



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

20.10.2011

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

1. Introduction

This document is intended to assist publishers, organisations and governments who provide the Court with translations of either Judgments or Decisions in languages other than English or French (i.e. the official languages of the Court) for publication in HUDOC, 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 (but see point 3 below).

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: <http://www.echr.coe.int/ECHR/en/HUDOC/translations>.

2. How to send translations to the Court

You can send translations to the Court using either email or CD/DVD/USB key. If a document is over 5Mb in size it should be sent exclusively via CD/DVD/USB key and not by email.

In order to submit translations by email please use this address:

- translationsHUDOC@echr.coe.int

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 waiver

The Court will only accept translations received from the copyright holder, whose representative should indicate in a covering letter that copyright is waived for the benefit of the European Court of Human Rights for the purposes of including the translation(s) in its HUDOC database.

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. 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*.

4. Requirements for PDF documents created from a text file

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

If a desktop publishing application has been used (e.g. InDesign, QuarkXpress, Pagemaker etc,) please ensure the following:

- the final PDF is "**single layer**." Documents with multiple layers must be flattened prior to submission
- **no Crop marks** or other printers marks are visible in the final PDF

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

Text searchable PDF: is a requirement, image PDF's are not acceptable.

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

Optimize PDF: yes. This allows faster viewing of the first page of the file on the web.

Print Resolution: 600 dpi. Gives better print output.

Fonts: 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. To keep the PDF file size reasonable.

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

Maximum file size: should be below 5 mb

5. Additional requirements for documents which have been scanned (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 language OCR settings are applied;
- if it is not possible to create the PDF document, you may submit the tiff format document to the ECHR.

6. Conclusion

The Court recommends the above settings for all PDF submission. This will ensure that the documents published to the HUDOC platform will be correctly formatted and indexed for searching.