



COPE Guide for Translation

The Creative Team

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In order to maintain the integrity of the Disaster Risk Reduction message and the characters in the COPE books, the author, illustrator and editor have produced this guide to help you successfully translate the books. It is only a guide, and the COPE team is always on standby to support and answer any questions you may have.

THE PROCESS

1. Unless P3 publishing is undertaking the design work on your behalf, we will provide you with the original text and artwork in Adobe 'InDesign' file format for you to develop your book. Please contact Christine (christine@ppp.com.hk) who will provide you with these files.
2. Once you have completed translating the text and P3 Publishing is undertaking the design work, kindly email it back to Christine via christine@ppp.com.hk to begin the process. There will follow a collaborative editing process to create a final book that everyone is happy with.
3. If you/your own designer are undertaking the design work, please take a moment to read the guidelines below to ensure a successful translation.
4. For us to ensure that the text is not altered in any way, please translate first into your language, and where possible, provide a back translation in English so the COPE creative team can give approval for the translation.

SCIENTIFIC COLLABORATIONS

COPE has an ongoing collaboration with The World Meteorological Organization and the Hong Kong Observatory for expert weather and scientific guidance on content. They are involved at the very beginning of the creative process for each book. Please contact the team if there is a scientific element that you would like to discuss that is relevant to your location.

Hazard specific experts: Each separate book consults experts in the field of that hazard. Any changes to the text would need to be approved by these experts. We politely request that any DRR specific text is not changed.

COPE also seeks the guidance of UNICEF East Asia and Pacific for children's rights perspectives, the University of Brazil for LSB sign language advice, and the story is written to reflect guidelines within the Sendai Framework. Once again, any text changes would need approval from these organizations prior to publishing. We encourage a straightforward translation!

USING YOUR OWN DESIGNER:

COPE LOGO

This should remain intact throughout the book and remain written in English. The COPE logo is part of the brand and is instantly recognizable globally. We would appreciate it if there were no changes made to the locations and sizes of the logo throughout the books.

YOUR LOGO

We are happy to add the logo of your organization and other collaborators on the inside publishing page alongside the logos that are already in place. We kindly request that you do not remove the logos that are already in place. Any other logo requests can be proposed to the creative team.

COPE NAMES

The name comes from the initials of the COPE squad, **C**andy, **O**llie, **P**ing and **E**ddy. Therefore, name and place changes, which also include Grand Mistress Fu, the COPE

Academy and Mount Emei, Sense and Rescue will not be possible. We are always mindful that contextualizing the books is important, please contact us if you have any questions.

ILLUSTRATIONS

We politely request that no changes are made to the illustrations, characters or animals in the books. Colours and sizes should remain the same. Whilst the COPE books are copyright free, the illustrations and artwork remain the sole property of the illustrator Mariko Jesse who maintains full copyright. Please contact us if you have any questions regarding the illustrations.

There is a visual guide provided by the illustrator at the end of this manual for your reference. If in any doubt – give us a call!

FONTS

The COPE books use a very specific font which is the same throughout the books in the series. We politely ask that you continue to use these fonts throughout your translation. They are attached to this email.

BOLD TEXT

Throughout the books, some phrases and important DRR messages and actions are in bold font. Please also bold or highlight these words in your translation so we can identify them in the design or approval process.

FINAL APPROVAL

Once you have completed your first draft of the translated book, please send it back to Christine for the designer and the COPE creative team to approve. It may take a few revisions to create the final pdf – please be patient, it is important to the COPE team that the final product reflects the original version, and the COPE brand remains intact.

COMMERCIAL GAIN

Please note that there are no copyright restrictions on the COPE books, collaboration with other organizations is open and straightforward. However, we stress that we are a not-for-profit organization and politely request that the COPE characters and brand are not used commercially, the books should not be sold or create any financial gain. The COPE series of books should remain a free educational resource to increase disaster resilience in children.

SHARING RESOURCES.

Once the digital pdf is created, COPE reserves the right to add the translation to our own website, free for anyone to access. It may also be shared with other organizations, for example the UNICEF Global Learning Passport. Likewise, we would appreciate it if you could share any links that feature our books.

A MESSAGE FROM COPE

The COPE books have been written to reflect a universal disaster risk reduction message, so children will remember the key actions regardless of their geographic location. Whilst we understand that there may be a requirement for some localization, for example – Hurricanes instead of Cyclones, we would also like to highlight the opportunity for children to learn about different cultures, food, landscapes and how other communities deal with natural hazards and disasters. Embrace the opportunity to teach children a global DRR message!

KEEP IN TOUCH!

Please keep us updated with book dissemination plans in your country – we are thrilled to think that COPE will be distributed far and wide and would love to follow the COPE squad on their adventures.

We would be delighted to receive any photographs or details of your project on the ground. It is important for the COPE team to really see the scope and reach of our books for our own research purposes.

FINALLY...

We have attached to this guide an informal Letter of Understanding (LoU). This is to reflect the trust that we have with our partners to maintain the disaster resilience aspect that is carefully considered in each book. COPE remains copyright free, but we would like some assurance that the integrity and brand is maintained beyond our reach. We hope you understand and will be happy to sign this friendly agreement.

We look forward to seeing your translations!



* Character Checklist



Please use this as a guide for the characters sizes in relation to each other



All colours are textured, so they are not a flat colour, therefore these Pantone colours are to be used as a guide only