

## **ACA Literature Committee Literature Development Policy Statement**

### **Creating Literature:**

The ACA program has an open literature policy. ACA groups' right to use non-conference approved literature is conditioned upon the group's conscious and various considerations, e.g. the 12 Traditions, *etc.*

In the 1980s, there was an ACA literature explosion that led many groups to stock hundreds of pieces of commercial and non-commercial literature at their meetings. The near collapse of the fellowship in the 1990s was in part caused by the scattered literature offerings and the lack of a comprehensive ACA Fellowship Text and 12 Step workbook.

The ACA conference-approved literature describes the ACA recovery program in terms broad enough to encompass the various forms that dysfunctional homes can effect/affect adult children, yet detailed enough to give the members a sense of direction toward their recovery.

We believe literature that receives conference approval should be more focused than the 1980s literature, and that the Literature Committee needs to provide an avenue for fellowship participation in the creation of new literature.

### **Literature Development by Groups**

The Literature Committee has developed a Literature Core, a description of the ACA program's breadth and depth – so that those groups seeking to submit literature will have a sense of their offering's relation to existing literature. This does not mean that literature items outside the existing literature will not be considered or have value. The Literature Core is to be used to give writers a framework upon which they may hang their literature offering.

In developing literature, groups are asked to first start with a specific and detailed Statement of Purpose about the piece's objective and the specific audience it is intended to reach.

Careful attention should be given to the fact that addressing the endless myriad of ways the false self or inner critical parent manifests itself, or the vast amounts of "solutions" each of them may respond to will lead to a equally endless amount of niche literature that will diffuse the program's focus. The practical application and ease of use of any piece of literature must be accessible by everyone in the fellowship.

### **Literature Evaluation Subcommittee**

The Literature Evaluation Subcommittee will comprise two parts: one of knowledgeable ACA members, and the other an Advisory Committee composed of knowledgeable members of the mental health community, whose input will be advisory only.

The Literature Evaluation Subcommittee will evaluate each item submitted by groups and determine, at its sole discretion, the suitability of the literature's viability for Board consideration. The group will be asked if the item can be folded into an existing project or if would better serve as a standalone project. Compilations of existing literature need not be reviewed.

If there is a doubt about the item's viability, the offering group will be asked to place the item in the Best Practices section of the ACA website so that the fellowship may have an opportunity to experiment with the item and give feedback. If the item is well received, the Literature Committee may then reevaluate the item and, at its sole discretion, determine if it is suitable for the Board's consideration.

### **Producing Literature: Internal Development**

Each piece of literature that is developed, either internally or from groups, creates a wave of work that requires a team of editors, proofers, layout experts; printer coordination, warehouse coordination; a series of Board discussions and decisions; and information technology professionals – all for a roll out that could potentially take years to complete.

### **The Process**

**The process usually begins with a piece being “tested” by knowledgeable contributors/writers to see if the item needs to be re-written. After a while, the item may be semi-finalized to be brought to the Board for their approval for presentation to the ABC Delegates for their approval. If approved by the delegates, the item is placed on the website for review and input from the fellowship for a certain period of time. After the review period is over, it is revised to incorporate the constructive input received. The Literature Committee will publish all the comments indicating which comments were accepted or rejected and hold a "town hall" discussion about the revised version of the item.**

After the revisions are made, it is sent back to the proofers and editors for a final review, before it sent to the Literature Committee Design Editor to layout the item. After it is laid out, the last proof is given to make sure nothing has shifted during layout process.

The Literature Committee Design Editor then recommends the technical components of production; this recommendation is sent to vendors to obtain quotes for printing and turnaround times. The Literature Committee Design Editor consults with the warehouse to determine the available space, then sends the printing quote to the Literature Committee chair, who then makes a recommendation to the Board about the printing specifications, the quantity of the first run and the price point. The Board then deliberates and decides the specifications, the quantity of the first run and the price point.

The Literature Committee Chair will then make a motion to set the specifications and the price point on the record in accord with the Board's deliberations.

## **Rolling Out Literature**

The roll out of any piece of literature involves Literature Committee Design Editor, the warehouse staff, printer, and Information Technology staff, and can take months to effectuate.

The printer must inform us when the item will be delivered so that the warehouse staff can give an estimate of how much space will be available by the time the item is delivered. The Literature Committee Design Editor must create an icon to be used on the website and shopping cart. The Warehouse Staff must inform the Information Technology staff of the item's dimensions and weight to be used to calculate shipping charges; that data is then entered in the shopping cart. Finally, the Information Technology Staff or Warehouse Staff makes the product live for users to purchase.

## **Digital Literature**

Digital Literature involves the Literature Committee Design Editor, the Information Technology staff and an outside service to convert the file into a digital format compatible with industry standards, i.e., Amazon and Barnes and Noble. Proofreaders must then review the resulting file to make sure it is complete and accurate. The Literature Committee Design Editor produces an icon and uploads the items onto the commercial online retailers who will carry the item. The Information Technology Staff places a link to the item on the ACA website. The Literature Chair must report the sales and royalties to the Treasurer and accountant, as well as report the sales volume in the Literature Committee Monthly Report.

Due to the nature of the creative process and the backlog of projects in the literature queue, digital products take anywhere from 3-5 years after being produced in hard copy before being offered in a digital format. There are several reasons for the delay.

- One reason is that the items usually undergo some initial re-writes, corrections or reformatting after they are first produced. The time delay allows for typographical revisions, reformatting, and other corrections to be made before spending limited funds on a digital version that would be different from the revised first editions.
- One key reason is that the literature needs of the entire fellowship, particularly in countries that do not speak English, are not being met with the development of additional English literature delivery vehicles.
- A glance at the Meeting Map Search reveals that there are few, if any, meetings in most of the world, and we believe it is in part due to the lack of multilingual literature. Thus, the delay allows the Literature Committee to use some of its limited resources on expanding the reach and depth of ACA literature in accordance with the apparent need of much of the non-English speaking world