

This document provides the steps that are involved in the translation process. As we go through each process, we will keep you up-to-date and alert you as to where we are in the process.

## Specifications For Translation Process

Choose the book out of what World Prayr sent to you from Energion Publications.

- Find a translator and find out how much they will charge you to translate the book. We know what the price range should be.
- Let us know how many copies you would like
- A project price is developed. The project price must include the translation costs, printing and shipping costs and project costs for World Prayr.
- Once donations have been obtained, World Prayr will give the green light to translate the book.
- Provide a timeframe of how long the book will take to translate.
- Translate the book. The translated version should be either in doc format, pdf format or odt (Open Office Writer) format
- Payments shall be as follows, unless a hardship is noted, or solid reasons given as to why a different payment structure should exist otherwise. Payment will be issued by World Prayr to the project lead person of 50% of translation cost and the remaining 50% will be paid by World Prayr to the project lead person upon completion. All payments made by World Prayr will be by money order or PayPal (where applicable) to the in-country lead person of the project. It is the responsibility of the in-country lead person to pay the vendor or contractor doing the actual work. World Prayr will accept no fiscal responsibility or any other kind of responsibility towards the vendor or contractor doing the work.
- As the book is translated careful attention must be given to adhere to the guidelines and standards laid out by Energion Publications regarding their submission guidelines. This will ensure that the book is formatted and organized properly. You can find Energion Submission Guidelines in the same zip file as this document.
- A separate person to proofread the translated version will need to do so. The person who does this must be different from the person who translates it. The proofreader must be familiar with the book being translated so that can verify that the translated version matches the English version
- Send the translated version back to World Prayr
- World Prayr will send it to Energion Publications
- Energion Publications will place the book in a print-ready version
- Energion Publications will send the print-ready version back to World Prayr
- World Prayr will send the print-ready version back to you for one final inspection and for you to sign off that the book is ready for printing.
- Once we receive notice from you that the book is ready to be printed it will be sent to the printer.
  - Special Notice here: If when possible the book is translated in country by a printer in country the book, even the translated version shall remain in the catalog of Energion Publications. This ensures the ability for Energion to sell the book within its catalog offering in other countries where someone may speak the language the book has been translated into, including the translator's own.
- Once it has been printed it will be shipped.

This is the process, let us know if you have any questions or concerns.