

OFFICIAL GUIDELINES FOR NVC TRANSLATION REVIEW

of titles published by [PuddleDancer Press](#)

This document defines the responsibilities related to the NVC Translation Review of a foreign language translation and the process of accomplishing that review. By agreeing to be the NVC Translation Reviewer you agree to undertake these responsibilities, limit the scope of your activities to those defined herein, and conform to the details of this process as follows.

Not later than sixty (60) calendar days prior to the Foreign Language Publisher's Publication Date of the Publisher's Translated Edition, the Publisher will provide both PuddleDancer Press and you (the NVC Translation Reviewer) with a complete set of FINAL page proofs of the Translated Edition (including front cover, back cover, spine, and all interior content) in a either print or electronic file form suitable for review. The entire content of the Translated Edition is subject to the review and approval by both PuddleDancer Press and you as the NVC Translation Reviewer.

If you foresee that you will not be able to provide feedback within the **sixty (60) calendar day** time specified by our Agreement with the Foreign Language Publisher, please notify the Foreign Language Publisher and PuddleDancer Press as soon as possible.

IMPORTANT

As the NVC Translation Reviewer it is your responsibility to verify with the Foreign Language Publisher that your final NVC Translation Review is being accomplished using the Foreign Language Publisher's **FINAL** page proofs of the Translated Edition.

During your review, please specify additions, deletions, corrections or other changes that you see as condition for NVC Translation Approval to publish the Translated Edition based on, **and limited to**, the following verifications. Provide all such information directly to the Foreign Language Publisher or their translator.

As the NVC Translation Reviewer it is your responsibility to verify (and to **limit** the scope of your verification to) the following:

1. That Nonviolent Communication is accurately represented in the translation of the Translated Edition, and in any editorial, promotional, and advertising content related to NVC contained in the Translated Edition.
2. That the Translated Edition is a complete, correct, and competent translation of the Original Work in its entirety. (NOTE: Promotional pages or material found in the front matter and backmatter of the Original Work are not required to be included in the Translated Edition, but should be reviewed if they are included. Examples of these would be endorsements, testimonials, advertisements, reference information about the author, his other works, his organizational affiliations, etc.)
3. That the title accurately represents Nonviolent Communication or is of **compatible** meaning.
4. That exactly the same authorship credit is as specified in the agreement between the publisher and PuddleDancer Press. (contact Rights@PuddleDancer.com for the exact credit requirement)
5. The inclusion of CNVC contact information specified in the agreement between the publisher and PuddleDancer Press. (contact Rights@PuddleDancer.com for the exact credit requirement).
6. That no matter is added to or removed from the Translation of the text of the Original Work, except to the extent necessary to achieve a clear and accessible translation, but only if such explanations or modifications do not materially alter the meaning of the Original Work. (See item #2 regarding frontmatter and backmatter.)
7. That any changes, revisions, and/or additional materials that Foreign Language Publisher proposes to make or include anywhere in the Translated Edition (front cover, back cover, spine and interior contents) are in harmony with the values of NVC.

Relevant Contact Information:

- Contact PuddleDancer Press at: Rights@PuddleDancer.com
- Contact the Foreign Language Publisher using the contact information which will be provided.