

# The Translations Process Overview

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## Purpose of Translations

Making ACA literature available in different languages helps carry the ACA message to adult children around the world. It supports members who do not speak English, or who feel more comfortable connecting with the material in their own language. This service reflects ACA's primary purpose: to carry the message to the still-suffering adult child.

## Copyright and Licensing

ACA WSO depends on literature sales to support its services and operations. For this reason, it is important to protect ACA's copyright.

To ensure this, all translation work must follow the approved process. Each member of a Translation Team is required to sign a Translation License Agreement before starting any work. This agreement must be renewed annually.

No translation work should begin before the license is signed. Access to source files and translated materials is only granted after the agreement is in place. This helps protect ACA literature and ensures it can continue to be shared and distributed responsibly.

## Why Fellowship Involvement Matters

Translating ACA literature is not only a technical task. It also requires understanding of ACA language, concepts, and recovery principles.

While professional translators may have strong language skills, ACA members bring lived experience and familiarity with the program. For this reason, translations are best done as a team effort, combining language skills and program understanding.

The Translations Subcommittee exists to support this process by sharing experience, offering guidance, and connecting translation teams worldwide.

## Working with Intergroups and Meetings

Translation work is most effective when it is connected to active ACA meetings or intergroups. This helps ensure that the literature will be used and supports the growth of ACA in that language.

If there is not yet an intergroup or established meetings, it is recommended to begin with Foundational Literature, and possibly A New Hope, to help support the start of meetings. In these cases, materials may be made available through the ACA WSO website, and A New Hope may be shared as an e-book.

## Building a Translation Team

Translating ACA literature is best done as a team effort. It helps ensure quality, continuity, and shared responsibility.

A typical team may include:

- Translators and reviewers, who work directly with the text
- Typeset reviewers, who check the final formatted version

The core team (translators and reviewers) should be as bilingual as possible. Typeset reviewers may be bilingual or unilingual, as long as they can follow the review instructions.

ACA members are often well suited for these roles, as they are familiar with ACA language and concepts. Professional translators may also contribute, especially for language quality, but their work should be supported by ACA members to ensure alignment with the program.

All team members must sign a **Translation License Agreement** before starting any work.

## Working with ACA WSO Publishing

ACA WSO Publishing supports translation teams throughout the process and helps ensure that translations are aligned with ACA standards and resources.

Because translation timelines have accelerated and the number of publications has grown, it is important that translation work is coordinated from the beginning. This allows:

- better planning of publishing resources and budget
- alignment with existing materials and versions

- smoother preparation for publication

Teams are encouraged to stay in communication with ACA WSO Publishing and provide general updates on progress when possible.

### Available Support & Resources

Several resources are available to support translation teams:

- **Publishing Committee:** Provides overall guidance for ACA literature, including development, translation, and distribution. It also supports planning and funding (including the **International Literature Fund – ILF**) and helps ensure alignment with ACA’s Traditions and fellowship needs.
- **Translations Subcommittee (*part of the Publishing Committee*):** Offers support, guidance, and resources for Translation Teams worldwide. It also helps coordinate translation activities, supports the licensing process, and maintains visibility of translation progress in coordination with ACA WSO Publishing.
  - **Monthly Subcommittee Meetings:** Open to all translators. These meetings provide a space to share experience, ask questions, and stay updated on evolving practices.
  - **WSO Slack Channels:** Provide day-to-day communication, questions, and coordination among translators and WSO members.

Additional support is provided through ACA WSO staff:

- **Special Workers:** Support the technical and operational aspects of the process.
  - **TMS Coordinator:** Onboards teams into the system, provides training, supports troubleshooting, uploads resources (such as glossaries, style guides or legacy translations), and assigns translation jobs within the TMS based on direction from the Language Coordinator.
  - **Publishing Consultant:** Coordinates the preparation of translated manuscripts for publication, including typesetting (with external vendors), formatting for e-book and print, and final production steps in collaboration with the Translation Team.
  - **Publishing Admin:** Supports the development and standardization of processes, policies, and procedures. This role gathers feedback from translation teams and coordinators, identifies gaps or challenges in the workflow, and works with staff and committees to improve and refine the overall process.

### Translation Approach & Tools

Translation work today combines human collaboration with technological support.

- The **Translation Management System (TMS)** is an online platform that supports the translation process by organizing workflows, managing files, and bringing together key resources such as the glossary, style guide, and translation memory in one place. It also provides a shared working environment where translators and reviewers can work with source and target text displayed side by side for easy reference and context.
- **Machine Translation (MT)** can be used to generate a first draft, allowing teams to focus on meaning, tone, and accuracy.
- The **Translation Memory (TM)** stores previously translated content and helps reuse it across publications, reducing rework and supporting consistency over time.

These tools are meant to support the team’s work, not replace human judgment. Final responsibility for accuracy and clarity always remains with the Translation Team.

### The Importance of the Glossary

The Glossary is the foundation of all translations.

ACA uses many terms and expressions that are specific to the program and may not exist in everyday language. For this reason, it is important to establish consistent and accurate translations for key terms from the beginning.

The starting point is the TMS Glossary template, which is used to build the glossary for the target language. It includes key ACA terms such as Higher Power, Laundry List, Reparenting, Loving Parent, and True Self. The English Foundation Dictionary serves as an additional reference

to better understand meaning, context, and possible terminology options.

The Glossary is not simply translated—it is developed by the team, ideally through group conscience, to ensure that terms reflect both linguistic accuracy and ACA meaning.

Over time:

- new terms may need to be created to better convey concepts in the target language
- multiple synonyms may be included to support understanding and flexibility
- the Glossary will continue to evolve as new terminology emerges

The finalized Glossary can then be submitted to the TMS Coordinator for upload into the system, where it becomes a key reference for all translation work. It may also be used to enforce preferred terms in machine translation output, helping ensure consistent terminology.

## Style Guide

Alongside the Glossary, teams are encouraged to develop a Style Guide.

While the Glossary defines *what* to say, the Style Guide helps define *how* to say it—ensuring consistency in tone, grammar, punctuation, and stylistic choices across all publications, especially as multiple translators contribute to the same work.

Like the Glossary, the Style Guide is a living document and can be refined over time as the team gains experience.

## Recommended Translation Path

A structured approach helps ensure consistency, efficiency, and a strong foundation for future work.

### 1. Foundational Literature

Once the Glossary is established, teams begin with the Foundational Literature.

These are core ACA texts (such as *The Problem*, *The Solution*, *The Laundry List*, *The Steps*, and *The Traditions*) that are:

- widely used in meetings
- repeated across many ACA publications

Translating these first provides immediate value to the fellowship and establishes a consistent base for future translations.

### 2. Free Literature

After the foundational texts, teams are encouraged to work on free literature.

These shorter documents:

- help carry the ACA message more quickly to new members
- allow teams to gain experience with slightly longer texts
- contribute to building the Translation Memory

Some teams choose to translate materials related to specific book chapters in parallel, which can help accelerate future work.

### 3. Books and Major Publications

With a solid foundation in place, teams can move on to larger publications.

In many cases, the Big Red Book (BRB) is translated first, as it is referenced throughout other ACA literature.

However, newer fellowships may choose to begin with *A New Hope* to support meeting development.

## Fellowship Review

In many cases, publications are first released as e-books to allow for a period of fellowship review (typically 6–12 months). During this time:

- members can provide feedback
- improvements can be made
- future editions can incorporate corrections

This process helps ensure that translations continue to evolve and improve over time, in collaboration with the fellowship.

## Suggested Order of Priority (Summary)

There is a logical order of priority for translating literature, which WSO strongly encourages Translations Teams to follow to ensure that the process is as efficient and effective as possible. The list below is indicative and may be adapted based on the needs of each fellowship:

1. TMS Glossary
2. Foundational Literature
  - o The Problem;
  - o The Solution;
  - o The Laundry List,
  - o The Other Laundry List;
  - o The Flip Side of the Laundry List,
  - o The Flip Side of the Other Laundry List,
  - o The Steps;
  - o The Traditions;
  - o The Promises,
  - o The Suggested Commitments to Service
  - o The Concepts
    - Free Literature (*these are some, but you can find more in the red website*)
      - \* The Sample Meeting script,
      - \* To the Beginner,
      - \* 25 Questions,
      - \* Emotional Sobriety,
      - \* The Tool Bag,
      - \* Essentials,
      - \* ACA Sponsorship,
      - \* FAQs,
      - \* Hosting a Sponsorship Meeting,
      - \* Literature policy,
      - \* Banking Procedure,
      - \* Conducting a Business Meeting,
      - \* Issues for meetings,
      - \* WSO is,
      - \* Early History,
      - \* Public Information,
      - \* Concepts & Commitments,
      - \* Health Professionals,
      - \* Predatory Behavior
    - Booklets
      - o Newcomer
      - o Cross Talk
      - o Identity Papers
      - o Good Enough Group
3. Fellowship Text (otherwise known as the Big Red Book - BRB)  
**OR A New Hope (*for new fellowships with few or no meetings*)**  
These can then follow in any order...
4. 12-Steps Workbook (otherwise known as the Yellow workbook -YWB)
5. Laundry List Workbook (LLWB)
6. Strengthening My Recovery (otherwise known as Daily Reader -SMR)
7. Loving Parent Guidebook (LPG)
8. Connections (CON)

Refer to the *Translations Workflow and Resource Links* for details of the process.