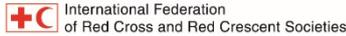


# Psychosocial Centre



## Guidelines for translating and adapting materials from the International Federation of Red Cross Red Crescent Societies Reference Centre for Psychosocial Support (the PS Centre)

The PS Centre welcomes and invites you to translate and adapt our materials to local languages and contexts.

When you translate or adapt our materials, please follow these guidelines.

### Colophon:

- Please do not alter or delete content of the colophon except for the following:
  - Please add the following text in English in the colophon: “This translation/adaptation is not an official translation endorsed by the IFRC Reference Centre for Psychosocial Support (PS Centre). The PS Centre and the IFRC are not responsible for any deviations from the original English text.”
  - It is ok to add extra lines to acknowledge those involved in the translation.
  - The ISBN number(s) must be deleted and/or replaced by new ones

### Photos and models

- The front page picture and layout must be maintained
- Use of Red Cross Red Crescent logos and emblems must adhere to Movement guidelines
- Photos, illustrations and graphics inside the publications may be adapted to suit local needs
- If photos, illustrations and graphics are replaced they must adhere to IFRC ethical guidelines for using photos (can be found on fednet).
- All logos of partners and donors included in the original material must also be included in the translated versions, without any change
- The responsibility of securing rights to any additional photographs or graphics lies solely with the translating organization.

### Sharing and support

- The PS Centre will appreciate a hard copy (if available) and a soft copy of the material to share on [www.pscentre.org](http://www.pscentre.org) and other Movement platforms
- To the extent these are available, the PS Centre will support the translation by providing InDesign files and or word file copies of the material produced by the PS Centre
- The PS Centre requests that all translations and adaptation are made available to all in soft copy. Hard copies of translated or adapted material can be sold only to cover printing costs. There must be no profit from any sales.

If you have any questions or comments to these guidelines, please contact the PS Centre at [psychosocial.centre@ifrc.org](mailto:psychosocial.centre@ifrc.org)

This document was updated in March 2018 by Senior Communications Officer Louise Juul Hansen

*...to promote and enable psychosocial well-being of beneficiaries, humanitarian staff and volunteers...*