

# RECAP Translation Checklist

If your translation is not being performed by a translation company, please fill in this form and send to [CEBD@nottingham.ac.uk](mailto:CEBD@nottingham.ac.uk)

Please state the language and target population  
( Chinese for China):

Translation step	Completed?	If no, please give details
<b>1. The text has been translated by 2 or more people who are:</b>		
a. Fluent in the language RECAP is being translated into and English.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
b. Familiar with the locality where the outcome measure will be used.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>2. I have asked the following people about the words they use to describe terms within RECAP which may be difficult to translate:</b>		
a. Local doctors.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
b. People with eczema (or their parents).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>3. The translated version has been translated back into English by an independent translator.</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>4. The back translation has been approved as being appropriate by a native English speaker with dermatology experience.</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>5. I have proofread the final document.</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	