Annex 1. Standard Operating Procedure (SOP)

Procedure

1. Select a Traditional Chinese - Simplified Chinese conversion software

    a) We will select the conversion software with professional quality, and the potential software we identified including STGuru, JFawitch, etc.

    b) Decide the conversion software and revise the word library.

2. Abstract converting and revising

    a) Convert the abstracts and PLS from Traditional Chinese into Simplified Chinese using the selected software (100 reviews)

    b) Revise the Simplified Chinese abstracts and PLS based on the English versions

    c) Record staff time by cadre

3. Language and content check

    a) First round check: EBM and epidemiology specialists with good English

    b) Second round check: clinical specialists with good English

    c) Finalise the Simplified Chinese version

    d) Record staff time by cadre

4. Complete the resource use forms, including the time, expertise, and other resources

Personnel

1. 2 master students will be trained to use the conversion software

2. 5-6 PhD and master students will be trained to understand Cochrane Reviews and then to do the language revision work

3. 4-5 EBM and statistical specialists with good English will be recruited to check the translation

4. A number of clinical specialists with good English will be recruited to check the translation (depends on how many clinical areas the 100 abstracts cover)

Quality assurance process

1. Conversion quality

    One person who knows both Traditional Chinese and Simplified Chinese will be involved in the process of revising the word library, as well as help to check the conversion quality

2. Translation quality

    Three-step check for the translation quality of the Simplified Chinese version:

    a) PhD and master students to check by looking at the English versions

    b) EBM and statistical specialists to check the methodology and statistical terminology

    c) Clinical specialists to check the clinical terminology and contents