

## Translating IAM material

### What is translation of IAM material?

The working language of the Institute is English.

Primarily all documents, webpages and other written material is in English (UK). In some cases, demand indicates certain material is required in languages other than English to enable the full comprehension of IAM material. This is to assist those who do not speak English as a first language.

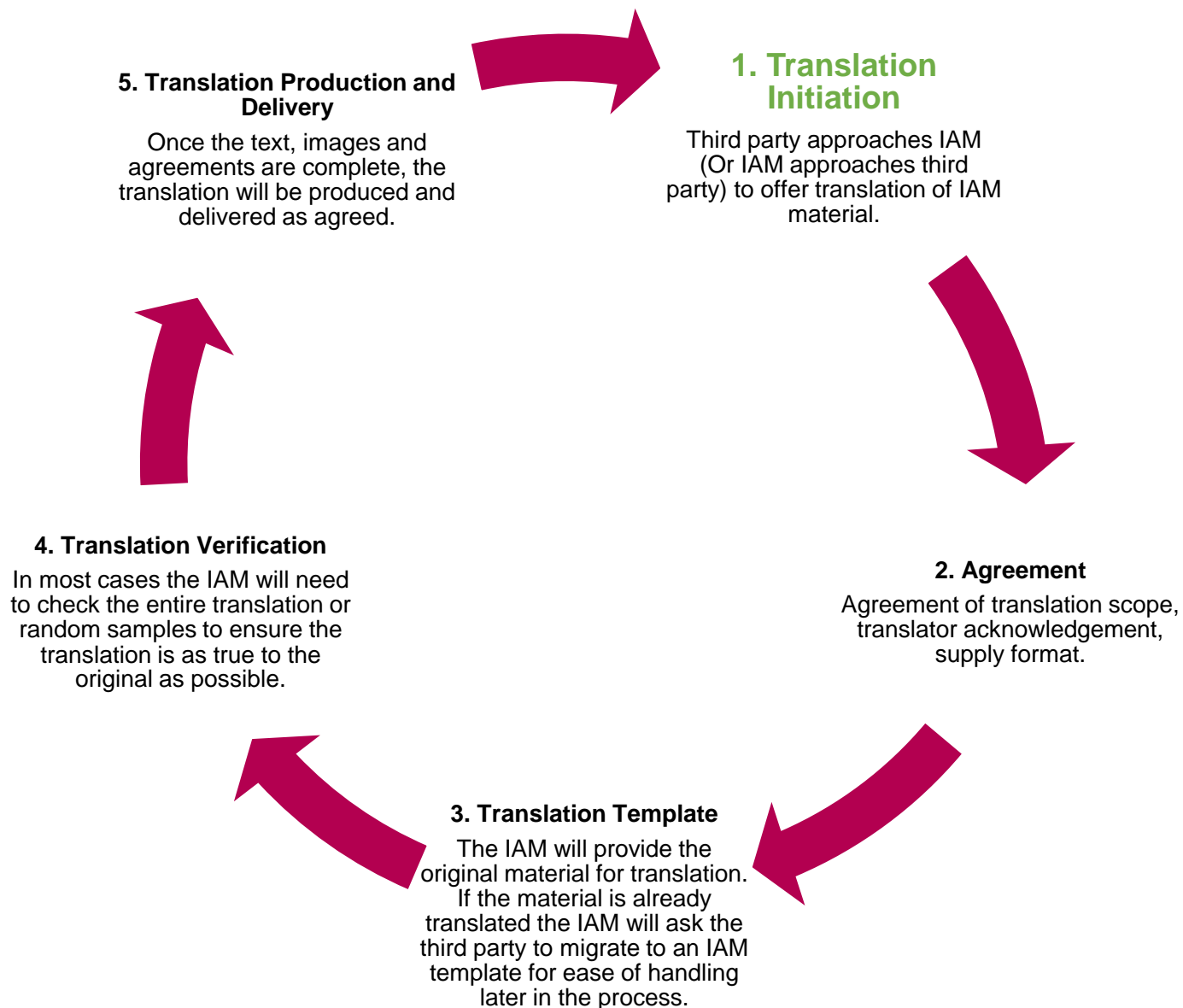
The aim is to provide all readers, members or not, with the same level of access to IAM material where possible.

### Translation policy and guidance

- The IAM endeavours to translate as much of our material as possible, prioritising the most popular or beneficial knowledge.
- Translations are a direct copy of the original text or imagery. Translations should not add or remove content from the original.
- The IAM is not able to systematically translate all material into all languages. We often rely on the donations of translated material from member organisations for which we're extremely grateful.
- IAM material translated prior to any agreement with the IAM may not be published or used by the IAM. Nor will it be an authorised translation.
- We advise you contact the IAM before undertaking any prospective work.
- It is not mandatory for third parties to be corporate members of the IAM. However, to help ensure the validity of the translation it is useful if individuals or the company are members.
- The translation process aims to make IAM knowledge available to both IAM members and the public in other languages to help promote the understanding of asset management globally. Commercial objectives should not be the primary reason for translations.

## Translation Process

To help third parties and the IAM collaborate on translations the following process has been mapped out.



## Considerations for translations

**Paper** – The standard UK paper size is A4. IAM documents are printed and designed to this size. Other paper sizes may need to be used and should be identified at the beginning of the translation process.

**Presentation** – Other languages may present a different typeset, characters or writing styles, for example some languages having a reading direction of right to left. This will need specialist typesetting and production time may increase as a consequence.

**Localisation** – Other variations from the UK electronic or print version should be considered to ensure incorporation into the production process.

**Images** – Images appearing in IAM publications may need extra licences or legal clearance before being formally printed and issued.

**Diagrams** – Diagrams may need to be reproduced to accommodate new text in the translated language.

**Printing** – Subject to agreement, printing may be arranged via the IAM or by the third party.

**ISBN** – It is standard process for the IAM to record each publication with an ISBN number.

**Costs** – Costs incurred during the translation process and those responsible for payment will be identified in the agreement.

**Agreement** – An agreement between the IAM and the third party is necessary to ensure the intellectual property is protected and managed accordingly.

**Future updates** – Translated material may require updating as the original material is updated or changed. This will not be the responsibility of the original translator, but they may be asked if they would be prepared to update the material when required.

## Translation priorities

Please check with the IAM or visit [theIAM.org/translations](http://theIAM.org/translations) for a list of current translation priorities.