

The Translations Process Overview

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Background

Adding translated literature to the ACA WSO website expands the process of carrying the ACA message to adult children who do not speak English, and assists those whose Inner Children do not speak English or those who do not speak English as a first language, all of which helps fulfil ACA's primary purpose.

However, providing accurate translations requires experience and knowledge of the ACA program, something groups just starting up ACA meetings may not have. This is why translations need to be a team effort, and needs the support of ACA WSO Publishing and those in ACA who have already had experience with translating ACA literature.

Creating a Translation Team

Translating a publication is ACA service best performed by a group of members as it requires a number of different team members. It is also important to avoid overdependence on one individual. Not only is there a need for bilingual Translators and Proof-readers, but also for Early Readers and Peer Review readers. The core translation team, that is the editors and proof readers, should mainly be as bilingual as possible. Early readers should be a good mixed balance of unilingual and bilingual.

ACA members are often the best choice, because they understand our literature and want the best for ACA. They may take longer, or start but not finish, but ACA members tend to put a lot of love and effort into translating. They are especially important for developing the Foundation Glossary because of their program knowledge.

Professional translators can also work. However, if your group chooses to employ a professional translator, it is essential to have a contract waiving secondary copyright in place right from the beginning. And these translators will need the Foundation Glossary of ACA terms or access to someone with detailed program knowledge to explain them, if no translated Foundation Glossary has as yet been created!

Why is it important to involve ACA WSO Publishing Translations Subcommittee from the start?

In the past, Translations were usually a slow process, and the involvement of ACA WSO Publishing was not really needed until the manuscript was ready to print. In the past few years, however, things have changed substantially. With the advent of e-books, and a range of new ACA publications being released, the complexity of and challenges for ACA WSO Publishing have increased exponentially, putting significant demands on ACA WSO in terms of budget as well as staff and volunteers to manage this rapidly expanding aspect of ACA's primary purpose. Also, since the introduction of machine translations, the time it takes to translate a publication has reduced significantly. Funding the new translation needs to be planned for in good time – ACA WSO prepares a budget for publishing both English and translated literature, which requires that Translation Teams provide at least a rough estimate regarding when their manuscript may be completed and ready to be published. *(see note # at the end)*

In addition, ACA WSO Publishing can provide a range of tools and support to Translation Teams:

- The **Translations Sub-Committee** offers guidance and support with the translation process and is the first point of contact for anyone wanting to get involved with translating ACA literature..
- The monthly meetings offer the opportunity for Translation Teams around the world to share their experience, strength and insight, as well as helping to improve and expand best-practice information, and is also where the latest information about the translation process can be obtained – translating is still an actively evolving area in terms of technology, so it is a fast-changing environment at the moment.

- The Translations Subcommittee Chair can provide information on what translations are currently being done, and can connect members wishing to translate with others already involved in the process.
- The **ACA WSO Publishing staff** holds the current version of all ACA literature, and so is an essential resource for any Translation Team. This is where/how the Translation Team ensures they are translating the latest version of the document!
- They also hold the current finalized copy of all Translation Licences, and should be updated promptly with any changes to team members.
- They can potentially arrange for an initial DeepL translation of the publication; will hold the current mastercopy of any finalized translated Foundation Glossary, DeepL Glossary, free literature as well as work-to-date done on any publication to ensure that sections of a publication already do not get lost if a Translation Team disbands.
- When a manuscript has been translated, the Publishing staff arranges for the conversion of the content to the e-book and print format, adds the copyright information and works with the Translation Team to make sure the typesetting, index, image descriptions and any additional e-book explanatory text is complete and correct; works with the Translation Team and their Meeting group, Intergroup or Service Body* to establish appropriate formats for publishing the finished manuscript (print and e-book or just e-book at this stage) and to finalise delivery of the final product.
- The **Publishing Committee** can ensure that the Finance Committee is aware of the funding requirements for budgeting purposes, and that the publication is added to the ACA WSO Publishing Scheduled Program of Work in good time.

For all these reasons, it is important for ACA WSO Publishing and the Translations Subcommittee to be informed of translations from the outset, and regularly kept up to date with progress by the Translations Team.

The importance of Copyright

ACA WSO obtains a lot of its funding through the sale of literature, rather than primarily 7th Tradition contributions. For that reason, protecting ACA copyright for its publications is crucial, as the funding from this enables the ongoing capacity of ACA WSO to produce and distribute existing and new literature, both in the original English and in a growing number of translated languages. The costs involved with any publication – typesetting, InDesign conversion, cover design, e-book preparation, printing, warehousing, distribution, and fees – all have to be paid up-front, and are only recovered afterwards when the publications are sold.

Pirate literature – unauthorized copies of ACA publications – effectively reduces ACA income and therefore ultimately the capacity of ACA to carry the message by preventing ACA WSO from earning the income that in turn enables the business of ACA to continue to operate. It also provides the opportunity for groups to steal and then claim ACA copyright material, which prevents ACA from selling literature in that country. That in turn requires additional attorney fees to reclaim ACA copyright, which can sometimes be a lengthy and expensive process. It is for these reasons that ACA WSO requires a Translation Licence from each Translation Team member and a Non-Disclosure Agreement (NDA) from the early reader teams, and otherwise restricts access to publications in a format that could easily be exploited in this way (it is an aspect of Tradition 1).

Machine Translation Technology

In the past, translating was a labour-intensive and slow process. Nowadays, however, we have the advantage of machine translation technology to speed the process. This technology has improved significantly over recent years and is currently evolving rapidly to provide both more accurate translations and a more sophisticated and efficient process.

One of the great benefits of this machine translation technology is the capacity to create a first draft of a publication by using a program such as DeepL. This not only saves a Translation Team a huge amount of time and effort, it also allows the Translation Team to focus on making the text

culturally and linguistically appropriate as well as accurate in terms of the ACA meaning, rather than having to spend their time translating each word.

ACA WSO has currently opted to use DeepL because it is generally rated as having higher-quality translations along with giving the option to choose the tone, so it allows for more subtlety and flexibility in the translation. For certain languages, DeepL has the added advantage of being able to adapt the grammar and formulation of all subsequent translations to accommodate a pre-developed DeepL Glossary, which speeds and simplifies the translation process still further, as well as ensuring greater accuracy in the translation. At present, this is limited to just a few languages, but is expected to expand rapidly over the next few years.

The Importance of the Glossary

The first priority for any language of translation is always the Glossary, as this is the foundation on which all the translations are built. ACA uses many words and expressions that are not necessarily common in everyday use, and a consistent and accurate translation for these terms is crucial. It is for this reason that the Glossary needs to be translated first.

Foundation Glossary

The starting point is to refer to the existing current authorised English Glossary (held on file by the Publishing staff, who will then give the licenced Translation Team members access), and compile 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.

A first draft of the Glossary is created either manually or using a machine translation tool such as Google Translate or DeepL, then proofread and edited and modified as necessary, and the process repeats until the Translation Team is satisfied that all the terms have been translated so as to accurately express their meaning. On occasion, in order to achieve an accurate means of conveying a concept, a new term in that language may need to be developed. This is where the experience of other Translations Teams can be invaluable, and is a good reason to join the ACA Translations Subcommittee.

It is important to note that this Foundation Glossary may have multiple synonyms to define the term, so as to ensure a full understanding of the meaning and to provide options for translating.

Once this Foundation Glossary has been completed, a group conscience should be taken to approve the translated final version, which should then be supplied to ACA WSO to be stored on the assigned Publishing Translations Google Drive. To ensure consistency, this translated Foundation Glossary then becomes the base for all future translations for that language.

From time-to-time, as new terminology is added to the ACA literature, the Foundation Glossary will need to be updated to include these new terms, ensuring that all future translated literature is consistent.

DeepL Glossary

At present, the main role of the Foundation Glossary is to ensure consistency in translation. However, with the advent of machine translation in DeepL, it is possible to feed a glossary into the system and consequently a much better quality first draft can be achieved.

A DeepL Glossary requires a level of simplification from the Foundation Glossary, which is that only one term can be used for the English equivalent. So this requires additional work on the part of the Translations Team to decide on the single term, and then needs to be created in a specific format – the Publishing staff will provide this. Once created, the DeepL Glossary is also stored by the Publishing staff on the WSO Google Drive. This glossary will also need to be updated if/when new terms are introduced.

When a DeepL Glossary is used for the initial machine translation process, it will still always be necessary for the Translations Team to do a copy-edit to ensure readability, avoid repetitiveness and accurately convey the meaning, and this is where the Foundation Glossary will provide the source for alternative terms where needed.

After the Glossary, What Next?

Foundation Literature

Once the Glossary has been translated and approved by group conscience, the next task for the Translation Team is the Meeting literature. This includes the Problem; The Solution; The 14 Traits; The Steps; The Traditions; The Promises, the standard Meeting script, etc.

Working on these short documents using the Foundation Glossary helps to give the Translation Team members the opportunity to build experience of the translation process, and provides the immediate benefit of providing translated basic literature for Meetings to get started. Once these translations have been approved by group conscience and typeset by the Publishing staff, they can be distributed in meetings and/or published on a Meeting, Intergroup or Service Body* website, as well as being added to the ACA WSO website as a free download.

Free Literature

It is then strongly recommended that the Translation Team moves on to the free literature available from ACA WSO. It is recommended that at least 5 of the free literature items are translated, but ideally even more. Translating these short documents allows the Translation Team to work on a slightly longer document, and expands the skills and experience of the team.

It is suggested that the Translation Team chooses those that are likely to be needed for a Meeting group or to help new members understand the ACA concepts. However, many of these free literature documents directly relate to chapters in the BRB, which will also help speed the process of completing that translation. For that reason, some Translation Teams working on the BRB have opted to translate the free literature related to the subject of the specific chapter in parallel with the BRB chapter. The Translations Subcommittee can provide details of this.

Translating another item of free literature is also a good way to add another translator to an existing Translation Team, giving them an opportunity to build their skills and experience and achieve a fairly quick completed result that can then be made available to the fellowship.

Once the translation has been approved by the group conscience, it needs to be submitted to ACA WSO Publishing staff for typesetting and for the copyright piece to be added. ACA WSO will also need their Translation Team, Meeting Group, Intergroup or Service Body* email to be posted on the document. As soon as the final document has been checked and any typesetting corrections made, it will be posted on the ACA WSO website. The document can then be printed and distributed in local Meetings and/or published on a Meeting, Intergroup or Service Body* website if one exists.

Published Fellowship Literature

Ideally, the BRB, the initial fellowship text, should be the first book translated. The reason for this is that there are page number references to the BRB in most of the other literature, so doing this first makes it possible for the page references to be correct.

Logical Order of Priority Summary

As described above, 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. This is as follows:

- Glossary and then DeepL Glossary where the language is supported
 - Foundation Literature for meetings (Steps, Traditions, Laundry List, Other Laundry List, Problem, Solution, Promises, Concepts, Meeting script, Laundry List Flip Side, Other Laundry List Flip , Guidelines, Safety Card)
 - Free Literature (To the Beginner, 25 Questions, Emotional Sobriety, The Tool Bag, Essentials, ACA Sponsorship, FAQs, Hosting a Sponsorship Meeting, Hospitals & Institutions, Literature policy, Banking Procedure, Conducting a Business Mtg, Issues for meetings, WSO is, Early History, Public Information, Concepts & Commitments, Health Professionals, Predatory Behavior)
 - Fellowship Text (otherwise known as the Big Red Book BRB)
- These can then follow in any order...

- 12-Steps Workbook (otherwise known as the Yellow workbook YWB)
- Laundry List Workbook (LLB)
- Strengthening My Recovery (otherwise known as Daily Reader SMR)
- Loving Parent Guidebook (LPG)

Refer to the Translations Process and Translations Process Diagram for details of the process.