

## Typesetting Review Guidelines

In the typesetting review stage, the translation team is being asked to make sure that the manuscript that was submitted via the intake form has been typeset correctly.

ACA's publications follow a standard typographic and layout format to ensure consistency among all publications regardless of language. However, in order to accommodate local language and typographic standards, a certain amount of localization typography adjustment is considered in this stage e.g. for typeface, type size, leading, hyphenation etc.

During the typesetting stage, errors such as missing text, incorrectly added text and glaring items might occur that need to be picked up by those doing the review at this stage. However, most of the items are likely to be minor errors related to formatting.

**N.B. In the typesetting stage we do not accept content changes to the manuscript submitted.** All content proofreading needs to be carried out in the translation stage, prior to submitting for the pre-press stage. Edits related to content changes such as the actual translation of the text are to be saved in a separate document for subsequent editions.

**The typesetting review stage is limited to three rounds of revisions** for all publications. The typesetting review of the ACA Fellowship Text (BRB) is divided into two parts. For the ACA Fellowship Text, the first part includes the entire book minus the index. Once this part is approved the translation team will move on to the indexing phase where no changes are accepted for the publication that needs to be locked down for the purpose of the indexing work.

During the typesetting review stage, we ask that you promptly confirm receipt of email communications. This enables us to effectively coordinate all stakeholders, including external designers. We understand that certain decisions may require internal discussion; however, at a minimum, we require confirmation that the email has been received.

The following pages outlines what the translation team is being asked to review.

## 1. Missing translation

a. *Missing translation is marked in magenta as per below*

con nuestro cuerpo. La desconexión puede manifestarse mediante la congelación de los sentimientos, lo que también se conoce como

<sup>4</sup>Tony A. conversation 2004

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b. *Copyright page. All text that may be translated is marked in magenta*

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World Service Organization, Inc.**

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Adult Children of Alcoholics®/Dysfunctional Families

Twelve Steps of Adult Children - Steps Workbook

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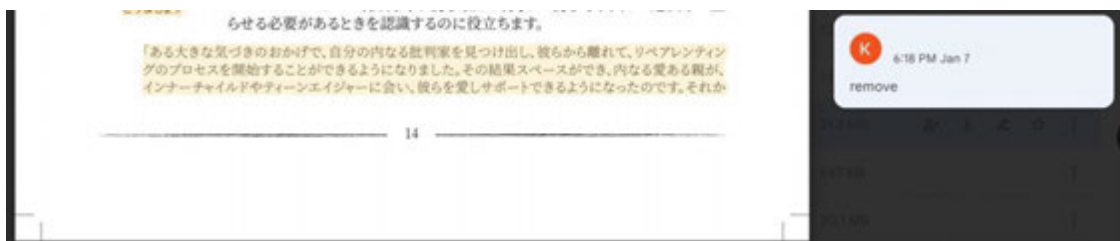
1st Edition, 3rd Printing, 2025

Printed in the United Kingdom

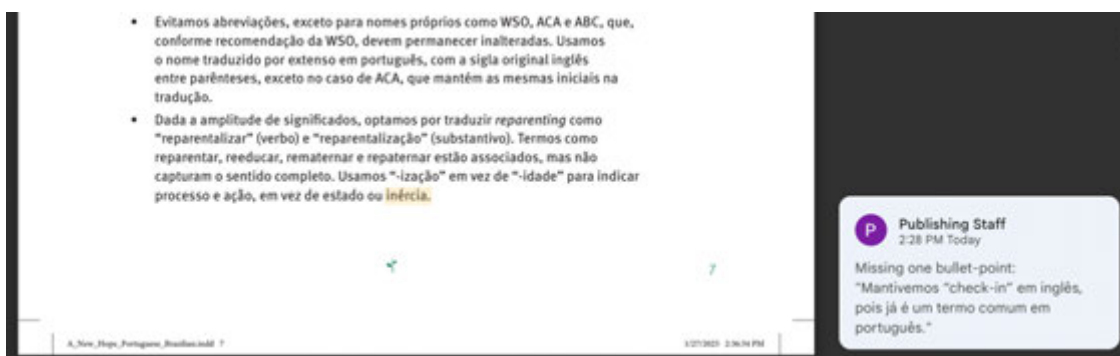
3 4 5 6 7 29 28 27 26 25

## 2. Incorrect text

a. Text that was not in the manuscript incorrectly appears in the draft-pdf



c. Text from the submitted manuscript is missing in the draft-pdf



### 3. Typesetting errors

#### a. Shares are not in italic

Someone Finally Wrote It Down

The first time I read the common behaviors of an adult child, I felt like a bell that had been fetched up and rang hard. I was calm on the outside, but I was vibrating on the inside. I could not believe what I was reading. I remember looking over my shoulder to see if someone had been reading my mail and had planted this stuff somehow.

I may have rubbed my fingers on the page, trying to feel the words because they seemed so real. The words of judging myself without mercy and being a people-pleaser were describing my thinking and behaving in a language that was clear. I could not deny it. I was cursed harshly and subjected to violence as a kid. I was never listened to. Now, someone who I had never met had written down how I thought and felt without meeting me. Until I found ACA, I had spent my whole life condemning myself and feeling no good. I took drugs and acted out in disgusting ways, feeling lost. I read the traits for the first time 20 years ago. I have been hooked on ACA ever since. The traits and the Twelve Steps have given me a new life and self-love.

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My Body Is Remembering What Happened

*It took me awhile to understand what I was hearing in ACA meetings. The common behaviors (14 traits) meant a lot, and I got them quickly. But all the talk about being blamed and abandoned seemed to go over my head for many months if not years. I could recall the mechanics of my abuse, which involved hearing my father call my mother vulgar names and being attacked by my father when I was four years old. I even saw blood and teeth fly when my violent dad knocked out men with clubs and pop bottles. But the feelings associated with these events did not register for the longest time. I was so numbed out and so shut down that I could not connect the terror that I must have felt with the recalling of the memory.*

*I got help from a counselor who would slow me down when I recounted a violent episode in my home. It was the difference in telling the story rapidly without feeling and thinking about it as I talked. She said I had post-traumatic stress disorder. I was skeptical, but I knew my memories were violent and not normal. I had a high tolerance level to seeing violence and not feeling. I also got help from another source: movies. I began to notice feelings and tension in my body if a violent movie scene would occur. I don't watch violence, but the few scenes I would see, even on TV, began to trigger what I had not felt in a long time. It happened on God's schedule. I was not ready for this when I came here, but my body is telling me what happened, and I can handle it.*

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## b. Headings and subheadings not in bold

### Someone Finally Wrote It Down

The first time I read the common behaviors of an adult child, I felt like a bell that had been fetched up and rang hard. I was calm on the outside, but I was vibrating on the inside. I could not believe what I was reading. I remember looking over my shoulder to see if someone had been reading my mail and had planted this stuff somehow.

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### My Body Is Remembering What Happened

*It took me awhile to understand what I was hearing in ACA meetings. The common behaviors (14 traits) meant a lot, and I got them quickly. But all the talk about being shamed and abandoned seemed to go over my head for many months if not years. I could recall the mechanics of my abuse, which involved hearing my father call my mother vulgar names and being attacked by my father when I was four years old. I even saw blood and teeth fly when my violent dad knocked out men with clubs and pop bottles. But the feelings associated with these events did not register for the longest time. I was so numbed out and so shut down that I could not connect the terror that I must have felt with the recalling of the memory.*

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## d. Incorrect Justification & Indents

Det kräver tålmod och att vi behåller vårt fokus. ACA-medlemmar som kämpar med programmet har ofta försummat ett årligt stegarbete. Deras mötesdeltagande kan vara oregelbundet. De kan vara fokuserade på att göra service eller ge råd till andra på bekostnad av ett årligt erkännande av maktlöshet och ohanterlighet i steg ett. Dessa ACA-medlemmar finner det svårt att be om hjälp eller att ta emot den hjälp som erbjuds. Andra ACA-medlemmar skrapar på ytan men omfattar inte hela programmet. De verkar ha bestämt sig för ett halvhjärtat försök till tillfrisknande. De kan ha gått på möten i flera år utan att ha anslutit sig till en hemmagrupp eller fört tillfrisknande vidare genom att sponsra någon ny. De verkar inte kunna ge tillbaka det som så fräckostigt getts till dem så de blir aldrig tillfreds. Dessa medlemmar verkar jobba i sitt eget program vilka föga överensstämmer med ACAs program. De överlever, men de är vanligen olyckliga eller känner att de kört fast.

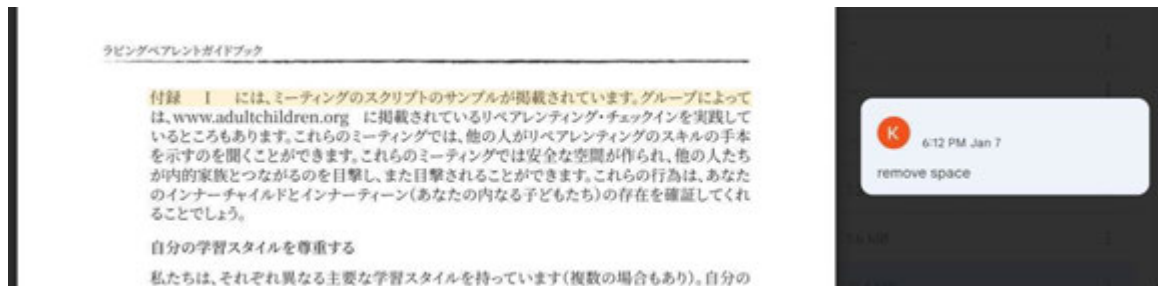
Av olika anledningar kan vissa av oss komma till en punkt där vi känner oss hopplösa eller utblottade efter flera år i programmet. En del av oss dömer oss själva för att vi inte har förmått bättre. När det händer börjar vi döma vårt inre utifrån andras yttre och tro att andra har allt under kontroll. Vi ser hur bra det går för andra och hittar fel med oss själva. Även om vi har gjort framsteg i ACA och upplevt stunder av glädje, kan en del av oss märka att vi dagligen kämpar. Vi känner oss inte tillfreds med oss själva men låtsas som om allt är okej. Vi kanske ständigt pratar om programmet, men inte om det som verkligen bekymrar oss. Vi kanske har problem med jobb, relationer eller vår hälsa. Något som de flesta vuxna barn har. Vi uppmärksammar att vi inte lika ofta delar på möten eller känner oss annorlunda.

När det händer har vi vanligtvis levt i överlevnadsläge utan att vilja erkänna det. Vi glömmar att det finns ett annat sätt att leva, bortom överlevnad. När vi tänker på det inser vi att vi inte litat på att ACA eller vår Högre Kraft verkligen finns där för oss. Vi har inga drömmar eller

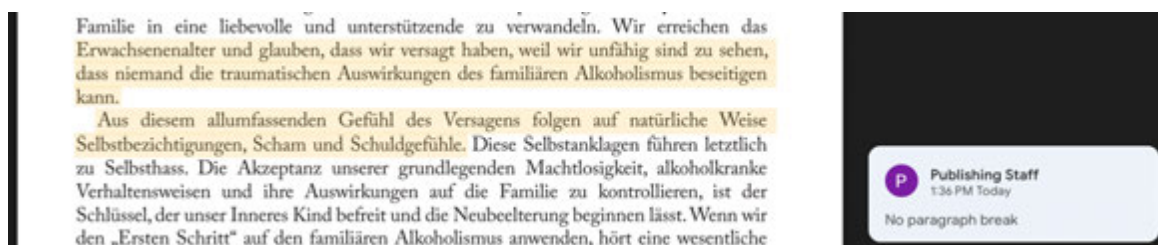
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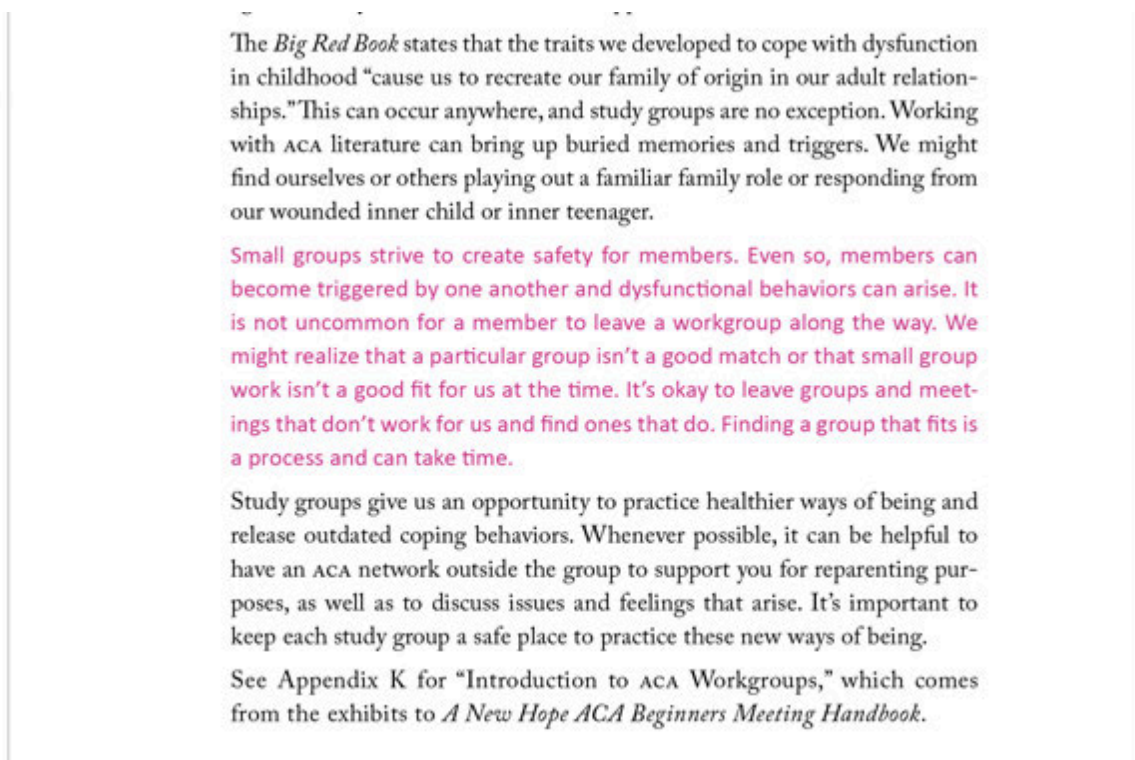
## e. Incorrect Spaces



## f. Incorrect Paragraph breaks & Line breaks

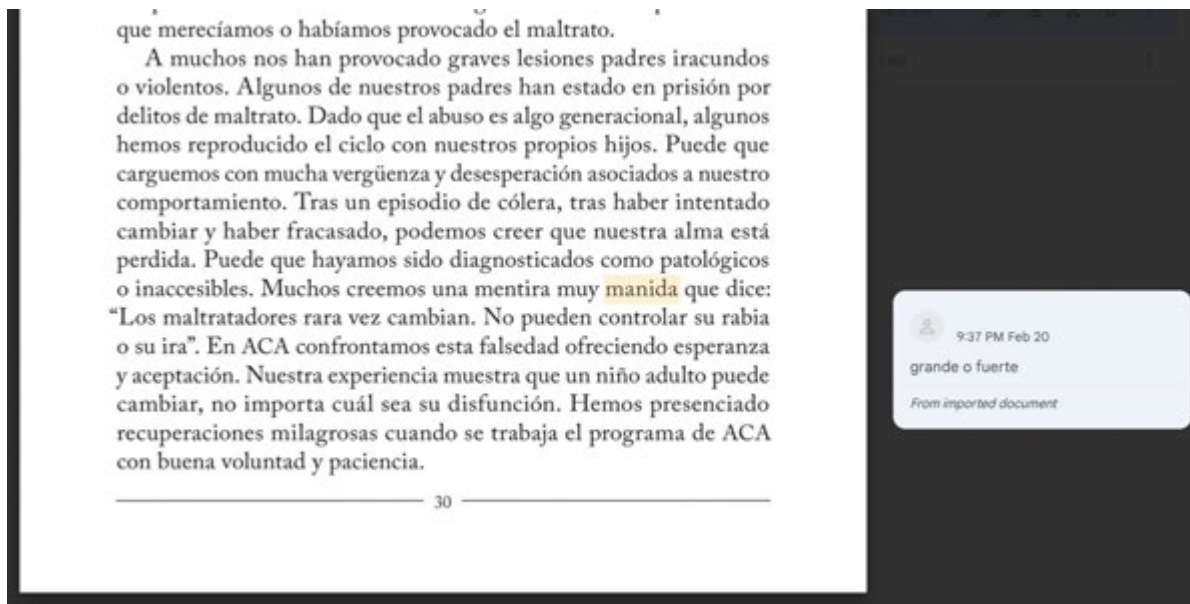


## f. Incorrect typeface



## Examples of what to save for subsequent editions

### A. Content Changes



## Examples of Layout & Typographic standards

### A. Example from BRB below indicates layout standards such as section markers, running headers and chapter markers

