TRANSLATIONS WORKFLOW

August 2023

PHASE 1: Translation Team => Translations Sub-Committee

➢ Individuals in a group/meeting/intergroup/service body decide they wish to translate a specific piece of literature into their language

➢ They approach ACAWSO to advise them of their intention/desire to do so.

➢ ACAWSO will refer them to the ACAWSO Translations Sub-Committee, if that is not where they initially made contact.

➢ ACAWSO Translations subcommittee will also advise them to join the monthly support meetings where members share their ESH and work with others doing translations to learn about and improve best practices and workflow for translations. Current best practice follows these steps:

➢ ACAWSO Translations Sub-Committee will also check what Translation Teams, if any, exist for that language.

Existing Active Translation Teams

The Translations Sub-Committee will check

o if there is an existing Translation Team and, if so, put the new translator/s in contact with them.

- If they join up with an existing Translation Team, the Existing Language Process should then be followed.

- If they are unable to join up with an existing Translation Team, a temporary Translation License, supported by WSO, may be issued for a publication for this new Team interested in translating. Depending on the status of the progress with that language, either the *New Language Process* or the *Existing Language Process* should be followed – the Translations Sub-Committee will advise which is the appropriate route to follow.

No Existing Active Translation Teams

o If no active Translation Team for that language exists, the interested member/s will need to request group conscience from the existing Meeting group, Intergroup or Service Body to start a Translation Team. If there are no Meeting groups for the new language the new member/s will be encouraged to start up and register a Meeting.

o The chairs of the Translations Sub-Committee may be able to connect members together with a Translation Team working on a similar language.

o A formal Translations Team working group is created to obtain/sign the license agreement with ACAWSO. This requires full names, email addresses, number of the meeting/intergroup they belong to. This is supplied to the ACAWSO Translation Sub Committee, who pass it on to the Publishing Staff

o ACAWSO Publishing Staff prepares the agreement and sends it for signature

o All parties sign the agreement

o If no existing documents/publications exist in that language, the *New Language Process* should be followed.

o Where there are documents/ publications but no active Translations Team exist, the *New Language Process* should still be followed to ensure there are no gaps/missing steps in the process.

Existing Language Process

➢ The Translations Sub-Committee will put these individual/s in contact with any active Translations Team working on the that language. If there is a current active Translations License, ideally these individual/s will join the existing Translation Team, who will then advise ACAWSO of the addition to the Translation License.

➢ If there is no active Translation Team or current Translation License for that language, follow the steps for *New Language Process* to ensure that any gaps in the current process are addressed.

- The Translations Sub Committee will check with the Publishing Staff to ensure that the Glossary and the Base Literature (Problem, Solution, Steps, etc.) already exists for that language on the Publishing Google Drive NB: If not, follow the steps for *New Language Process*

New Language Process

- This is the order in which a new language is handled. Any gaps from a language with already-translated documents should be addressed as a priority.
  Note: It is important to follow the Translation Guidelines and Copyright Requirements.
  1. Glossary – to ensure consistent terminology as a foundation for future translations.
     Note: The Basic glossary is essential. The DeepL glossary, where only a single translation for any terminology can be used, may be needed where DeepL supports the plug-in glossary facility for that language.
  2. Basic Meeting Literature: Problem; Solution; 12 Steps; 12 Traditions; Promises; Meeting Script; Laundry List; Other Side of the Laundry List; Laundry List Flip Side; Other Laundry List Flip Side.
  3. Free Literature (at least 5 of these, more if possible): ACA is…; 25 Questions: Am I an Adult Child; To the Beginner in All of Us; Finding Emotional Sobriety; The Tool Bag; ACA Essentials; ACA Sponsorship: Fellow Travelers; FAQs; etc.
  4. The Specific publication that the Translation Team has formed to work on.
     Note: It is important to translate the BRB first, as many other publications refer to pages of the BRB, and all these page numbers need to be adjusted in each translated document, as pagination will be different for every language.
- The translated Glossary is then sent by the Translation Team to ACAWSO Publishing staff to be archived on the Google Drive
- The Basic Meeting Literature (Steps, Traditions, etc.) is sent by the Translation Team to the Publishing staff for typesetting, and copyright text. The typeset document is checked by the Translation Team, any corrections are made by the Publishing staff, and the document is approved by the Translation Team for upload onto the WSO website.
- The above process repeats for the free literature.
- The English version of the publication to be translated will then be made available to the Translation Team by the Publishing staff.
- Where possible, a DEEPL translation will then be made available to the Translations Team on a Google Drive.
- A first draft of the translated publication is created on the Google Drive
- The first draft is proof read and edited using the Translations Guidelines (found in the Translation Process Overview document and/or the Translations Schematic)
- The process repeats until
- A final draft is ready and a group conscience confirms it is ready to proceed to print preparation.
- Once a final draft is approved by the group conscience, it is ready for Phase 2 of the process, which is the phase during which the translated manuscript is prepared for publication, both in print format and e-book format, and involves working with the Publishing Staff to finalize the publication-ready version.

Ongoing

- Any changes to the Translation Team need to be advised to the Translations Sub Committee. Individuals will need to be added to the existing translation license if teams merge or new individuals are added to the existing Translations Team – the license status need to be confirmed in the quarterly status report and the content developed so far updated on the Google drive at least every quarter.
- A copy of the work completed to date is sent to the ACAWSO Publishing Staff regularly, ideally every quarter.

- ➢ The Translation Team updates the ACAWSO Translations Sub-Committee on progress each quarter (Jan/Apr/Jul/Oct*)* with an estimated year/month and the percentage of the publication currently completed and an indication of when the manuscript is being planned to be sent to ACAWSO for the publication process to commence - this is important so that ACAWSO is aware approximately when production for this should be planned and budgeted for.
- ➢ It is **essential** that the Translation Team updates the ACAWSO Translations Sub-Committee when the translated manuscript is nearing final draft - this is critical so that ACAWSO is prepared in good time to be able to have the budget and resources available. Please remember that ACAWSO resources are limited so, depending on the timing of the submission of the manuscript and whether it is provisionally in the queue or not, the lead time can be anything up to 18 months if there are a lot of publications already scheduled ahead in the queue.

Percentage Complete Calculation:
This applies only to the <u>*translation process itself*</u>*, 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.

PHASE 2: PUBLISHING PREPARATION Translations Team => Publishing Staff
Approved Translated Manuscript is Ready
- ➢ Once the group conscience is obtained, the Publishing Intake Form is completed by the Translations Team Coordinator (*https://acawso.org/publishing_intake)*
  - ▪ 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.
  - ▪ The Translations Team copies the content in the Submission Format, proofreads it and makes any corrections.
  - ▪ The Translations Team then sends the final approved copy of the complete document as well as the Publishing Submissions Format version files to the ACA WSO Publishing staff for typesetting and for copyright text to be added
- ➢ The Publishing Staff will arrange for manuscript to be converted to the publishing format and the Translations Team will then be asked to verify that the converted document is free from errors. Note that *no content changes can be done at this stage*, the document is set for corrections comments only.
- ➢ Any corrections are made, and the document is then given final approval by the Translation Team.
- ➢ The Translation Team then finalizes the index pagination (for the BRB) and the cover for all books.
- ➢ The Publishing Staff will then finalize the copyright details and any technical requirements for the actual publishing process. The Translation Team may be asked to translate text specific to the online systems, such as Amazon, Kindle etc.
- ➢ The ebook version is then created.

<u>Print Production</u>
- ➢ The Publishing Staff notifies the ACA WSO Office that the publication is ready for the pre-print process and printing hubs are assessed.
- ➢ Either the Translation Team or their Intergroup will complete the International Print Order, *(https://adultchildren.org/international-literature-order-request-form/)* and work with the ACA WSO General Manager until the books have been printed and delivered.