

The Debtors Anonymous Literature Approval Process

(Revision of Process approved in 2013)

Stage 1: Approval of concept and writer

1. At the World Service Conference, the WSC Literature Committee proposes a concept for new or revised literature, along with suggested mediums, and makes a motion for approval of that concept at Convocation. Should the Board or the WSC Literature Committee vote by substantial unanimity to alter or rescind the concept, the WSC must be informed of the action and the reasoning for their decision.

If the motion passes, the WSC Literature Committee creates a detailed outline or similar guide for the writer and forwards to the General Service Board's (GSB) Literature Publications Committee. If BDA literature, the outline is created by the WSC BDA committee and forwarded to WSC Literature Committee for approval. Literature Publications reviews the outline and determines if the concept requires a volunteer or paid writer. Literature Services creates a Request for Proposals (RFP), which is distributed to the Fellowship.

For volunteer writers

Literature Services and Literature Publications jointly review candidates' samples and choose a writer.

The GSB Legal Affairs Committee estimates the monetary value of the piece (in-kind donation) and issues a contract to the writer.

For paid writers

Literature Services reviews candidates' samples and bids, selects a writer, and requests GSB Literature Publications Committee to approve the writer. If the writer is approved, GSB Literature Publications makes a motion to the full GSB to approve the selected writer. If the writer is approved by the GSB, GSB Legal Affairs creates a contract, to be approved by Literature Publications and Finance Committee.

The WSC Literature Committee's Board Liaison informs the committee of approved and contracted writer.

Writer submits first new sample (amount of material determined by Literature Services) to Literature Services for its review. Literature Services reviews and either invites writer to revise or submits to GSB Literature Publications for review. Literature Services and GSB Literature Publications meet jointly to determine if project should continue with that writer.

Stage 2: Development of manuscript

Literature Services asks writer to either continue writing or revise sample as per Literature Services and GSB Literature Publications comments. For longer projects, the writer should submit sections for approval, rather than a complete manuscript.

Writer submits complete manuscript, or agreed upon sections, to Literature Services. Literature Services determines whether further revisions are required.

Once Literature Services has approved a revised manuscript (or section of longer manuscript, as appropriate), it is submitted to GSB Literature Publications for general approval of format and organization and additional comments. If Lit Pub approve, Literature Services submits manuscript with comments to WSC Literature Committee for general approval of format and organization and additional comments. If BDA literature, it is also sent to the WSC BDA committee. If Lit Pub does not approve, Literature Services and GSB Literature Publications meet jointly to discuss next steps.

Literature Services receives and reviews WSC Literature Committee and/or BDA comments and requests revisions from the writer. Literature Services determines whether even further revisions are required.

Stage 3: Final Approval

Writer submits final draft to Literature Services for final edits.

Edited final draft goes to GSB Literature Publications for review and approval.

If approved, the edited final draft goes to GSB for approval.

If not approved, Literature Services and GSB Literature Publications meet jointly to discuss next steps.

If final edited draft is approved by the GSB, it is returned to the WSC Literature Committee for approval. If approved, only minor editorial comments will be considered at this point. The current WSC Literature Committee makes a recommendation to the incoming WSC Literature Committee. If BDA Literature, it is also sent to WSC BDA committee.

Incoming WSC Literature Committee receives final draft at the next WSC and brings a motion at Convocation to approve publication of the piece of literature. Only minor editorial changes will be considered at WSC before publication.

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