



Adult Children of Alcoholics®/Dysfunctional Families  
World Services Organization

## Copyright Notice & File Naming

**Please add the following footer to all translations you make:**

Unapproved draft. These materials have not been verified by the local/regional fellowship. Copyrighted by Adult Children of Alcoholics World Services Organization, Lakewood, California, USA. Any copying or distribution without the prior written consent of ACA WSO constitutes copyright infringement.

### **Suggestion in which format to save files**

XXX = 3-Letter-Code of the template, e.g. BRB, YWB, SMR, FLY (Meeting Texts & Flyers)

00 = Number Code (given by the Chair & Coordinator of the Translation Committee or added to the file name when first sent...this is used to assign the correct order in the translation folders...otherwise there will be a total mess)

Name of the file: e.g. The\_Laundry\_List

YYYYMMDD = Current status of translation

T = Translation

E = Editing

R = Release for professional revision

P = Professional revision

G = Questioning the group conscience

A = Approved by the group conscience of the local/regional fellowship

### **Examples:**

Translations

XXX\_00\_Name\_of\_the\_file\_YYYYYMMDD\_T

Edited texts:

XXX\_00\_Name\_of\_the\_file\_YYYYYMMDD\_E

Approval for professional revision of texts

XXX\_00\_Name\_of\_the\_file\_YYYYYMMDD\_R

Professional revision of texts

XXX\_00\_Name\_of\_the\_file\_YYYYYMMDD\_P

Release for questioning the group conscience

XXX\_00\_Name\_of\_the\_file\_YYYYYMMDD\_G

Approved by the group conscience of the local/regional community

XXX\_00\_Name\_of\_the\_file\_YYYYYMMDD\_A

### **Formatting of translations**

The translations do not have to be formatted, as the font, font size, paragraphs, line breaks, strokes, etc. are only set at the very end in Adobe InDesign for the professional printing.

It would only be important to be able to recognize what is heading, continuous text, quotation, footnote (and the corresponding reference in the text).