EUROPEAN COURT OF HUMAN RIGHTS
COUR EUROPÉENNE DES DROITS DE L'HOMME

How to submit non-official translations for inclusion in the Court's database HUDOC-ECHR: copyright and technical guidelines

1. Introduction

This document is intended to assist partners wishing to provide the Court with translations of either judgments, decisions, advisory opinions or legal summaries in languages other than English or French (i.e. the official languages of the Court) for publication in HUDOC-ECHR, the Court's database.

The Court prefers to receive such translations in their original format using any of the following document types:

- .doc or doc(x) (Microsoft Office)
- .indd (InDesign)
- .odt (Open Office Writer)

Images, logos or other branding should be removed from documents before submission to the Court (see also point 3 below).

Translations should reflect the content of the Court's original text as produced in one of its official languages (full translation or translation of an extract of the original text). Translations to be published in HUDOC should contain no commentary; any such text should be removed before the translation is submitted.

PDF files may also be accepted but they must satisfy certain requirements which are outlined below. It is not possible to provide a detailed document which would cover all conversion methods and so this document is intended as a general set of guidelines. The Court may request that a PDF be reconverted in order to satisfy the necessary requirements.

The settings described are based on those of Adobe Acrobat but other converters would normally have equivalent settings. Due to the variations in products, this document may be updated in order to improve the guidelines. Please consult the internet site of the Court to see the latest version: https://www.echr.coe.int/case-law-translations

NB: Any translation produced using artificial intelligence/machine-learning should have been reviewed by a human and an indication to this effect should appear in a footnote at the beginning of the document.

2. How to send translations to the Court

You can send translations to the Court by email or CD/DVD/USB key. Individual file size must not exceed 5Mb.

Translations submitted by email should be sent to: translationsHUDOC@echr.coe.int

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Translations submitted by CD/DVD/USB Key should be sent to:

> European Court of Human Rights
> HUDOC Unit/Translations
> FR-67075 STRASBOURG CEDEX

3. Copyright and permission to re-publish

The Court will only accept translations received from the copyright holder, whose representative is invited to indicate in a cover letter that permission to re-publish the texts in question is granted for the sole purpose of their inclusion in the Court's database HUDOC. Anyone consulting such a translation and wishing to reproduce it in print or online should contact the copyright holder directly to seek the appropriate permission.

The copyright holder must be indicated in each translation. This text should appear at the top of the document before the title and should be in the language of the translation as well as in English and, if possible, in French. Furthermore, if the translation has been published elsewhere this should also be indicated.

Example: © Publisher's name, followed by a link to its Internet site. [Translation already published in Human Rights Reports 2011:2.] Permission to re-publish this translation has been granted for the sole purpose of its inclusion in the Court's database HUDOC.

A proposal for the title to be displayed for credits in the results list of Hudoc should be made when sending the translations. Titles should look like the below :

> CASE OF İZCİ v. TURKEY - [Turkish Translation] by the Turkish Ministry of Justice

4. Requirements for PDF documents created from a text file

Each PDF document submitted must contain only one translated case. PDF documents containing more than one case will not be accepted.

When using desktop publishing applications (e.g. InDesign, QuarkXpress, Pagemaker etc,) please ensure that:

- the final PDF is a "**single layer**." Documents with multiple layers must be flattened prior to submission;
- **Crop marks** or other printer marks are **not visible** in the final PDF.

Paper size: check the conversion settings are set for A4 (210 x 297 mm).

Text searchable PDF: is essential - image PDFs are not acceptable.

PDF Compatibility: PDF version 1.4 (Acrobat 5) is required or higher.

Optimize PDF: yes because this enables faster viewing of the first page of the web file.

Print Resolution: 600 dpi produces a high quality print output.

Fonts: these should be embedded. *Subset all font* if less than 100% of the font is used. Otherwise, embed the entire font.

Security: all security settings must be turned **off**. No passwords must be assigned.

Compress Text and Line Art: yes in order to keep the PDF file size manageable.

Links and Bookmarks: the final PDF should not contain any links or bookmarks.

Maximum file size: must be below 5 mb.

5. Additional requirements for scanned documents (image file originals)

Scanned files are not recommended but if no alternative is available, please make note of the following requirements **in addition** to those indicated above:

- scan images in greyscale at 300 dpi or higher;

- save in tiff format which allows for multipage documents;

- a text searchable PDF should then be created based on the settings in the previous chapter;

- ensure that the correct OCR language settings are applied;

- if it is not possible to create a PDF document, you may submit a tiff format document instead.

6. Conclusion

The Court recommends the above settings for all PDF submissions. These will ensure that the documents published on the HUDOC platform are correctly formatted and indexed for research.