

HOW TO PUBLISH TRANSLATIONS

There are two ways of publishing translations. Either Rational Island Publishers in Seattle can help you to publish the translation, or you can publish locally. This will be decided in consultation with the International Reference Person.

If you have the resources to publish locally, there are some advantages to doing so. The people at Rational Island Publishers and Re-evaluation Counseling Community Resources in Seattle already have a heavy work load. The staff in Seattle will not automatically grow in numbers because there is rapid growth in your language area. Typesetting in a language that one doesn't know well is a slow procedure. So whenever it is possible, you should try to send the manuscript as a digital file. This will simplify the process in Seattle.

To translate a whole book is a major task. One way of making translations available quicker is to divide a book into pamphlets and print them as they are translated and edited. If you do this, you must not omit any chapters from a book without the permission of the International Reference Person.

Before publishing a translation of any RC literature, please check with the Rational Island Publishers Translation Coordinator in Seattle (Washington, USA). There are certain requirements and guidelines regarding copyright information, formatting, and the front cover of books and pamphlets.

PUBLISHING IN SEATTLE

To publish a translation in Seattle, type the manuscript on a computer and send the manuscript to Seattle on a CD or as a document attached to an e-mail message. You do not have to worry about layout; that will be done in Seattle. Make the document as simple as possible. Write down what program you have used and what version of the program—for example, Microsoft Word 6.0. Send a PDF of the manuscript as well as the word processing file. Let us know the name and contact information of the translator so we can credit her or him in the publication.

PUBLISHING LOCALLY

Publishing locally can be a quicker and a cheaper way to publish translations. To do this you need access to a computer with a printer that gives high-quality

printout. You can apply for outreach money from Seattle for these activities, and you can organize volunteer work locally to make things cheaper. If you publish locally, you have to get approval from the International Reference Person, and you will, in most cases, pay ten percent royalty to Rational Island Publishers on the retail price.

The first step is to type the manuscript into the computer. It is probably a good idea to use the spellchecking feature. The next step is to do a simple layout. This consists of formatting headings, adding page numbers, and making a table of contents. Pamphlets and books are often printed on both sides of the paper. This makes it necessary to figure out where to start a chapter and where to add the page numbers because there will be a difference in what is placed on a left page and what is placed on a right page. You also need to think about the format you will print in. A printing company can reduce the page size, for example, from A4 paper size to a book-sized paper. Talk to your printer about what is the most practical format to use. For a smaller series, it is often more economical to use photocopying rather than regular printing. Printing companies are often specialized, so it is a good idea to talk to several companies and ask for prices and possibilities.

You also need to calculate the price per copy for producing the book or pamphlet and then set a sales price that will generate some money above your costs. You will want to make enough money to later print more translations before all copies of the current translation are sold. When setting the price, remember to include a ten percent royalty for Rational Island Publishers.

See the Official Guidelines for the Translation of RC Theory and Literature for a detailed description of the information about the original publication and the translation (including copyright information) that must be included in every publication.

Rational Island Publishers gets requests for literature in most languages, so if you print a translation locally, remember to send five copies to Seattle. Rational Island Publishers will pay for the copies. Also, send a digital copy to Seattle for safe-keeping and possible publication on the RC web site (manuscripts tend to get lost with time).