



NO HATE  
SPEECH  
MOVEMENT



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## Guidelines for the translation of the manuals *Bookmarks* (rev. edition 2016) and *We CAN!* (edition 2017)

The availability of the manual *Bookmarks* and *We CAN!* in the wide variety of the languages spoken by users and beneficiaries plays a central role in disseminating human rights education in youth work and the campaign “No Hate Speech Movement”.

The manual *Bookmarks* was produced in 2014 and revised in early 2016 in order to include updated information about the campaign “No Hate Speech Movement” and more information about the *Guide to Human Rights for Internet Users*, adopted in 2014. The revised edition 2016 includes also three new activities related to the Guide.

Briefly, by comparison with its 2014 edition, the revised edition 2016 includes:

- Updated information about the campaign in 2015 – 2017
- More information about the *Guide to Human Rights for Internet Users* (as appendix in the manual and also as a reference in several chapters of the manual)
- Three new activities
- A new appendix *Proposals of workshops based on Bookmarks*, offering users guidance to organise educational activities using the manual.

Altogether, roughly 25 pages were added to the revised edition.

The manual *We CAN!* produced in 2017, presents communicative and educational approaches and tools for youth and other human rights activists to develop their own counter and alternative narratives to hate speech. It is designed for working with young people from the age of 13 years. Based on the principles of human rights education and youth participation, *We CAN!* complements the manual *Bookmarks*.

### 1. General principles

Translations should be:

- complete, i.e. cover the entirety of the manual
- correct and professional
- consistent with the terminology of human rights (education) and youth work/non-formal education.

The Council of Europe will provide support for quality control, as well as the template for the design of the manuals relevant to its publication in printed form or online.

The institutional and administrative framework of the translations will be included in a copyright agreement to be signed by the Council of Europe and the applicant organisation(s); these specific conditions will be sent to interested partners upon request.

The responsibility for funding the translation and publication rests exclusively with the national partners, who are also welcome to create partnerships for this purpose.

National publishers may sell the manual to cover production costs but not for commercial purposes.

## 2. Adaptation of contents

The Council of Europe welcomes the adaptation of specific contents to national contexts. In principle, this should be done by adding text, and not by replacing existing text. This is of particular relevance to, for example:

- content of the activities
- background information, relevant to the country in whose language it is to be translated
- information about the No Hate Speech Movement in the countries where the language is common.

The Council of Europe must be consulted about any change of the original text and additions in view of adaptations to national contexts.

## 3. Translation, printing and online versions

The entire manual must be translated. Whenever online versions are provided, they must be made available and downloadable free of charge.

The Youth Department must be consulted about changes in the options for printing.

Upon successful request for translation, the applicants will sign a copyright agreement with the Council of Europe.

The applicant organisation will:

- be granted the right and licence to publish themselves the translation and promote it to their target group
- be granted the right to reproduce and adapt the translation, in particular in electronic format (CD-Rom, Internet, etc.). The Council of Europe may however reproduce and adapt the translation in electronic format
- be able to choose the type of paper, printing, binding and reprinting of the translation
- use the typography and general design of the original manual in the cover of the translation
- receive the graphic elements from the Council of Europe
- use the Council of Europe logo on the cover and title page
- have their own ISBN for the translation and not use the ISBN of the original manual
- send 25 copies of the first edition of the translation to the Council of Europe free of charge and the Council of Europe will have the right to purchase further copies at fifty per cent (50%) of the retail selling price, for institutional use but not for resale
- provide the Council of Europe with a pdf version of the designed final translation, on CD-ROM.

## 4. Partners

Expressions of interest to translate and publish *Bookmarks* and *We CAN!* are welcome from partners with proven experience, credibility and capacity to implement such a project.

Priority will be given to national campaign committees of the No Hate Speech Movement or national organisations involved in the national campaign and enjoying the support of the committee.

Coalitions or partnerships between organisations and institutions are encouraged especially when they increase the outreach of the manual.

#### 5. Technical information on the procedure

The expected deadline for translation and printing of the publication is set in the Memorandum of Agreement on the copyright. The national publisher must provide the translated final text to the Council of Europe. The Council of Europe organises and carries out a quality control, which takes a maximum of two months. The outcome of the quality control is communicated to the publisher in the form of a report, the suggestions of which must be implemented in the final editing of the publication. Publishers must send the cover and disclaimer pages for approval to the Council of Europe before printing.