Quantifying Bilingual Experience (Q-BEx) Questionnaire
Translation Protocol

This document outlines the protocol for translation of the Q-BEx questionnaire from English into languages other than English. The steps below should be strictly followed to ensure maximum possible equivalency between the questionnaire translations into different languages.

Step 1 (for the translator only)

A member of the Q-BEx team will email the translator with:

- this protocol
- the excel file titled *Translator_File_[INSERT LANGUAGE]*.

In the sheet *questions* of the *Translator_File_[INSERT LANGUAGE]*, the translator will find the questions from the caregiver version of the questionnaire in column B titled *question (caregiver)*. The equivalent questions from the child version are in column H, titled *question (child)*. The response scales for both the caregiver and the child version are in column N, titled *scale*. These three columns contain the original formulations composed in English. At this step, the role of the translator is to translate the content of column B into column C, titled *question (caregiver) translation into [INSERT LANGUAGE]*. The content of column H should be translated into column I, titled *question (child) translation into [INSERT LANGUAGE]*. The content of column N should be translated into column O, titled *scale translation into [INSERT LANGUAGE]*.

In addition, in the sheet *other*, the translator will have to translate the content of column A (*other phrases/sentences*) into column B (*other phrases/sentences translation into [INSERT LANGUAGE]*).

Note that in the translations, the translator should mark in **bold text** everything that was in bold in the English version. Furthermore, anything that is in square parentheses, should not be translated but left in English. For instance, the English caregiver version of question Q.34 is “How many of those [Language] speakers speak **[Language]** very well?”. In this example, the content of both square parentheses should be left in English and the second one should remain in bold.

Once the translator completes this task, she/he should email the *Translator_File_[INSERT LANGUAGE]* to the Q-BEx team either at qbex@leeds.ac.uk or at d.kascelan@leeds.ac.uk

Note: If the translator happens to know who the back-translator is, he/she **should not** email any files to the back-translator at this stage. It is crucial that the back-translator **DOES NOT** see the questionnaire in English.

Step 2 (for the back-translator only)

Following this, a member of the Q-BEx team will prepare the *Back-Translator_File_[INSERT LANGUAGE]*. This excel file will be emailed to the back-translator together with this protocol.

In the sheet *questions* of the *Back-Translator_File_[INSERT LANGUAGE]*, the back-translator needs to do the following:

- Translate into English the content of column B in column C
- Translate into English the content of column D in column E
- Translate into English the content of column F in column G

In the sheet *other* of the *Back-Translator_File_[INSERT LANGUAGE]*, the back-translator needs to translate into English the content of column A in column B.

When translating, the back-translator should mark in **bold text** everything that is in bold in the version that was sent to them. Furthermore, anything that is in square parentheses, should remain in English as it is.

Once the back-translator completes this task, she/he should email the *Back-Translator_File_[INSERT LANGUAGE]* to the Q-BEx team either at qbex@leeds.ac.uk or at d.kascelan@leeds.ac.uk

Step 3 (for the translator and the back-translator)

At this point, a member of the Q-BEx team will update the *Translator_File_[INSERT LANGUAGE]* with the back-translations in columns D, J, and P of the sheet *questions*, and in the column C of the sheet *other*. Following this, the *Translator_File_[INSERT LANGUAGE]* will be emailed to both the translator and the back-translator and they will have to arrange a meeting between the two of them to discuss any discrepancies.

At this step, the translator and the back-translator will have access to the original English version, the target language translation, and the English back-translation. In their meeting, they are required to look at any discrepancies observed between the English original version and the English back-translation. These discrepancies should be discussed and the translators should settle for a final version in the target language. Any comments from their discussions and about the decisions made should be documented in the following columns:

- In the sheet *questions*, in column E, titled *question (caregiver) comments from translator and back-translator*, they should add any comments about the questions from the caregiver version of the questionnaire.
- In the sheet *questions,* in column K, titled *question (child) comments from translator and back-translator,* they should add any comments about the questions from the child version of the questionnaire.
- In the sheet *questions,* in column Q, titled *scale comments from translator and back-translator*, they should add any comments about the scales.
- In the sheet *other*, in column D, titled *other phrases/sentences comments from translator and back-translator*, they should add any comments about these particular phrases/sentences.

The final translation version into the target language that they settled for should be entered in the following columns:

- In the sheet *questions*, in column F, titled *question (caregiver) final version in [INSERT LANGUAGE]*, they should add the final translation of the questions from the caregiver version of the questionnaire.
- In the sheet *questions*, in column L, titled *question (child) final version in [INSERT LANGUAGE]*, they should add the final translation of the questions from the child version of the questionnaire.
- In the sheet *questions*, in column R, titled *scale final version in [INSERT LANGUAGE]*, they should add the final translation of the scales.
- In the sheet *other*, in column E, titled *other phrases/sentences final version in [INSERT LANGUAGE]*, they should add the final version of these particular phrases/sentences.

Once this step is completed, the file *Translator_File_[INSERT LANGUAGE]* should be emailed to the Q-BEx team either at qbex@leeds.ac.uk or at d.kascelan@leeds.ac.uk

Step 4 (for everyone)

At this step, a member of the Q-BEx team will arrange a meeting with both the translator and the back-translator. They will have a final discussion to make sure that all the concepts have been translated in the target language as they were intended to mean in English.

Comments from this discussion will be noted in columns G, M, and S of the sheet *questions*, and in column F of the sheet *other*. Any changes in the final wording of translations will be updated in columns F, L, and R of the sheet *questions*, and in column E of the sheet *other*.

If you have questions at any stage of the translations process, please email us at qbex@leeds.ac.uk or at d.kascelan@leeds.ac.uk. Note that these email addresses will be monitored regularly until the end of the project (October 2022). After this date, only qbex@leeds.ac.uk will be monitored, but less frequently.