

Guidelines

- *Education level of audience for translated (target) text: K8*
- Splitting sentences: if a sentence is long and contains two or more complete thoughts, it should be split into multiple sentences that are simpler. All such sentences will be entered in the same cell to the right of the source sentence, separating them with periods as per usual.
- Carrying over sentences or phrases: a sentence or phrase need not be paraphrased if it is already understandable for consumers; it can simply be carried over as is. Similarly, some sentences may only need one or two terms to be substituted, but no syntactic changes made.
- Ignoring sentences: if a source sentence is not relevant to consumer understanding of the document, it should be ignored, and the cell to the right of it left blank, for example:
 - Sentences that expound on experimental procedures not relevant to conclusions, e.g. “Blood pressure of study participants was measured in mmHg using a sphygmomanometer.”
 - Translate (do not ignore) sentences mentioning or implying that “Future studies are needed for this topic...”
- Resolving anaphora:
 - if pronouns in the source sentence refer to something in the previous sentence that is necessary for understanding the current, replace them with their referents in the target sentence. E.g.:

	Source	Target
1	Cardiovascular disease is the leading cause of mortality.	Heart disease is the leading cause of death.
2	<i>It</i> is influenced by genetics as well as lifestyle.	<i>Heart disease</i> is influenced by heredity and lifestyle.

- General guidelines
 - Change passive voice to active voice when possible
 - E.g., “A total of 24 papers were reviewed” can become “We reviewed a total of 24 papers”
 - If a source sentence contains a subheading (e.g., “Background:”, “Results: “)
 - And is followed by a complete sentence, omit the subheadings (e.g., “Background:”, “Results: “) in the target text
 - E.g., “Objective: Our aim is to evaluate management of foreign bodies in the upper gastrointestinal tract.” can be translated to “Our aim is to rate treatment of foreign objects stuck in the upper digestive tract.”

- And is followed by an incomplete sentence, convert the partial or incomplete sentence to a complete target sentence by folding in the subheading based on context
 - Here is an example of the authors’ aim: “Objective: To evaluate management of foreign bodies in the upper gastrointestinal tract.” can be translated to “Our objective is to rate treatment of foreign objects stuck in the upper digestive tract.”
 - Here is an example of the review’s aim: “Purpose of this review: To evaluate management of foreign bodies in the upper gastrointestinal tract.” can be translated to “This review’s purpose is to rate treatment of foreign objects stuck in the upper digestive tract.”
- Omit confidence intervals, p-values, and similar measurements
 - An example is “The summary odds ratio (OR) for bacteriologic cure rate significantly favored cephalosporins, compared with penicillin (OR,1.83; 95% confidence interval [CI], 1.37-2.44); the bacteriologic failure rate was nearly 2 times higher for penicillin therapy than it was for cephalosporin therapy (P=.00004).” translated to “Results favored cephalosporins (antibacterial antibiotics) over penicillin (another antibiotic).”
- If the current target sentence is partially entailed or implied by the previous target sentence, still create a translation for the current target sentence. E.g.:

	Source	Target
1	The summary odds ratio (OR) for bacteriologic cure rate significantly favored cephalosporins, compared with penicillin (OR,1.83; 95% confidence interval [CI], 1.37-2.44); the bacteriologic failure rate was nearly 2 times higher for penicillin therapy than it was for cephalosporin therapy (P=.00004).	Results favored cephalosporins (antibacterial antibiotics) over penicillin (another antibiotic).
2	The summary OR for clinical cure rate was 2.29 (95% CI, 1.61-3.28), significantly favoring cephalosporins (P<.00001).	Results favored cephalosporins.

- If the current target sentence can be written EXACTLY as the previous target sentence, just type “...” (no quotes) for the current target sentence
 - *Note: this is a rare scenario*

- Carry over words that are understandable for consumers OR words that consumers are exposed to constantly e.g., “metabolism”.
 - “Metabolism” does not need a substitution, synonym, or adjacent definition in the target sentence and can be carried over as is.
- Substitute longer, more arcane words for shorter, more common synonyms
 - Examples are “inhibits” translated to “blocks” OR “assessed” translated to “measured”
- Replace professional jargon with common, consumer-friendly terms
 - Examples are “nighttime orthoses” translated to “nighttime braces” OR “interphalangeal joint” translated to “finger knuckle”.
 - If there is ambiguity in how a term can be replaced, the full publication or other outside sources may be used to deduce the intent of the authors.
 - When substituting a term, ensure that it fits in with the sentence holistically, adjusting the term or sentence appropriately, e.g. to avoid redundancy. Where appropriate, pronouns like “it” or the general “you” in the translated term can become more specific from the context.
- If the jargon or a named entity does not have plain synonyms, leave as is in the first mention but explain it with parentheses or nonrestrictive clauses. Subsequent mentions of the same named entity by (1) a PRONOUN or (2) its SPECIFIC NAME can be replaced with either (1) a more GENERAL REFERENT or (2) its SPECIFIC NAME. E.g.:

	Source	Target
1	<i>Duloxetine</i> is a combined serotonin/norepinephrine reuptake inhibitor currently under clinical investigation for the treatment of women with stress urinary incontinence.	<i>Duloxetine</i> (a common antidepressant) blocks removal of serotonin/norepinephrine (chemical messengers) and is studied for treating women with bladder control loss from stress.
2.1	<i>It</i> is only available on prescription and commonly taken orally via capsules.	<i>This antidepressant</i> is prescribed and usually swallowed as a pill. OR <i>Duloxetine</i> is prescribed and usually swallowed as a pill.
2.2	<i>Duloxetine</i> is only available on prescription and commonly taken orally via capsules.	<i>This antidepressant</i> is prescribed and usually swallowed as a pill. OR

		<i>Duloxetine</i> is prescribed and usually swallowed as a pill.
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- Treat abbreviations similarly as jargon or named entities. If an abbreviation does not have plain synonyms, leave as is in the first mention but explain it with parentheses or nonrestrictive clauses. Subsequent mentions of the same abbreviation by (1) a PRONOUN or (2) its SPECIFIC ABBREVIATION can be replaced with either (1) a more GENERAL REFERENT or (2) its SPECIFIC ABBREVIATION. E.g.:

	Source	Target
1	This chapter covers antidepressants that fall into the class of <i>serotonin (5-HT) and norepinephrine (NE)</i> reuptake inhibitors.	This work covers antidepressants that block removal of the <i>chemical messengers serotonin (5-HT) and norepinephrine (NE)</i> .
2.1	That is, they bind to the <i>5-HT and NE</i> transporters with varying levels of potency and binding affinity ratios.	These antidepressants bind to <i>these chemical messenger</i> transporters with varying effect. <i>OR</i> These antidepressants bind to <i>5-HT and NE</i> transporters with varying effect.
2.2	That is, they bind to <i>these</i> transporters with varying levels of potency and binding affinity ratios.	These antidepressants bind to <i>these chemical messenger</i> transporters with varying effect. <i>OR</i> These antidepressants bind to <i>5-HT and NE</i> transporters with varying effect.