

Instructions for Translating *ONE on ONE with GOD* books from English into Other Languages

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Thank you for your willingness to help us make disciples and produce disciple-makers through translating *One on One with God* and its leader's guide into a new language! We pray that you will be blessed as you complete this task.

This document contains general and specific instructions that will help you with your translation work. Please do not hesitate to contact us with any questions you may have.

General guidelines for translating both workbook and leader's guide

1. Be sure to **pray** as you translate the books. You will need God's wisdom as you make decisions about what words and versions of Scripture in your language best communicate the principles and thoughts presented in the English books.
2. We can give you the English books in hard copy form or as PDF files. Please let us know your preference. Use Microsoft Word, if possible, to produce a workbook (student book) file and a leader's guide file in your language. If you need us to do so, we are happy to do the final layout. But please reproduce the numbering and bullets as used in the English books. **Important note: Please disable the autocorrect feature in your software's spell checker.**
3. In general, you should translate the non-Scripture text of the books with a focus on achieving **verbal equivalence** as much as possible. In other words, your goal should be to reproduce the exact English words in your language's equivalent words. But at times you will find it necessary to aim for **dynamic equivalence**, which is attempting to reproduce the functional *meaning* of the words. This will be especially true when translating some English idioms or expressions that do not have equivalent terms in your language. If you have questions about what something means in the English books, do not hesitate to contact us.
4. *One on One with God* and its leader's guide incorporate quotes from several different English versions of the Bible. Feel free to likewise use different versions of the Bible in your language, if they are available.
 - Always substitute the best, most understandable version of the Bible available in your language in place of our English version as long as it clearly communicates the truth that is being expressed.
 - When you substitute your version for the English version, please check the wording of the text that follows the Scripture. You may need to change some of the text (including blanks and questions) so that it makes sense with your Scripture quote.
5. Our books frequently quote the Amplified Bible (AMP) and the Living Bible (LIV) paraphrase, which are English versions that often do not have an equivalent in other languages.
 - We suggest that you use two side-by-side Scripture quotations to convey the sense of the AMP and LIV passages. On the left, place the Scripture quoted from the best version of the Bible in your language. On the right, place your personal translation of the AMP or LIV passage that appears in the English book. Thus the reader will see the Scripture in a modern language and an "enriched" form, helping him or her to more easily see the truth being presented.
 - See the examples, below, of what side-by-side Scripture looks like when in final laid-out form.

***“Porque mi
primordial
propósito,
es que yo
pueda
conocerle...”***

**a fin de conocer a Cristo,
experimentar
el poder que se manifestó en
su resurrección,
participar en sus sufrimientos
y llegar a ser
semejante a él en su muerte.**

Filipenses 3:10 (NVI)

***“Porque mi
propósito
determinado
es que yo le
conozca a
Él”***

[Porque mi propósito determinado es] que yo le conozca a Él, que progresivamente llegue a estar más profunda e íntimamente cercano a Él percibiendo, reconociendo y entendiendo, las [maravillas de su Persona] más poderosa y más claramente. Y de la misma manera pueda llegar a conocer el poder sobreafluente de su resurrección [el cual esta sobre los creyentes]; y además que pueda compartir con Él sus sufrimientos de manera que sea transformado continuamente [en espíritu a Su imagen] en Su muerte, [en la esperanza]

Filipenses 3:10
(traducida de *The Amplified Bible*)

II. 為什麼讓耶穌基督作我生活的中心和主？

通過找出以下的經文來得著答案，並填寫空白。

A. 參見：歌羅西書1：15-19

愛子是那不能看見之神的像，是首生的，在一切被造的以先。因為萬有都是靠祂造的，無論是天上的、地上的；能看見的、不能看見的；或是有位的、主治的、執政的、掌權的；一概都是藉著祂造的，又是為祂造的。祂在萬有之先；萬有也靠祂而立。祂也是教會全體之首。祂是元始，是從死裏首先復生的，使祂可以在凡事上居首位。因為父喜歡叫一切的豐盛在祂裏面居住。(和合本)

基督是那不可見的神的形像，祂在神造萬物以先已經存在。事實上，**基督自己是一切的創造者**，無論是天上的、地上的、能看見的、不能看見的、靈界的王和王國，以及統治者、掌權的，一切都是藉著祂造的，又是為著祂的使用和榮耀造的。祂在萬有之先，也正是**祂的大能把萬事連在一起**。祂是教會之首，教會是由祂的人所組成的身體，也是祂建立的。祂是一切從死裏復活的帶領者，所以**祂是萬事的開始**；因為神想要祂自己的一切在祂兒子裏面。(LIV)

LEFT: *Philippians 3:10 in the Spanish Nueva Versión Internacional; to its right is the translator's personal translation of the passage in the Amplified Bible.*

ABOVE: *Colossians 1:15-19 in a Traditional Chinese translation of the Bible; to its right is the translator's personal translation of the same passage in the Living Bible.*

Specific guidelines for translating the workbook

1. It is **essential** that you translate the *One on One with God* workbook **page for page**; your Word file should have 288 pages as does the English workbook. The text on each page of your translation should match the words on the corresponding page in the English workbook. In other words, make sure that everything on p. 1 of the English workbook is included on p. 1 of your new translation and the same for all other pages in the workbook.
2. In some restricted areas it may be wise not to include the forewords or the authors' information. It may also be wise not to include pp. 228-232 ("Helpful Bible Study Tools"). **Only include these pages if you think they will be helpful.**
3. But at the same time, it is **essential** that all the page numbers in your new translation of the workbook match the page numbers of the English workbook. If you choose to leave out any pages as suggested in #2 (above), leave a blank page where the omitted page should have been and place the heading "Notes" at the top of the blank page.
4. When setting up your Word file, simply use the standard page size that is the default setting for your software and an 11-point font (in America, for example, a standard page is 8.5 inches by 11 inches). If you finish translating the text for a page and have leftover space, stop typing and hit <control + enter>. This will begin the next page.

Specific guidelines for translating the leader's guide

1. Follow all the above guidelines with this exception: It is not essential that the leader's guide in your language has the same number of pages as the English leader's guide.
2. Many times the leader's guide *refers* to page numbers in the workbook. Do not change these numbers. Because the pages in both the English and new translation of the workbook are the same, the page numbers referred to by the leader's guide will be correct.

Printing information

If we do the layout for you, we will prepare PDF files of each book that may be printed on two paper sizes: A5 and LH. Choose the size that works best for your printer.

- A5 is a standard page size used for books in much of Europe and other countries outside Canada and the U.S. The pages are 148 mm wide by 210 mm tall.
- LH stands for "letter half," which means half the size of a standard American letter-sized sheet of paper. A standard American sheet of paper is 8.5 inches (215.9 mm) wide by 11 inches (279.5 mm) tall, so the letter half size pages of our books are 5.5 inches (139.7 mm) wide by 8.5 inches (215.9 mm) tall.

We also prepare a Word file giving instructions for inserting yellow page dividers (beginning each session with a yellow page for ease of use). This is optional but may be helpful.