



Health Translations Editorial Guidelines

These guidelines apply to all resources on Health Translations (HT). They help us maintain the high professional and editorial standards of the Health Translations collection. The guidelines set out clear standards that we require for new or existing resources to be accepted for the Health Translations library.

1 Content

1.1 Resources on the HT cover all topics related to the [Social Determinants of Health](#)

This includes all translated material that comply with our editorial guidelines (see Appendix 1 for our existing categories).

1.2 Must be written for the broadest possible audience

Your materials must be easy to understand for most people who read at a state year 5-8 level. While health professionals may use these materials, these resources are for the needs of consumers.

1.3 Resource standards

Your printed, audio and audio-visual material must:

- Be published in Australia.
- Help consumers to understand and make informed choices about their health and wellbeing.
- Motivate and support individuals to understand and navigate the Australian health, wellbeing and social services system by providing information that is easy to understand.
- Increase the health and wellbeing literacy of culturally and linguistically diverse communities and individuals.

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- Use culturally appropriate language, images and concepts for target audience.
- Not discriminate on the basis of race, gender, sexuality, religion, ethnicity or ability.

1.4 Translations must be undertaken by NAATI accredited translators

Translations must be undertaken by [National Accreditation Authority for Translators and Interpreters](#) (NAATI) accredited translators. Where accreditation is not available for a language, the materials must be focus tested with consumers.

1.5 Write in plain language

The resources should be easy to take in, understand and act on. Avoid specialist medical language where possible or explain its meaning in simple and clear language. The English version needs to be written at or below a state year 5-8 reading level.

1.6 Use images that are appropriate for the target audience

Resources should only include images that are culturally appropriate for the target audience. You can check if images are appropriate by asking consumers.

1.7 Resources do not promote products or endanger consumer safety

Resources cannot endorse or promote individual commercial products, therapies or services. Where pharmaceutical products are identified, the generic name must be used. Clinical information that has the potential to harm the health of an individual will not be accepted (i.e. leading to an illness, injury, disease, disability or premature death).

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1.8 Resources must meet Victorian Government language services standards

Development of translated, audio and audio-visual materials needs to be based on principles contained in the following documents:

- i) Effective Translations - Victorian Government Guidelines on Policy and Procedures
<http://www.multicultural.vic.gov.au/images/stories/documents/2014/online.pdf>
- ii) Language Services Policy- Department of Human Services, State Government of Victoria 2017
<https://www.dhhs.vic.gov.au/publications/language-services-policy-and-guidelines>

2 Registering your material

2.1 English language versions are required for all translated materials

You must register an English version of any resource translated into another language.

Audio and audio visual resources must be registered with a version that includes English transcript and/or captions.

2.2 Publisher details required

All registered materials must contain the contact details of the publishing organisation.

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2.3 Date

A date of when the resource was published and/or last reviewed needs to be provided on each resource.

2.4 Summary of the resource

Each resource should include a 25 to 50 words brief summary. The summary is expected to be a clear description of what the resource is about.

2.5 Title

Each resource should have a clear title that relates to its content and purpose. All translated versions should contain the English title of the resource. This helps English speakers to identify the content of the translated resource.

2.6 Interdependence of resources

If organisations are providing several resources on the same topic, they need to be cross-referenced and each must contain enough core information to be used on its own and without being repetitive.

If the resources form part of a series within a topic (e.g. fact sheets 1-3 for Asthma), this needs to be clearly and visibly indicated on the front page of the materials (e.g. 1 of 3).

2.7 Uniform Resource Locator (URL) of resources

Health Translations is an online library which provides direct links to third party sites with translated health and wellbeing resources. You must provide the URL address of each resource you want registered. The URL address should direct the audience to the resource itself whether it is a Word, PDF, image, audio or video file. If the content of the resource is a plain web page instead of a separated document, the URL address of that web page is acceptable.

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3 Review

3.1 Renewal of resource registration happens every 3 years

All resources registered on Health Translations are reviewed every 3 years from the date of publication or the last review date. We check broken links monthly. This ensures that URL addresses are still valid, that they link to the desired resource and that the content is current.

3.2 Removal of a resource

The HT team reserve the right to remove registered resources if we do not receive a response from you after three reminders, and if it is assessed that:

- the information is out of date
- a topic is no longer of relevance
- updated material is available and supersedes existing material.

3.3 To help us to maintain the currency and reliability of the HT please notify us if:

- You updated the content of your resource
- You changed your website and the URL of your resource
- You can contact us on healthtranslations@dhhs.vic.gov.au

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Appendix 1: Topics listed on Health Translations

Abuse	Eating disorders	Migrants and refugees
Aged	Education	Oral health
Alcohol	Emergency	Organ and tissue donation
Allergies	Employment	Other resources
Allied health	Environmental health	Pain
Alternative medicines	Eyes	Palliative care
Anxiety	Family law	Parenting
Arthritis	Family violence	Patients' rights
Asthma	Feet	Physical activity
Australian Health System	First aid	Pregnancy and post-natal care
Behavioural disorder	Food and nutrition	Recreation
Blood and blood vessels	Gambling	Relationships
Bones, muscles and joints	Genes and genetics	Running a food business
Bowel	GLBTI	Safety
Brain and nerves	Grief loss and death	Sexual health
Cancer	Hair and nails	Skin
Carer	Health practitioners	Sleep
Centrelink	Heart	Smoking
Children's health	Heat	STI
Children and family services	Hepatitis	Stress
Chronic diseases	HIV/AIDS	Stroke
Contraception	Housing	Suicide
Dementia	Hygiene	Surgery
Depression	Immunisation	Tobacco reform
Diabetes	Infections	Travel
Digestive system	Interpreting and translation	Tuberculosis
Disabilities	Kidneys and bladder	Vitamins and minerals
Discrimination	Legal issues	Voluntary Assisted Dying
Diseases and conditions	Lungs	Weight management
Drugs	Medical examinations	Wellbeing
Ear, nose and throat	Medications	Women's health
Early Learning	Men's health	Young people
	Mental health	