

Translation protocol:

Protocol Title: ABUEL

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The following guidelines concentrate on the points that must be addressed in order to preserve the sensibility of the tool in the target culture:

1. Translation

- Translations are of the higher quality when undertaken by at least two independent translators. This allows for the detection of errors and divergent interpretations of items in the original.
- Translations should be undertaken by qualified mother tong translators. Highly educated translators may not be culturally representative of the target population. They preferably should translate into their mother tong. Some of them should be aware of the objectives underlying the materials to be translated and the concepts involved so as to offer a more reliable restitution on the measurement. Translators who are unaware of the objectives and concepts may usefully elicit unexpected meaning from the original tool.
- The translation should be reviewed by gerontologist/geriatrician or, if not possible, by a psychologist/health professional.

2. Back-translation

- Back-translated independently from first translation. Each first translation should be back-translated independently from each other. Misunderstandings in the first translation may be amplified in the back-translation, and thereby revealed.
- Back-translation should be undertaken by another qualified back-translator. They should also translate into their mother tong.
- Back-translator preferably should not be aware of the intent and concepts underlying the material.

3. Review Committee

- The Review Committee should be multidisciplinary and constituted by 3 members, fluent in English and in the local language. Membership in the Committee should be multidisciplinary. The Committee should produce a final version of the questionnaire. Part of the Committee's role should also review the introduction and instructions to the questionnaire as well as the scaling of responses to each question.

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- The translation process from English to native language may result in discrepancies and anomalies affecting certain questions within the questionnaire. All the question changes with respect to the final version in English have to be recorded in the translation process documentation. Each partner documents in detail major discrepancies due to “uncomparable issues, such as services used, education, occupational status, sources of income.
- For resolving discrepancies, the Committee may further decide to repeat the translation-back-translation process.
- The questionnaire could be modified, changing inappropriate items. Committee can modify or eliminate inadequate and ambiguous items and generate substitutes better fitting the cultural target situation while maintaining the general concept of the deleted items.
- Cross-cultural equivalence of the final version should be verified. Translators aiming for conceptual equivalence should consider the following:
 - a) semantic equivalence in the meaning of words - achieving It may present problems with vocabulary and grammar;
 - b) idiomatic equivalence – more likely to be necessary in the emotional and social dimensions;
 - c) experiential equivalence – the situations evoked in the source version should fit the target cultural context and refer to usual experiences or activities, and this may result in the modification of an item;
 - d) conceptual equivalence refers to the validity of the concept explored and the events experienced by people in the target culture, since items might be equivalent in semantic meaning but not conceptually equivalent.

4. Pre-testing

- Equivalence in source and final version using a pre-test techniques has to be checked. A sample population replies to the questionnaire in order to check for errors and deviations from the translation. If the final version does not achieve a satisfactory level of equivalence, further revision can be performed by the committee.
- Either use of probe technique or submitting of the source and final version to bilingual lay people has to be assured. Using the probe technique, after each answer (or random sample of answers), the respondent is asked the probe question: “What do you mean?” and encouraged to elucidate his or her understanding of the item in an open-ended manner.
- Immigrants: the language of administration or use o a dual-format measure should be chosen.