The ACA Translation Process – Guide for Translation Teams

August 2023

It is usually best to assign a specific piece to work on – this should be a section or where there is a logical break, not more than a few pages at a time, for someone to work on translating alone. Once the specific piece has been translated, it is submitted back to the Translation Team for review that checks for clarity and cultural, linguistic and ACA terminology accuracy and suggestions for revisions are made. This process repeats until a group conscience approval for that section is achieved. In this way, section by section, the document will be built up until the whole publication is completed.

For clarity sake, it is extremely imporant to ensure that watermark of COPYRIGHT, DRAFT, VERSION NUMBER and the DATE of this version is put on ***all*** versions of a document.

The Translation Stages:

1. A first draft of the translated text is created from the current version of the original English text using MachineTranslation or is done by a translator. The source document is obtained from the Publishing staff, and if using DeepL, the first draft translation will also be provided. *NB. Access to the Google drive where the document resides can only be provided once the Licence Agreement has been signed.*
2. The first draft is then edited using the pre-translated glossary to make sure that:
   a. Nothing in the original text is left out.
   b. Nothing is added to the original text.
   c. As closely as a different language allows, the translation has the same meaning and implication as the original text.
3. Proofreading is then done by either
   a. a professional volunteer translator, if available, or
   b. a professionally paid translator, provided that the Community has sufficient financial resources and the necessary contract is in place; or
   c. members of the translation team who have advanced knowledge of US English (due to studies, profession, extended stay abroad, etc.) and advanced knowledge of working the ACA program.

   and adjustments/corrections are made.to the document.
4. The document is then reviewed by an early reader team that ideally consists of both unilingual and bilingual to check for clarity, cultural, linguistic and ACA terminology accuracy and suggestions for revisions are made.
   Some guidelines:
   - Use a draft in an ACA meeting – read a few paragraphs and discuss the clarity of the message.
   - Meet in small groups/committees to review the translation.
   - Circulate drafts for consideration by members who speak the local language. Have them check the ACA concepts are communicated accurately and the language usage is good.
   - Number the lines of text. This makes it easier to relay specific comments about the draft.
   - If you use printed copies so members can write comments, make sure these all have a watermark of COPYRIGHT, DRAFT and the DATE OF THIS VERSION on these for copyright and clarification purposes.
   - Set a deadline for review comments, and send out a reminder a few days before the deadline.
   - Have everyone send reviewed copies to one collection point. At the end of the review period, destroy all draft copies.
5. The Translations Team discuss all the revsion suggestions and the document is modified. Steps 3., 4., and 5. repeats until the document is ready for a final reveiw for consistency.
6. The completed document is read by the early reader team and suggestions for final revisions are made.

7. Final adjustments are made by the Translations Team and cross-reference page numbers are added. (NB This is a big job for SMR!)
8. The document is submitted for group conscience approval.
9. Once the group conscience has approved the finalized document, if it is Foundation or Free Literature, it is sent to WSO to be typeset, then only steps 10 and 11 below apply, and it is ready for upload to the ACA website and to be made available in local meetings. However, for all publications (BRB, YWB, LLWB, SMR, LPG), the following additional steps apply:
   a. The Publishing Intake form is completed by the Translation Team Co-ordinator
   b. The Publishing Submission Format details are sent to the Translation Team – this is specific to each publication, but involves creating a ”clean” Word document, along with a separate file for image descriptions and another separate file for any additional items.
   c. The Translations Team copies the content in the Submission Format
   d. The Translations Team proofreads the Submission Format documents and makes any corrections
   e. The final approved copy of the complete document as well as the Publishing Submissions Format version files are then sent to the ACA WSO Publishing staff for typesetting and for copyright text to be added
10. Publishing staff prepares the document for publication - typeset for Foundation and Free literature, to InDesign format for printing of publications; and the e-book formatting is also done for these. The fellowship review email address are also added for review comments.
11. When the draft of the publication-ready document is received from Publishing, it is checked for typesetting errors by the Translations Team, and any corrections are made by the Publishing staff and reviewed by the Translation Team.
12. The Translation Team then finalizes the index pagination for the BRB, any translators notes for the publication and may be asked to translate additional description information for online e-book bookstores.
13. The final document is submitteded into the Publishing queue and the Translations Team will work with the General Manager and the relevant Meeting group, Intergroup or Service Body* to finalize printing, distribtuion, etc.
14. The proof of the document and a copy of the cover are checked and approved by the Translation Team.
15. The document is published in the agreed format as a ”fellowship review” version, with comments being directed to translations@aca.org as well as the Translation Team/Meeting group/Intergroup/Service Body* email.

**** Note regarding the term Service Body:*** At the present moment, service bodies related to language are not formalized, although several of them already exist informally. However, it is looking possible that formalized service bodies similar to a Region may be established in future on the basis of a common language, which would transcend any geographical location, so we have provided for the possibility of this option.

 # Note regarding Percentage Complete Calculation:
For budgeting and staffing reasons, updates on progress of translations needs to be communicated to WSO regularly. This applies only to the translation process itself, up to the point of a publication submission to Publishing staff, and is needed to enable WSO to plan for staff and funding to be able to typeset and print.
The calculation can be done one of two ways:
- Divide the current completed pages by the number of pages and multiply the result by 100.
- Divide the completed sections by the total number of sections and multiply the result by 100.