**Guidelines for Questionnaire Translations from**

**the Hearing Aid Research Laboratory**

Robyn M. Cox, Ph.D.

The process of creating a translation requires several steps, as described below:

1. Translation from English to the target language is performed by an individual who is well versed in Audiology and hearing aids and who has the target language as his/her first language. The translator carefully follows the design principles of the original version.
2. This translation is then “back-translated” from the target language into English. The back-translation is performed by a second individual. This person must be unaware of the original wording and very fluent in both languages.
3. The back-translation is then checked against the original wording to ensure that each translated item captures the nuances of the original English wording.
4. If there are differences in nuance between the original version and the back translated version, the translation is modified to improve the correspondence between the two versions.
5. It is important to realize that the complete translation includes not only the items or questions but also the instructions, responses, and overall format of the questionnaire. All of these must be carefully reproduced from the English original to produce an accurate translation.
6. The finished translation can be posted on the HARL website and made available to other workers. This is important so that there will not be multiple translations into the same language.
7. I would be grateful if you would email a copy of the final translation to me. It will be posted in downloadable PDF form. You can send it in PDF format, or I can convert your file to PDF.