



# **MANUAL for TRANSLATIONS and TRANSLATORS**



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# 1.INTRODUCTION

Following Bapak's recommendation that his talks, books and other writings be made available to mankind in many languages, the process of translation began many years ago.

As the World Subud Association is responsible for the quality of the translations and published books, an in depth work has begun to bring coordination to the translating and publishing efforts.

This on-line manual is for the benefit of those who are interested in the process of translation, established for the delivery of the highest quality of translated versions of Bapak and Ibu Rahayu's Talks and other writings.

It describes the responsibilities, the processes, the rights of ownership, quality control, archiving, publishing and distribution. It also includes a regularly updated spreadsheet of official translators and translations.

To be able to guarantee the best traceability of the various works carried out, we are trying to follow the ISO 9000 standards (International Organization for Standardization).

*NB: The WSA has a specific licensing agreement with SPI ([download here](#)). Within this agreement the main objective is the translating, publishing, printing and distribution of the revised English translations of Bapak's Talks, known as the Volumes project.*



## 2. ROLES REGARDING TRANSLATIONS

Below we describe the role and responsibilities and duties of all the Teams which are dealing with the Writings and Words of Bapak YM and Ibu Rahayu:

- World Subud Association or WSA
- The Executive Team of WSA
- National Committees
- WSA Archives
- Subud Publications International or SPI
- Webmaster of [www.subudlibrary.net](http://www.subudlibrary.net)
- Translations Coordinator (described in section 3)
- Other teams such as Tape Unit, Transcription Unit, Video Subtitling, etc. will be added to this Manual in due course.

In Subud, we have two treasures:

- The Latihan Kejiwaan
- The words and writings of Bapak and his daughter, Ibu Rahayu.

**It is the responsibility of each Subud member to participate and assist in ensuring that the most faithful transmission of these words and writings is available for future generations.**



## 2.1 MISSION & RESPONSIBILITIES of the World Subud Association

- All writings and publications of Bapak Yang Mulia and of his daughter Ibu Rahayu are intended for mankind; however, WSA is the sole legatee and depositary of these legacies. It is WSA's responsibility to prove the legitimacy of its ownership, to be the guardian of the writings and to be responsible for producing on request the proof of its ownership and defend its rights.
- It is WSA's responsibility to ensure that the writings and sayings of Bapak and Ibu are the originals, sincere and in accordance with what their authors said and wrote.
- WSA is responsible to develop rules and procedures to allow access to the original documents whenever the situation permits it. In the case of a foreseeable deterioration and consequent loss of an original document (letter, publication, tapes, DVD) WSA will be responsible for developing procedures and rules to reproduce a copy equal to the original one giving all the guarantees of faithfulness.
- It is WSA's responsibility to preserve all of Bapak's and Ibu Rahayu's writings and publications, in accordance with their will.
- It is part of WSA's responsibility to allow access for copying of Bapak's and Ibu Rahayu's writings. WSA will set the conditions and terms of access to these documents as well as determine the costs. WSA will create the necessary documents of procedure.
- WSA must also encourage the translation of Bapak's and Ibu Rahayu's writings into as many languages as possible. WSA is the warrantor of all authorised translations and approves the nomination of authorized translators and regularly checks their work.



## 2.2 ROLE of the WSA Executive Team (ex ISC)

The role of the WSA Executive team is to help WSA fulfil the above commitments. To achieve this task the WSA Executive team has incorporated a Translations Coordinator and a WSA Archives Coordinator. Within WSA Archives is the Tape Preservation Unit, (run for 20 years by Faisal Sillem), the central Archives as well as the back up centres. Currently those responsible for verifying the transcriptions of Bapak's Talks are Sharif and Tuti Horthy and Raymond Lee, working from the original recordings as well as the original transcriptions and producing the finalized transcriptions and translations into the official Volumes series. This series is published by SPI. The WSA Executive team has also nominated a coordinator for the translations and distribution of Bapak and Ibu's talks into Spanish. (Elisa Sanchez, see below).

Currently the transcriptions and final translations into English of Ibu Rahayu's talks are coordinated by Jasmin Webb and are carried out by Raymond and Muti Lee and verified by Ibu herself.

Lastly WSA has incorporated the [www.subudlibrary.net](http://www.subudlibrary.net) as an official website.



## 2.3 ROLE of National Committees

Each member country of WSA is represented by a National Committee. After point 5.1 "Procedure to approve authorized translators" is approved and these guidelines are acknowledged by World Congress, it will be the job of National Committees to put them into practice in their country for their national language<sup>1</sup>, and to make sure that the specifications are carefully followed. This is especially true with the choice and final approval of the translator(s) for their country as well as approving the choice of auditor proof readers. (In the case of a National Committee not being in a position to decide, they may ask help from the WSA Executive, Translations Coordinator and/or SPI). Committees should also check that the quality of books being printed is in accordance with the standards of WSA. The National Committee should regularly report to the WSA Executive team and help them update the translators and proof readers list as well as the list of talks and books translated into

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<sup>1</sup> Some countries, like India, could have several national languages. In this case, WSC / WSA executive help India Chair to define the language(s) in case of conflict.



their language. (Again, in case a National Committee is not in a position to decide, they may ask help from the WSA, the Translations Coordinator and/or SPI).

In addition, the National Committee should send a copy (one in electronic format and one printed hard copy of the book or booklet) of all the translations to WSA Archives.

For languages common to several countries, such as French, Russian, Spanish, Arabic, etc., the Zonal Chair or World Subud Council (when 2 or 3 zones are involved) are in charge of confirming the translators and proof readers.



## 2.4 ROLE of WSA Archives

WSA Archives is part of the WSA Executive body. It is their responsibility to supply the official texts to the official translators and guarantee that those texts are faithful to the original Indonesian versions as given by Bapak and Ibu Rahayu and that the texts of the official translations of Sharif and Tuti Horthy are also strictly faithful to the original texts.

WSA Archives must, on the one hand archive all the translations done by the official translators and on the other hand all the published printed versions of Bapak and Ibu Rahayu's talks, be they in paper format, CD, DVD or any other format.

The most important item is tracing the original Indonesian texts in order to avoid any dispute in the future about "the trust" of the words of the texts.

For the others translations, WSA Archives has to be a trustee of the translated texts.



## 2.5 ROLE of Subud Publications International (SPI)

SPI has an agreement with WSA to handle the official translations into English, as well as the publication of the books known as *The Volumes* of Bapak's Talks ([www.subudbooks.net](http://www.subudbooks.net)). SPI also coordinates the official translations into Russian.



It is envisioned that in the future SPI could coordinate all the various language translations, in coordination either with the national publications officers or the translating team.

In the meantime, it is established that SPI provide the artwork of the English versions of the volumes to the official WSA translation teams, so that all official translations may be recognized easily by the cover.

The management of videos and DVDs of Bapak and Ibu has been taken over by SPI in agreement with WSA and Robin Drewett.



## 2.6 ROLE of the Site [www.subudlibrary.net](http://www.subudlibrary.net)

The webmaster of the [www.subudlibrary.net](http://www.subudlibrary.net) website is responsible for updating the official translations in the various languages onto this site as they are produced.

*NB: All these recommendations also apply to Bapak's book 'Susila Budhi Dharma' and the other writings by Bapak and Ibu Rahayu, (see section 5)*

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### 3. ROLE of the WSA EXECUTIVE TRANSLATIONS COORDINATOR

The Translations Coordinator represents the WSA Executive team in so far as the translations are concerned. Accordingly his work and responsibilities are as follows:

- To help the WSA Executive team fulfil the WSA's mission regarding translations.
- To propose any necessary suggestions to help the WSA Executive carry out and fulfil the WSA's obligations.
- To report to and answer to the WSA Executive.
- To put into place, in the best manner possible and to the satisfaction of each member country, every request that the WSA Executive has regarding translations.
- To help and counsel each National Committee concerning the subject of translations and all the problems that can appear.
- To help and counsel the translators and proof readers.
- To regularly update the data base (excel sheet) of translators and proof readers, as well as the data on works translated.
- To cooperate with the WSA Archives, the Subud library website, SPI and the transcribers.
- Update this manual when necessary.



#### 4. SHARIF and TUTI HORTHY on TRANSLATION EXPERIENCES

Sharif and Tuti Horthy have written about their experiences in translating Bapak's talks. These experiences can serve as very valuable guidelines for all translators; we highly recommend reading them as they can help in the process of translation work.

*You may read about their experiences [here](#).*



## 5. OFFICIAL TRANSLATORS and TRANSLATIONS

*Preamble: The responsibility of choice of translators and proof readers lies with the National Committees of the country or countries concerned. Still in the case of clear problems or contested translations, the World Subud Council (WSC), reserves the right to not recognize or continue to recognize as official, certain translations or certain translators. Of course this would only happen after having researched the dysfunction thoroughly and having listened to all parties concerned. The aim is to be able to reassure the WSA that the quality of the translations worldwide is as faithful as possible.*

### 5.1 Procedure to Approve Authorized Translators:

All translators must be officially recognized by the World Subud Association in agreement with those responsible for translation and distribution. This official recognition will be granted once the translation work has been evaluated by a team established by the Executive WSA and National Committees that will verify:

- A. The translator was chosen in a way approved by the concerned countries.
- B. The translator has proofreaders.
- C. The translators will transfer the copyright of their translations to the World Subud Association.
- D. The translations follow the guidelines of this Manual.

This team should most definitely be made up of people of expertise with an absolute clarity of purpose.

### 5.2 General Recommendations:

The translator must have the willingness to do this work in his/her free time (unless otherwise specified) and must commit to working in a diligent manner. He/she must have good skills in English and/or Indonesian and preferably be translating into his/her mother tongue.

Translation and distribution teams should always remember that they are translating and distributing a 'Received' text and so they should try and prepare themselves inwardly and outwardly for this work. Harmony within the team is imperative.

Translation teams should accept to test their aptitude and attitude regarding these translations every now and then.



When you translate from one language to another, the structure of each language is very different; some words do not exist in one language, the grammar is more or less easy or complex and so on. So it was usual in the past to say: Traduttore, trahitore! To translate is always, in a certain way, to betray (as little as possible) due to these above difficulties. And in our case, the original Indonesian text has already been inevitably “betrayed” in the English translation, however good. This is something that must be accepted along with the trust that we do our best.

Translators should try and keep as neutral a translation into their language as possible, especially when translating into a language spoken in various countries (i.e. France and Canada, Spain and Colombia, Portugal and Brazil)

Translators must also accept that their translations can and shall be verified by skilled members, called ‘proof readers’, ‘checkers’ or ‘auditors’ and that they are willing to make changes, if necessary, especially as regarding the above.

Each translator should be presented and details given to the WSA Executive via the Translations Coordinator, after having been chosen (or ratified) by their National Committee.

### [Translators Card](#)

## 5.3 Texts and Official Lists

**For Bapak’s Talks** there are two texts of reference and all official translations should use one or other of these texts or both:

- The revised and approved Indonesian Texts.
- The official revised English translations.

Official translations can be done exclusively from the official revised English translations supplied by SPI and / or WSA Executive. Translators must verify that they are translating from an official revised document. When this is not the case, the translator must acknowledge that this is a provisional non-official translation. Official translations can also be done from the original Indonesian text. Translators may get the Official Indonesian texts from the WSA Executive / Archives.

For the translation of Ibu Rahayu’s talks only the English translations, revised by Raymond and Muti Lee (as well as Ibu herself) are official. These translations can be



recognized by the following: Name of talk, date of talk, recording reference and the mention, for example:

*Final Translation by Raymond Lee*

Copyright 20XX World Subud Association, Inc. All rights reserved.

The **Official List of Bapak's Talks** is on the PDF sheet provided by the WSA Executive/ Translations Coordinator ([Click here](#)) or see section 7.

Indonesian texts also exist that can be obtained through the WSA Executive and the Archives.

The **Official List of the talks of Rahayu** is on the PDF provided by the WSA Executive/ Translations Coordinator ([Click here](#)) or see section 7.

### **Other official texts by Bapak and Ibu Rahayu**

Official Indonesian texts and official English translations can, if they exist, be obtained from the WSA Executive or the WSA Archives. It is obligatory to mention at the beginning or the end of a translation the precise origin of the document from which the translation was done. It is obligatory for proof readers to read the translators work. This procedure should be in place for all the translations of Bapak's and Ibu's Talks.

### **Bapak's and Ibu Rahayu's letters.**

When available, the same applies as above.

### **Books by Subud members**

One must ask the author's authorization to translate and to publish his/her work. Certain authors have given the copyright of their works to the World Subud Association. In this case the translators must apply to the WSA for authorisation to translate and or publish the work in question. As soon as the WSA Executive or the Translations Coordinator is made aware of this, they shall make sure it is updated onto the Excel sheet/data base.

[www.subudlibrary.net](http://www.subudlibrary.net)

Only translations of books by Subud authors authorised by the WSA may be added to this site.



## 6. COPYRIGHT and PUBLISHING GUIDELINES

### *Preamble*

**The World Subud Association, Inc. is the only owner of the copyright of all of Bapak's written works (other than his biography) as well as Ibu Rahayu's.**

To read Ibu's letter confirming this about Bapak's writings [click here](#) and for Ibu's writings [click here](#).

This ownership is a legacy for humanity, limited in time and thus the urgency to make sure that we produce the best official transcriptions for future generations to refer to.

Copyright laws concerning translated works vary from country to country. The principal established and agreed here is that the translators will transfer the copyright of their translations to the World Subud Association. WSA has the support of various legal advisors concerning these aspects.

To read the translator's waiver [click here](#).

**The people responsible for distribution should remember that the Seven Circles Symbol was also received by Bapak and is not simply a created design. Consequently they accept to respect the recommended procedure for printing, publishing and distribution of these talks that are our heritage for humanity.**



### 6.1 Texts (Reminder)

- Only the official English translations provided by SPI and the Indonesian texts supplied by WSA Executive and the WSA Archives are official.
- All other texts are to be considered "provisional".
- For Ibu Rahayu's talks see section 5.



## 6.2 Reference Code for the Talks

All the talks, whether given by Bapak or Ibu Rahayu, are numbered in the following manner:

YY ABC X

YY = Year in which the talk was given, i.e.: 69

ABC = Town in which the talk was given, i.e.: PAR for Paris, LON for London, etc.

X = the chronological order if various talks were given in the same year and same town.

For example: 69 LON 15 = 15<sup>th</sup> talk given in London in 1969.

*It is extremely important that each talk be referenced in this manner, whether the talk is printed in full or simply part of it or an extract. One must remember, if necessary, to note Bapak or Ibu Rahayu.*



## 6.3 Mandatory Identification For the Talks

All Talks must be indentified in the following manner:

**MALANG**

**Indonesia**

**22 May 1964**

**Opening talk given at the Third Indonesian National Congress**

**Recording: 64 MLG 1**

This information must appear at the top of the first page of each talk.

At the end of each talk give the name of the translator mentioning whether he/she is a translator recognized by WSA. This covers the publication online and in newsletters of individual talks, even a quotation.

In the case of a book, it is enough to name translators and proof readers, checkers, etc...once on the first pages.



It is also necessary to give the origin of the text translated:

**Translation by XXXXXXXX, authorised WSA translator  
From the English translation by Sharif and Tuti Horthy (Vol. YY)**

If the translator is not an authorized WSA translator, the mention should still appear:

**Non-official translation by XXXXXXXX,  
From the English official translation of SPI (Vol. YY)**

If the original text is a provisional translation this should also appear:

**Non-official translation by XXXXXXXX,  
From a provisional translation by.....**



## 6.4 Use of the Subud Symbol

The Subud symbol known as the *Seven Circles Symbol* is a registered mark of the WSA. Its use is strictly regulated, as is the graphic design.

[“Guidelines on the Use and Design of the Subud Symbol”](#)

Subud symbols are available [here](#). Here is an example:



Nothing should appear above the Subud symbol; the ® mark should appear at least once by the symbol and once by the name Subud, if it is used in the title of the book.

Ideally the symbol should be gold or yellow on a deep blue. Any variation must be submitted to the WSA Executive for approval.





## 6.5 Publishing and Distribution

### **Recommendations for the cover of published books and CD and DVD jackets, etc. for the talks and writing of Bapak and Ibu Rahayu:**

Ideally it has been decided that the covers of the official translations of the official Volumes of Bapak's talks, should all have the same cover as the one used by SPI. This way they can be easily recognizable.

Whenever the Subud seven circles symbol is used on the covers of talks or writings of Bapak or Ibu, ideally it should appear as yellow/gold on deep blue.

Other covers can be used, though the recommendation is to use pastel colours with the symbol in black or blue, or shades of blue with the symbol in yellow or white. Bright colours like red or green and most certainly black are to be avoided for book cover backgrounds.

The important thing is to follow the [Guidelines for the use of the Subud symbol](#) and to integrate the copyright and registration mentions and symbols, and to fulfil any local legal requirements. The guidelines can be found in the [Memorandum of Understanding](#) on the [www.subud.org](http://www.subud.org) website on the 'Copyright and Trademarks' page under 'Media'.

In case of doubt or need for help you can contact the WSA Executive Team. *See addendum 1 for contact information.*

It is good to have the original Indonesian text opposite the translation, on the left hand page for Bapak's talks. But this recommendation is not an obligation other than for the official English Volumes that have been translated by SPI (Sharif and Tuti Horthy) and which can be considered as the reference. For Ibu's talks the Indonesian text is not necessary.

For Bapak's book 'Susila Budhi Dharma', the presence of both the original Javanese (at the beginning) and the Indonesian text opposite the translated text are obligatory.

When existing, The National Publishing and Distribution Team will regularly inform the Executive WSA/Translations Coordinator (*see addendum 1 for contact information*) of the following:

- ✓ Which Talks or Books are being published and in what format
- ✓ What network is being used to distribute the talks and books and in what format
- ✓ Which countries their distribution covers
- ✓ Every year submit basic sales and stock evaluation

In case of a proper book format being made, the publishers for all Subud books should be SPI; their logo should appear on the book with the mention:



Published by  
Subud Publications International  
Loudwater Farm, Loudwater Lane  
Rickmansworth, Herts, WD3 4HG  
United Kingdom

SPI should be contacted via the Executive WSA/Translations Coordinator beforehand so that they are aware of the proposed printing and can check layout etc., before the work goes to the printers. SPI should receive a copy of all books for which they are publishers for their archives.

All distribution or publishing of the works of Bapak and Ibu Rahayu must have the following legal mentions:

- ✓ Copyright © (year) World Subud Association, Inc. All rights reserved.
- ✓ The translator's name as well as whether it is an official or provisional translation.
- ✓ The Talks in this book (or on this recording/video), *or* The following talk was given for people practicing the spiritual exercise known as the Subud Latihan. For those not practicing this exercise, reading the following talk(s) is not recommended as they could be misunderstood. For more information please contact the World Subud Association at [wsa@subud.org](mailto:wsa@subud.org).

Each National publication/distribution and/or translation team must supply the WSA Executive Archives (*see addendum 1 for contact information*) with archival copies in CD format and a hard copy of all official translations.

For book formats, SPI should receive a copy of all books and cover in Word and PDF format, so that a workable copy is always available for the future.



## 6.6 Quotations

As for the full texts, it is obligatory to supply the exact talk or writing reference from which a quotation of Bapak or Ibu's has been taken. If the quotation has been taken from a non official translation the mention 'provisional translation' should appear.

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## 7. EXCEL SPREADSHEETS of TRANSLATORS and TRANSLATIONS

The Excel file gives the list of official translators, their postal and e-mail addresses, the official list of Bapak's talks, the official list of Ibu Rahayu's talks and into which languages they are translated and printed, etc. In addition there is also a list of Subud members' books and into which languages they are translated and printed and more.

If any error or change in these spreadsheets is found, please send the information to the Translations Coordinator.

*You may find the Excel file [here](#).*



## 8. TRANSLATORS' EXCHANGE and DISCUSSION

If you feel you have some advice to give or concerns regarding translations or difficulties you overcame and would like to share, or anything else in connection with translations please contact the WSA Translations Coordinator.





# ADDENDUM 1

## Contacts 2014

### WSA CHIEF EXECUTIVE OFFICER

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Tel 1: +61 414166549  
Tel 2: +61 413 130 265; Fax: +62 319195  
E-mail: [maxwellwsaexec@gmail.com](mailto:maxwellwsaexec@gmail.com)

### WSA ARCHIVES COORDINATOR

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3, rue des Placeaux  
60550 Verneuil en Halatte  
France  
Mob: +33 6 08 04 36 70 (Preferred)  
Tel/Fax: +33 3 44 24 19 63  
E-mail: [francois.bisson0422@orange.fr](mailto:francois.bisson0422@orange.fr)

### WSA TRANSLATIONS COORDINATOR

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