

Adult Children of Alcoholics Translations Workshop



Adult Children of Alcoholics Preamble



Adult Children of Alcoholics® & Dysfunctional Families is a fellowship of women and men who share their experience, strength and hope to solve their common problem and help each other recover from family alcoholism and other family dysfunction.

The only requirement for membership is a desire to recover from the effects of growing up in an alcoholic or otherwise dysfunctional family. The ACA fellowship is not affiliated with any sect, denomination, party, organization or institution; it does not wish to engage in public debate or comment on any controversial issues.

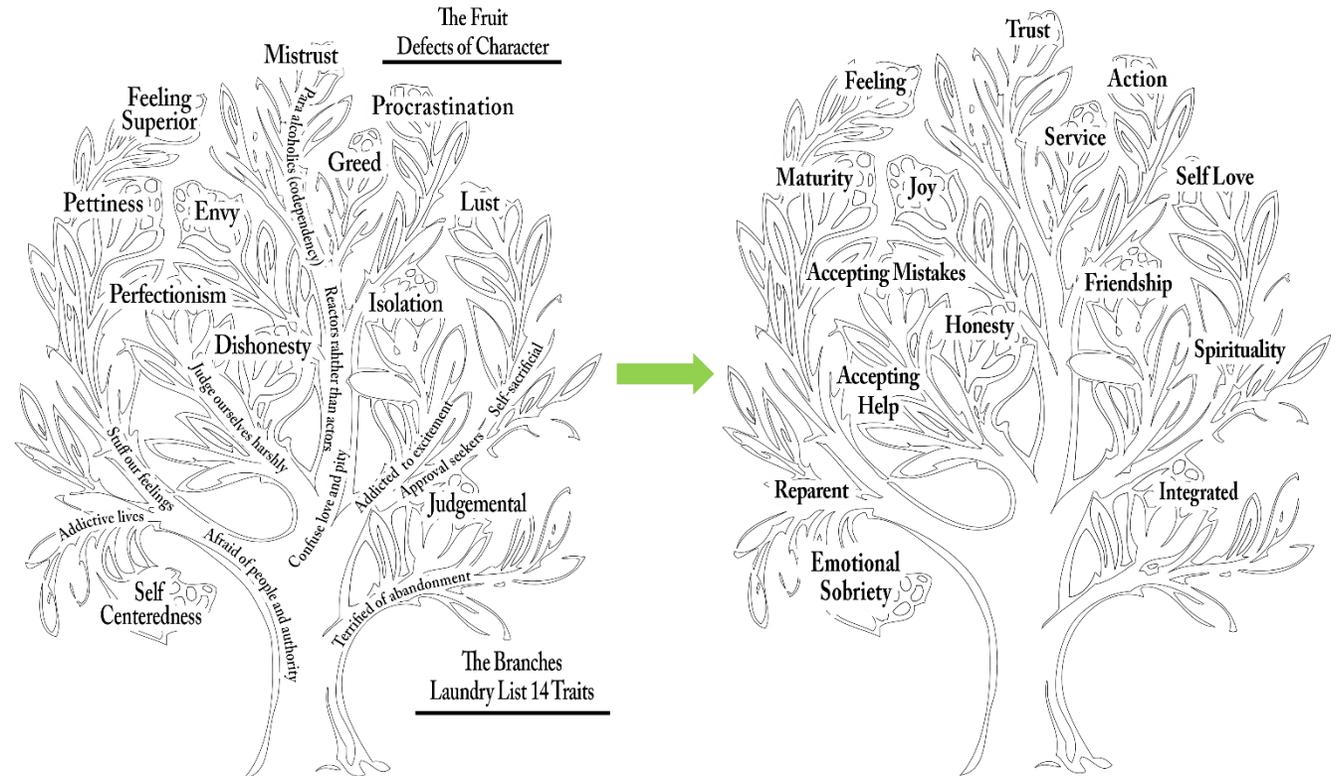
Our primary purpose is to remain emotionally sober and to help other adults children become emotionally sober.

The Importance of Translating ACA Literature

Recover in your own mother tongue
Our Inner Child does not speak any foreign languages

Benefits

- Identification
- Attract newcomers
- Work all Twelve Steps
- Become your own Loving Parent
- Heal the Inner Child
- Become emotional sober
- Carry the ACA message



Priorities



When you work in committees, think back over your recovery and time in ACA.

- Have you read all/most of our ACA literature in English?
- Are you familiar with the resources that can be downloaded from www.adultchildren.org?
- What ACA materials and literature helped you most in finding ACA and recovering?
- What materials might ACA members like to see in their own language?

For suggestions about prioritizing, review the “**Translation Guidelines**”. Find this document at www.acawso.org; click “[Literature Translations](#)”.

Currently, there is a suggested order for translating ACA literature:

- 1) Follow recommendations in the *Translation Guidelines*
- 2) Translate anything else.

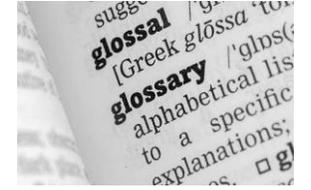
Why Translate ACA Literature and Materials?

- Within ACA worldwide, relatively “small” countries can have more meetings per capita in comparison with some “larger” countries.
- There seems to be a direct correlation between a country’s number of meetings (and thus recovery!) and the amount of translated literature available in its specific language.
- *Countries having a good supply of ACA literature in their local languages is a direct result of members having a vision that ALL ACA literature be translated and made available locally.*



THE BOTTOM LINE? TRANSLATED LITERATURE SAVES LIVES!

ACA Glossary of Words and Terms



Translate a glossary of ACA's special program words.

“We’ve found it helpful to start by compiling a list of program terms in the local language, for example: Dysfunctional Family, Higher Power, Laundry List, Reparenting, Loving Parent, Surrender, True Self, False Self, Hit a Bottom. These terms appear often in ACA literature and need to be translated the same each time they appear” (*Translation Guidelines for ACA Literature*).

ACA uses many words and expressions that are not necessarily common in everyday use. If your committee translates a glossary of program words and terms, it will save time and ensure consistency with future translations.

Share your glossary with other groups and whenever you use a professional translator.

A master ACA Glossary has been prepared in English. Find it at acawso.org click “[Literature Translations](#)”.

Translating Material from adultchildren.org

Documents, Text, and Downloads

Non-English-speaking registered groups and service bodies may now translate and distribute any downloadable document, file, or text on adultchildren.org without seeking permission from the World Service Office. *This does NOT include permission to reprint photos.*

These new procedures and guidelines create greater parity among all ACA groups and service bodies that wish to carry the message and support the recovery of our worldwide Fellowship. Translated ACA documents must include the following citation, written in the language of the translation:

“This is a translation of ACA-approved literature.
© [date of translation]
Copyright Adult Children of Alcoholics[®], Inc. All rights reserved.”

Groups and service bodies are also required to provide a digital copy of any published translated literature to the WSO. For more information, go to acawso.org; click “[Copyright Policy](#)”.

Translation Guidelines for ACA Literature

This presentation contains a **summary** and the main points of the *Guidelines for Translation of ACA Literature and Materials*. Find the full document at acawso.org; click "[Literature Translations](#)".



It is suggested that your committee translate these *Guidelines*, as well as License 1 and License 2 so that translators can read them in their native language.

Note: Both license agreements are currently under development and are subject to approval by ACA WSO. Once approved, they will be uploaded.

Translation Guidelines for ACA Literature: Summary



1) Check before you start:

Is the literature you want to translate

1. already translated or in the process of being translated by another service body?
2. due for a major revision soon?

(Ask your region trustee or the ACA WSO Translations Coordinator about scheduled revisions.)

Consider where this literature is in your priority list for translations.

Find out if financial assistance is available from your national Intergroup or Service Body.

Translation Guidelines for ACA Literature: Summary

2) Ensure accurate translation of original text

- i) Trust (Concept Three)
- ii) Nothing left out
- iii) Nothing added
- iv) Same meaning and implication, as closely as a different language allows

It is permissible to alter measurement and weight references (e.g., change pounds and ounces to kilos and grams; change feet and inches to meters and centimetres).

Translation Guidelines for ACA Literature: Summary

3) What is a License and why is it needed?

***Licenses are agreements that protect copyright:
ACA owns all its materials and text.***



- Complete one License at each stage of the two-step translation process.
- Sign on behalf of your service body and send it to the WSO.
- ACA WSO Translations Coordinator will sign for ACA and retain a copy on file.
- A signed copy of your license will be sent to your service body to keep.

Translation Guidelines for ACA Literature: Summary

4) The Two-Step Licensing Process

Licenses 1 and 2 are formal **legal agreements** between your Group, Intergroup or Service Body and ACA WSO, Inc. concerning usage of ACA's copyrighted literature.

License 1 = Permission to Translate and Validate

License 2 = Permission to Produce, Print & Distribute (*Only for Intergroups or Service Bodies*)



Remember, free downloadable documents do not need a license, but you do need to add an ACA citation (© Adult Children of Alcoholics, Inc. All rights reserved) and send a copy of your translation to the WSO.

Translation Guidelines for ACA Literature: Summary

License 1 gives permission to translate and circulate for validation.

“Validation” means testing a translation for accuracy before proofreading and approving it.

Your Group, Intergroup or Service Body has:

- 18 months to complete the translation
- PLUS 6 more months to circulate and validate it

Be sure all drafts of the translations are returned and destroyed after the validation process is complete.

Translation Guidelines for ACA Literature: Summary

License 2 gives permission to produce, print and distribute.

(Includes approval to use a customized ACA logo.)

Signing License 2 means your service body agrees:

- i) Every copy will have the correct copyright notice.
- ii) Every copy will have a specific, customized ACA logo.
- iii) One printed and one electronic copy will be sent to WSO.
- iv) Royalties will be sent to the WSO.
- v) All surplus funds (after royalties) will be used for ACA.

Translation Guidelines for ACA Literature: Summary

5) Translations Committees

Form structures for development of translations in your language.

This service in ACA is best performed by a group of members – don't isolate.

A translations committee avoids overdependence on individual members.



Priorities for a committee might include reviewing these items:

- Glossary of ACA words and terms
- Suggested priorities from the Translation Guidelines
- Tradition Four

Translation Guidelines for ACA Literature: Summary

6) Suggestions For Choosing Translators

- ACA members are often the best choice.
Members understand our literature and want the best for ACA. They may take longer, or start but not finish, but ACA members put love and effort into translating.
- Professional translators can work too.
If employing a professional translator, make sure to use a contract right from the beginning. Give them your glossary of ACA terms!

Translation Guidelines for ACA Literature: Summary

7) Validating (a)

- Check for clarity and translator's general understanding.
- Additional suggestions:
 - 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.
 - Use a draft in discussions with sponsees.



Translation Guidelines for ACA Literature: Summary

7) Validating (b)

- Circulate drafts for consideration by members who speak the local language. Have them check concepts and usage (good grammar).
- Number the lines of text. This makes it easier to relay specific comments about the draft.
- Use printed copies wherever possible so members can write comments.
- Write DRAFT or COPY on these for clarification.

Translation Guidelines for ACA Literature: Summary

7) Validating (c)

- Possibly charge money for a draft and organize your records so that any amount paid can be deducted from the purchase price of the final approved copy. (Make sure you set prices so that you make a surplus to fund your next round of translations.)
- Have everyone send reviewed copies to one collection point. At the end of the validation period, destroy all draft copies.



Why do we translate ACA Literature?

Because of our Responsibility

“WSO stands committed to supporting the translation of ACA literature into the many languages across the world. Combined, we trust this effort will allow ACA’s hopeful message reach more adult children around the world.” (Excerpted from adultchildren.org, under “Literature English & Translated”).

“The purpose of ACA is threefold - to shelter and support "newcomers" in confronting "denial;" to comfort those mourning their early loss of security, trust and love; and to teach the skills for reparenting ourselves with gentleness, humor, love and respect.” (Excerpted from the Newcomer booklet)

Working the ACA Program in their own mother tongue allows Adult Children from around the world:

- to share experience, strength and hope to solve our common problem and help each other recover from family alcoholism and other family dysfunction.
- to maintain the ACA 12 Steps, 12 Traditions, and The 12 Concepts of Service & their principles.
- to achieve the ACA Promises.

Remember: Our Inner Child does not speak any foreign languages

