

LINGUISTIC VALIDATION STEPS		Forward Translation Step (2 translations by qualified translators → reconciliation)	Backward Translation Step (1 translation by a qualified translator)	Adaptation Step (Review and adaptation of the mother language version to context of the target country)	Cognitive Interview Step (On 5 healthy subjects)
COUNTRIES	LANGUAGES				
Czech Republic	Czech	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
France	French (1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Germany	German (1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Hungary	Hungarian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Italy	Italian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Slovakia	Slovak	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Sweden	Swedish (1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
United States	English	<b>Original instrument</b>			

N/A: Not applicable      : Step performed      : Step not performed

(1) An additional Timeline followback Calendar (year 2013) was created for these language versions.

**Linda C. Sobell, PhD,**

**Mark B. Sobell, PhD**

Center for Psychological Studies

Nova Southeastern University

3301 College Ave.

Ft. Lauderdale, FL 33314

USA

Ref.: 6653 - Linguistic validation of the **TLFB**  
Regarding: Translation certificate

January 30<sup>th</sup>, 2012

Dear Dr Sobell,

We are pleased to provide you with the **translation certificate** for the linguistic validation of the **timeline followback calendar (TLFB) + instructions for filling out the timeline alcohol use calendar** for MAPI project 6653.

We would be most grateful if you could sign and then return this certificate to us as soon as possible, using the UPS return envelope which you will find enclosed with the certificate. You will find the necessary shipping documentation with the certificate.

All you need to do after signing the certificate is to contact your local UPS centre to have the envelope collected. You will not be required to pay for the shipment, which will be invoiced to Mapi Institute.

We will provide you with an electronic copy of the certificates in \*.pdf format at the end of the project countersigned by our Managing Director.

Should you have any questions or require any additional information, please feel free to contact us.

Best regards,

**Laure Joubert**  
Linguistic Validation Assistant  
For **Armelle Trevin**,  
Project Manager



27 rue de la Villette - 69003 LYON  
Tel. + 33 (0)4 72 13 66 67  
Fax + 33 (0)4 72 13 69 50  
RCS LYON B 399 281 013 - SA au capital de 60.000 Euros  
TVA FR 42 399 281 013

**Legal Notice**

*Unless expressly stated otherwise, this message is confidential and may be privileged. It is intended for the addressee(s) only, or the person responsible for the delivery of the message to such person. If you are not an addressee, you should not disclose or copy the contents of this letter or take (or not take) any action in reliance on it. If you are not an addressee, please inform the sender immediately.*

# The linguistic validation process



\* For some languages that are close to one another (e.g. British and American English; French for France and Belgium), the complete standard linguistic validation process outlined above with *forward* and *backward* translation steps may not be appropriate. For such cases, an **adjusted** linguistic validation process has been established. The *forward* and *backward* translation steps are replaced by a review and adaptation step, where the work is based on a version considered as the "mother language" version. The subsequent steps are identical to those used in the standard linguistic validation process.

**Subject:** RE: MAPI Institute - 6653 - TLFB - Swedish, German, French  
**Date:** Thursday, April 26, 2012 10:31:12 AM Eastern Daylight Time  
**From:** Armelle Trévin <atrevin@mapigroup.com>  
**To:** sobell@nova.edu <sobell@nova.edu>, Mark ice /M <sobellm@nova.edu>  
**CC:** Laure Joubert <ljoubert@mapigroup.com>

Dear Linda,

Further to my message sent yesterday, I confirm herewith that we have absolutely no objection if you put the translations we've sent to you, on your web site.

Please also kindly note that I will soon be able to provide you with the updated abstract on the TLFB, for the ISPOR 15th Annual European Congress.

Should you have any question, please do not hesitate to contact me.

Kind regards,  
Armelle

---

De : sobell@nova.edu [<mailto:sobell@nova.edu>]  
Envoyé : lundi 23 avril 2012 18:17  
À : Armelle Trévin  
Cc : Laure Joubert; Lauren Jessell; Mark ice ¥/M; Linda Sobell  
Objet : Re: MAPI Institute - 6653 - TLFB - Swedish, German, French

Armelle

When the Hungarian, Slovak, Italian, and Czech versions of the TLFB were translated you sent us a zip file with copies of instructions and a calendar for each country in both a doc and pdf file. We have not gotten similar versions for the TLFB in Swedish, German and French. Can you send us a similar zip file for these translations.

I am also wondering if we can put these on our webpage. We receive no reimbursement for anything on our website. Here is the link

[http://www.nova.edu/gsc/online\\_files.html](http://www.nova.edu/gsc/online_files.html) <[http://www.nova.edu/gsc/online\\_files.html](http://www.nova.edu/gsc/online_files.html)>

Thank you.

Linda Sobell

From: Armelle Trévin <atrevin@mapigroup.com>  
Date: Wed, 14 Dec 2011 15:32:13 +0100  
To: Linda Sobell <sobell@nova.edu>, Mark ice ¥/M <sobellm@nova.edu>  
Cc: Laure Joubert <ljoubert@mapigroup.com>, Lauren Jessell <lmjessell@gmail.com>  
Subject: MAPI Institute - 6653 - TLFB - Swedish, German, French

Dear Ms and Mr Sobell,

I hope you're both well.