Author Guidelines for Translated Articles

Updated: October 2026

Everything you need to prepare an English translation of a scholarly article already published in another language. The aim is one faithful English version of an existing article: not a rewritten one, and not a second original publication.

1. Before You Start

Write in English. Download Paper-Template-Translated.docx, prepare your translation in it, and upload the finished file.

1.1 Eligibility

The source must be a scholarly article published in another language by a journal or collection with editorial and peer review. Conference abstracts, theses, working papers, reports and unpublished material are not eligible. It must not already have appeared in English, or be under consideration for English publication elsewhere.

Where the source is more than five years old, explain in the Note on the Translation why it still matters.

1.2 Licence — check this first

Licence of the source work	Can we publish the English version?
CC BY	Yes. Cite the source and note that it was translated.
CC BY-SA	Usually yes. The translation carries the same share-alike licence.
CC BY-NC or CC BY-ND	Only with written permission from the rights holder.
All rights reserved	Only with written permission from the rights holder.

You must be able to show evidence before you submit — either the licence visible on the source article, or written permission. If you cannot, do not submit.

1.3 Who may submit

Anyone may propose a translation: send the editor the source citation, DOI, language, licence, the name of the translator, and one paragraph on why it should be available in English. Editorial invitation, nomination by an editorial board member, and self-nomination all take the same route from there.

2. Rights and Permissions

Source rights. Permission from the rights holder, or confirmation that the licence allows translation and reuse.

Source author consent. Written, in every case — even where the licence already permits reuse.

Third-party material inside the source. Clear every figure, table, image, map, dataset and long quotation for English reuse, or redraw it.

If an author has died or cannot be traced, write to the editorial office first rather than proceeding.

Keep your permission correspondence — the editorial office may ask to see it.

3. Ethics and Integrity

This journal follows the COPE Core Practices. For a translation the essentials are:

Declare the source. It must be visible on the first page. Presenting a translation as original work is misconduct.

Be faithful. Translate everything: abstract, body, notes, references, appendices, tables, figures.

Change nothing silently. Anything added, cut or corrected must be marked in square brackets and noted in the Note on the Translation.

Keep authorship with the source authors. A translator is listed as an author only where they added substantial scholarly content; otherwise they are credited in the Source Article statement and the Acknowledgements.

Get approval. The source authors must have seen and approved the translation.

4. Preparing Your Translation

4.1 File and layout

Use the template as it is. Its margins, fonts, heading levels, header and footer are already set — do not restyle the file, do not retype the running head, and do not add a watermark, a manuscript number or an author name to it. Replace every [placeholder] and delete the red instruction text. The editorial office completes the dates, the year and the DOI.

4.2 Structure

Keep the source article's own structure, heading wording and order. Do not reshape it into Introduction–Methods–Results–Discussion. Number the sections 1, 2, 3 (and 1.1, 1.2 …) so that cross-references still work.

4.3 Equations, tables and figures

Keep the original numbers — Table 1 stays Table 1, Figure 1 stays Figure 1.

Translate every caption, heading, label and note. Leave values, units and symbols exactly as they are.

Note anything that could not be reproduced in the Note on the Translation.

Supply figures separately, at 300 dpi or better.

5. Note on the Translation

This short note sits on the first page, after the keywords. It tells the reader where the work came from and how the English text was made. Cover:

Why this article was chosen for translation.

Who prepared it, and who reviewed or edited it afterwards.

Any AI or translation software used — name it, with version and date.

How key terms were rendered, where there was a choice.

Confirm that nothing was abridged or updated, or say what was.

6. References

Use APA Seventh Edition for in-text citations and the reference list — it governs citations and entries, not the layout, which follows the template. Cite everything you draw on and nothing else; every in-text citation appears in the list and every entry is cited. Arrange entries alphabetically with a hanging indent of 1.27 cm, and give a DOI as a full URL, https://doi.org/xxxxx, whenever one exists. For anything beyond these rules, follow the APA manual.

The source article appears in the reference list too, cited in full with its DOI and its original language indicated.

7. The First Page

The manuscript is one file: the first page already carries every block — Article Type, Title, Source Authors and Affiliations, ORCID iDs, Abstract, Keywords and the Note on the Translation — and the body begins on the same page. The Article Type goes on the line above the title. Give each author's ORCID in full, as https://orcid.org/…, and mark the corresponding author with an asterisk. The Abstract translates the source abstract, or is 150–250 words where the source has none; supply 3–10 Keywords in English. The Source Article statement — where the English text came from and who permitted it — is set by the editorial office in the first-page footer, in this form:

> *"This article is a translation of [Author, Year, "Title in original language", Journal, Volume(Issue), pages]. https://doi.org/[DOI]. Originally published in [language] by [publisher]. Published in English by permission of [rights holder]. Translated by [name and affiliation]."*

Every name, affiliation and identifier in the template is a placeholder — replace all of it.

8. Statements and Declarations

Put this section after the body and before the reference list. Where the source article already carries a statement, reproduce it or say that it still applies — do not change it silently.

Statement	What to give
Author Contributions	The contributions recorded in the source article, plus the translator's work listed separately. Translation alone is not "Writing – original draft".
Acknowledgements	The source authors, the rights holder, anyone who helped with the translation, and any funding for it. Otherwise: "Not applicable."
Declarations	The 5 items below.

Declaration	What to state — or use this wording
Funding	State every grant number, funder and funder role. Otherwise: "This research received no external funding."
Competing interests	State any financial or non-financial interest that could be perceived as influencing the work. Otherwise: "The authors declare that they have no competing interests."
Data availability	Give the repository and a DOI or URL, or the reason the data cannot be shared. Otherwise: "Not applicable; no datasets were generated or analysed."
Ethical approval and consent	Give the committee and reference number, or the exemption and its basis, and the consent obtained. Otherwise: "Not applicable; no human or animal subjects were involved."
Use of AI and AI-assisted technologies	Name the tool, version, date and function, and confirm that the authors reviewed the output. Otherwise: "No generative AI or AI-assisted technologies were used in the preparation of this manuscript."

Use of AI has two parts for a translation: what the source article says about its own use of AI, and what you used to prepare the English text. Give both. AI tools cannot be authors and cannot take responsibility for the content.

9. Peer Review

Translated articles are reviewed by editorial board members under a single-anonymized model: the reviewers know the authors' identities, but the authors are not told which board members reviewed the manuscript. At least one reviewer is competent in the source language. The reviewers check the translation against the source for accuracy, completeness, and language quality. The authors may be asked to verify the final translation. Decisions are accept, revise, or reject, with reasons.

10. Licence, Copyright and Charges

The licence the English version carries follows the licence of the source work, so the editorial office completes that line once the source has been checked:

> *"This is an Open Access article distributed under the terms of the [state the licence of the source work and confirm that it permits translation and commercial reuse, or state that written permission has been obtained from the rights holder]."*

This is why the licence has to be settled at submission: a source under CC BY-NC or CC BY-ND does not allow an unrestricted licence unless the rights holder has agreed in writing. The source authors keep authorship and copyright in the source article; the translator holds the rights in the translation. Any fee is stated on the journal's website; where no fee is stated, publication is free.

11. Submission Checklist

Done	Item
☐	Source article eligible: peer reviewed, scholarly, not already published in English
☐	Licence checked, or written permission obtained; evidence ready to upload
☐	Written consent from the source authors
☐	Third-party figures, tables and quotations cleared for English reuse
☐	Source authors have seen and approved the translation

☐	Translation prepared in Paper-Template-Translated.docx, placeholders replaced, red instruction text removed
☐	Structure, headings and numbering reproduce the source; nothing changed silently
☐	Table, figure and equation numbers match the source
☐	Note on the Translation written
☐	References reformatted to APA 7 — cited works and their order unchanged
☐	Statements and Declarations complete — all 5 items
☐	Tracked changes, comments and document properties removed

12. After Acceptance

You receive page proofs before publication. Correct production errors and factual inaccuracies; substantial rewriting, or any change to authorship, data or conclusions, needs editorial approval and may be declined. After publication, cite the version of record by its DOI.