**Oxfam Translations Request Form**

|  |  |
| --- | --- |
| **Date of Application** **(dd-mm-yyyy):**  |  |
|  |
| **Applicant Contact Details:**  |
| Full Name: |  |
| Organisation (if appropriate): |  |
| Type of organisation (e.g. University, NGO, Government Department, Publisher) |  |
| Full mailing address (including country): |  |
| Email address: |  |
| Contact phone number (optional): |  |
|  |
| **Material to be Translated:** |
| Title of Oxfam Publication: |  |
| Author of Oxfam Publication: |  |
| Date of Oxfam Publication (if known): |  |
| URL (if a web document): |  |
| Do you want to translate the whole publication?  |  |
| If you only want to translate part, please give specific page numbers:  |  |
|  |
| **Translation Details:** |
| What language will you translate into? |  |
| Who will undertake the translation? |  |
| Do they hold any translation qualifications? If so, please specify. |  |
| How will the translation be checked for quality? |  |
| Who will proof read the translation? |  |
| Will you translate all of the Oxfam work verbatim, or will you adapt it? |  |
| Will you be adding any further material into your publication (e.g. a glossary; a local introduction)? |  |
|  |
| **Publication/dissemination of translation:** |
| Will you be undertaking the publication with any partners? If so, please specify. |  |
| Will your publication be co-branded with other organisations (e.g. funders)? If so, please specify. |  |

**Please note, form continues on next page.Oxfam Translations Request Form (cont.)**

|  |  |  |  |
| --- | --- | --- | --- |
| How will you disseminate the translation? | Print  | CD/DVD/flash drive  | Website  |
| Other (please describe):  |
| If you are creating a product (print, CD, DVD, flash drive) what will be your initial print/manufacture quantity? |  |
| Will you be charging for your publication? If so, please specify the price. |  |
| Will you be handling the publication/ dissemination of your publication, or will it be done by a third party (for example, a commercial publisher, or a printer)? If so, please give details. |  |
|  |
| **Details of your Publication:** |
| Title of Your Publication (if known): |  |
| Publisher / University / Institution: |  |
| Who will hold the © in your translation? |  |
| Who will hold the © in your publication? |  |
| Type of Publication:     | Textbook | Course Reader / Pack |
| Article / Journal  | e-book  |
| CD-Rom/DVD/flash drive | Institutional Repository/Electronic Library |
| Other (please describe):  |
| Language of Publication: |  |
| Reproduction Rights: | Print Only | Online Only | Print and Online |
| Market (Global / Country / Region Specific):(in which countries will you distribute / sell your publication) |  |
|  |
| **Monitoring and Evaluation:** |
| Target Audience:    | Students | Academics |
| Professionals | Practitioners |
| Other (please describe):  |
| Target Reach:   | < 50 | 51 – 100 | 101 – 500 |
| 501 – 1000 | 1001 – 10,000  | > 10,000 |

Please email your completed form to policyandpractice@oxfam.org.uk or send a hard copy to Copyright Permissions, Policy and Practice Communications Team, Oxfam House, John Smith Drive, Oxford, OX4 2JY, UK.