

## **Guidelines for the translation or reprint of WFH publications and other materials**

The WFH encourages the translation and reprinting of its publications and other materials for educational purposes by not-for-profit hemophilia organizations. In general, the WFH permits national member organizations and treatment centres translate most of its resources. However, any organization, including national member organizations and treatment centres, wishing to reprint or translate WFH publications or other materials, such as website pages, must **request permission** from the WFH in writing. In cases where an organization has applied for a grant to translate a WFH publication, the organization should inform the WFH and get permission when the grant is being applied for.

The following guidelines outline the permissions process and requirements.

### **1. Reprints**

This section includes the reprinting of an entire WFH publication as published by the WFH. If changes to the original text are planned, please see Section 2 on adaptation.

#### ***Requesting Permission***

WFH materials (print or website content) cannot be reprinted in whole or in part without prior **written permission** from the WFH.

Organizations or individuals interested in reprinting WFH materials must provide the WFH with:

- The name of the organization requesting permission
- Title of the publication or web page to be reprinted
- How many copies will be distributed
- Whether copies will be sold or whether the reprint is being funded by another organization.

Once the WFH receives the written request a decision to grant permission will be made and the applicant will be notified in writing.

It should be noted that being granted permission to reprint any WFH publication or other material does not extend to the translation or reproduction, in whole or in part, for sale or for use in conjunction with commercial purposes.

#### ***Acknowledging the WFH in the reprint***

Organizations must agree to include the following acknowledgement on the copyright page (or inside front cover) of the reprinted edition:

This publication was originally published by the World Federation of Hemophilia (WFH) and has been reprinted with permission.

In cases where the original WFH edition is sponsored, the sponsor will also be acknowledged on the copyright page as follows:

The original edition was sponsored with an unrestricted educational grant from xxx.

***Acknowledging sponsors and/or funders of reprints***

If the reprinted publication is funded by a pharmaceutical company or other organization, the sponsor may be acknowledged on the copyright page with the following wording:

This publication was reprinted with an unrestricted educational grant from xxx.

Sponsors may not be acknowledged on the outside front or back cover without prior approval by the WFH.

***2. Adaptation of WFH publications***

In some cases, hemophilia organizations may want to adapt or change the text or illustrations in a WFH publication to reflect the local situation. If changes to the content of a WFH publication are planned, organizations should inform the WFH of the changes that are planned when requesting permission.

***Requesting Permission***

WFH materials (print or website content) cannot be adapted in whole or in part without prior **written permission** from the WFH.

Organizations or individuals interested in adapting WFH materials must provide the WFH with:

- The name of the organization requesting permission
- Title of the publication or web page to be adapted
- The extent of changes to the text (which sections to be omitted, if any new information is to be added)
- How many copies will be distributed
- Whether copies will be sold or whether the reprint is being funded by another organization.

Once the WFH receives the written request a decision to grant permission will be made and the applicant will be notified in writing.

It should be noted that being granted permission to adapt any WFH publication or other material does not extend to the translation or reproduction, in whole or in part, for sale or for use in conjunction with commercial purposes.

***Acknowledging the WFH in the adaptation***

Organizations must agree to include the following acknowledgement on the copyright page (or inside front cover) of the adapted edition:

This publication was originally published by the World Federation of Hemophilia (WFH) and has been adapted with permission. The WFH is not responsible for any inaccuracies in content different from the content of the original English edition.

In cases where the original WFH edition is sponsored, the sponsor will also be acknowledged on the copyright page as follows:

The original edition was sponsored with an unrestricted educational grant from xxx.

***Acknowledging sponsors and/or funders of adaptations***

If the adapted publication is funded by a pharmaceutical company or other organization, the sponsor may be acknowledged on the copyright page with the following wording:

This edition was printed with an unrestricted educational grant from xxx.

Sponsors may not be acknowledged on the outside front cover or back cover without prior approval from the WFH.

### **3. Translated editions**

***Requesting permission***

WFH materials (print or website content) cannot be translated in whole or in part without prior **written permission** from the WFH.

Organizations or individuals interested in translating WFH materials must provide the WFH with:

- The name of the organization requesting permission
- Title of the publication or web page to be translated
- How many copies will be distributed
- Whether copies will be sold or whether the translation is being funded by another organization.

Once the WFH receives the written request a decision to grant permission will be made and the applicant will be notified in writing.

It should be noted that being granted permission to reprint any WFH publication or other material does not extend to the translation or reproduction, in whole or in part, for sale or for use in conjunction with commercial purposes.

***WFH Access to Translated Publications***

The WFH will be granted reciprocal permission to reproduce the translated edition in print and/or on its website.

***Acknowledging the WFH in translated edition***

Organizations translating WFH publications or materials must include the following acknowledgment and disclaimer on the copyright page (or inside front cover) of the translated edition:

This publication was originally published in English by the World Federation of Hemophilia (WFH) and has been translated with permission. The WFH is not responsible for the translation or for any errors or changes to content from the original English edition.

In cases where the original WFH edition is sponsored, the sponsor will also be acknowledged on the copyright page as follows:

The original edition was sponsored with an unrestricted educational grant from xxx.

***Expert review of translations***

Organizations are encouraged to have translations reviewed by local experts before publication to ensure that the translation, especially of medical terms and procedures, is correct and the meaning of the original English edition has not changed.

***Acknowledging sponsors and/or funders of translated editions***

If the translated publication is funded by a pharmaceutical company or other organization, the sponsor may be acknowledged on the copyright page or outside back cover with the following wording:

This publication was translated/reprinted with an unrestricted educational grant from xxx.

Sponsor acknowledgement is not permitted on the outside front cover.