

Typesetting Review Guidelines

In the typesetting review stage, the translation team is being asked to make sure that the manuscript that was submitted via the intake form has been typeset correctly. ACA's publications follow a standard typographic and layout format to ensure consistency among all publications regardless of language. However, in order to accommodate local language and typographic standards, a certain amount of localization typography adjustment is considered in this stage e.g. for typeface, type size, leading, hyphenation etc.

During the typesetting stage, errors such as missing text, incorrectly added text and glaring items might occur that need to be picked up by those doing the review at this stage. However, most of the items are likely to be minor errors related to formatting.

The review stage is divided into two parts. The first part includes the entire book minus the index as well as the cover. Once this part and the first draft is approved the translation team will move into the indexing phase where no changes at all are accepted for the publication. The reason is that changes might impact the pagination and render the index incorrect.

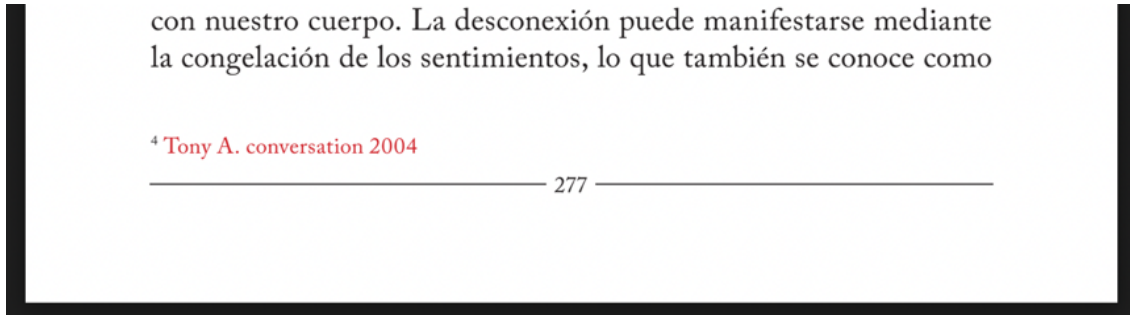
N.B. At this stage we do not accept content changes to the manuscript submitted. All content proofreading needs to be carried out in the translation stage, prior to submitting for the pre-press stage. Edits related to content changes such as the actual translation of the text are to be saved in a separate document for subsequent editions.

The following pages list what the translation team is being asked to review.

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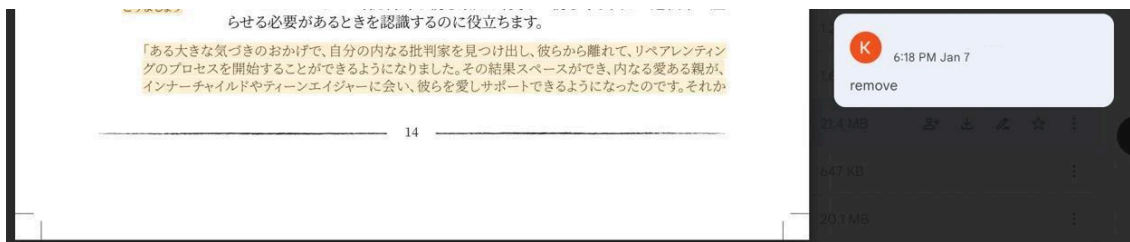
1. Missing translation

a. *Missing translation is marked in red per below*

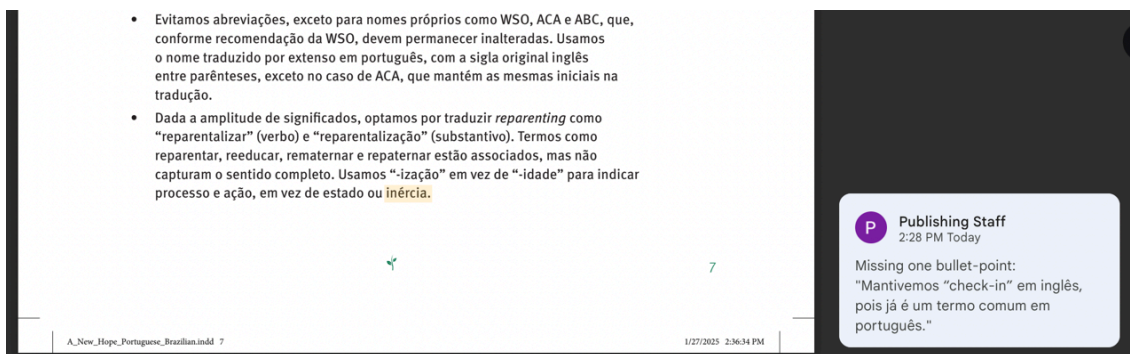


2. Incorrect text

a. *Text that was not in the manuscript incorrectly appears in the draft-pdf*



b. *Text from the submitted manuscript is missing in the draft-pdf*



3. Typesetting errors

a. Shares are not in italic

Someone Finally Wrote It Down

The first time I read the common behaviors of an adult child, I felt like a bell that had been fetched up and rang hard. I was calm on the outside, but I was vibrating on the inside. I could not believe what I was reading. I remember looking over my shoulder to see if someone had been reading my mail and had planted this stuff somehow.

I may have rubbed my fingers on the page, trying to feel the words because they seemed so real. The words of judging myself without mercy and being a people-pleaser were describing my thinking and behaving in a language that was clear. I could not deny it. I was cursed harshly and subjected to violence as a kid. I was never listened to. Now, someone who I had never met had written down how I thought and felt without meeting me. Until I found ACA, I had spent my whole life condemning myself and feeling no good. I took drugs and acted out in disgusting ways, feeling lost. I read the traits for the first time 20 years ago. I have been hooked on ACA ever since. The traits and the Twelve Steps have given me a new life and self-love.

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My Body Is Remembering What Happened

It took me awhile to understand what I was hearing in ACA meetings. The common behaviors (14 traits) meant a lot, and I got them quickly. But all the talk about being shamed and abandoned seemed to go over my head for many months if not years. I could recall the mechanics of my abuse, which involved hearing my father call my mother vulgar names and being attacked by my father when I was four years old. I even saw blood and teeth fly when my violent dad knocked out men with clubs and pop bottles. But the feelings associated with these events did not register for the longest time. I was so numbed out and so shut down that I could not connect the terror that I must have felt with the recalling of the memory.

I got help from a counselor who would slow me down when I recounted a violent episode in my home. It was the difference in telling the story rapidly without feeling and thinking about it as I talked. She said I had post-traumatic stress disorder. I was skeptical, but I knew my memories were violent and not normal. I had a high tolerance level to seeing violence and not feeling. I also got help from another source: movies. I began to notice feelings and tension in my body if a violent movie scene would occur. I don't watch violence, but the few scenes I would see, even on TV, began to trigger what I had not felt in a long time. It happened on God's schedule. I was not ready for this when I came here, but my body is telling me what happened, and I can handle it.

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b. Headings and subheadings not in bold

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c. Incorrect Justification & Indents

Det kräver tålmod och att vi behåller vårt fokus. ACA-medlemmar som kämpar med programmet har ofta försummat ett ärligt stegarbete. Deras mötesdeltagande kan vara oregelbundet. De kan vara fokuserade på att göra service eller ge råd till andra på bekostnad av ett ärligt erkännande av maktlöshet och ohanterlighet i steg ett. Dessa ACA-medlemmar finner det svårt att be om hjälp eller att ta emot den hjälp som erbjuds. Andra ACA-medlemmar skrapar på ytan men omfattar inte hela programmet. De verkar ha bestämt sig för ett halvhjärtat försök till tillfrisknande. De kan ha gått på möten i flera år utan att ha anslutit sig till en hemmagrupp eller fört tillfrisknande vidare genom att sponsra någon ny. De verkar inte kunna ge tillbaka det som så frikostigt getts till dem så de blir aldrig tillfreds. Dessa medlemmar verkar jobba i sitt eget program vilka föga överensstämmer med ACA:s program. De överlever, men de är vanligen olyckliga eller känner att de kört fast.

15 Av olika anledningar kan vissa av oss komma till en punkt där vi känner oss hopplösa eller utblottade efter flera år i programmet. En del av oss dömer oss själva för att vi inte har förmått bättre. När det händer börjar vi döma vårt inre utifrån andras yttre och tro att andra har allt under kontroll. Vi ser hur bra det går för andra och hittar fel med oss själva. Även om vi har gjort framsteg i ACA och upplevt stunder av glädje, kan en del av oss märka att vi dagligen kämpar. Vi känner oss inte tillfreds med oss själva men låtsas som om allt är okej. Vi kanske ständigt pratar om programmet, men inte om det som verkligen bekymrar oss. Vi kanske har problem med jobb, relationer eller vår hälsa. Något som de flesta vuxna barn har. Vi uppmärksammar att vi inte lika ofta delar på möten eller känner oss annorlunda.

När det händer har vi vanligtvis levt i överlevnadsläge utan att vilja erkänna det. Vi glömmer att det finns ett annat sätt att leva, bortom överlevnad. När vi tänker på det inser vi att vi inte litar på att ACA eller vår Högre Kraft verkligen finns där för oss. Vi har inga drömmar eller

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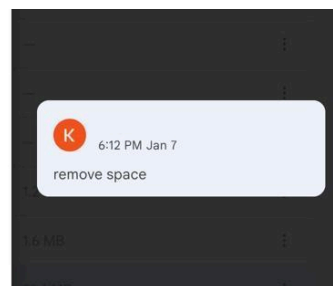
d. Incorrect Spaces

ラビングペアレントガイドブック

付録 I には、ミーティングのスキプトのサンプルが掲載されています。グループによっては、www.adultchildren.org に掲載されているリペアレンティング・チェックインを実践しているところもあります。これらのミーティングでは、他の人がリペアレンティングのスキルの手本を示すのを聞くことができます。これらのミーティングでは安全な空間が作られ、他の人たちが内的家族とつながるのを目撃し、また目撃されることができます。これらの行為は、あなたのインナーチャイルドとインナーティーン(あなたの内なる子どもたち)の存在を確認してくれることでしょう。

自分の学習スタイルを尊重する

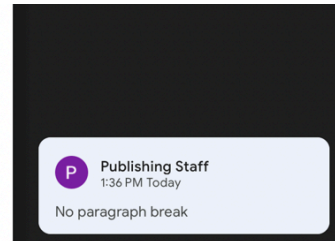
私たちは、それぞれ異なる主要な学習スタイルを持っています(複数の場合もあり)。自分の



e. Incorrect Paragraph breaks & Line breaks

Familie in eine liebevolle und unterstützende zu verwandeln. Wir erreichen das Erwachsenenalter und glauben, dass wir versagt haben, weil wir unfähig sind zu sehen, dass niemand die traumatischen Auswirkungen des familiären Alkoholismus beseitigen kann.

Aus diesem allumfassenden Gefühl des Versagens folgen auf natürliche Weise Selbstbezeichnungen, Scham und Schuldgefühle. Diese Selbstanklagen führen letztlich zu Selbsthass. Die Akzeptanz unserer grundlegenden Machtlosigkeit, alkoholkrankes Verhalten und ihre Auswirkungen auf die Familie zu kontrollieren, ist der Schlüssel, der unser Inneres Kind befreit und die Neubeuleterung beginnen lässt. Wenn wir den „Ersten Schritt“ auf den familiären Alkoholismus anwenden, hört eine wesentliche



f. Incorrect typeface

The *Big Red Book* states that the traits we developed to cope with dysfunction in childhood “cause us to recreate our family of origin in our adult relationships.” This can occur anywhere, and study groups are no exception. Working with ACA literature can bring up buried memories and triggers. We might find ourselves or others playing out a familiar family role or responding from our wounded inner child or inner teenager.

Small groups strive to create safety for members. Even so, members can become triggered by one another and dysfunctional behaviors can arise. It is not uncommon for a member to leave a workgroup along the way. We might realize that a particular group isn’t a good match or that small group work isn’t a good fit for us at the time. It’s okay to leave groups and meetings that don’t work for us and find ones that do. Finding a group that fits is a process and can take time.

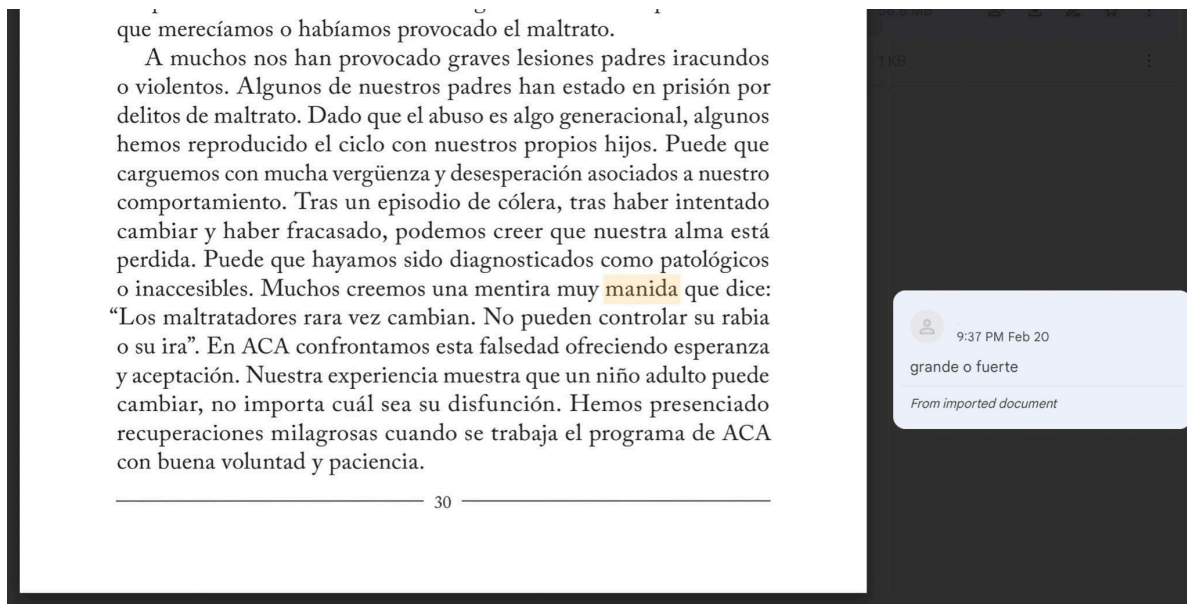
Study groups give us an opportunity to practice healthier ways of being and release outdated coping behaviors. Whenever possible, it can be helpful to have an ACA network outside the group to support you for reparenting purposes, as well as to discuss issues and feelings that arise. It’s important to keep each study group a safe place to practice these new ways of being.

See Appendix K for “Introduction to ACA Workgroups,” which comes from the exhibits to *A New Hope ACA Beginners Meeting Handbook*.

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Examples of what to save for subsequent editions

A. Content Changes



que merecíamos o habíamos provocado el maltrato.

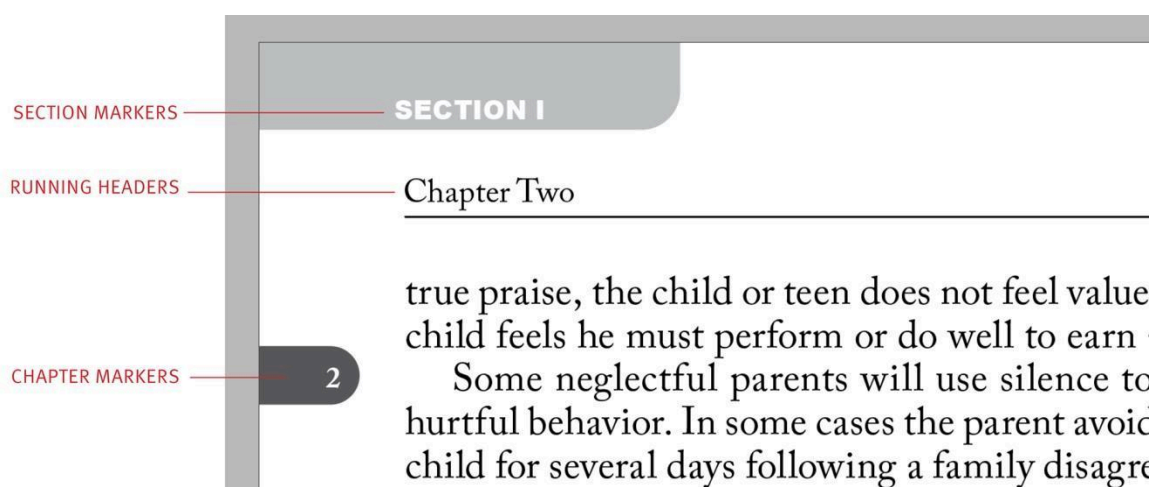
A muchos nos han provocado graves lesiones padres iracundos o violentos. Algunos de nuestros padres han estado en prisión por delitos de maltrato. Dado que el abuso es algo generacional, algunos hemos reproducido el ciclo con nuestros propios hijos. Puede que carguemos con mucha vergüenza y desesperación asociados a nuestro comportamiento. Tras un episodio de cólera, tras haber intentado cambiar y haber fracasado, podemos creer que nuestra alma está perdida. Puede que hayamos sido diagnosticados como patológicos o inaccesibles. Muchos creemos una mentira muy **manida** que dice: “Los maltratadores rara vez cambian. No pueden controlar su rabia o su ira”. En ACA confrontamos esta falsedad ofreciendo esperanza y aceptación. Nuestra experiencia muestra que un niño adulto puede cambiar, no importa cuál sea su disfunción. Hemos presenciado recuperaciones milagrosas cuando se trabaja el programa de ACA con buena voluntad y paciencia.

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Examples of Layout & Typographic standards

A. Example from BRB below indicates layout standards such as section markers, running headers and chapter markers



SECTION MARKERS — SECTION I

RUNNING HEADERS — Chapter Two

CHAPTER MARKERS — 2

true praise, the child or teen does not feel value
child feels he must perform or do well to earn
Some neglectful parents will use silence to
hurtful behavior. In some cases the parent avoid
child for several days following a family disagree