelines for Translating FACES IV Package

David H. Olson, Ph.D.

Before we grant permission to translate the eight scales in the *FACES IV Package*, we would like you to review the following guidelines and indicate that you will follow them. Once approved, you can begin the process of translation.

The translation team will be given credit for the translation. However, the international copyright on the translated version is retained by Life Innovations, Inc.

- A translation team needs to be created that includes at least three people who know both English and the language and culture into which the material will be translated.
- Next, review the current items for cultural relevance. Items that are considered not relevant or unclear in the foreign language should be noted. You should then consider a new item and notify our office about using it.
- The translated items need to be back translated into the other language and then back-translated into English. Minor changes in the wording can be made to make the item more clear and concise.

When the translation is completed, a copy of the final translation should be sent to Customer Service for FACES IV at: cs@facesiv.com

Good luck on the process!

Sincerely,

David H. Olson, Ph.D.