

Cochrane MECIR translations

STANDARD OPERATING PROCEDURE

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INTRODUCTION

In October 2019, version 6 of the [Cochrane Handbook for Systematic Reviews of Interventions](#) launched. The *Handbook* is accompanied by the [Methodological Expectations for Cochrane Intervention Reviews \(MECIR\)](#), many of which are embedded within the *Handbook* chapters. The MECIR Standards are the ‘how-to’ guides for conducting, reporting and updating Cochrane Intervention Reviews, Protocols and Updates.

The *Handbook* and MECIR are very large in size, and technically challenging. A translation therefore requires substantial resources and extensive methodological knowledge. Both the *Handbook* and the MECIR Standards are updated when necessary.

This document provides a framework for translation proposals to ensure reliable, accurate and up-to-date Cochrane Methods guidance in other languages.

The Editorial and Methods Department, Knowledge Translation Department and Editors of the *Handbook* would like to encourage translations of MECIR in order to support the engagement of people with different native languages in Cochrane Review production. Full *Handbook* translations will also be supported under certain conditions. Translation proposals will be assessed and approved by the Cochrane Methods team and the Translations Coordinator.

The Editors and authors of the *Handbook* and MECIR are not able to be involved with translation projects, and consequently translation teams are responsible for the accuracy of translations.

October 2019 update: Cochrane and John Wiley & Sons Limited are discussing options for full Handbook translations.

STANDARD OPERATING PROCEDURES FOR MECIR TRANSLATIONS

1. Conditions that must be met for MECIR translations.

- MECIR translations must be led or supported by a registered Cochrane group; this group will be indicated as the responsible party for the translation on the frontpage of the published version, with the name and affiliation of all translators listed.
- MECIR translations will include a statement on the frontpage as follows: “MECIR is originally created in English. The accuracy of the translation is the responsibility of the translation team producing it. The translation is produced with care and follows standard processes to ensure quality control. However, in case of mismatches, inaccurate or inappropriate translations, the English original prevails.”
- If the responsible group is not the main and sole Cochrane group for a given language (for example, Cochrane Japan is currently the sole Cochrane group for Japanese), other relevant Cochrane groups must be informed of the planned translation (for example, Cochrane Germany, Switzerland and Austria, two German Review Groups, and 1 Swiss Field are relevant Cochrane groups for German).

- Translation teams agree to Cochrane’s [translator terms](#) (part of the Editorial and Publishing Policy Resources).
- At least part of the translation team must be familiar with the technical terminology relevant to advanced synthesis methodology and experienced in a wide range of research methods. Typically, translators would be Review authors.
- Where available, existing glossary translations of Cochrane groups must be used.
- The translation team has capacity to complete the MECIR translation in a reasonable timeframe and is prepared to incorporate future updates.
- Translation funding is compliant with Cochrane’s [Commercial sponsorship policy](#).

2. How to initiate a MECIR translation and keeping it up-to-date.

The process to initiate a new MECIR translation is as follows:

1. Requests must be sent to the Cochrane Methods team (methods@cochrane.org) who has oversight of MECIR and its updates.
2. The interested translation team will provide details on the background of their translators, the intended translation workflow and quality assurance process, available resources and projected timeline.
3. The translation team will nominate a person who is the main contact for the Methods team regarding the translation.
4. The Methods team will liaise with the Translations Coordinator to ensure translation proposals are appropriate or offer suggestions to adapt, if relevant.
5. The Methods team and Translations Coordinator will ensure that all relevant Cochrane groups are aware of the proposal in a given language. They will also inform the MECIR authors.
6. The Methods team and Translations Coordinator may decide to reject a translation request, if certain requirements are not met, and inform the concerned group accordingly.
7. The Methods team will provide the Word version of MECIR, and the Translations Coordinator will enable translation in [Memsorce](#), Cochrane’s translation management system. Memsorce facilitates version and quality control, updates, and recording of translations for Cochrane membership.
8. When future updates for MECIR are planned, the Methods team will inform the named person on the MECIR translation, so they can consider and plan an update to their translation, if desired. If a translation team does not update their MECIR translation by the time the English version of MECIR goes live, any published version of the previous translation will have to be marked as out-of-date, see also item 3 below.

3. Where to host MECIR translations.

The English version of MECIR exists in two locations:

1. A Word document in a Cochrane Methods team folder (Master file).
2. An online version hosted on [Cochrane Community](#).

Translations of MECIR will be hosted as follows:

1. A PDF document of the translated file along with the English Master file.

2. PDF version hosted on Cochrane Community as part of the English MECIR manual.
3. Optionally, responsible translation teams can link to the PDFs (point 2 above) on Cochrane Community from their Cochrane group website.

Longer term, Cochrane may enable translation of the web version on Cochrane Community, rather than Word/PDF only. At the time of the *Cochrane Handbook* version 6 update and launch, this was not feasible due to technical challenges and limited capacity.