

## COMET Translation Policy

The purpose of our translation policy is to ensure that the translation of any COMET document accurately reflects the collaborative expertise of the COMET Group. The COMET Group only fully endorses "official" translations of the COMET documents which have followed our translation policy.

Please let us know if you have any questions or concerns about our translation policy and process. If you are in agreement with the below policy and would like to proceed with translation, please [contact us](#) to start this process.

Official COMET translations must meet the following criteria:

- Developed using the most up-to-date version of the COMET document;
- Developed in collaboration with the COMET group;
- Follows the steps of translation described below.
- If the translation is published, original COMET authors will maintain primary authorship and translators will follow the authorship policy of the journal

### Steps of COMET Translation:

**Step 1:** Establish contact with COMET Group and select which COMET document you wish to translate.

**Step 2:** Complete a draft of the translation of selected COMET document (use most up-to-date document). If you are unsure of what version to use, please check with the COMET group.

**Step 3:** Have a back-translation of the draft translation carried out by an independent source. The person who back-translates the translated draft should not be involved with the translation in the first place and should be familiar with scientific language in both English and the selected language. If you do not know someone who is able to carry out this task, please let us know and we will try to assist you in finding someone to do this.

**Step 4:** Send back-translated COMET documents to the COMET group for review. We will make note of any differences between the back-translation and the original English publication of COMET and send you this feedback. (Please note: it is important that the translation be as close to the original English version as possible since the wording of the document was carefully and purposefully selected by the COMET group based on a consensus process.)

**Step 5:** If necessary, revise translated document based on feedback from the COMET group. This step may entail one or more iterations to ensure that wording of the translation is as accurate as possible.

**Step 6:** Disseminate the completed translation. While the translation will be posted to the COMET website for users of the selected language to access freely, we encourage translators

to seek publication of their translation in an open-access journal. While COMET authors will retain primary authorship on the translated document, translators will be listed in the acknowledgements section of the article as well as on secondary author byline where permitted by journals (i.e. under the author line state “Translated by xxx”). Translators are encouraged to write an accompanying editorial which may be done in collaboration with one or more COMET Management Group, if desired. All official translations of COMET will be announced and posted on the COMET website.

*Acknowledgment: wording adapted from CONSORT Translation Policy, accessed 04/03/2020:  
<http://www.consort-statement.org/consort-statement/translation-policy>*