

ORARC Tip Sheet: WRITING, LANGUAGE, & TRANSLATIONS

Purpose:

This tip sheet provides resources for investigators who are looking for assistance in the following areas.

1. Writing resources
2. Language resources
3. Translation services

Note that some resources may be specific to your institutional affiliation at Harvard, but this list has been curated to provide resources that are generally available to all Harvard-affiliates.

Writing Resources:

- Harvard College Writing Center [Writing Resources website](#) - includes multiple writing strategies.
- Harvard Chan School [Office of Education Writing Resources](#) - includes recommended guides for academic, scientific, health sciences, ethical, and grant writing.
- Harvard Kennedy School [Communications Consulting & Resources](#) - includes writing, public speaking, ESL, and digital communications & social media resources.
- The Multi-Regional Clinical Trials (MRCT) Center of Brigham and Women's Hospital and Harvard University is a research and policy center that aims to improve the integrity, safety and rigor of global clinical trials. The MRCT Center created the [Health Literacy in Clinical Research website](#) to promote clear communication with research participants that support understanding and decision-making that aligns to their values.

Language Resources:

- Harvard University Bureau of Study Counsel's [Cranium Corner website](#) provides wide range of links and handouts for ESL/international students regarding reading English, tips, peer consultations, adjusting to a new culture, and more.
- Harvard Chan School [Language and Writing Resources website](#) - includes ESL resources such as ESL worksheets and bilingual quizzes.

Translation Services:

When research will involve participants who are not fluent in English, the recruitment, consent, and study tools must be translated or interpreted into a language understood by the participant. The Harvard Longwood Campus IRB does not require an investigator to use a specific translation service but suggests the following translation service options:

1. Certified Translator - The American Translators Association maintains two online directories: Directory of Translators and Interpreters (individuals) and Directory of Language Companies (companies), both available at: <http://www.atanet.org/onlinedirectories/>
2. Native speakers who have demonstrated proficiency in English, including knowledgeable members of the research team, academics at Harvard or other institutions, etc., can provide translations of research documents.
3. Utilize the [Harvard Chan School World Map](#) to identify investigators currently conducting international research projects in your country of study; those investigators may be able to provide translation service recommendations in that specific location.