



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 complies 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

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 the 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

The development of translated, audio and audio-visual materials need to be based on the principles below:

- i) Providing multilingual information online - Victorian Government guidelines on policies and standards
<https://www.vic.gov.au/providing-multilingual-information-online/victorian-government-policies-and-standards>

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 an English transcript and/or captions.

2.2 Publisher details required

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

2.3 Date

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



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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 that provides direct links to third party sites with translated health and wellbeing resources. You must provide the URL address of each resource you want to be 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 at healthtranslations@ceh.org.au



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Appendix 1: Topics listed on Health Translations

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