



Guidelines for **translation, production, printing, distribution and dissemination** of the Sphere Handbook 2018 edition

Background

The Sphere Handbook: Humanitarian Charter and Minimum Standards in Humanitarian Response comprises a core foundation of commitments, principles and key technical standards which create a holistic framework for humanitarian action. It is among the most widely-used and referenced documents in the sector, and as such is periodically reviewed and updated to ensure that it reflects best evidence, practice, and guidance for practitioners. The most recent revision process took place between 2016 and 2018. The 4th edition of the Sphere Handbook was launched in English, French, Spanish and Arabic in November 2018.

Sphere encourages organizations from its network to coordinate the translation of each new edition of the Handbook into their local language, and to arrange for publishing, printing, launch, promotion, distribution and dissemination of the translated version in their country or region.

If you are interested to be the translation coordinator for your local language, then this guide is written for you, and we look forward to working with you.

Before you start any activities related to the translation, please:

- **read this document carefully; and**
- **contact the Sphere office at info@spherestandards.org.**

How to use this document

Please read pages 2 to 5 now. These present some general information, followed by a definition of the roles and responsibilities of the **translation coordinator** and the **translation working group**.

The remainder of the document contains information which will become useful during later phases of the project:

- Use the role definitions on pages 6 to 9 to help select suppliers, e.g. translators, printers, editors, etc.
Note: Technical data, e.g. in the Printer section regarding colours and paper-quality, can be copied into your Request for Proposals documents.
- Use the suggested schedule on pages 9 to 10 as a basis of your project plan.
- Share the translation details on pages 11 to 13 with your translator, or to make a contract with them.
Note: The technical information regarding the embedded index should be shared with the translator and editor. In case of questions, please ask them to contact the Sphere office.
- Make sure your typesetter is aware of how to handle the online-only sections presented on page 13.
- Read Appendix A on pages 15 to 17 to decide if you will offer your translated text through the Interactive Handbook and the HSP App in addition to a PDF and printed book.
- Read Appendix B from page 18 before copyediting to ensure only the correct changes are made to the covers and first few pages of the Handbook.

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1. General Information

Before you start any activities related to the translation, please:

- read this document carefully; and
- contact the Sphere office at info@spherestandards.org.

It is possible that another group has already started translating into your target language(s) or has expressed an interest to do so. In this case, the Sphere office will encourage a coordinated approach.

The Sphere office cannot offer you financial support, but we can guide you through the process, and help you to achieve high-quality outputs which meet the needs of our users.

Please ask if you would like a letter of support from the Sphere office to include with your request for funds

It is important to translate using the latest English source documents in MS Word format which the Sphere office will provide. Please do not use the PDF file which is downloadable from the Sphere website and other places.

The document to be translated is **The Sphere Handbook: Humanitarian Charter and Minimum Standards in Humanitarian Response 2018 Edition**.

There are training and launch materials that you may wish to translate at the same time as the Handbook itself. This tends to be more cost-effective than translating them later.

Please discuss your requirements with the Sphere office, and ensure you have the latest version of the English Handbook in the correct format before you start.

2. Roles and responsibilities

Translation coordinator: The organisation (and the person within that organisation) that coordinates the end-to-end process from translation through production, printing and distribution to dissemination. The translation coordinator secures funding, and project manages the process, including recruitment/selection of suppliers, contractors and volunteers.

Translation working group: A team of native target-language humanitarians with the following skills:

- Between them, the group members should cover all technical sectors in the Handbook.
- Ideally, the group includes a linguistic expert with knowledge of inclusive (e.g. use of gender-neutral pronouns) and understandable/simple language.
- If there are Sphere focal points or members in the region, they should be invited to participate, and be represented in the group. Sphere trainers could also be included if appropriate.

The translation group carries out the following tasks:

- The group agrees on terminology, key terms and concepts. This is even more important if the language is spoken in different countries and with different dialects. The Sphere office can provide a list of terms which should be translated and agreed before translation of the full text. If earlier translations exist, these should be reviewed to ensure continuity for users.
- The group agrees on the translation process/approach and appoints a Linguistic lead (see below).
- The group formally signs off the final translated text. If the Sphere focal point for the country is not represented in the group, they should be given fair opportunity to approve the text.
- Members of the group promote the translated Handbook within their organisations and networks.

Notes:

- Members of this team do not need to understand English.
- This is typically an unpaid role.
- This role should not be outsourced. The translation working group is responsible for assuring the quality of the work completed by contractors such as translators, proofreaders and typesetters. Through their contributions, members of this group become the owners and key advocates of the finished product.

Linguistic lead: The person who makes the final decision on how terms in English are translated into the target language. The linguistic lead is a native speaker of the target language with a good understanding of English. They are an expert in the current humanitarian lexicon of the target language and a Sphere Handbook user. This person represents the target-language users of the Handbook and makes sure the terminology is good for them.

- The linguistic lead is the single point of contact for the translator(s) for any queries during translation.
- The linguistic lead is responsible for checking the work of the translator(s).
- The linguistic lead asks advice from experts in the translation working group when required but should be prepared to handle non-technical queries themselves, e.g. those related to the introduction chapter, *What is Sphere?*
- This role may be voluntary or paid. It requires a big time commitment of at least 10 working days during the project.

Sphere recommends that the translator stops after the first 5,000 words translated for a midway check. The linguistic lead will require a minimum of 1 full day to verify the text, and a further 1 or 2 days should be allowed if the translation working group is also consulted in this phase.

Translator(s): The person, team of people or translation company undertaking the translation itself from English into the target language. Translators should be professional translators with experience of translating humanitarian sector materials, and ideally knowledge of Sphere.

Translator selection is important. You may select an individual translator, a team of translators, or a translation company. There are several factors in this decision beyond just time and money. Please contact the Sphere office to discuss.

Most translators will agree to do a 500-word sample exercise as part of a selection process. The Sphere office encourages this as part of bid analysis.

A single translator will take around 4 to 5 full months to translate the 131,000 words in the 2018 edition (see the *Translation* section below for more details). Teams and companies may complete the work in half this time, but you should allow extra time for editing to harmonize the work of several translators or sentence-by-sentence translation.

In exceptional cases, where suitable people are already employed by the translation coordinator, translation may be conducted in-house.

Editor/Proofreader: Sphere recommends that the editing and proofreading is completed by one person. Even though the work can be done separately, having two or more voices is not necessarily better, and this approach means fewer changes will be needed during proofreading.

Editor: The person that reads through the work of the translator(s) and corrects for style, consistent use of terms, spelling and grammar. They should check that the text is written in simple and inclusive language. If using a team translation or translation company approach, the work of the editor is particularly important to harmonize the text and/or ensure the text flows between sentences. Editing happens *before* typesetting.

The editor should be provided with the key terms and concepts agreed on by the translation working group.

During editing, the editor proactively discusses doubts and questions with the linguistic lead.

Note: For the English text, the editor worked with a style guide which includes guidance on things like maximum sentence length, use of commas, number of spaces after a full-stop, etc. If necessary, provide the foreign-language editor with style guidance.

Proofreader: The person who checks the text before it is printed or put online. Proofreading happens *after* the typesetter has generated the first proofs, which is close to the final text. For translations, a single round of proofreading should be enough.

Proofreading includes checking of different elements of a layout (such as headlines, paragraphs, illustrations, and colours) for their correct sizes, position, type, etc.

This person should be a professional editor/proofreader with experience in the humanitarian sector. They must be independent of the translator(s) and linguistic lead.

Plan for 20 days for editing and 10 days for proofreading.

Typesetter: The person or organisation responsible for putting blocks of text into page layout software, then making the text readable and nice-looking.

Note the Sphere Handbook has already been designed and typeset in English (and other languages), so the role of the typesetter for the translations is to match the presentation of the English version. However, each language has its own qualities which means language-specific change are necessary. This is a skilled task which should be done by a professional typesetter.

If you would like the translated version to be available via the HSP App and the Interactive Handbook, it is necessary to contract a typesetter selected by the Sphere office. Please discuss this with the Sphere office before deciding.

See *Appendix A: Digital platforms* (below) for more details of this process and the benefits of disseminating the translated Handbook digitally in addition to the printed form.

Indexer: The person who creates the index. In general, this is a skilled job which is completed by a professional indexer, as it was for the original English Handbook.

The 2018 edition of the Handbook has an embedded index which means that the foreign-language index is generated *almost* automatically. Ideally, a professional indexer checks the automatically-generated index and makes any manual changes required, paying special attention to “see” terms. This should require around 4 hours. The task could be completed by the editor or linguistic lead. See [Translation: Embedded Index](#) (below) for details.

Printer: The printer takes the print-ready PDF file from the typesetter and produces books. If printing more than 400 or 500 copies (some sources say 2,000) then *offset* printing should be more economical than *digital* printing.

The English Handbook has 416 pages. If the target language tends to take up more space than English, e.g. French, the final page length may be slightly longer, but typesetting efforts should be made to reduce page-growth. Translations into more “efficient” languages, e.g. Arabic, may have fewer pages, which will reduce printing costs.

The English Handbook was *offset* printed using three Pantones on the cover and two Pantones inside.

Colours:

Cover (coated) – 3 pantones:

- Green: 327 EC
- Purple: 266 EC
- Black (for the barcode)

Inside (coated) – 2 pantones:

- Green: 327 EC
- Black

The inside pantone is coated because the paper is silk, i.e. glossy. If using matte paper, then use for green: 3285 U (uncoated).

Binding: The binding technique is *section sewn paperback*; a strong binding which results in a durable book which lies almost flat.

Paper size: 210 x 148mm

Cover paper: 400gsm (grams per square metre) gloss

Inside paper: 90gsm Silk FSC (note: English is 130gsm, but the lighter weight will be used for the French, Spanish and Arabic translations)

Environment and social responsibility: Chemicals used in printing (inks, lacquers, adhesives, cleaning solvents and many others) are substances that can pollute the environment and cause ill health if not disposed of responsibly.

Paper should be FSC-certified, which means it can be tracked down to the source and area it was grown.

Ask potential printers for a copy of their environmental policy. A good policy will mention ink and paper sources, and waste management, e.g.:

'From sourcing materials from local suppliers to using vegetable-based inks on press, we consider the impact and try to do the right thing. Working with our paper merchants we now have the opportunity to produce your books with a Carbon Neutral Footprint.

We recycle all of our waste paper which is separated to either clean white waste or printed paper waste. We have contracts in place for safe collection and disposal of waste chemicals. The volume of waste has been reduced significantly through continual investment in increasingly efficient and environmentally-focused machinery.'

Distributor: Distributors stock printed Handbooks and sell or supply them to customers. The English, French, Spanish and Arabic Handbooks are sold by Practical Action Publishing. Consumers can order them online (from <https://developmentbookshop.com/sphere>) for delivery anywhere in the World.

Distributors typically charge a handling fee per order and may also charge service fees for listing the product on their site, or for promoting the product.

International shipping is expensive and there can be delays and further costs related to importing and exporting. It is generally better for the translation coordinator to select local printers and distributors.

The translation coordinator (and their network of partners) may decide to distribute the translated Handbook themselves, without engaging a 3rd party to sell to the public. This is acceptable, provided that anyone who wants a copy can get one at a reasonable price (see sections 6. *Intellectual Property* and 7. *Dissemination* below).

Publisher: A publishing company typically offers services such as translation, typesetting, proofreading, indexing, printing and distribution. They also issue ISBN numbers. Not all publishers offer a full range of services, and those that do, typically outsource some or all of these tasks, keeping only project management of the process.

If the translated Handbook will be sold in a bookshop or online store, it probably needs a unique barcode and an ISBN (International Standard Book Number). If you are not working with a publisher, ask your distributor or typesetter if you need an ISBN/barcode, and how to get them.

Tasks and indicative schedule

Preparation

- 1. Read this guide**
- 2. Contact the Sphere office to discuss your translation project**
- 3. Sign a cooperation agreement with Sphere**
- 4. Form a translation working group**

This may involve issuing a Terms of Reference (TOR) document.
- 5. Select a linguistic lead**

Sign a contract or cooperation agreement with them if necessary
- 6. Agree the translation approach**

Consider translating additional materials (e.g. for training, implementation and launch) depending on the dissemination plan.
- 7. Select/contract suppliers**

Select and contract translator(s), editor/proofreader and typesetter at an early stage.

Selection/contracting of printer(s) and distributor(s) may be completed in at the same time as translation and editing if necessary.

Translation

8. Translate and verify key terms and concepts

Agree on key terminology and concepts. You may use an already approved glossary if a suitable one exists. The initial translation could be done by the translator on in-house. Either way, the translator(s) must stick to this list of agreed terms throughout the Handbook translation.

9. Translate 5,000 words

4 or 5 days for a single translator

The Protection Principles chapter could be used. Sphere recommends this approach to catch any serious problems early on.

10. Verify the 5,000 words

1 full day for the linguistic lead. 1 to 2 days to gather and process feedback from the translation working group, and pass this back to the translator(s).

11. Translate the remaining words

4 to 5 months for a single translator. 2 to 3 months for teams.

12. Verify the full Handbook

At least 1 full week for the linguistic lead. A few days for each member of the translation working group depending on their expertise.

Publishing

13. Copy editing

2 full weeks for the editor.

The linguistic lead and translation working group should be contactable for queries. Any content changes to the Handbook (see *Appendix 3*) should be made at this stage.

14. Indexing: *4 hours for the indexer.*

15. Please send the translated, edited MS Word files to the Sphere office.

16. Typesetting to first proofs

2 to 3 weeks.

17. Proofreading

1 full week for the editor.

18. Typesetting final proofs

1 week (could be more or less than this based on the number of changes during proofreading).

19. Sign-off

Allow at least 1 week. Depends on the availability of translation group members and other signatories.

20. Typesetting final corrections

1 day (assuming very few changes as a result of the sign-off process)

21. Printing

Timing depends on the printer. If your printer is working near to capacity, it will be necessary to book a printing window well in advance. This means the previous 5 or 6 tasks will need to be completed to their deadlines.

3. Translation

Terminology: Sphere can provide a list of around 500 terms and expressions. You should agree on a translation for these items *before* translating the full text. The list includes chapter titles and commonly occurring terms like “displaced people”, which appears 23 times. This is an important step in any translation approach.

When translating the terms, it is good to look at translations of earlier editions of the Sphere Handbook (if they exist). It is okay to change the way a term is translated, but this should be done with good reason. If the Core Humanitarian Standard or companion standards have already been translated into the target language, look at these also. Although it is not possible to be totally consistent across all these publications, consistency between documents and editions of the same document is good for users.

Word count: The total word count in the 2018 edition is 131,000.

Note: In case you are using CAT (Computer Aided Translation) tools, there are 7,500 (6%) words in segments which are exact matches.

The Code of Conduct, which contains 2,600 words, has not changed between versions. The Humanitarian Charter, which contains 2,000 words, has not changed except for: a) several instances of “Sphere Core Standards” replaced with “Core Humanitarian Standard”, and b) one very-long sentence changed into a bullet-point list (paragraph number 7, part ii).

If a previous translation exists, it may not be necessary to retranslate the Code of Conduct or the Humanitarian Charter. They should, however, be reviewed by the editor/proofreader.

Translation tables: All text in covers and figures is provided in translation tables in MS Word format. Your typesetter should be able to combine these tables with the Adobe InDesign (AI) files to create translated images.

References and further reading: Ideally, if referenced resources exist in the target language, the reference item should be fully translated, and the link updated.

Searching the Internet for target-language resources which may or may not exist takes a lot of time and may therefore have a cost.

If a referenced resource does not exist in the target language, there are two possible acceptable courses of action: 1) translate the title of the resource, or 2) don't translate the title.

Some translation coordinators choose to leave all reference items in English (without searching the Internet) because only a few would be found in the target language. This is okay, but you should try to find foreign-language resources Handbook Annex 1 (Legal foundation to Sphere) as this is where they are most likely to be found.

Core Humanitarian Standard: The CHS Guidance Notes and Indicators have been updated, but key segments remain unchanged, i.e. the Commitments, the Quality Criteria, the Key Actions and Organisational Responsibilities. Please do not change these elements if they have already been translated into the target language.

Check whether the CHS has been translated into the target language here:

<https://corehumanitarianstandard.org/the-standard/language-versions>.

The copyright of the CHS is jointly held by Sphere, Groupe URD and the CHS Alliance. If you feel it is necessary to make changes to the existing translations, please contact the Sphere office to discuss.

Embedded index: The English source manuscript contains embedded 'XE' index entries¹ within the text. These should be translated (along with the rest of the text) and will be used by the publisher to automatically generate the index.

XE tags are hidden by MS Word and are not visible by default. To view them, select File → Options → Display, and ensure there is a tick by *Hidden Text*.

“See” and “see also” terms are provided in a separate file and should be given special attention beyond simple translation.

“See” terms represent synonyms, and typically point users away from out-of-date terminology to the current term.

For example, the following “See” term appears in the English Handbook:

disabled persons. *See* persons with disabilities

In French, this was initially translated literally to:

personnes handicapées. *See* personnes handicapées

In this case, the term in French has not evolved in the same way the English one has. It is therefore irrelevant and should be removed. Conversely, expressions in the target language may have evolved where the equivalent expression in English has not, in which case a new “See” term should be added.

All the translations must be supplied in Unicode-compliant text.

¹ Specific guidance will be provided around translation of the embedded index. Background information can be found on the Internet, e.g. here:

<https://www.techrepublic.com/article/how-to-add-an-index-to-a-word-document-using-index-tags/>

4. Online-only sections

The sections listed below do not appear in the printed Handbook (i.e. the print-ready PDF), but they *are* included in all digital formats, i.e. the digital PDF (downloadable from the Sphere website), the Interactive Handbook and the HSP App.

These sections should all be translated, edited, typeset and proofread. Pages containing these sections should not be given regular page numbers. Rather, they are numbered F1, F2, F3, etc. (for Further reading sections) or A1, A2, A3, etc. (for the Appendix and Annex). When making the print-ready PDF, all pages numbered with letters are removed before sending to the printer.

- *Protection Principles: Further reading.* 4 pages between pages 48 and 49
- *Core Humanitarian Standard: Appendix: Guiding questions for monitoring key actions and organisational responsibilities.* 8 pages between pages 84 and 85
- *Core Humanitarian Standard: Further reading.* 2 pages between pages 88 and 89
- *WASH: Further reading.* 4 pages (including 1 blank) between pages 156 and 157
- *Food Security and Nutrition: Further reading.* 6 pages between pages 236 and 237
- *Shelter and Settlement: Appendix 6.* 4 pages between pages 285 and 286
- *Shelter and Settlement: Further reading.* 2 pages between pages 288 and 289
- *Health: Further reading.* 6 pages (including 1 blank) between pages 370 and 371
- *Annex 1: Section 5: Humanitarian policy frameworks, guidelines and principles on human rights, protection and vulnerability in emergency preparedness and response.* 4 pages between pages 384 and 385

5. Intellectual property

The English Sphere Handbook, the translated Sphere Handbook and any Translation Memory² generated during the translation process remain the intellectual property of Sphere Association (and Groupe URD and CHS Alliance where applicable).

Intellectual property rights do not transfer to the translation coordinator, translator or any other party as a result of the work carried out under the translation project.

The translation coordinator should include a paragraph like this one in contracts with suppliers:

“The handover of documentation does not represent an assignment of any proprietary right whatsoever in favour of [name of supplier].”

Sphere grants the translation coordinator distribution rights for the translated Handbook in their country or region, including other countries and regions where the target language is a widely-used official language.

² A translation memory is a linguistic database that continually captures your translations as you work for future use (<https://www.sditrados.com/solutions/translation-memory/>)

6. Dissemination

Dissemination starts when the final proof has been signed off, and the translated Handbook is available via print and/or digital means. *Planning* for dissemination starts much earlier in the process. Dissemination covers not only distribution of printed Handbooks, but also promotion and training.

Like the original English version, translated versions must be disseminated with respect to the following underlying principles:

1. **The translation is made widely available to all actors** with a role in humanitarian action, regardless of who undertakes the translation work.
2. **No agency, group of agencies or individuals realizes any financial gain** from dissemination or distribution of the translated text.

The Handbook may be sold at a cost-recovery price to ensure that it remains affordable for all.

On completion of all publishing tasks, the translation coordinator agrees to the following actions:

1. To send the final *digital* copy of the translated Handbook (in PDF format) to the Sphere office, who will upload it to the Sphere website and promote it in the newsletter and social media channels. Note this should contain all the online-only sections (see above).
2. To send two printed hardcopies of the translated Handbook to the Sphere office at the following address:

Sphere c/o NRC
Rue de Varembé 3
1202 Geneva
Switzerland

3. To report the number of Handbooks printed to the Sphere office.

Launch event(s): The translation coordinator is encouraged to organise one or more launch events to celebrate and promote the translated Handbook. The Sphere office can provide launch materials (which are ideally translated at the same time as the Handbook) and advice – please contact communications@spherestandards.org.

Training events: The translation coordinator and their network partners are encouraged to organise training events. These could include a “What is New” seminar for those familiar with the 2011 Handbook, or longer training events. Please contact Sphere on learning@spherestandards.org to discuss what materials are available and how the Sphere office can support you.

Appendices

Appendix A: Digital platforms

Introduction

You are strongly encouraged to select either River Valley Technologies or Practical Action Publishing to typeset your Handbook.

This means that your Handbook will be available via the Interactive Handbook. This gives your users the chance to access, and interact with, the Handbook content in new and powerful ways.

Please contact the Sphere office if you would like to discuss this in more detail.

New Content Management System (CMS): The Handbook Digital Platform

The English 2018 Sphere Handbook is now stored on a modern, scalable CMS provided by River Valley Technologies (RVT). French, Arabic and Spanish versions will be onboarded soon. Several additional translation coordinators are already on a path to onboarding their versions.

Specifically, the content is stored as Extensible Markup Language (XML). The Document Type Definition (DTD) is Journal Article Tag Suite (JATS), which is a common XML format for describing scientific literature published online.

This means the content is stored in a highly-structured format whereby every element is tagged according to its nature; every standard, action, indicator, guidance note, etc. is tagged as such.

The CMS includes interfaces so that people with administrator access can manage the content. For example, this allows the Sphere office to correct typos, which can be reflected immediately in digital formats, and subsequently in future print-runs.

The CMS includes a Document Management System (DMS) which currently stores Handbook figures, and in the future will be used to store other documents such as videos and case-studies which can be displayed alongside the Handbook in the Interactive Handbook (see below).

The CMS includes an Application Programming Interface (API) suite, which allows programmatic access to the Handbook and related content. For example, this will allow a 3rd party application/website to extract standards, indicators, etc. which meet specified criteria or to display search results.

XML-first typesetting

Traditional typesetting implies transcribing or importing blocks of text into page layout software such as Adobe InDesign. From InDesign, the final product is exported as a print-ready PDF document.

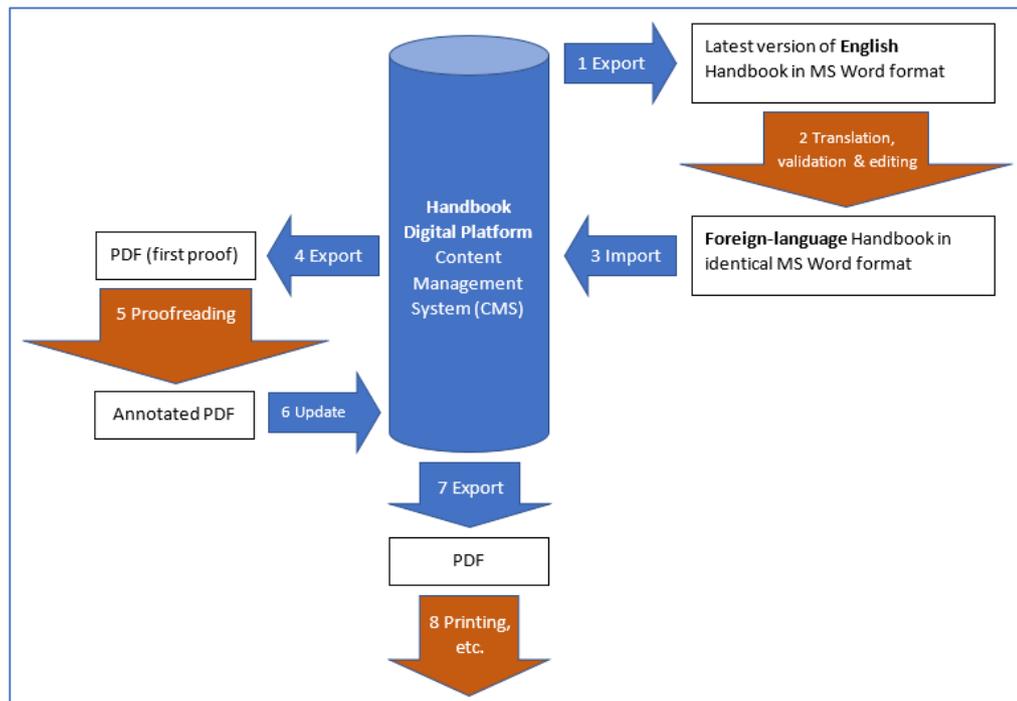
It is subsequently possible to export from InDesign in a form of XML (called InDesign Markup Language or IDML), but this tends to be *unstructured* because the designer was focused on making the printed product aesthetically pleasing, rather than preparing the material to be managed using a CMS. The manual effort required to load this XML into a CMS is typically prohibitively expensive.

XML-first typesetting means the content is transcribed or imported directly into an XML-based CMS. The approach is called XML-first because the digital version is created *before* the print-ready PDF, and not the other way around.

In the case of the 2018 Sphere Handbook, because the English MS Word files used for translation are exported from the CMS, as long as the formatting is preserved in the translated version, the import process is largely automated. The result of this import is that the translated version is immediately loaded to the CMS and available via the Interactive Handbook (see below).

Subsequently, the print-ready PDF is exported from the CMS. Only the CMS provider, River Valley Technologies (RVT), can generate the print-ready PDF from their own proprietary system.

This is a well-formulated system that is compatible with any translation approach. Tasks shown in orange in the following figure are undertaken by the translation coordinator. RVT completes the others.



Traditional typesetting with Practical Action Publishing (PAP): The XML-first publishing approach described above is available now that the English Handbook is loaded onto the CMS.

Early translations (including Spanish, Arabic and French), are typeset using the traditional method on Adobe InDesign, exported as reasonably structured XML, then loaded into the CMS using conversion software specifically designed for this purpose. As such, this is a viable typesetting approach.

Interactive Handbook

The Interactive Handbook is a means for users to access, and interact with, the Sphere Handbook online, from PCs and mobile devices.

It is available at handbook.spherestandards.org.

Even in its initial, Minimum Viable Product (MVP), state (following launch on 6th November 2018), it is already a compelling way to access the Handbook for anyone with an Internet connection. It allows for rapid navigation of the Handbook via a menu, search function and intra-links between standards. It has responsive design, meaning it looks good and works well on mobile devices, even for large tables which are inherently challenging to display on small screens.

During 2019, User Comments functionality will be added to the interface such that users can submit their questions and experiences relating to a particular element of the Handbook. The same functionality will allow Sphere to reply to user questions about how content decisions were made by referring to the large body of data collected during the revision process.

There are a wide range of features that can be added to this interface. As more and more users select this means of accessing the Handbook, their requirements will be better understood, and the roadmap updated accordingly. This will be done in consultation with translation coordinators that have onboarded their language versions.

HSP App

The HSP App offers 6 sets of humanitarian standards: Sphere, CPMS, MERS, MISMA, INEE and LEGS in English. At the time of writing, CPMS is also available in French, and the ADCAP standards have not (yet) been onboarded.

The HSP App offers *offline* access to the standards, because each Handbook you require is downloaded to your mobile device.

It is possible to perform a keyword search across all 6 sets of handbooks, and to navigate between handbooks where inter-references are included in the text.

Appendix B: Copyright page, Acknowledgements, ISBNs, Forewords and institutional branding

1. Logos

You may not insert logos anywhere – inside or on the covers – in the Sphere Handbook.

2. Copyright/publishing page

The copyright/publishing page (page ii of the 2018 Handbook) should be adapted according to the following guidelines:

- Elements in **red text** below should be translated but otherwise unchanged.

Sphere Association

3 Rue de Varembe

1202 Geneva, Switzerland

Email: info@spherestandards.org

Website: www.spherestandards.org

First edition 2000

Second edition 2004

Third edition 2011

Fourth edition 2018

Copyright © Sphere Association, 2018

Copyright for the Core Humanitarian Standard on Quality and Accountability © CHS Alliance, Sphere Association and Groupe URD, 2018

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www.spherestandards.org/handbook

(continued on the next page)

The Sphere Project was initiated in 1997 by a group of NGOs and the Red Cross and Red Crescent Movement to develop a set of universal minimum standards in core areas of humanitarian response: The Sphere Handbook. The aim of the Handbook is to improve the quality of humanitarian response in situations of disaster and conflict, and to enhance the accountability of humanitarian action to crisis-affected people. The Humanitarian Charter and Minimum Standards in Humanitarian Response are the product of the collective experience of many people and agencies. They should therefore not be seen as representing the views of any one agency. In 2016, the Sphere Project was registered as the Sphere Association.

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