

DANR Commnication Services
TRANSLATION REQUEST FORM (MF-125)

AUTHOR: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

TITLE OF MATERIAL: _____

_____ DANR No. _____

Please note:

- Only publications/materials that have been peer reviewed will be considered for translation. By initialing here: _____, you agree that the submitted material has passed DANR peer review.
- The English version of a publication may need minor revision or adaptation to best reach the intended Spanish-language audience. This determination is made by DANR Associate Editors. In initialing here: _____, you understand that, as author of the original publication, it is your responsibility to work with the translator and/or Communication Services editor to revise it.

Brief description of content: _____

Format of original English publication/material: _____

Desired format in Spanish:

_____ Leaflet (shorter publication)	_____ 7000 or 8000 series (WWW)
_____ Book (long publication)	_____ Illustrated guide
_____ Photo story (fotonovela)	_____ Curriculum
_____ Handouts	_____ Audio tape
_____ Video	_____ Slides/Overheads
_____ Other (please specify): _____	

JUSTIFICATION:

1. Is there a perceived need for this information in Spanish. How was that need determined? _____

2. The purpose/objective of this translation and its intended use: _____

3. Intended audience (please indicate specific attributes of target audience: ethnicity, size, age, socioeconomic status, literacy skills, educational level, rural/urban, level of acculturation, learning and language preference, interest in the topic, etc.) :

4. Market potential: _____

5. Are there other materials in Spanish addressing the same topic? No Yes
(If yes, explain):

6. Is there funding available for the translation? No Yes (explain)

7. Will translated publication/material be published by county, program, department or through Communication Services?

8. Suggested number of copies: _____

Submit the Translation Request form and *two copies* of the English publication and/or materials to be translated to:

Fe Moncloa