

# ACA Translations FAQs

April 2025

## Translating for ACA

### ? **Why does ACA use volunteer translators? Can't ACA literature be translated by paid professionals?**

A Not very effectively, it requires the understanding of ACA fellowship principles, so it needs to be done by ACA members as loving service, which in terms of traditions, is not paid for. However, it should be noted that WSO has used paid translators in the past to do the initial translation, but that has now been replaced by machine translations, with the intention of removing as much of the basic translating work as possible from those members offering this valuable service.

### ? **What are the challenges that we have seen translation teams overcome and how did they do that?**

A Translations teams are made up of adult children, all in various stages of recovery. Using the Traditions, Commitments to Service and Concepts of Service and working with an attitude of respect, inclusiveness and action coming from love to achieve the common purpose of carrying the ACA message has resolved many team challenges.

### ? **How can using the traditions and commitments make the process successful?**

A When we apply the Traditions: (1: common welfare, 2: loving HP authority, 5: carrying the message, 9: service boards responsible to those they serve and 12: principles before personalities); and the Commitments to Service (group conscience; inclusion, minority voice; focus on the purpose of the group; keeping fit for service through working the program; respectfully sharing ESH; allowing each to function to their abilities; no perfectionism; avoiding old behaviours and losing recovery through service; remembering the role is trusted servant, not trying to govern) the group can successfully keep the focus on the common goal of carrying the ACA message through the service of translating the literature.

### ? **What is unique about ACA terminology?**

A ACA has a lot of specialized terminology that relates to the unique challenges faced by adult children, an 'ACA vernacular'. It is important that this is adequately understood by translators so that the translation accurately carries the ACA message, and this is only possible if the translators are members of the fellowship with some ACA recovery. With WSO now able to provide 'first pass' translation, the focus has shifted to content-editing, where effectively carrying the ACA meaning through the translation is the primary area of work makes this even more the case now.

### ? **What is a Glossary? Why do we need it?**

A A Glossary is an alphabetical list of words relating to a specific subject, text, dialect or vernacular, with explanations, in other words a brief dictionary. In order to translate accurately and consistently across the various publications, we need this as a reference to ensure a full understanding and accurate translation of these words and phrases across all publications for that language, so there is consistency, irrespective of how far apart and/or by how many teams these translations are done. The English Foundation Glossary available on the Translations Subcommittee webpage can help groups to formulate their own Translation Glossary more easily.

### ? **What are the requirements to join a translation team or to create a new one?**

A Each translator needs to be a member of the fellowship who is working their program, is bilingual, and has a desire and the time to do the service of translating. Ideally, this is best done as part of a team of several members, who share this common goal, and who can support each other in the process. You can find out whether an existing translation team exists by contacting WSO Translations Support [pubsupport@acawso.org](mailto:pubsupport@acawso.org) and, if one exists, you can then be put in contact with that team. If not, you will be guided through the process of starting a new team.

## **Translations and Personal Recovery**

### **? *How does not having ACA literature in my language increase isolation?***

- A Coming out of isolation is often difficult, and harder still when there is not information in our mother tongue. It also makes it harder to start local meetings without literature in the local language.

### **? *Why has translations got to do with me or with my personal recovery?***

- A The service of translating ACA literature benefits personal recovery in many different ways: firstly, it is necessary to really think about each of the ACA terms in order to translate them, which deepens personal understanding; secondly, working as a member of a team creates connection with others who speak your language, and encourages actively working the Traditions, Commitments to Service and Concepts in practice; and then there is the benefit of having the ACA message in your mother tongue as the outcome.

### **? *What difference does it make for a person's recovery when they can access the ACA literature in the language their inner child speaks?***

- A It makes a big difference to recovery if we can hear ACA recovery information in the language our inner child speaks, which is usually our mother tongue from childhood. Many members have reported that this has made a significant positive contribution to their reparenting work in particular.

## **Translation process**

### **? *Who can be licensed, an individual or an organization? Is the license given for a limited time? Is the license exclusive?***

- A Individuals are licensed, per specific publication – this is the legal requirement. And the license needs to be renewed annually, so we know it is current. The licences process requires that this is completed using your full name and personal email address. However, as each license is individual, and the process is automated and secure, so your anonymity is protected.

### **? *What is the procedure to translate a publication?***

- A First you need to agree the team, and who will be the team leader for each book. The whole team needs to work together to develop the glossary and the stylistic decisions, and ideally at least the Foundation literature and then a piece of Free literature (e.g. Emotional Sobriety) so you iron out the wrinkles of how the team works together and manages commenting etc. Then you start work on the publication. The details of the process can be found on the Translation Subcommittee webpage under Resources.

### **? *What is the procedure to translate free literature?***

- A Even though it is free literature, you will still need to follow the process above. Once translated, this can be submitted for typesetting via the Free Literature Intake form, following the guidelines described in this document.

### **? *How do we establish our internal organization, who/how should contact WSO, who will be the Team Leader and do they have to be the same person?***

- A You need a team leader for each publication, as this is the person who receives all the comments and then finalizes them and edits the document – this is a one-person role. If your team is translating more than one publication, you will need a team co-ordinator as well as a team leader for each book. The team co-ordinator is usually the Team Leader/Editor of the glossaries and stylistic document, as well as the one who makes sure there is consistency of terminology across multiple publications. They are usually the one who convenes and chairs team meetings and are usually a commenter on all publications in translation so they can look for consistency. But, ultimately, each team needs to figure out the details of how they will work together for themselves. WSO can only offer this information, which is the distilled experience and guidance from many existing and past translation teams.

? ***For email, can we use the general email (not a specific person's email) with all the translators having access to it?***

A Often the team co-ordinator manages a team email that can be the communication point for everyone on the team. But the license requires a personal email, this is the email that the individual uses to sign the license and be granted access to the translated publication to comment/edit. This needs to be a personal email, not your work/business email address.

? ***What is the Foundation Glossary, DeepL Glossary, Stylistic document?***

A ACA has a very specialised set of terms, an 'ACA vernacular' which needs to be carefully translated to convey the ACA meaning. The Foundation Glossary is built up to contain all the words that need to be adjusted in the publication, so that there is consistency across the different publications. The DeepL Glossary is used where DeepL offers a glossary extension for that language – currently only available for 10 languages – this is a very restricted glossary, but it helps to 'educate' the machine, and increases accuracy from about 70% to about 85% where it is available. The Stylistic document is the extension of the Foundation Glossary where the team records all the decisions they have taken regarding things like gender, capitalization and other choices that have to be made to make the translation effective. Again, it is used to ensure consistency across publications. These decisions are usually described in the Translators Notes inserted at the beginning of the translation. Details of this can be found in the link found in the Publishing Intake form found under Resources on Translation Subcommittee webpage <https://acawso.org/translations>.

? ***What is the format of the first translated draft?***

A Machine translations are supplied as word documents on the WSO google drive, split into sections if necessary (eg BRB). Manual translations done by the translation teams without a machine translation need to also be supplied as word documents, and submitted in the format described in the Publishing Intake Form, found under Resources on Translation Subcommittee webpage <https://acawso.org/translations>.

? ***How do we deal with translating the image descriptions in the publications?***

A The quality of images in a word document are not good enough for a publication, so these are handled separately. This is therefore usually done after the majority of the publication has been translated. The file that allows you to supply these translations is part of a set of additional documents (image descriptions, the alt-text for the visually impaired, and the metadata description) that are available as a link in the Publishing Intake form available under Resources on Translation Subcommittee webpage <https://acawso.org/translations>.

? ***How do we supply a publication we have already translated, without WSO doing the first pass?***

A If you are supplying files that have been translated without WSO support, they also need to be supplied as word documents, split into chapters so WSO staff can quickly spot check that everything is completed. It is not possible for WSO Publishing to check one huge 700-page document for completeness, especially when the staff don't speak the language! Details of the submission format can be found in the link in the Publishing Intake form available under Resources on Translation Subcommittee webpage <https://acawso.org/translations>.

? ***Can multiple people edit the same document?***

A Multiple people can comment, only one person can edit i.e. accept/reject comments and save the changes after group conscience, this is the person who is the team leader for that publication.

? ***Can the document be split amongst different editors?***

A For WSO-supplied translations, only one person has the edit-level access for the publication. But multiple people can comment – as many as required. If need be, you could change the editor role at some point.

## **Costs and Income**

- ? Why is the price for e-books so high, given they are translated by volunteers? Is this not an infringement of our 6th Tradition, where we cover other expenses with the volunteers' work? Why are the e-books (PDFs) not free of charge, according to one of the Twelve Step principles "we give freely what we have so generously been given"?**
- A E-books a) need to be converted to InDesign by paid contractors, b) require a hosting system and specialist software free c) involve all sorts of practical IT and staff management to maintain, etc. and none of this is free. Publishing is staffed by special workers that need to be paid, as this is specialist work. We also now introducing a Translations Management system to manage all the different publications being translated – all of this costs money and needs to be funded in a self-sustaining way.

*If you have additional questions not answered here, please email them to [pubsupport@acawso.org](mailto:pubsupport@acawso.org) or put them in the [#literature\\_translations](#) WSO slack channel, so they can be answered and added to this document.*