

Guidance Notes 4

February 2012

Guidelines for Translation and Production of Values in Healthcare: a spiritual approach

Values in Healthcare: a spiritual approach (VIHASA) is being used by many countries around the world – 50 countries have a pack, about 20 countries are actively using the programme. In some countries there are organisations specifically set-up to promote and distribute VIHASA. In some countries there are groups of committed people who have come together and are using the programme. The pack has been translated in 12 languages to date. Some countries have also printed the pack either in English or in their own language and others have translated the pack but not yet printed it.

Introduction

The Programme was developed for healthcare professionals in the United Kingdom (UK) and particularly for National Health Service staff in mind, by healthcare professionals based in the UK. However, the materials have a wide appeal for complementary & alternative professionals, other professional bodies in the UK and also in other countries. The JF team understands and appreciates that minor modifications may be required to make it more appropriate to different cultures and languages.

Where translation is required, the JF team would want to maintain the standard and presentation style wherever possible to maintain its integrity. The Janki Foundation will support anyone wishing to develop the use of the VIHASA in their country.

Translation:

1. If any individual/country would like to translate the VIHASA Programme, please contact us at values@jankifoundation.org to get a form to apply for a license to translate (and print), and discuss your ideas. Permission needs to be granted for translation of copyrighted materials.
2. Materials available to help with translation:
 - Microsoft Word document of the text only
 - CD format of the printed pages of VIHASA, in PDF format.
3. The text can be translated from English to the preferred language in a Microsoft Word document and formatted to maintain the clarity of the document.
4. Save in a format requested by your designer. (Mac computers can also use Microsoft Word and this text is movable between PCs and Macs)

Designing

1. The translated text will need to go to a designer, who uses the design page template and other items on the *Design Template CD* to recreate the design for the printers.
2. CD format of the printed pages of VIHASA, in PDF format, may be helpful for the designer to lay out the pages.
3. *The Design Template CD*, prepared on a Mac computer in Quark programme, has on it the Page Layout for Quark, fonts, photos, and icons used in the Programme. (*Contents of CD available on a separate document 'Contents of Design Template CD'.*)

Permission to Print & Distribute

1. Prior to printing, a licence needs to be finalised. Contact the Janki Foundation at values@jankifoundation.org office to finalise details for *Permission to translate, print and distribute the VIHASA pack*. A licence agreement will be issued subject to all the required details received. The licence would give permission to print x copies and distribute to y countries/territories over z time period.

News

1. The Janki Foundation expects to receive regular news of activities using VIHASA that can be shared with others using the programme around the world (see Guideline 3).

Production

1. Consider producing as a CD with PDF format of the Programme for the recipient or the organisation to print rather than printing many copies in the first run. It is preferable if the Ring binder could be printed to the same standard as the original in English to maintain continuity of the product.
2. The cover, cards and the dividers (in English) are in PDF format ready for the printers – contact the JF office for information about these.

Guidelines:

- 1: Guidelines for Setting up and using Values in Healthcare Internationally - Feb 2012
- 2: Guidelines for Volunteers using VIHASA in the UK and Abroad - Feb 2012
- 3: Guidelines for Sending News to JF about VIHASA in the UK & Abroad - Feb 2012
- 4: Guidelines for Translation & Production of Values in Healthcare - Feb 2012