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## Volunteer Translation Terms and FAQs

### Overview

We at Amazing Discoveries are happy you want to volunteer your services to help translate our materials. Before doing so, however, we request you read this document as it provides crucial information concerning the process of translating our materials. This document pertains to videos or articles **from English** that are **produced by Amazing Discoveries** or **Amazing Health**. If you are interested in translating videos or articles from German, please contact AD Europe at [ps@amazing-discoveries.org](mailto:ps@amazing-discoveries.org)

The **section breakdown** of this document is as follows:

- I. Translating Videos
- II. Copyright and Publishing
- III. Translating Web and Magazine Articles
- IV. Creating a New Language Site
- V. Tools and Support
- VI. Summary of the Translation Process for Videos and Articles

This document is for volunteer translations only. If we have commissioned you for a translation or if you wish to be a reseller, you will need to contact us for a different document and/or contract (TR-0005).

#### *Definitions:*

**AD** stands for Amazing Discoveries.

**TD** stands for 'Translations Department' and refers to the team at AD who is overseeing your translation project.

**Video** means any recorded presentation in digital or downloadable format, including, but not limited to, DVDs and media files.

### I. Translating Videos

#### 1. Q: If I want to translate one or several videos, how do I go about it?

**A:** You must inform us of your plans and complete a Volunteer Translation Agreement (TR-0001). Please contact our Translations Department (TD) through one of the following ways:

**Email:** [translations-ready-to-start@amazingdiscoveries.org](mailto:translations-ready-to-start@amazingdiscoveries.org)

**Phone:** 1-866-856-9457

**Mail:** Translations Department

PO Box 3140

Blaine, WA 98231

Please consult us before starting work to verify that a translation isn't already done or in progress. The TD will check your request against current work being done and determine the scope of the work. This way, two people are not translating the same video in the same language. There may also be a translation team already working on the title you are requesting. If this is the case, we may put you in contact with the translation team leader, so that you can add your work / effort to the project.

Below is a list of video series that we consider high priority for translating into other languages. However, if you have another video in mind, we will happily consider it.

- *Life at its Best*
- *Genesis Conflict*
- *Reformation Rekindled*
- *Total Onslaught*
- *Total Transformation*
- *Repairing the Breach*

Note that **only published videos produced by AD** are considered for translation. This means we do not authorize translations from live stream videos or unpublished works. We can only give you permission to translate our own materials.

## 2. Q: How do I stay informed about translation projects?

**A:** If you have any questions, we encourage you to email us at [translations-ready-to-start@amazingdiscoveries.org](mailto:translations-ready-to-start@amazingdiscoveries.org). We also recommend registering with our translations blog, which will keep you updated regarding new transcript releases, new videos published for translation, and more.

To register for our translations blog, go to <http://ubuntu.amazingdiscoveries.org/translations/>

- anyone can register for the blog
- new accounts are approved by the TD before you can access the blog. You will be emailed a password once we have verified your request
- you can leave comments for the TD directly on the blog

Visit our translations website at <http://amazingdiscoveries.org/translations> to get helpful information and stay up to date on AD's translation work.

### 3. Q: Are transcripts available to start my project and how do I obtain them?

**A:** Many transcripts are already available and ready for the translator use. A list of available transcripts and instructions on downloading the one you need off our server can be found on our translation blog. Be sure to register on the blog before commencing your work so that you can obtain the most up to date information to help you with your work.

### 4. Q: Are there any requirements for the person chosen as the translator?

**A:** We prefer that the person translating the text be a native speaker of the language of translation, whenever possible. This will ensure that the translation is as natural as possible.

### 5. Q: What kind of proofing is required?

**A:** To ensure accuracy, we request that you have at least one independent, native-tongue proofer check over your completed work. Since our primary language is English, it is difficult for us to determine accuracy of the translation. It makes more sense for you, the translator, to arrange proofing of your own work and to make the corrections before sending the finished video to AD.

**Important:** Because many of our videos contain complicated scientific and theological terms, it is recommended that your proofer(s) have some specialized knowledge in the field discussed in the presentation. Somebody with a science and/or theological degree would be ideal.

### 6. Q: Do you have any requirements for naming and numbering the videos?

**A:** Yes. Regarding naming, we ask you to translate the series title, as well as to translate the individual video title. For numbering, we ask you to stick with our video series numbers, but we require you to add the 2-letter country code signifying the translation language at the end. If you are unsure of the country code, check this [ISO 3166-1 –standard](#).

Here is an example from *Total Onslaught* in Spanish:

**201 - Just Another Man → 201ES - Simplemente Otro Hombre**

Whether you're distributing hard or digital copies of videos from English or German originals, the titles need to reflect the original naming and numbering system.

## II. Copyright and Publishing

### 1. Q: Under what license do I publish my work?

**A:** We require you to publish your work under the Creative Commons license [Attribution-Non-Commercial-No Derivatives](#). If you and/or others wish to redistribute your work for free, the license requires you to comply with these three conditions:

1. you attribute the credit back to AD
2. you do not make a profit on the translated works
3. you do not modify the original content of the work

Our copyright policy is necessary to ensure the information is going to be freely available for all time, since the goal of our ministry is to reach as many people as possible. As such, AD reserves the right to use the translated work on our own website and/or other ministry purposes, and to have the capacity to grant permission to others to make use of them. It also means we have automatic permission to reproduce the video should it ever become unavailable in that language. We would simply like the translated work to be used to its full potential.

### 2. Q: If there are any profits from translated publications we have sold, does AD require a royalty?

**A:** AD does not authorize the translator to sell the translation under any conditions unless agreed to beforehand. You may only copy and give away the translation for free since our ministry desires to reach as many people around the world as possible.

If you wish to become a commercial distributor of your translations, you will be required to sign a [Reseller Contract](#) (TR-0005) with different terms and obligations. Royalties would be payable to AD. Contact us if you are interested in further details.

### 3. Q: If I translate something for AD, do I have permission to publish it on my own website or other websites as well?

**A:** If you would like to publish the finished work on your website, you must include the name of the original author in the description, and you may also include your name (name of translator) in the description on your website. We also request a link back to AD's website: <http://amazingdiscoveries.org/> Refer to section II.1 and II.4 for more information on publishing and credit to the translator.

#### **4. Q: Am I allowed to add additional material into the translated work or delete certain material, whether subtitle text or video?**

**A: Absolutely not.** Any subtitle text or voice-over that is different from the original content on the video **cannot** be added to any translated video without written permission from AD. In the same way, no content may be deleted. This also applies to the introduction and/or end credits. We want the translated work to remain as faithful as possible to the original work, which means **no tampering of any kind**. Please note that we do not permit the addition of separate intro credits featuring the translator or his/her ministry. If the translator would like to list himself/herself as the translator, he or she may do so as a subtitle to appear in the opening credits **only**, featuring **name only** - no email. A year date may be included if desired. For example:

Translated by: James Vernon, 2013

See Section III.2 for our policy on using graphics.

#### **5. Q: Are there any rating regulations that I need to pay attention to?**

**A:** Each country has its own specific guidelines for rating DVDs. If you are planning on making DVDs available for free in your country of translation, you should research the requirements of your particular country in regards to labelling laws for educational films such as the ones produced by Amazing Discoveries. You may find out more information about your specific country here:

[http://en.wikipedia.org/wiki/Motion\\_picture\\_rating\\_system](http://en.wikipedia.org/wiki/Motion_picture_rating_system)

### **III. Translating Articles from our Website and/or *Faith on the Line* Magazines or a Book**

#### **1. Q: I would like to translate articles from your website or *Faith on the Line* magazine or one of your books. How do I go about it?**

**A:** You will need to inform us of your plans and get permission from us before you start. Please contact our Translations Department at [translations-ready-to-start@amazingdiscoveries.org](mailto:translations-ready-to-start@amazingdiscoveries.org) with the article(s) or book

you would like to translate. Like with video translations, we ask for at least one independent, native-tongue proofer to check your work. Upon completion of our translated article, we ask you to send us a Word or text file for our records and so we can put it directly on our site. We will also link from our site to wherever the translated article is posted.

**If translating a book**, we will need to know your intentions if you are planning on selling it or giving it away for free. If selling, you will need to also sign a Reseller Agreement. We will provide you with a digital version of the English text for your use.

**Note:** Not all the articles on our website are written by AD authors, and therefore, we may not be able to grant permission to translate. In this case, you would need to get permission from the original author. It is important that you contact us about translating any of our articles so we can ensure that we can grant permission.

## **2. Q: Do I use the same pictures on your website or *Faith on the Line* magazine in the translated article?**

**A:** Please **do not use** images from our articles without consulting us on the copyright ownership of the images. If you are using your own images, please have them approved by us first.

**If translating a book**, we will provide you with the original English text, as well as all images that belong with the book, so that it can be as similar as possible to the English original. You will need to contact the Translations Department at [translations-ready-to-start@amazingdiscoveries.org](mailto:translations-ready-to-start@amazingdiscoveries.org) for this.

## **3. Q: I have found a video/article/book in another language that has clearly been translated from an original AD publication, but it is not listed on your website. What should I do?**

**A:** Please contact the TD about your discovery as we need to know which of our materials have been translated so that we can include them on our website. You can reach us at [translations-ready-to-start@amazingdiscoveries.org](mailto:translations-ready-to-start@amazingdiscoveries.org). Since our translation procedures are still in process of being solidified, there may be finished projects that the TD does not know about, or there may be uncommissioned translations that did not get our approval. Either way, we would like to know so we can add them to our library.

## **IV. Creating a New Language Site**

### **1. Q: I am a web developer who speaks English and a language that doesn't have a website of your translated articles. Can I help you**

## create a website for this language?

**A:** Yes, we would greatly appreciate your help. Please contact our Translations Department at [translations-ready-to-start@amazingdiscoveries.org](mailto:translations-ready-to-start@amazingdiscoveries.org).

## V. Tools and Support

### 1. Q: Can AD send me copies of all their material so I can begin translation?

**A:** All of our presentations are available on our FTP server where we have videos, transcripts, and covers available for the translator's use. Powerpoints are also available upon request for translators wishing to translate the slides themselves. You will get this information after your [Volunteer Translation Agreement](#) is completed. Contact [translations-ready-to-start@amazingdiscoveries.org](mailto:translations-ready-to-start@amazingdiscoveries.org) for FTP details. For translations from German, contact [ps@amazing-discoveries.org](mailto:ps@amazing-discoveries.org).

These resources are **not** allowed to be shared or published. They are released solely for the purpose of making translations.

### 2. Q: How do I add subtitles to the new language video?

**A:** If you are not familiar with captioning software, we can provide a tutorial done by one of our volunteers that will introduce you to subtitle edits.

## VI. Summary of the Translation Process for Videos and Articles

Here is a step-by-step summary of the procedures if you want to translate a video/article from AD:

1. Translator contacts AD and undergoes approval process
2. Once we've received the filled-out [Volunteer Translation Agreement](#) (TR-0001) and approved it, translator can start the assignment
3. Translator obtains the necessary material to begin work on the project
4. Translator arranges for the work to be proofread by at least one other person who speaks the language of translation fluently, one who is fluent in English and, if possible, one who is familiar with scientific and/or theological terms depending on the video/article being translated
5. Translator sends the completed presentations **as they are finished** to AD. This means you do not have to wait to send us the entire series – you can send us the individual videos one by one. Please discuss with us regarding the format in which to send your completed work - we prefer MP4 files.
  - For videos, “completed presentation” means the finished work with either embedded subtitles or voice-over, the translated title of the video, a short description for ADTV in the new language (as shown [here](#), on the right-hand side), the translated transcript in text format, the translated DVD covers, and the translated name of the series (if changed). If you are not able to provide

embedded subtitles, we can burn them in but you need to give us subtitles in the appropriate format (we recommend SRT).

- For *Faith on the Line* and/or website articles, “completed presentation” means the translated document in Word or some other text file. We will also link from our site to wherever your posted article is online. Send by email to [faith-on-the-line@amazingdiscoveries.org](mailto:faith-on-the-line@amazingdiscoveries.org)

**AD does not take responsibility for any errors in the translations. We simply want to provide available resources for people who speak non-English languages to access our information.**

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*Please contact the Translations Department - [translations-ready-to-start@amazingdiscoveries.org](mailto:translations-ready-to-start@amazingdiscoveries.org) for more information or to have a sample Volunteer Translation Agreement emailed to you. If you speak a language other than English and have a heart for this ministry, we look forward to hearing from you. Thank you for your interest in AD's translation projects.*