

OFFICIAL GUIDELINES FOR THE TRANSLATION OF RE-EVALUATION COUNSELING THEORY AND LITERATURE

The theory of Re-evaluation Counseling is in itself an important assistance to our re-emergence. As the principles of the theory become well integrated into our thinking, we are more able to act successfully in both counseling and non-counseling situations.

The summarized experiences of others in RC furnish us much useful information, insights, and encouragement.

Many people can become acquainted with the written theory only through translations (the activity of writing text from one language into another language) from the original languages. This makes securing accurate and responsible translations of great importance. The rights of authorship and publication, as protected by international copyright laws, must also be taken into account.

How much rigor and care are necessary will vary somewhat with the material being translated. Some of the very fundamental theory, as, for example, *The Postulates*, will require great care, while a current report on the successful organization of a support group can be translated more roughly (and speedily) and still be satisfactory communication.

Our goals in translation should be to make our theory available to everyone in RC in their languages. We want to spread the knowledge of all RC theory and practice among all the peoples of the world:

Accurately

As widely as possible

As rapidly as possible

Involving the translation skills of as many Co-Counselors as possible

Using the resources of the whole RC Community to support translators

With full courtesy to the authors and compliance with copyright laws

With credit and recognition to the translators

As economically as possible

In consultation in the Communities with the current speakers of that language, about the resources and needs.

GENERAL POLICY

1. All translations should be free from distortions of the theory. Nothing should be omitted and nothing added.

2. The translations should contain no form of oppression. No "cultural adjustments" that include oppression can be allowed.

3. The language in the translation should be easy to understand, clear, and with correct grammar and correct expressions.

This means that it is often necessary to change words, expressions, grammar, and so on in order to *really* translate the text. Unaware use of English words and expressions in translation are often a form of internalized cultural oppression. However, changes in words and grammar must not change the actual *meaning* of the original words.

4. Much RC literature to date was originally written in English. In this literature, some words have been redefined to give the word special RC meaning. The RC meaning might be one of the word's normal meanings or similar to but not exactly the same as the everyday use of the word. Other words have been specially invented for RC. Each time RC is translated to a new language, several words will in the same way have to be either re-defined or invented especially for RC use. (Almost every emerging field of knowledge has done the same.)

5. The translation must show respect for the author's cultural background and way of expressing herself or himself. For example, expressions and quotations are, of course, colored by the author's cultural background. They will sometimes need an extra explanation in a translation. If they are changed for something else without explanation, the author's way of expressing herself/himself will often get lost.

6. The process of translating a difficult passage will usually consist of two stages: The first is inspiration, playing with ideas, guessing at a good expression of the meaning. No version is too wild to be proposed at this stage. The second stage, and a completely necessary one, is to check the proposed wordings rigorously, to try them out on other knowledgeable people, and to

carefully analyze if they exactly convey the meaning of the original text.

7. If a translator doesn't clearly understand a word or a passage in the text, she or he must never be content with guessing. Someone who can explain the exact meaning (the author, for example) can always be found.

8. Translation software can be used as an aid by a translator. However, it cannot replace the informed human intelligence that is needed to understand the source text well and find the most precise expression in the target language.

STRUCTURE

1. Central responsibility for publication of translations of RC literature should be given to one person for each language. This person is chosen after discussions among Regional and Area leadership and the International Reference Person, as soon as a suitable person is available.

2. This Translation Coordinator's job is to make decisions about the publication of translations in a particular language (both to approve what is to be translated and to check and approve or disapprove the final translation before publication). The Translation Coordinator also oversees the work of putting together a glossary of RC words and phrases for that language (to be periodically revised and posted on the RC web site). He or she maintains a list of translations in progress so that there can be an up-to-date listing of translated articles for posting on the RC web site. He or she also encourages wide participation in and prompt publication of good translations. The Translation Coordinator will send the final version of any translation proposed for publication to the International Reference Person and Rational Island Publishers Translation Coordinator for their approval in advance of publication.

3. The Translation Coordinator is not required (unless she or he chooses to do so) to correct and revise the translations of others. If a translation is not approved for publication, it is the translator's job to either herself or himself improve the translation or to find another person willing to do so. (The Translation Coordinator can otherwise easily be overloaded with correction work.)

4. The Translation Coordinator is encouraged to appoint Assistant Translation Coordinators to assist him or her in approving translations for publication. Assistant Translation Coordinators may be particularly

needed when a language is spoken in more than one geographic region. Assistant Translation Coordinators can be of general assistance to the Translation Coordinator as the volume of translated materials increases. The task of approving some types of translations may be delegated to an Assistant Translation Coordinator (see Guidelines, below). With other types of translations, the Assistant Translation Coordinator can give preliminary approval but must pass the translation on to the Translation Coordinator for final approval.

5. First versions of translations should be checked with Community leadership and responsible Co-Counselors, and feedback from people using each edition should be solicited for the improvement of later editions.

6. All Co-Counselors should be encouraged to help with translation. (Bilingual translators will be needed for actual translation, but there are many tasks that can be performed by Co-Counselors who lack the ability to translate.) Translators should be reminded that there is no guarantee that their work will be approved for publication. Volunteer translators should check with the Translation Coordinator before beginning a translation to avoid unnecessary duplication of another person's work.

7. A translator should be asked to approve editorial changes in her/his translation. (If the translator doesn't accept the proposed changes, she/he may want to withdraw the translation completely. It is necessary to respect the work of the translator.)

GUIDELINES

1. Each Co-Counselor is allowed and encouraged to translate any text for his or her use (one copy allowed).

2. A Co-Counselor who is knowledgeable about the topic of an article and wishes to do a translation for general distribution should do the following:

a) Contact the Translation Coordinator to find out if someone else is already translating the proposed article or pamphlet. If you are unsure about what to translate, ask the Translation Coordinator for suggestions. Translation Coordinators are listed in *Present Time*. If a Translation Coordinator for your language has not yet been appointed, please contact the Rational Island Publishers Translation Coordinator for guidance.

b) Make a first draft of the translation.

c) Improve the translation as much as possible: Carefully re-read it. Get help with words or phrases that are difficult to translate. Circulate your translation to other translators or other Co-Counselors who have a strong understanding of RC and of the language of the translation, for their suggestions. A maximum of 10 copies (including copies sent by e-mail) can be made for this purpose. These copies must be clearly marked "provisional translation."

d) The content of the text should not depart from the original text without the approval of the International Reference Person.

e) When you are satisfied that the translation is finished, send a carefully proofread, clearly legible copy to the Translation Coordinator. The Translation Coordinator will read the translation and send it back with any general suggestions for changes. (However, it is not the job of the Translation Coordinator to actually correct the translation.) When these changes are agreed upon, they will be incorporated into the translation. If agreement cannot be reached, the translator may withdraw the translation or allow the Translation Coordinator to make a final decision.

f) Contact the Rational Island Publishers (RIP) Translation Coordinator and confer on the transfer of ownership of the translation's copyright to RIP.

3. Workshop leaders who request that an article be translated for use at a workshop should make the request at least 3 months before the workshop. It is not the responsibility of the Translation Coordinator to find a translator for this purpose.

4. In order to be published (i.e., printed for circulation or posted to the RC website) and circulated widely, translations—of books, pamphlets, articles, language-wide newsletters, and materials published on the RC internet web site <<http://www.rc.org>>— must be approved by the Translation Coordinator and the International Reference Person (or, in some cases, just by the Translation Coordinator, if so delegated by the International Reference Person).

Material intended for photocopying for limited distribution—Area newsletters and translations restricted to a single workshop or a class—must be approved by the Translation Coordinator (or by an Assistant Translation Coordinator to whom this task has been delegated by the Translation Coordinator). Such translations still need to accurately represent the theory, but in order to make them available on short notice, they need not meet the same standard of meticulous editing required

for printing of widely circulated publications. The distribution of such translations is limited to the particular class or to workshop participants or to Co-Counselors within a single Area. Each copy of the translation must be clearly marked "Only to be used for (specify which class/workshop/Area publication), where it is to be discussed. This translation may have minor inaccuracies, please do not copy or distribute it further." The original language version of the article should be included. These translations can be improved later and then be submitted for approval for publication and wider circulation to the Translation Coordinator and the International Reference Person.

In general, writings posted on the RC e-mail discussion lists should not be translated. They have not been edited or checked for theoretical soundness. Many good postings are edited and reprinted in *Present Time* or other journals, and that version can be translated and circulated. If a Co-Counselor wishes to translate a posting from an e-mail list, particular steps must be taken because the e-mail lists are initial discussions among a restricted and qualified group rather than thoughts written for a wider audience and are not the final best thinking of the individuals or the group. The following is necessary before the translation can be circulated:

- Permission from the author must be obtained
- Authorship and identifying information must be removed
- The posting may only be photocopied (not bound)
- No cost may be charged beyond the cost of photocopying
- Approval of the Translation Coordinator or Assistant Translation Coordinator must be obtained.

5. After obtaining final approval from the Translation Coordinator and, in most cases, the International Reference Person, the translation may be published.

The translation can be prepared for publication and printed either by Rational Island Publishers, in Seattle, Washington, USA, or by a local RC Community.

Please contact Rational Island Publishers first, before sending a manuscript to be prepared for publication, to determine the best way to proceed.

Printing the translation anywhere other than at Rational Island Publishers requires the permission

of the International Reference Person. When printing locally, the advice and support of the Rational Island Publishers Translation Coordinator should be sought. (See “How to Publish Translations” for more information.) When publishing a pamphlet or book already published by RIP, the cover design, layout, and size should follow as closely as possible to the original publication.

6. The following information should be printed on the inside front cover (or back of the title page if there is one), of any translation of RC literature (obtain a sample from the Rational Island Publishers Translation Coordinator). If there is no cover or title page—for example, in the translation of a single article—this information can appear on the last page. This is also appropriate for publications only posted to the RC web site. (Example below.)

Print the following information in English and the original language of the text, if not English:

- Title of the pamphlet or book
- Original publication source (if excerpted from another publication)
- Name of the author
- What number edition (where necessary), for example, second edition, third edition
- Name of the language
- Name of the translator (can be written as, for example, “Hungarian translation by Molnár Gabriella)”)
 - The following copyright message: Copyright © [year of copyright of the original publication], [year of copyright of this translation] by Rational Island Publishers. All rights reserved. No part of this pamphlet (or book or article) may be used or reproduced in any manner whatsoever without written permission, except in the case of brief quotations embodied in critical articles or reviews.
- Repeat the copyright information (above) in the language of the translation.
- Finish with the following information (in the language of the translation): For information contact: Rational Island Publishers P.O. Box 2081, Main Office Station Seattle, Washington, 98111, USA Telephone: +1-206-284-0311 E-mail: <ircc@rc.org> Fax: +1-206-284-8429

- ISBN (or in rare cases, a comparable number) for the translation

- Price of the publication in the currency of the country where published (or you may leave this blank and fill it in later, if currency value in your country fluctuates greatly). (Not needed if the translation is only to be published on the RC web site.)

EXAMPLE:

Working Together to End Racism
Tim Jackins and others
Spanish translation by Yara Alma Bonilla

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ISBN: 1-58429-123-0

\$2.00

Trabajar juntos y juntas para eliminar el racismo
Tim Jackins y otras personas
Traducido por Yara Alma Bonilla
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\$2.00

7. On the last page (or back cover) of a printed translation, reproduce the list of translations in that language, which is in the back pages of Present Time. If the publication might be circulated outside of RC, the last page (or back cover) should also include the following statement, both in your language and in English: For those who would like more information about Re-evaluation Counseling, these four publications provide a strong foundation:

The Human Side of Human Beings

The Fundamentals of Co-Counseling Manual

The Human Situation

How to Begin "Re-evaluation Counseling"

(If any of the above have been translated into your language, list the translated titles as well as the English ones.)

8. The price of a translation should be calculated so that it covers the following:

a) The cost of producing (printing, assembling, etc.) the article, pamphlet, or book,

b) 10% of the funds generated by sales of translations to be paid to Rational Island Publishers as a royalty fee and submitted to Rational Island Publishers annually in January, and

c) generation of extra income to pay for production of more translations before all current copies are sold.

If translations are produced and sold locally, the income from the sale of translations should be kept in a separate fund and used for ongoing publication of RC translations.

9. If a translation of a publication has been printed locally, send five copies to Rational Island Publishers. Rational Island Publishers will buy these copies at the retail price. In addition, please send an electronic version of the publication to Rational Island Publishers. Contact Rational Island Publishers before sending the publication in order to determine the best method for doing this. Notify Rational Island Publishers of the number of copies published. Send the ten percent (10%) royalty to Rational Island Publishers annually in January.

10. The RC Communities cannot, in general, afford to pay for the job of translating. RC translations (like most of the work of the Communities) are almost always done by volunteers.

11. Priorities for translation, as of October 2012, prioritized in the order listed:

a) *The Human Side of Human Beings*

b) *The Fundamentals of Co-Counseling Manual*

c) *How to Begin "Re-evaluation Counseling"*

d) *The Human Situation*

e) *Working Together to End Racism*

f) *Guidelines for the Re-evaluation Counseling Communities*

g) *"The List"*

h) *The Enjoyment of Leadership*

i) *A New Kind of Communicator, 6th Ed.*

j) *Listening Effectively to Children*

k) *Official Guidelines for the Translation of RC Theory and Literature*

l) *Selections from Present Time (emailed quarterly from the Rational Island Publishers Translations Coordinator).*

An up-to-date "priority list" can be obtained from the International Liberation Reference Person for Translators of RC Literature or can be found on the RC website <www.rc.org>.

The priority list is for the purpose of guiding the organized translation efforts of the RC Communities. It is not meant to discourage individual Co-Counselors from translating literature that is of immediate interest to them. Such translations are important, too, and should be encouraged. The Translation Coordinator should also consult with the Regional Reference Person(s) of the Region(s) in which the language is spoken about which translations are important for those Region(s).

12. Translations of literature provided to Rational Island Publishers in electronic format will be made available on the RC web site. A listing of all books, pamphlets, and articles translated in each language, and information on how copies may be obtained, will also be posted there and updated regularly. c

13. Overall responsibility for the publication of RC literature resides with the International Reference Person. Permission to reproduce RC publications or to publish in the name of Re-evaluation Counseling must be approved by the International Reference Person.