This document is itself an example of the desired layout (inclusive of the abstract) It should be used as the template for the paper and not adapted in any way.

Translators: please *replace* all the text in this template with translated text of the original and remove square brackets where text is inserted. Keep the font, formatting, order and postions. Remove all the information text (in red) when the paper is complete. (See a [translation title page](http://library.ifla.org/1150/13/207-leboeuf-es.pdf) from 2015 as a sample.)

Translated Title of Paper (this title should match exactly the title given on the Translator’s Permission Form)

Insert language in English eg Russian, and keep this statement in English: *[Insert-language] translation of the original paper: “Title of Paper”.*

*Translated by: Full first-name and surname, Institution Name [do not insert postal address], City, Country.*

Translators who wish to identify themselves with Arabic, Chinese and Russian characters may do so, but please add your name with Latin-script in parentheses after your original name.

*The text of this document has been translated into [insert language] and differences from the original text may occur. This translation is provided for reference purposes only.* Translate this statement into the correct language of the document.

First Author (full first- and surname, no title)

Department or Division Name, Institution Name (no postal address), City, Country.

E-mail address: (optional)

**Second Author (full first- and surname, no title)**

Department or Division Name, Institution Name (no postal address), City, Country.

 E-mail address: (optional)

Add more Authors as appropriate (full first- and surname, no title)

Department or Division Name, Institution Name (no postal address), City, Country.

 E-mail address: (optional)

This is a Insert language translation of “Insert Original Title” copyright © 2016 by Insert **Name(s) of Translator(s)**. This work is made available under the terms of the Creative Commons Attribution 3.0 Unported License: <http://creativecommons.org/licenses/by/4.0> **Do not adapt this licence text in any way unless you do not agree to the CC BY 4.0 licence.**

Abstract:

*This file provides a template for translated papers for the 2015 IFLA conference. The file must be formatted as a Microsoft Word file (.doc or .rtf), 10 MB or less in size, including pictures & diagrams and should be written in compliance with these instructions.*

*The translated abstract should appear on the first page, after the name(s) of the author(s) and the contact information of the corresponding author(s). In a chapter titled "***Abstract:***" (without chapter number. It should be a summary of the paper, single-spaced, with Times New Roman font, 11 point size and**italics (assuming the paper is written with Latin-script). Arabic (Modern Standard Arabic), Chinese (Simplified Chinese) and Russian language scripts should use the layout of this template and choose suitable fonts and font sizes.*

**Keywords:** Translated keywords here, Times New Roman font, 11 point size, left-aligned.

# Put a header for each section

# Put the body of the paper here single-spaced, with Times New Roman font, 12 point size.

# (paper format

Please note the following details: this template is an A4 format with 2.5cm (0.98 inch) margins left, right, top and bottom.

Paragraphs should be single spaced, with space between paragraphs (instead of line indentation).

Translators should ensure that as much as possible from the original text is translated including headings, footnotes, graphs/tables and image labels.

Important: please ensure that images, tables, graphs, etc. are pasted back into the correct position in the text.)

Acknowledgments

Put acknowledgments here.

References

Put references here.

Please save your work as a **Word.doc** file with the **Session Number** and the **Last Name of the original Author** plus the **language code** added as the file name: **000**-last\_name-**language\_code**

For example: **207**-leboeuf-**es**.doc

**Language codes:**

* Arabic: **ar**
* Chinese: **zh**
* English: **en**
* French: **fr**
* German: **de**
* Russian: **ru**
* Spanish: **es**

**Do not forget to submit the Translator’s Permission Form for this paper so that it can be uploaded to the IFLA Library and made available to Congress participants. Please submit the permission form before submitting the paper.**

Translator’s Permission Form:<http://forms.ifla.org/node/add/wlic-translator-permission-form>