**Translation Instructions**

**Developmental Coordination Disorder Questionnaire   
(DCDQ)**

[www.dcdq.ca](http://www.dcdq.ca)

|  |  |
| --- | --- |
| Introduction……………………………………………………………………………………… | 2 |
| For Translators (English to Danish)……………………………………………………. | 3 |
| For Back-translators (Danish to English)……………………………………………. | 4 |
| References………………………………………………………………………………………… | 5 |

**INTRODUCTION**

Thank you for joining the project! The translation process is led by **Marta Topor**, who can be contacted at [mt@nexs.ku.dk](mailto:mt@nexs.ku.dk).   
We aim to prepare an official Danish translation of the Developmental Coordination Questionnaire (DCDQ). This means, that upon the completion of the project, our version will be the official Danish DCDQ. The authors of the original questionnaire will include it among their resources on their webpage [www.dcdq.ca](http://www.dcdq.ca).

The Process

The translation process will follow the Beaton et al. (2000) guidelines for cross-cultural adaptation of clinical questionnaire tools. The process can be summarised in 3 main stages:

1. **English to Danish Translation** – 2 Translators will translate the text from English to Danish. We will then hold a meeting and discuss discrepancies in language use.
2. **Danish to English Back-translation** – 2 Translators will translate the text from Danish back to English to verify the translation.
3. **Summary meeting** – all translators and the coordinator will meet to agree on the final version of the tool. One extra person, who has experience with translating documents between English and Danish, will join the team at this stage

After the final translation is agreed, the Danish questionnaire will be trialled with parents of schoolchildren.

Contribution and Acknowledgment

All team members who contribute to the translation process will be co-authors of the resulting report. The report will accompany the translated Danish version of the questionnaire. We will aim to publish the questionnaire and the report in a peer-reviewed journal.

Timeline

Translation by **24/10/2022**

Translation Meeting **24/10/2022**

Back Translation by **26th of October**

Summary Meeting **27th of October**

Danish Questionnaires Sent to Parents: **28th of October**

**FOR TRANSLATORS**

The team will include two translators. Translators will translate from English to Danish.

**Translator 1** - should have experience and expertise in the field of child development, and assessment of children’s development with particular focus on motor functioning.

**Translator 2** – should have limited experience and no expertise in child development, the assessment of children’s development and children’s motor functioning.

Before translating:

Together with this guide, please find attached a pdf version of the original DCDQ (DCDQ\_original).

The PDF has highlighted elements, which should be translated.

Please translate the text into the template word document attached (Danish\_DCDQ\_Template).

Whilst translating, please make notes in a separate word document. These notes are important and required as part of the process proposed by Beaton et al. (2000). The notes should include any details regarding the linguistic choices made whilst translating the questionnaire especially in the case where there might be different ways of translating the text. Try to keep the notes concise and to the point so that they are easy to use and not too excessive. The notes will be used when we meet to merge the two translations and prepare the first version of the Danish questionnaire.

After translating:

Please send me an email with the following information:

* Your English language proficiency
* Your Danish language proficiency
* Information about how much experience you have in the field of child development, child education and child motor functioning
* Your translated version of the DCDQ
* Your translation notes

For language proficiency, please state, which is your native language. To find your language proficiency level (if not native), follow this link with the description of CERF language proficiency levels:  
<https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

Important

Your translation and translation notes will be published in an open access repository for the project.

**FOR BACK-TRANSLATORS**

The team will include two back-translators. Back-translators will translate our initial Danish DCDQ from Danish back to English.

Both back-translators should have limited experience and no expertise in child development, the assessment of children’s development and children’s motor functioning.

Before translating:

Together with this guide, please find attached a pdf version of the translated DCDQ (DCDQ\_translated12).

Please translate the text into the template word document attached (DCDQ\_Back-Template).

Whilst translating, please make notes in a separate word document. These notes are important and required as part of the process proposed by Beaton et al. (2000). The notes should include any details regarding the linguistic choices made whilst translating the questionnaire especially in the case where there might be different ways of translating the text. Try to keep the notes concise and to the point so that they are easy to use and not too excessive.

After translating:

Please send me an email with the following information:

* Your English language proficiency
* Your Danish language proficiency
* Information about how much experience you have in the field of child development, child education and child motor functioning
* Your back-translated version of the DCDQ
* Your translation notes

For language proficiency, please state, which is your native language. To find your language proficiency level (if not native), follow this link with the description of CERF language proficiency levels:  
<https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

Important  
Your translation and translation notes will be published in an open access repository for the project.

**References:**

Beaton, D. E., Bombardier, C., Guillemin, F., & Ferraz, M. B. (2000). Guidelines for the process of cross-cultural adaptation of self-report measures. *Spine*, 25(24), 3186-3191.

Wilson, B.N., Crawford, S.G., Green, D., Roberts, G., Aylott, A., & Kaplan, B. (2009). Psychometric Properties of the Revised Developmental Coordination Disorder Questionnaire. *Physical & Occupational Therapy in Pediatrics*, 29(2):182-202.