

TRANSLATION BASICS

NAWS Information for Local Translation Committees

Narcotics Anonymous

زمالة المدمنين المجهولين Narcóticos

Anônimos Narcóticos Anónimos

Nimettömät Narkomaanit

Narcotiques Anonymes

Ναρκομανείς Ανώνυμοι

מכורים אנונימיים Narcotici Anonimi

Анонимные Наркоманы

สมาคมผู้ติดยาเสพติดนิรนาม

ナルコティクス アノニマス

NA-Anonieme Verslaafden

नारकोटिक्स एनॉनिम्स NA-Anonieme

Verslaafden Anonyme Narkomanen

Anonimowi Narkomani Anonimni

Narkomaner Adsiz Narkotik

معتادان گمنام Narkomanai anonimi

Anonimie Narkomāni 익명의

물중독자 Narkotika Anoniem

Narcoticii Anonimi Anonymni

Narkomani Motlhokaikitsiso

wa Diritibatsi 匿名者戒毒协会

Anonimie Narkomāni زمالة المدمنين

المجهولين Narcóticos Anônimos

Narcóticos Anónimos Nimettömät

Narkomaanit Narcotiques

Anonymes Ναρκομανείς

Ανώνυμοι מכורים אנונימיים

Narcotici Anonimi Анонимные

Наркоманы Anonymni Наркоманы

ナルコティクス アノニマス

NA-Anonieme Verslaafden

Anonyme Narkomane Adsiz

Narkotik Narcotiques Anonymes

Ναρκομανείς Ανώνυμοι מכורים

אנונימיים Narcotici Anonimi



The Twelve Concepts for NA Service

To fulfill our fellowship's primary purpose,
the NA groups have joined together to create a structure
which develops, coordinates,
and maintains services on behalf of NA as a whole.

The final responsibility and authority for NA services
rests with the NA groups.

The NA groups delegate to the service structure
the authority necessary
to fulfill the responsibilities assigned to it.

Effective leadership is highly valued in Narcotics Anonymous.
Leadership qualities should be carefully considered
when selecting trusted servants.

For each responsibility assigned to the service structure,
a single point of decision and accountability should be clearly defined.

Group conscience is the spiritual means
by which we invite a loving God to influence our decisions.

All members of a service body bear substantial responsibility
for that body's decisions and should be allowed
to fully participate in its decision-making processes.

Our service structure depends
on the integrity and effectiveness of our communications.

All elements of our service structure have the responsibility
to carefully consider all viewpoints in their decision-making processes.

Any member of a service body
can petition that body for the redress of a personal grievance,
without fear of reprisal.

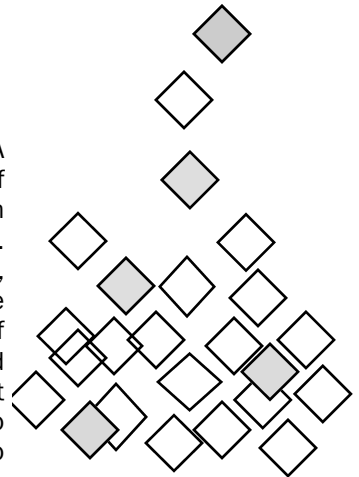
NA funds are to be used to further our primary purpose,
and must be managed responsibly.

In keeping with the spiritual nature of Narcotics Anonymous,
our structure should always be one of service, never of government.

The Twelve Concepts for NA Service were modeled on AA's Twelve Concepts for World Service, published by Alcoholics Anonymous World Services, Inc., and have evolved specific to the needs of Narcotics Anonymous.

Translation Basics

NAWS Information for Local Translation Committees



Building a translation: the foundation.

Ever since the day the first Narcotics Anonymous meeting was held outside an English-speaking country, addicts have been dreaming about what it would be like to have NA literature in their own language. Local translation committees (LTC) have been the driving force behind making those dreams into reality for more than 40 language groups worldwide. Narcotics Anonymous World Services (NAWS), i.e., the World Board and translations staff at the World Service Office (WSO), are grateful for the opportunity to share in this dream and work with LTCs toward the translation of NA literature.

Local translation committees have a great deal of experience with translating NA literature. In the past, Narcotics Anonymous World Services has conducted workshops for LTCs to gather information about the

translation process as experienced by local NA communities. We have kept a collection of files, minutes of meetings, notes from telephone conversations, mails, and faxes. Now, after collecting information for years, we've summarized this experience in the following pages. As LTCs learn new ways of getting things done, we'll continually add those experiences to this publication so that all can benefit from it. This document is not to be taken as a set of guidelines only, but is also the result of the shared experience of our worldwide fellowship with translations. Also, there are some rules that we all have to follow to satisfy legal requirements or to protect our fellowship's literature, and those rules will be explained in this document as well.

Getting started: how the NA literature translation process works.

Help is just a phone call, fax, email, or letter away. NAWS can be thought of as a sort of experience library, and its translation staff members are on hand to serve as "librarians." The World Board and staff are ready to help you with source material, a glossary that explains recovery terms, previous translation work in your language, or anything you need to make your work successful. They are also available to share experience on how to start your work and prioritize projects, as well as the translation process in general.

The NAWS translations staff is the contact point for the World Board, which is responsible for safeguarding the translation of our message through a conceptual evaluation-and-approval process. Any communications about these matters to the World Board should be sent through the Translations Team at the WSO (Translations@na.org).

The first step in beginning translation work is to find out what's already been done. Check with NAWS to see if any translations of NA literature exist in your language. This may be material that was translated by one or

more members some years back, and then forgotten, or there may be another NA community that shares your language and has completed some translation work.

When we receive a request for assistance with translations, we will send any information we have that could be helpful to the specific language group, including the most recent printings of our pamphlets in English. We also have descriptions of translation work experiences that several LTCs have sent us for sharing with other language groups.

When it comes to communication, we strive to keep it clear. Complications and misunderstandings can happen so easily. Nothing is more discouraging for an LTC than spending a lot of time enthusiastically working on a translation, making progress, and completing a draft, only to have the local fellowship not give approval for its work. It is frustrating that this is often due to nothing more than a lack of effective communication. Good communication fosters a sense of trust and helps everyone involved, from the local fellowship to NAWS staff and the World Board.



Some special points of interest:

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In the beginning...

LTC experience has given us the following helpful hints to get through the initial stages:

- ◆ Learn to walk before you try to run, or, in more familiar terms, “easy does it.”
- ◆ Make realistic plans for your meetings and your work (set goals that are easy to fulfill, at least in the beginning).
- ◆ Spread the work among several people; don’t put too much work on a single member, even if the member is willing to do it. It’s easy to get overwhelmed.
- ◆ If you disagree on how to translate, what terms should be used, and so on, let the group conscience decide. Don’t make decisions on your own.
- ◆ Consult more than one dictionary in your work. You will sometimes be surprised when you see the variations from one book to another.
- ◆ If possible, let a professional corrector (or proofreader) go over your draft before you send it to the WSO.
- ◆ Vary the work that single members or working groups are doing. For instance, if some members have been translating only, let these members work with the revisions, and vice versa. Boredom can cause members to drop out of service just like overwork can.
- ◆ Take good care of each other. We are recovering addicts, not machines.
- ◆ Be patient. This can be time-consuming work, and it may be a long time before you get a tangible reward. For instance, it can take six months to a year for a translation to go from beginning to approval and printing.
- ◆ Concentrate more on the spirit of the written message, and less on specific words.
- ◆ When it comes to successful communication, the saying “more is better” makes a lot of sense. There’s no shortage of literature to translate so we may find ourselves working together for many years.
- ◆ If you find you can’t handle the translation work, contact the NAWS staff. Maybe we can use a professional translator, and let you focus on draft review and approval only.

Translations at NAWS started in 1985 with French, German, Spanish, Italian, and Japanese; we used ASCII codes to type the accents on the ê, ç, ñ, and ù... Now we can even handle these:
ش 麟 (Hebrew, Chinese, Farsi)

LTCs, as such, ought always be organized, but how?

Translations can begin even without a formal service structure. All it takes is a few dedicated people who are willing to form a group to create translation drafts. The translations can progress while NA is growing locally. But if your area, region, or country has a service committee, your local translation committee will probably be formed by that service committee and be accountable to it. Members of the committee may be elected, or a small workgroup may form on its own and later on may be formally recognized as an area or regional translation subcommittee. Your LTC should have the authority and responsibility for developing translations. This means that your LTC will do the actual translating and/or reviewing and make the decisions required throughout the process. At the same time, accountability to your local NA community needs to be maintained. This can be accomplished best with frequent reports to your local NA community and the World Board through the NAWS translations staff.

Because translations take time, especially the first piece in a language, it may seem as if your LTC’s dedication is really being tested. You will need all the support your NA community can provide. The committee members should have a realistic idea of how long these projects can take, and should be prepared to commit themselves for the duration of the project.

A small group, between five and seven members, is usually more manageable and stable than a large group. LTCs should try, whenever possible, to have at least three regular members. Regular meetings will ensure that the work keeps moving forward. As much as possible, your LTC should operate by consensus. Seeking a group conscience seems to foster a sense of unity and satisfaction about the work.

When it comes to the actual work, there is, of course, more than one way of doing things; it really depends on how many members there are in the committee. The collective experience of LTCs has generated the following possibilities:

If your committee is small (three to five members):

- ◆ One person in the committee does the translations, but the whole committee goes over the work and makes the final decisions. Or,
- ◆ all the members translate on their own, then meet to discuss and agree on the final translation. Or,
- ◆ one person from outside the committee, or a professional translator, does the translations, and the committee goes over the work and makes the final decisions.

If your committee is larger (six to seven members):

- ◆ Split the committee into two workgroups, where, for instance, one group is translating and one group is reviewing the translations. The ideal size for a workgroup seems to be three to five people. Or,
- ◆ individual members translate by themselves, and several workgroups will do the revision work. Or,
- ◆ one or more individuals from outside the committee translates, while the committee is revising the work.

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The LTC chairperson acts as the facilitator for the work and:

- ◆ makes sure that a schedule for your meetings is planned and set up;
- ◆ sees to it that a realistic work plan is designed based on the available time and skills of committee members;
- ◆ reports on a regular basis to the local NA Fellowship (reporting is to area, regional, or national committees if they exist, or directly to members or the groups of your NA community at any event where everyone comes together);
- ◆ is appointed to work directly with world services staff, advising staff of a work plan and communicating on a regular basis about your translation progress;
- ◆ acts as a mediator if any arguments arise about word choices.

Accountability Is Key!

Keep everyone informed, and make sure you have the support of your fellow members.

Read the *Twelve Concepts for NA Service!*

The committee itself needs to have members who have some recovery time so that they are familiar with the steps, traditions, and concepts, which are the principles of Narcotics Anonymous. Committee members should be proficient in the local language (your language), and at least one member, and preferably more, should be skilled in both English and the local language.

Two more suggestions, based on experience from other LTCs:

- ◆ Read and follow the *Twelve Concepts for NA Service*.
- ◆ As with everything else that has to do with being of service in NA, don't do things alone. Control and ego are the big enemies—our Twelfth Tradition teaches us to place principles before personalities!

We don't think that closed service committee meetings are a good idea, because we strive to create openness and trust. But you may want to limit participation to the committee members, and ask your visitors to observe silently. Otherwise, you may find that your work time is spent explaining to others what you are doing.

Certainly, regular NA members wishing to comment on the committee's work should have an opportunity to do so. Some committees schedule a special meeting where interested members can give their input.

Above all else, the key to this work is flexibility. If the committee finds that the guidelines it has designed for itself don't work, it should be able to change them so they do work.

First things first! How to prioritize your projects.

The World Board suggests that new LTCs adopt this priority list:

- * The recovery glossary and IP #1, *Who, What, How, and Why*
- * Several other IPs, such as IP #7, *Am I an Addict?*, and possibly IP #22, *Welcome to NA*; IP #11 *Sponsorship*; and IP #2, *The Group*
- * *An Introductory Guide to Narcotics Anonymous* (your first small "book")
- * The Basic Text
- * Other recovery literature

Many LTCs want to do the Basic Text first. It's an understandable desire, but we don't recommend it. Translating the recovery glossary first will make all your future translation work much simpler because so many of the decisions about word choices will have been made, and your LTC won't have to have the same discussions over and over again. Making IP #1 your first project makes sense for many reasons: It is of manageable size and its completion and approval will instill a sense of accomplishment in your local NA community and provide addicts with the basics in your own language. You can then take on larger projects after having gained some experience already, and you will have at least one very helpful recovery pamphlet to give to the members in your community.

Create a work plan and timeline for translating the recovery glossary that includes dates and goals. Inform your area or regional service committee (if one exists) and NAWS staff about your work plan. Once it is completed and approved, you can then use the recovery glossary as a "dictionary" for all your future translations. The recovery glossary contains key words and key principles that are specific to NA from IP #1. This is what we call "NA language." It also contains our Twelve Steps and Twelve Traditions. Carefully translating these fundamentals will ensure your future translation work accurately reflects the NA message. Please do not use multiple word choices when translating the recovery glossary. This will help you avoid problems, both in the evaluation/approval process and in your future translation work. When the recovery glossary is done, you're ready to finish your first piece of recovery literature: IP #1, which describes, in a simple way, our key principles and basic NA philosophy. This pamphlet (or parts of it) is often read at our meetings, making it one of the most familiar to our members. It contains excerpts from the White Booklet—the first NA recovery literature ever printed—as well as most of the text used for the Group Reading Cards.* The agreed-upon recovery glossary and IP #1 should be forwarded to NAWS translations team for evaluation.

After you've completed IP #1, continue with some other pamphlets. In this way, your committee gets experience with the translation work and the evaluation-and-approval process, both locally and on the world service level.

- * The Group Reading Cards include the different sections of IP #1 printed separately on colored cardboard, and are passed out at meetings to be read out loud.

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Many LTCs have shared that when working on their first few projects, the committee wouldn't settle for anything less than an absolutely flawless draft. As a result, revision followed revision, and it seemed the work would never be completed. This has had consequences all through the translation process, as the NAWS translations staff have to keep up with each new revision. LTCs have also shared that at some point they had to accept that the work was "good enough" and allow it to be published.

If you find yourselves stuck on a specific problem, you may find it helpful to seek input from your NA community, either the local service committee or even the entire local membership. However, a decision to convene the entire local membership should be made only as a last resort. It's often not as helpful as it would seem. Not every member of the fellowship will have the specific language and translation skills to fully understand the issue. Translations staff is also a good resource to contact for translation problems or doubts about meanings.

When compiling the translation work of several people or groups, it is best if only one person actually transcribes the translation to ensure continuity of style and tone throughout the text. No one wants his literature to be "choppy," sounding as if it were pasted together from a lot of different pieces.

If you use a professional translator, it is better to use someone who has lived and studied in an English-speaking environment. If the translator is also a member of Narcotics Anonymous, that makes the work a bit easier because he or she will not need as much instruction about NA terminology and philosophy. It is important to have that understanding since this isn't just a literal translation process. Of course, the review of the work is always done by NA members.

To process translations at the WSO, we use Microsoft Windows and Office for PC, Adobe Acrobat and InDesign, and we can convert files in other formats, when you send us translations as an electronic file. If we can accommodate your script (written language), we process your translation into a formatted MS Word file or .PDF file and send the draft to you for proofreading. Often, it means we have to ask you for the fonts that you are using, or discuss which typeface is most common in publishing for your language. We ask that you carefully review each draft. Any corrections or changes should be marked clearly on the draft. You can either make corrections yourselves and send a revised draft back with "track changes" turned on, insert corrections as "comments," or send a separate file with corrections. In that case, we will make the changes ourselves and send a new file back to you to check.

We may have to go through the review-and-correction process several times until we have a final draft that is correct. But this is a "we" process, where we closely work together and answer many questions for each other. Remember that we take two steps:

- a. We hire a professional proofreader, and then the LTC will do a final review and give approval.
- b. We may need to send draft revisions back and forth between staff and LTC if we need LTC comments on the proofreader's corrections.

Either way, this may involve several turns of proofreading and editing between your local translation committee, a proofreader, and the NAWS translations staff. (There is a flowchart on page 14 that will illustrate the complete process.)

What is the difference between the World Board and NAWS staff regarding translations? How do they work together and with an LTC?

The World Board is mandated by the World Service Conference to ensure the integrity of NA's message in translated literature. The board is responsible for providing direction and oversight for all translation efforts. The WSO translations team performs most of the actual work that is involved.

The translations team doesn't actually translate NA literature, but assists LTCs by providing guidance coordinating all translation activities, as well as hiring professional translators and proofreaders. Staff secures all necessary legal documentation to ensure that NA literature is protected from copyright infringement or misuse. The team serves as the central point of contact for all LTCs and as a resource from which LTCs can draw experience, strength, and hope. The World Board authorizes the publishing of all translated NA literature, whereas the local NA service committee, that is LTC or ASC or RSC, approves the translation itself.

The translations team members handle all communications with LTCs and make sure translation projects move through the various development stages through production and leading to publication. The WSO publishes and prints *all* literature, including translations. Staff follows up on the initial translation contacts with a new NA community, answering correspondence and phone calls and making information available to local communities.

The World Board receives regular updates from the WSO translations team leader about the work published in other languages. Staff also has the responsibility for reporting to the World Board about ongoing translation issues and responding to complex concerns as directed by the board. Responsibilities also include organizing and administering evaluations for the World Board Translation Evaluation Group (TEG), including all contracts with translators, evaluators, and proofreaders.

Conceptual fidelity: Translate ideas—not just words (literal translation and cultural adaptation).

It is true that Narcotics Anonymous is a worldwide fellowship whose primary purpose transcends national boundaries, cultural barriers, and linguistic differences. But once the message has transcended boundaries and comes to rest in a particular place, local members have to figure out how to communicate this message in their language. That is where conceptual fidelity comes into play.

Conceptual fidelity means simply that when we translate NA literature, we translate *ideas*, not just words. Our aim in translating those ideas is to make sure they are faithful to the original. We want to make sure that NA literature carries the same message, regardless of the publication's language. Maintaining conceptual fidelity in NA literature translations gives life to our spiritual commitment to preserve the NA message of recovery.

Our experience with recovery may be influenced by a variety of factors such as age, gender, culture, ethnicity, and language, but our *presentation* of our program's spiritual principles and ideas needs to remain constant.

In order to assist translation committees in their work, we have developed the recovery glossary, and along with that, a glossary explanations list. It contains phrases and terminology that we have identified as essential components of the NA message, and that often have a special meaning within the NA Fellowship (e.g. "Spiritual Disease," "Higher Power," "the disease of addiction," "surrender," "self-will," "powerlessness," and so on.).

Some of the terminology used in Narcotics Anonymous literature reflects the American origin of our literature. This can make it difficult to translate. The task becomes even further complicated by the fact that some of the terminology isn't just American, but American slang. Words such as

"clean," "using," and "high" and phrases such as "give yourself a break" and "easy does it" are some examples. Because some of these expressions are American idioms or slang expressions, they might be misunderstood in the translation process. They are included in the recovery glossary to ensure that their meaning is understood and translated effectively.

When we translate, it is most important that the concept is expressed as well as the *spirit* of the expression and not so much the actual words. Many times there is another more culturally relevant expression that conveys the meaning much better. But in other instances, it may be that the original expression is the only one that works and must therefore be translated literally. These types of decisions have to be made on a case-by-case basis.

Somewhat related to this is a copyright-related decision the NA Fellowship has made about its name, "Narcotics Anonymous." This is wording that the fellowship has decided should appear in the original English on all translated material. Your LTC can still translate the name "Narcotics Anonymous" and use it on the cover or front page of your translated material; however, the English name will be printed on the cover alongside your translation.

All NA literature is considered a complete work approved by the fellowship as it is published; nothing can be added or deleted to the content for translated versions. If your LTC finds that a word, name, symbol, or quotation needs explanation because it is unknown to your culture or language, you can request that a footnote be used. This has been done in several of our Basic Text translations.

What is the evaluation process and why do we need it?

The evaluation process is a series of steps designed to ensure conceptual fidelity of NA literature translations. The fellowship has delegated to the World Board and NAWS staff the responsibility for ensuring the integrity of NA's message of recovery. When evaluating a translation of a piece of NA literature, we are concerned that the translation remains as true as possible to the original, that specific, crucial concepts are maintained, and that the piece is clearly reflective of the NA program and philosophy.

To ensure that translations maintain the spirit and integrity of the NA message, we apply a standard evaluation procedure for all languages: have a formal evaluation done on the translation of IP #1, *Who, What, How, and Why*, and the recovery glossary since these contain the Twelve Steps and Twelve Traditions, NA recovery principles, and basic NA language.

A new translation draft is evaluated in one of the following ways:

- * by experienced NA members skilled in that language who are not from the LTC, or
- * by a professional translator who works with an experienced member or staff person.

We found that it works best when the evaluator and the translators of the draft are different people who don't discuss the work with each other. This ensures that the evaluator is neutral and concerned only with the

Let's Have a Look at That...

A translation draft of the glossary and IP #1 are evaluated in one of the following ways:



- ◆ by experienced NA members skilled in that language who are not from the LTC,

OR

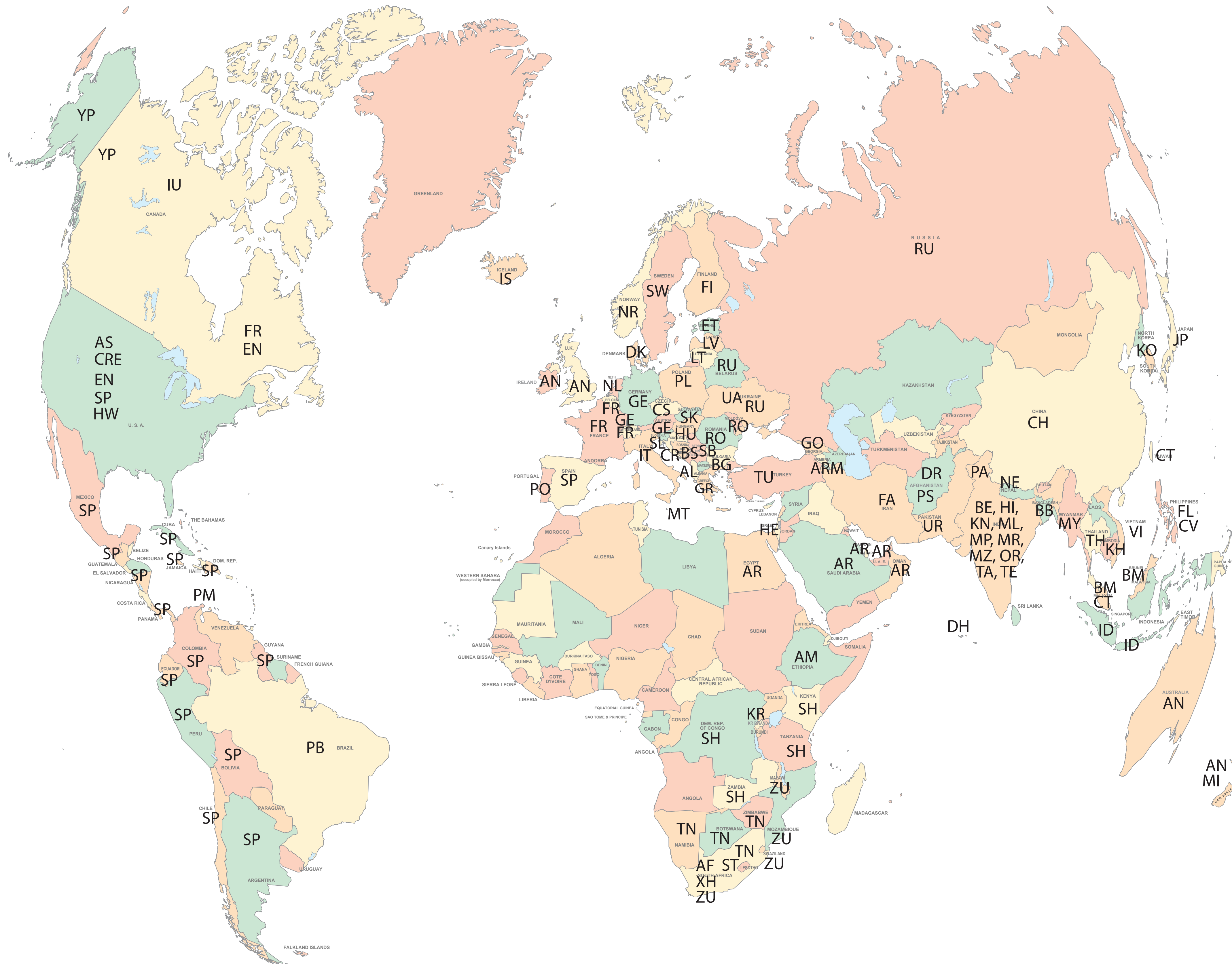
- ◆ by a professional translator who works with an experienced NA member.

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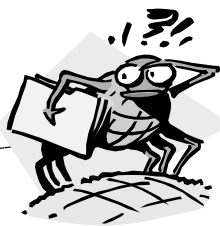
NA SPEAKS 82 LANGUAGES

53 published languages in **RED** based on IP #1

- AF Afrikaans – South Africa
- AL Albanian – Kosovo, Albania, Serbia/Montenegro
- AS American Sign Lang. (ASL) – USA
- AM Amharic – Ethiopia
- AN Anglicized English – UK, Australia, S. Africa, New Zealand, Ireland
- AR Arabic – Bahrain, Oman, Saudi Arabia, Egypt, UAE, Kuwait, Lebanon, Qatar
- ARM Armenian - Armenia
- BB Bengali – Bangladesh
- BE Bengali – India
- BS Bosnian – Bosnia/Herzegovina
- BG Bulgarian – Bulgaria
- MY Burmese – Myanmar
- CH Chinese – China, Singapore
- CT Chinese Traditional – Hong Kong, Singapore, Taiwan
- CR Croatian – Croatia, Bosnia/Herzegovina, Serbia/Montenegro
- CRE Cree – USA
- CS Czech – Czech Republic
- DK Danish – Denmark
- DR Dari – Afghanistan
- DH Dhivehi – Maldives
- EN English – USA, Canada
- ET Estonian – Estonia
- FA Farsi – Iran
- FL Filipino – Philippines
- FI Finnish – Finland
- FR French – France, Belgium, Switzerland, Quebec/Canada
- GO Georgian - Georgia
- GE German – Austria, Germany, Switzerland
- GR Greek – Greece
- HW Hawaiian – Hawaii
- HE Hebrew – Israel
- HI Hindi – India
- HU Hungarian – Hungary
- IS Icelandic – Iceland
- ID Indonesian – Indonesia
- IU Inuktitut/Inuit – Canada
- IT Italian – Italy
- JP Japanese – Japan
- KN Kannada – India
- KH Khmer – Cambodia
- KO Korean – Korea
- LV Latvian – Latvia



- LT Lithuanian – Lithuania
- BM Malay/Bahasa Melayu – Malaysia, Singapore
- ML Malayalam – India
- MT Maltese – Malta
- MP Manipuri – India
- MI Maori – Aotearoa/New Zealand
- MR Marathi – India
- MZ Mizo – India
- NL Nederlands/Dutch – Netherlands
- NE Nepali – Nepal, India
- NR Norwegian – Norway
- OR Odia – India
- PM Papiamentu–Aruba
- PS Pashto – Afghanistan
- PL Polish – Poland
- PB Portuguese – Brazil
- PO Portuguese – Portugal
- PA Punjabi – India
- RO Romanian – Moldova, Romania
- RU Russian – Russia, Belarus, Ukraine
- KR Rwandan/Kinyarwanda - Rwanda
- SB Serbian – Serbia/Montenegro, Croatia
- SK Slovak – Slovakia
- SL Slovenian – Slovenia
- ST Sotho – Lesotho, South Africa
- SP Spanish – Spain, Uruguay, Venezuela, Argentina, Bolivia, Chile, Colombia, Costa Rica, Cuba, Dominican Rep., Ecuador, El Salvador, Honduras, Mexico, Nicaragua, Peru, Puerto Rico, Panama, Paraguay, Guatemala, Belize
- SH Swahili – Kenya, Tanzania, Uganda, Zambia, Congo
- SW Swedish – Sweden
- TA Tamil – India
- TE Telugu – India
- TH Thai – Thailand
- TN Tswana – Botswana, South Africa, Namibia, Zimbabwe
- TU Turkish – Turkey
- UA Ukrainian – Ukraine
- UR Urdu – Pakistan
- VI Vietnamese – Vietnam
- CV Visayan/Bisaya – Philippines
- XH Xhosa – South Africa
- YP Yup'ik–Western Alaska, Yukon Territory
- ZU Zulu – South Africa, Malawi, Mozambique, Swaziland



Can we charge for draft translations?

The ideal situation would be to give draft translations, which are works-in-progress (WIPs), to members free of charge, but most NA communities have to cover photocopying or other production costs. The money may also be needed to cover services and committee expenses. NA communities can sell translated draft material to their members while waiting for the completion, approval, and publication of those works.

How do we know when it is "good enough"?

It's easy to become overwhelmed in the initial stages of the translation process. Nothing is translated; members have a lot of enthusiasm, but not so much patience; the local fellowship is demanding translated literature, and tempers are heating up. It's easy to get upset when we think of how much time goes into the process, while "addicts are dying in the streets." It may feel as though our recovery and ability to apply spiritual principles in all our affairs are being put to the test.

Remember, there's no such thing as a perfect translation. As time passes and your NA community grows in numbers and understanding, you'll almost certainly find things you want to change in your published literature. The goal of each translation committee is to provide the best translation possible at the time. Mistakes *will* be made and understandings *will* change—the English Basic Text has six editions, which is proof of that.

Unless there is something so significantly wrong with the translation that it changes the basic message of NA, we should move ahead and give to others what was so freely given to us. Small corrections can be made at a later date. Each new translation helps ensure that the message of NA is available to all addicts who have a desire to stop using and begin practicing our way of life.

Can we use unapproved translation drafts in our meetings?

Absolutely! We fully understand your desire to have NA literature to use in your meetings. There are just a few conditions that we ask you to observe:

- ◆ that you make copies of these drafts available to addicts at NA meetings, but not to people outside NA;
- ◆ that you mark on each copy "unapproved translation draft—not for sale" so that we are in compliance with legal copyright requirements;
- ◆ that the draft copies have a different appearance (color, size) than the published originals.

Who approves translations?

The LTC (for the local NA community) and NA World Services both have a part in the approval of translations. The World Service Conference does not actually approve the translations of literature; it delegates that responsibility to each NA language group in cooperation with NAWS. Very generally speaking:

- ◆ the LTC (on behalf of its community) approves the final translation text as it is to be printed;
- ◆ NAWS verifies the components and documentation of the *process* to be sure they are all in order and authorizes publication.

All literature that has been translated and approved for printing will have, as part of the publishing legend, the wording "Translation of NA Fellowship-approved literature." This phrase indicates that the translation itself has not been approved by the World Service Conference, but that it is a translation of NA Fellowship-approved literature.

(Continued from page 7)

accuracy of the translation. The evaluator sends an evaluation report form and a summary with his or her comments and suggestions directly to NAWS. The evaluator's comments are by no means a *fait accompli*. The LTC is informed of the evaluator's comments, which then allows the LTC to consider the comments and have discussions about them. Once that has happened, the LTC may provide staff with more information about its word choices. This material is then given to the Translation Evaluation Group (a work group of the World Board) for review and discussion. The group gives its recommendation about the conceptual fidelity of the translation to the full board. If there are no concerns, the translation gets approved and is made ready for printing by the office. The evaluation process is a cooperative effort between NAWS and the LTC. The evaluator provides recommendations, not directives, and the World Board and staff only need to ensure conceptual fidelity. Communication between the LTC and world services regarding word choices and any need for adaptations will continue until everyone is satisfied with the translation; occasionally, a follow-up evaluation may be necessary.

The evaluation process described above is specifically for IP #1 because it is the first local translation project. Generally, this is the only time when the World Board is directly involved in the translation text development, by approving certain key terminology choices.

In most cases, future translation drafts from that language group do not have to repeat the same process. A simplified process exists. The LTC completes the four tasks listed on the *World Services LTC Checklist*, signs the approval and copyright transfer form, and mails both forms back to the NAWS translations team. All tasks on the checklist need to be completed.

The process of approving translations is one that places increasing responsibility on the LTC as the local NA community grows and gains the stability to be comfortable handling the responsibility.

Our Basic Text—our experience as a global fellowship.

Personal stories

“Our experience has shown that creating, collecting, and approving personal stories is a difficult task. With the adoption of the Sixth Edition Basic Text, we now have a collection of personal stories that reflects the global nature of the Narcotics Anonymous fellowship. The personal stories in the Basic Text communicate the NA message to those who are looking for help, to NA members, and to anyone who picks up a Basic Text. Because of the difficulty we have seen with local development of personal stories, only the stories approved by the fellowship in the Sixth Edition, either in their entirety or a selection of them, should appear in translated versions of the Basic Text.

If your NA language community wishes to develop local stories to reflect the nature of NA in your community, you may be able to do so for the Little White Book. Given the difficulties that we have seen with the local development of stories, if you wish to do this, you must contact the World Board before you begin. They can provide valuable experience with identifying the need, and creating a process that will work for local development as

What if after publication we find mistakes or we are not satisfied with the quality of the translation?

Then you can correct it. Revisions are handled on a case-by-case basis because there are additional considerations. There are essentially two types of revisions: technical and conceptual. The technical revisions are usually not a problem. If you find technical or linguistic errors (incorrect punctuation, misspellings, missing words or sentences, etc.) you need to let the WSO translations staff know, and these errors will be corrected in a future printing of the publication.

A conceptual revision is any change in meaning. If the mistakes or the corrections you want to make are related to conceptual fidelity matters, then NA World Services has to discuss and approve the corrections before any changes are made.

Any decision to make revisions should be carefully considered and should always take into account what best serves the NA community and the addict who still suffers. Resources, both financial and human, are so sparse that it is better to avoid, or at least postpone, revisions unless they are truly necessary. Unless there is something significantly and conceptually wrong with the recovery glossary and the pamphlets, revisions to published material may better be postponed until after other pieces are published. When we work on revisions, other projects in the language group are placed on hold until the revisions are completed.

well as World Board approval. We hope that this communication will help to minimize some of the issues we have had with approving locally developed personal stories sent to us in the past.” (from 2008 Translations Policy)

You can replace all or some of the English stories with stories from your local members sharing a clear recovery message, except for one story that needs to remain; it is *We do Recover* written by Jimmy K. Personal stories will be approved for submission by your local fellowship and evaluated and approved by the World Board.

Basic Text translations.

“Existing translations of the Basic Text are not affected by the publication of the Sixth Edition Basic Text. We will continue to publish translated Fifth Edition versions of the Basic Text until the local community has translated and signed-off on the new material in the Sixth Edition for publishing. These versions now include a variety of material from no personal stories, to some selection of Fifth Edition personal stories, to locally de-

(Continued on page 16)

Which book comes first? Does it matter?

Our Basic Text

The Basic Text should be the first book that you translate and publish as a translation. It is the foundational piece of literature for our program, or, as the name implies, “our basics.” Also, it states in the introduction that “this book is the shared experience of the Fellowship of Narcotics Anonymous.”

Step Working Guides (SWG) or It Works: How and Why (IWHW)—in which order?

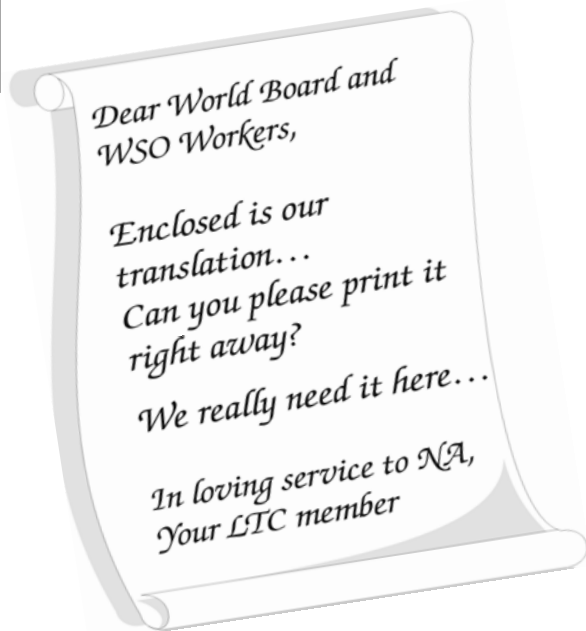
When NA communities discuss whether they should ask to have their translation of the SWG published prior to the *IWHW* book translation, they should consider the following pros and cons.

Factors for LTCs to consider:

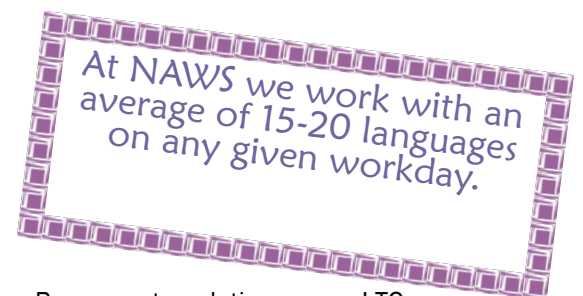
- * There is no policy prohibiting publication of the SWG before our other books. However, it does contain numerous quotations from the Basic Text and quite a few from *IWHW*.
- * The foreword of the SWG states that it is a companion piece to *IWHW*. Therefore, many believe that the SWG can't stand alone as a book because it references *IWHW*. It may be confusing to the readers to reference a book that does not exist in their language.
- * With the approval of the SWG, the references to *IWHW* would be considered approved material also, so the LTC should not change these sections when they work on the *IWHW* translation.
- * If the LTC changed these sections, it would require corrections to the published SWG. We would only revise a book-length piece after three years, and it may require that we retypeset the SWG.
- * The *IWHW* book presents the principles of our Twelve Steps and Twelve Traditions in great detail. The SWG will not give members the same thorough foundation. Because of this, ideally, *IWHW* would be published before the SWG or at the same time, but certainly not long after, for instance, within the same or following year.

Just For Today (JFT)

The case of the *JFT* book is much clearer. This book references the Basic Text throughout. Once the Basic Text is published, the *JFT* book can be completed any time thereafter, using Basic Text page references.



It's always exciting to hear about new translation developments. Yet our excitement is sometimes restrained. We know from experience that translations take time, and they call upon the local translation committee, the World Board, and translations staff at the World Service Office to practice the spiritual principle of patience. The process of translation often seems complicated to LTCs until it is explained. Even if it's not difficult to accept, it's usually confusing, especially the first time through. This document explains how the World Board and WSO translations staff interact with each other and with LTCs, and how priorities for translation projects are determined.



Why do some projects get done before others?

The following criteria have been established to prioritize translation projects.

- ◆ **Consideration of need:** NA communities that do not have any translated materials take priority over those that already have translated NA literature. NAWs considers all requests regardless of the number of NA members in a given community or language group.
- ◆ **Dialects grouped under languages:** For example, there are many countries that have several languages. Within these languages may be dozens of different dialects; however, only official languages of a country can receive World Services consideration.
- ◆ **Consistency:** Because translations are LTC-driven (that is, it is up to the communities to initiate translation work and prompt each step in the translations process), LTCs that communicate regularly, prepare their work lists promptly, and adhere to timelines, agreements, and project schedules may get faster results.
- ◆ **Resources:** Financial impact (available budgeted funding) and availability of staff resources play an important part in determining translation priorities.
- ◆ **Duration:** When a project has been in progress for an extended period of time and its completion has taken very long because of unforeseen events, World Services may give it priority over others.

What things can help or hinder a translation's progress? What can our LTC do to help?

There are many things an LTC can do to keep its translation projects moving along. However, other factors may be beyond the LTC's ability to influence. Established LTCs complete work plans that forecast their translation activity for the coming year or so. The NAWS staff will use those work plans to put together project lists that include all expected translations. When allocating resources for the project list, the staff has to determine the steps that are involved with each project from development through production. How much work is involved? Has the piece been worked on before? Does the local NA community have any literature in its language? Sometimes we'll find out that an isolated NA member has been working on a translation without knowing that the language has seen translation activity in another part of the world.

The amount of work involved is probably one of the most instrumental factors in how long it will take to complete and publish a translation. A pamphlet may take only a few months; a book-length piece can take eight months or more. Technical challenges with fonts or in the typesetting, printing, and proofreading can cause delays here, but these are usually of short duration.

The NAWS budget is one factor that's beyond the influence of LTCs, but can result in delays to translation work. Everything depends on available funds. NA World Services prepares budgets based on its best projections of future income. Sometimes the reality doesn't match our projections. We consider translations one of the most important services we provide to the fellowship, and we hope that the resources to provide that service are always in place.

Handling difficulties...

Problems that can seriously hinder a translation work revolve around conflicts or instability in the LTC. If serious disagreement exists within the local fellowship about terminology or the use of certain words, the LTC can call on the World Board to assist with resolving the issue. However, this should be a last resort because it can take the World Board several months to formulate recommendations about such a disagreement. This may seem excessive, but chances are if the conflict was serious enough to split the local fellowship, it must be rooted in a philosophical problem that might take the input of various Narcotics Anonymous World Services resources to resolve. Other local problems, such as the relapse or resignation of key members of the LTC or disunity in the local fellowship, have also contributed to translations being delayed. Be assured that NAWS will call on any appropriate assistance so that the work can continue, but

also remember to take care of yourselves and each other by putting principles before personalities.

Conflicts related to prioritizing, printing, and so on are addressed by the office staff:

- * Conflicts related to the *protocol and process*: prioritizing, contract work, printing and other duplication, draft use and distribution, copyright, FIPT matters, and so on

The World Board will be brought in if another type of conflict arises:

- * Conflicts related to the *content* of a translation, which includes terminology, conceptual fidelity, cultural adaptations, additions, completeness.

As much as possible and if appropriate, the World Board will encourage resolving conflicts on the local level between those involved.

We already have some translated literature. Do we have to wait until *everyone* has literature before we can translate anything else?

We have found that all requests and projects can be handled with fairness and fairly expeditiously. We serve communities that do not have any translations along with those that have a considerable number of items and even several NA books published. It seems that we're adding new projects or languages to the list almost daily, yet everything seems to fall in place naturally, and the projects get moved through the translation process as smoothly as the LTCs and the office can do it together.

Established NA communities that have completed one or more translations and have translated the recovery glossary, prepared a work plan, and gone through

the evaluation process can be considered experienced—experienced enough to prepare their future translations continuously and with more responsibility than a new language group. They commit to following all the steps on the LTC checklist and sign off at the end, thereby ensuring good conceptual and technical quality of the translation. They start and finish projects one after the other and submit items to NAWS for production.

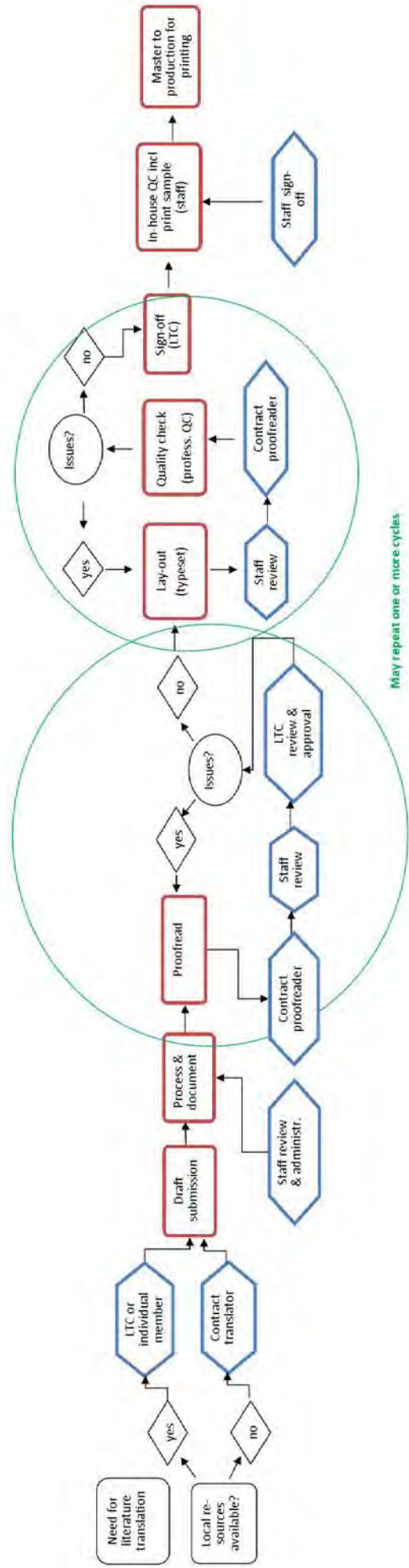
These communities are generally characterized by:

- ◆ a successful translation process that has resulted in published translations of the NA message, including the

recovery glossary and IP #1;

- ◆ successful translation of the *Narcotics Anonymous* Basic Text, at least the part "Our Program" (published or ready for publication);
- ◆ an established working relationship with NAWS that requires very little guidance and staff help;
- ◆ a basic level of continuity and committed membership within the LTC;
- ◆ a stable service structure with formal internal accountability practices, (i.e., approval process and accountability as outlined in the Twelve Concepts).

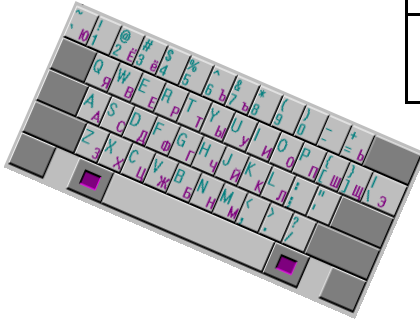
LITERATURE TRANSLATIONS PROCESS MAPPING



Translation process step-by-step.

The flowchart on the opposite page is a general overview of the process, a generic process map. Please remember that your individual experience may be influenced by a variety of factors, many of which are beyond our control. We built flexibility into the process to allow us to meet the needs of each particular language group.

The material will be reviewed, proofread, and corrected by translations staff, a proofreader, and the LTC until it is error-free. In the chart this shows as a circular flow that may happen more than one time. Once we have a final file, we ask the LTC, or if required, member(s) from the RSC or ASC, to sign an approval and copyright transfer form, as well as the LTC checklist once we have a correct draft. Every item will then be “typeset” (generally at the WSO). Next is a second cycle that may need to be repeated: the so-called quality check (QC) will be done by the proofreader, and in case of last minute problems, the LTC will be consulted. A copy of the *camera-ready art* (master for printing) may be sent to you for a last look “over” and a “sign-off” giving us the final “OK” on the translation. After the translation is approved by the local fellowship through the LTC, staff does a last check and the WSO publishes the item. Today we are able to print our translated literature in-house at our WSO Chatsworth facility in the USA (with the exception of Iran, Russia, and Brazil, where we print locally).



The factor that is most likely to affect the length of time it will take to publish a translation is whether the financial and human resources are available to do the work. NA World Services looks at the “big picture” of translations, taking everyone’s needs into account and factoring in all other considerations, such as the need of the NA community and whether any translations already exist in a particular language. We are dedicated to seeing to it that everyone gets treated fairly and that new translations get published as quickly as possible.

The general book production schedule, with time estimates.

The time frames for book length pieces is optimistic, because it assumes everything will go as planned. All interaction takes place between the translations staff and the local community or its assigned service body (LTC, RSC, ASC).

Under special circumstances, for example when we are not able to process and typeset the language at the WSO, we may arrange with local communities to handle certain aspects such as the typesetting and deliver a laser printout plus electronic files to NAWS for production.

General Schedule for Book Projects

Submitted draft to proof-reading (revision cycle)	3–5 weeks	NAWS, contractor, LTC
Typesetting	2–3 weeks	NAWS
Quality check (minor corrections cycle)	2–3 weeks	NAWS, Contractor, LTC
Final LTC look-over and sign-off; correct any errors left	2–4 weeks	LTC, NAWS
Final check by staff and sign-off	2 weeks	NAWS
Printing/trimming/binding/shipping	4 weeks	In-house
Approx. time: 4 to 6 months from submitted draft to publication		

Staff will provide specifications for the layout and reimbursement to the local community for its typesetting expenses.

Also, the NAWS staff will contract a proofreader to ensure that publication standards for the language were followed.

The local community will take all necessary steps to ensure that conceptual fidelity is maintained. As one safeguard, the community will complete and sign the LTC checklist for quality assurance and conceptual fidelity.

The standard proofreading rules for accuracy will be applied by NAWS, LTC, and contracted proofreaders. Generally, the objective is to utilize as many mechanisms as possible for contracting the proofreading work. Contracts will be initiated, handled, and financed by NA World Services.

We have an LTC website and want to post our translations there...

We don’t want draft material to be accessible to non-members and the public in general. This goes for English as well as translation drafts.

If you are to a large extent an online LTC, it is clear that your efforts would benefit from the ability to post some original and translated literature. This would help you to conduct your discussions and reviews, and generally accomplish your work. There are other LTCs in the same situation. One solution that we can offer you is the following: Make this section of your website a private area with restricted access by password only. Then, if you need to include a portion of the copyrighted literature, it won’t be public. Our experience is that this can work very well. For example, the Arabic and French LTCs have used a hosted site with registered members. A member of those sites has a password and can post information for the LTC.

(Continued from page 11)

veloped and World Board approved local stories. These versions will continue to be published as Fifth Edition Basic Texts. NA communities who wish to have the first ten chapters now titled “Our Program” published while they work on translating some or all of the Sixth Edition personal stories will continue to be able to do so. These partial translations would also be published as Fifth Edition Basic Texts.”* In this case, NAWS will insert a note at the beginning of the book stating, “This is a partial translation of *Narcotics Anonymous*, the Basic Text of NA. The portion called “Our Members Share” has not been translated as of this printing and will be added in the future.” This is to signify that the book translation will be amended to create the 6th Edition Basic Text.

(*from revised NA World Services Translations Policy, GWS 2008)

What about service materials?

Occasionally communities ask us whether NAWS can fund the translation of service pamphlets and handbooks. Service pamphlets contain practical experience gathered from the fellowship about how to apply NA principles in service. We consider these funding requests and apply certain criteria to help NAWS decide on funding approval. We look at the development of a community and the status of translated recovery literature, as well as the level of local NA service activity and whether a service structure exists.

Service material translations need to reflect the approved glossary of recovery terms. In case of NAWS funding, NAWS hires a translator and a proofreader to complete the work, and the local community leadership (or their LTC) has an opportunity for review, input, and approval.

The development-and-approval process for translated versions of existing service manuals may differ from that outlined for fellowship-approved recovery literature. Some NA communities may decide to translate only those parts that are most helpful or applicable to them. Local communities are encouraged to develop sections for these manuals that reflect local practices. Copies of these drafts should be sent to the World Board so that they can be shared as a resource with others. Generally, service materials are published at NAWS. Condensed versions of several manuals are available. Contact NAWS staff for more information.

Why NAWS needs to protect the fellowship’s literature.

The answer is pretty straightforward: NAWS has been given the responsibility to publish and protect the fellowship’s copyrighted material. This ensures that the NA Fellowship will always own our literature. As a registered legal entity with all legal and financial obligations and liabilities that come with that, NAWS can guide local translations committees in using professional translators to keep our literature protected throughout the process. Sadly, we had some unfortunate experience with well meaning local communities contracting translators and professionals who translated NA material on their own in ways that do not provide this protection. This can result in claims of ownership, and expectations of acknowledgement of individuals when the material is published. Most

NA communities are not registered in such a way to enter binding legal contracts, particularly since they are not the copyright holder of the material. Several times already this has created a variety of difficulties that could have been avoided. NAWS makes all contracts regarding our NA literature as the sole publisher, which also implies that we can protect your community should there be a problem with a translator or printing company.

Approval types for English-language NA materials you need to know.

There are three types of approval processes for NA World Services, and they are noted on each piece when it is published. Those three processes are called Fellowship Approved, Conference Approved, and World Board Approved. The conference typically establishes the approval process to be used when it approves the project plan at the WSC.

Fellowship Approved

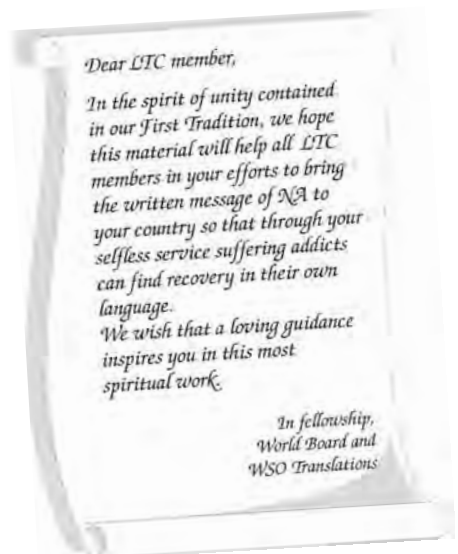
All NA recovery material is Fellowship Approved. This applies to all recovery books, recovery booklets, and recovery pamphlets as well as material that establishes or changes philosophical position or NA principles. NA Fellowship Approved recovery material is typically the only thing that is read in NA meetings.

Conference Approved

NA handbooks and service booklets are Conference Approved. These pieces tend to convey NA’s fundamental ideas about certain areas of service. Examples are *NA—A Resource in Your Community*, *Twelve Concepts for NA Service*, the *Guide to Local Services*, and the *PR Handbook*.

World Board Approved

Since WSC 2006, the World Board has been able to approve and publish a number of informational pieces. This includes development and approval of service-related informational pamphlets and tools. These service pamphlets and tools contain practical experience gathered from the fellowship about how to apply some of the principles contained in NA Fellowship and Conference Approved material. Examples are *Group Trusted Servants—Roles and Responsibilities*, *NA Groups and Medication*, and *Violent and Disruptive Behavior*.



(approved by WSTC 02-07-97
revised 08-01-08; sections added; rev. 07-11-14 process map
added, process updated)