



Translations & Publications Management Toolkit

KRI Guidelines for Translations & Publication Projects

These guidelines may be used as a checklist to make sure all translation and publication requirements are fulfilled. Please complete these requirements for each project, in the order listed below.

1. Project Proposal
 - Submit the form filled out, at best of your knowledge, for KRI approval.
2. Translation Agreement
 - To translate and publish a copyrighted material, it is required to have a license from the author's copyright management. Thus, KRI approval and signature by both parties are needed.
 - Upon completion of the Translation Agreement, KRI shall provide PDF files of the work to translator(s).
3. Confirmation of Translation Review
 - After the final proofread of the translated work, please share it with your trustful reviewer, preferably qualified KRI Certified Teacher, along with the form "KRI Translation Reviewer Assessment".
 - Make sure that the reviewer sends the assessment directly to Translations Coordinator through the email translations@kriteachings.org.
4. Foreign Publisher Agreement (FPA)
 - Before getting your material printed, you need a license to publish the translated work. Make sure you read and understand the publishing agreement before signing it. To be valid, it requires KRI approval and signature by both parties.
 - When available, KRI shall provide design/layout files upon completion of the Foreign Publisher Agreement.
5. Digital files
 - Upon completion of design and layout of the translated work, translation partner to provide copies of the digital files (design and pdf) of the work to KRI for final review and archiving.
6. Hard copies
 - Whenever ready, mail three hard copies of the work to KRI.
7. Sales and Royalties Report
 - As detailed in the FPA, submit sales and payment on royalties due to KRI once a year, no later than March 31st.
8. Expiration & Renewal
 - Submit renewal request one month prior to the expiration of the existing agreement.

** For more information or to request document forms, please contact KRI's Translation and Foreign Publications Coordinator at: translations@kriteachings.org.*