

Multilingua - practical information

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1. Multilingua: how it works

SAGE Journals Online (SJO) offers online access to supplementary material related to articles published in regular issues. Translations in any language of articles published in English or French in *Social Compass* can be published online as supplementary material.

Please have a look yourself following the steps below:

- access the *Social Compass* website at: <http://scp.sagepub.com/>
- on the homepage, click on : **Multilingua Translations**
- read and act as suggested.

The links provided do not lead directly to the translations or to the original articles but to the table of contents of the issue they were published in. Therein, the user shall identify the article provided with 'supplementary material' as indicated below the title of the original article.

This is intended to: (a) help the readers familiarise with *Social Compass* table of contents, (b) highlight a specificity of *Social Compass*: cooperation between authors and collaborative thematic issues, (c) help the readers (re) discover the full set of articles and authors in each issue, and (d) through interest in the translations, boost the new interest in the original versions.

Multilingua Translations are accessible - without any extra payment - to anyone who has access to *Social Compass* content, which is relatively inexpensive when it is guaranteed by institutions (universities, libraries ...) that, for the benefit of their users, subscribe to *Social Compass*.

Multilingua Translations, in addition, are freely accessible for a period of time following their publication, during which the publisher promotes their consultation and use: accessibility only works if practised and shared. The translation – an exceptional service to the readers and their languages - goes hand in hand and in full reciprocity with promotion of the authors, of their contributions and dissemination.

2. How to submit your translation

2.1 Submission of translations

2.1.1 For all submissions

The translations are to be given as a file attached to an email.

The file should be a Microsoft Word document, and should be fully accessible, i.e. without protections or special locks.

Please send the email with the attached file to:

SocialCompassMultilingua@uclouvain.be

2.1.2. When submitting articles

Providing translations along with the submission of an article is welcomed, but not required.

When, after initial selection - please see point one of the submission guidelines - the editorial team will retain an article for subsequent examination in the view of an initial publication in a language other than that of the author, **the invitation to add a publishable version also in his own language will be reminded to the author**. The interval before the initial publication will leave the time normally required for completing this self-translation.

2.1.3 For any other occasion

Any author who has already published in *Social Compass* can offer supplementary versions of their article in all other languages that seem relevant to them.

2.2 Preparing the texts

2.2.1. Principles

The translations accepted will be put online as they are provided to us.

The authors alone are in charge of and responsible for the contents, the formatting and the technical quality of the translations.

The authors guarantee that the translation fully adheres with the text of the printed article.

Sage Publications, when putting the translations online, will reproduce before them a declaration of adhering to the original text and indicate as a reference for the translation, the original article, with a link to it. For example:

The final, definitive version of this article was first published in English: Anna Shirokanova, *Social Compass*, 2015, Vol. 62(4) 615–631 © The Author(s) 2015: <http://scp.sagepub.com/content/62/4/615.full.pdf+html>

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2.2.2 Specific terms

- Changes after submission

Before acceptance of the translation, the author will integrate - if there is cause to do so - the corrections or changes that have been made to the initial article.

- Pagination in parallel to the original article

To facilitate consultations in parallel or coordinated citations, the translations will insert:

- at the top right of the first page, in brackets and in red, the number of the first page of the article published in the original language. For example: [72]

- at the places in the translation corresponding to the original page breaks, in brackets and in red, the page number of the initial article that starts there. For example:

° original : ... *health implications of religious (=end of page 86) / (beginning of page 87=)beliefs and practices; ...*

° translation : ... *implications sanitaires des croyances [87] et pratiques religieuses; ...*

N.B. : the expressive sequences of each language being what they are, the desired equivalence is never absolute but is still useful.

- Updating author details

Author details may have changed since the original publication of the article.

While absolutely nothing in the translated content can be changed, including the author's details, it is however possible in such cases *to add* this data below to update only the details (function, institutional location, address) that would have changed. These are *added in square brackets and preceded by the words "currently, (year)." For example:*

- *contents of the original text translated as such:*

"NNN is Professor of Sociology at the Catholic University of Louvain, Research promoter in the Unit for Anthropology and Sociology, and Head of the Group of Social Sciences of Religions, platform for interdisciplinary cooperation. His teaching and research include

**.....
ADDRESS: Catholic University of Louvain,
..... Email: NNN@anso.ucl.ac.be"**

- *update, added below in brackets:*

**[currently, 2016: Professor Emeritus, Director of Social Compass.
Email: NNN@uclouvain.be]**

2.3. Upload online

Sage Publications place the translations online as PDF files which are protected against tampering.

2.4. Publishing agreement

Before the upload online of any translation, the authors of the translated articles will be asked to complete and sign a publishing agreement in good and due form concerning in particular the

property and the conformity of the translation, as well as the ways and rights of publication and distribution thereof.

For all questions or exchanges regarding Multilingua please contact us at our special address:

SocialCompassMultilingua@uclouvain.be