

## Literature Evaluation Process

The Literature Committee review process (see this [link](#)) is designed to ensure that new literature meets clearly articulated standards. We rely on volunteer “reader teams” to reach group consensus and invite members to volunteer to be part of the process. Members are also invited to the Literature Committee Quarterly Meeting to learn about current projects and opportunities. (see [Calendar](#))

- All submissions of new literature from ACA service entities (Meetings, Intergroups, & Regions), and WSO subcommittees will be evaluated by Literature Evaluation Subcommittee readers using the same standardized criteria.
- These criteria include the following:
  - ACA is a spiritual, not religious, program.
  - ACA is inclusive of people from homes where alcohol and drugs were not present.
  - Simple language that translates easily into many languages.
  - Brief, clear and concise content (limited word count, avoids repetition.)
- All submissions will go through the same formal development process which includes an evaluation, approval by the WSO Board of Trustees, and a period of fellowship review before it can move to an Annual Business Conference for conference approval.
- All literature, from any source, needs to follow the guidelines for ACA logo use and display disclaimers to give the fellowship clarity about what is and is not conference-approved literature, or where literature stands in a conference approval process.

For WSO Literature Policy details, please see the WSO Operating Policy and Procedures Manual (OPPM) pages 27-37:

<https://acawso.org/wp-content/uploads/2020/09/wso-oppm-current.pdf>