

# Translation Guidelines for WA Literature

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## INTRODUCTION

WA encourages literature translations to help carry our message around the world. This is an important service to our fellow workaholics and work anorexics. WA grows in countries where workaholics and work anorexics can read program literature in their own language.

The Workaholics Anonymous World Service Organization has produced these guidelines to help service groups that are interested in translating WA literature. We will describe the translation process, explain WA's legal requirements and offer suggestions that may be helpful.

If you have questions or need additional support, please contact the WA World Service Organization (WAWSO) at [wso@workaholics-anonymous.org](mailto:wso@workaholics-anonymous.org). The Communications Coordinator can answer your questions or can connect you with members of the Intellectual Property Committee.

### Before you start

Before starting a translation, please check with the WSO to see if the literature you want to translate has already been or is being translated into your language at:

[www.workaholics-anonymous.org/page.php?page=contact](http://www.workaholics-anonymous.org/page.php?page=contact)

It is a good idea to find out what other WA Conference-approved literature is available in the language you are planning your translation (especially the AA Big Book). The translated AA literature may serve as a starting point while WA literature is being translated.

## ACTIVITIES

### Ensure accurate translations

As a service group that translates literature, WA members trust you to translate accurately.

This means

- nothing in the original text will be left out;
- nothing will be added to the original text; and
- as closely as a different language allows, the translation will have the same meaning as the original text.

An inaccurate translation may impair a fellow workaholic, work addict, or work anorexic's chances of recovery. Refer to Appendix C for ideas on testing a translation to ensure its accuracy. If you would like more information about making accurate translations, please contact the Literature Committee.

### Complete the license procedure

The translation process requires a license agreement.

The license is a formal, legal agreement between your service group and WSO. It states exactly what WSO and your service group have agreed to do, and not to do.

The license makes it clear that you have permission to translate WSO's copyrighted literature. If you translate and distribute the literature without permission, you are breaking the law and possibly affecting WSO's ability to be self-supporting.

For a more complete explanation of copyright requirements, see Appendix A and WSO's "Intellectual Property Policies".

## WHERE TO BEGIN

### Create a translation committee

If the WA program is new in your country, you probably have quite a bit of activity ahead of you. In the beginning, it is common for one or more committed WA members to carry out the service of translating literature. However, forming a translation committee chaired by a person well

into recovery is better. This may minimize compulsive work or work anorexia by other members and will form a structure that allows the process to flow non-workaholically.

One of the first things your committee will do is prioritize the translation activities. The committee also needs to decide whether to hire a professional translator, or if not, who will perform the translations and if the person is qualified (*e.g.*, bilingual).

What literature should be translated first? You may begin anywhere you choose, but we suggest the following sequence.

### Translate a glossary of WA's special program words

A license is not needed to translate a list of WA terms.

We've found it helpful to start by compiling a list of program terms in the local language, for example: Higher Power, abstinence, activity plan, work anorexia, sponsor, surrender, one day at a time, relapse, program, powerless, sanity, unmanageable, our will, God as we understood God, moral inventory, defects of character, amends, bottom line, top line, compulsive work, adrenalizing . . .

These terms appear often in WA literature, and need to be translated with the same clarity each time they appear. If possible, compile this list with group members so your translator or translation service can begin with a consensus.

If you are planning to use a professional translator, we suggest that you translate these terms yourselves and give a copy of the resulting glossary to the translator before he or she starts. Also, it can be useful to prepare notes on difficult words and perhaps create a list of idiomatic English phrases. Explain that it is important to translate every word in its proper context.

### Translate the Steps and Traditions and the Tools and Promises

Next, we suggest translating the Steps and Traditions and the Tools and Promises. These lists contain words and ideas that occur frequently in the literature. Because the Steps and Traditions appear

in most of the literature, you will not need to translate them each time you translate a new piece.

You will need to complete the license process for translating the lists of Steps and Traditions and the Traditions and Promises or any other *verbatim* translation.

### **Translate basic pamphlets**

The WA literature listed below gives basic information about the WA program and how we use the program to recover from workaholism and work anorexia.

Following the Guidelines for translating these pamphlets will give you a good grounding in the process and the WA program and recovery. Because they are short, you can soon have literature available for all who speak your language. The licensing process is required for each pamphlet you translate.

We suggest choosing any of the literature items below that have not already been translated into your language:

*Workaholism – A Brief Guide*

*Twenty Questions: How Do I Know If I'm a Workaholic?*

*Recovery in Workaholics Anonymous: Working the Steps*

*Abstinence: Top Lines and Bottom Lines*

*Turning Work Into Play*

*Suggested Meeting Format*

*How Recovery Happens*

### **Translate The Book of Recovery**

The Book of Recovery is the book probably most important for our recovery.

We have found it helpful to begin by translating one or two chapters. This will enable you to see how well things are going and to have part of the book available for members to use much sooner than if you attempt the whole book at once. If you start by translating one or two chapters, you will still need to apply for a license. WSO will grant limited licenses to distribute approved chapters free of charge to members of the local group.

How you decide to do it will depend partly on whether it is translated by a professional translator or by WA members.

### **Translate the Book of Discovery**

After the Book of Recovery has been translated, you may consider translating the Book of Discovery by the same process as was done for other literature.

### **ABOUT THE LICENSE**

WSO owns the copyright for all WA literature and spends considerable time, effort, and money to develop the literature. Revenues from literature sales make up a large portion of WSO's income.

If service groups translate WA literature without a license, it could be difficult for WSO to prevent people outside of WA from misusing our literature or making profits for themselves.

Please contact the World Service Organization for the proper Applications and License Agreements. After completing the Application and upon its approval, a License Agreement will be forwarded that a WA member needs to sign on behalf of your service group. Then mail the signed License Agreement to WSO and fax a copy. The Facilitator will sign on behalf of WSO, and WSO will keep the original on file. A copy of the signed License Agreement will be returned to you, and you may then begin translating, validating, or printing and distributing the literature, depending on the License you have received, and for the time periods stated in the License Agreement. Some Licenses may be required to be renewed, and your attention is necessary to make timely applications for renewals and extensions.

### **Agreement to Translate Workaholics Anonymous Literature**

You may not start translating any literature until you complete the license agreement and receive the signed original back from WSO.

The license grants your service body the following rights:

- To translate the specified copyrighted literature, or specific parts thereof, named in the license, within a specific time period to complete the translation.
- To request an additional amount of time if you need more time to complete the translation.

- To circulate physical (not digital) copies of the draft among all members who may be able to help test and validate the translation, with a specific amount of time to complete the validation.

After the License is signed by both parties, WSO will send you paper or electronic copies of the current version of the literature to be translated. (WA literature is periodically updated, so it's important to ensure you are working from the most recent version.)

Your goal is to enable WA members who speak your language to get the same message from the translation as that given in the English text. It may be helpful to ask an English-speaking WA member to verify this by comparing the translation to the original text.

When you translate, be careful not to change the meaning of the original text. This text has received WSO Conference approval.

When you sign the License Agreement, you agree to the following conditions:

- Before circulating the draft of the translation, you agree to:
  - (a) clearly mark "draft " on each page of all copies of the translation that are circulated;
  - (b) state that the draft is circulating to check the accuracy of the translation; not the validity of the content;
  - (c) indicate to whom and where comments and feedback should be given;
  - (d) include the copyright notice, in the language of translation, on every copy of the draft (the wording of the copyright notice is in the Application);
  - (e) take all steps necessary to prevent further or additional unauthorized distribution;
  - (f) secure any electronic versions from alteration or distribution; and
  - (g) make arrangements to collect and destroy all drafts at the end of the testing period.

*What is testing and validation? How and why do we do it?*

During the testing period, you will be actively soliciting feedback on the clarity and accuracy of the translation. The purpose is to allow interested WA members who are working the program in the language of the translation to comment on the translation.

This may require discussions about the exact meanings of words. Such discussions can lead to a better translation and a deeper understanding of the program. The use of electronic translation programs is *not* recommended.

You are free to organize the testing period in whatever way works in your area. Refer to Appendix C for suggestions.

At the end of the testing period, all comments and suggestions should be given to the person representing the group that holds the License. It is important to rely on the judgment of our trusted servants—the translator or translating committee. They will prepare the final draft with the increased understanding they have gained from members' comments and suggestions.

We require that you ensure all drafts are returned and destroyed. People need to use the final approved version; not the drafts. Having different drafts causes confusion and controversy.

The License also permits you to distribute copies of the draft translation for a limited time and a limited purpose. The license grants full permission to print and distribute the translation in any way that flows in your area for the translation project.

At this stage you will also need to obtain permission to use the WA logo on your printing of the translation. The WA logo is a registered trademark and may not be used without permission.

When you have the final WSO approval to publish and distribute the translated work, according to the License you will also agree to:

- ensure that every copy has the precise copyright notice, in your language;
- ensure that the printed copy has the exact form of the WA logo as agreed;
- send two copies of your printed version of the final text to WSO;
- send 10 percent of revenues from sales of the text to WSO (because WSO can incur high international bank charges, it is best to send a

few larger sums instead of frequent small sums); and

- ensure that all surplus funds from sales of the translation will be used for WA purposes.

As soon as you have printed the translation, you must send two copies to WSO. The WSO staff will label these copies with the English title of the work, date of the translation, date of the English version that was translated, and translating service group information.

The WSO staff will also add your translation to the master list of approved translations. When someone asks the WSO for literature in languages other than English, the WSO will provide the inquirer with a list of approved literature in that language, along with the service group's contact information.

## **APPENDICES**

### **Appendix A: Copyright Information**

WSO's Licenses are formal agreements permitting you to translate, duplicate and distribute WSO's copyrighted literature. *What does that mean?*

The License tells the world that your service group has permission to use the WA text. If you did not have WA's permission, you would be breaking the law. It's much the same as a library lending you a book; you're not breaking the law when you or others read it. But if someone takes it without your permission, and keeps it, he or she is stealing and breaking the law.

Written text belongs to the person who creates it. This kind of ownership is called copyright and allows the owner to be paid for the written content in books. The author does not own the physical book, but owns the arrangement of words and the text.

WSO owns the text in whatever language it is written. When you are Licensed to print a WA book in your language, the physical book belongs to your service group. You've paid the printer and may sell the book according to your License. However, the text still belongs to WSO, for which you are required to pay WSO ten percent of your receipts from sales.

Because WSO holds these copyrights and trademarks, we may prevent people and organizations outside WA from misusing our literature; for example, distorting our message or making profits

for themselves.

### **Appendix B: Suggestions on Choosing Translators**

If you use WA members as translators, you may encounter some problems. For example, a WA member may start a translation but not finish it. Nevertheless, WA members are usually the best choice. No professional translator, as good as the person might be, will understand our literature so well (unless he or she is also a WA member). WA members put more love and effort into the task than any non-WA translator could.

If you work with a professional translator, we suggest giving the person your glossary of WA terms, along with any notes or explanations. Ask him or her to translate a small piece of literature. If you like the result you can build on that relationship, but if you're not satisfied, you can find another translator. Also, if the translator doesn't want to use your glossary, it may be better to find a different person.

We suggest that your service group use a contract with the translator right from the start. This will ensure both parties fully understand what is being asked of them. Also, you will be able to resist any attempt by the translator to put his or her name on the document or to include additional text from an outside source.

### **Appendix C: Suggestions for Testing and Validating Translations**

The purpose of testing a translation is to highlight any lack of clarity and show areas where the translator's understanding of the text varies from the general understanding. Here are some ways you may test a translation:

- You may use the draft in meetings. One group read a few paragraphs in each meeting and then discussed the clarity of the message.
- Small groups or committees may meet to discuss the translation.
- Sponsors may use the draft in their conversations with sponsees.

*How can people who do not speak English play a part in validating a translation?*

A good translation is not only accurate but is also clear and well-expressed in the language of translation.

Someone may make a valid point about the way something is expressed without understanding the English from which it was translated. This may spark a discussion with those who can read English, and from that discussion a new and better translation may be reached.

*How can we deal with members ' comments most effectively?*

Probably the simplest method is to use printed copies with a separate sheet for comments. By using printed copies instead of electronic copies, you can avoid the problem of people amending or corrupting the draft. Also, it helps ensure you can take all the draft copies out of circulation at the end of the test period.

**If** you must use electronic copies, it is safest to create a PDF file and ask for comments on a separate sheet.

Number the lines of text. This can make it easier to relate a comment to the draft.

Ensure everyone knows to whom they should give their comments.

*Distributing printed copies will be a cost to the service group. How can a service group with very little money afford this?*

Once your service group has published some items, you can set the price of that literature to fund drafts of the next items you translate.

Another idea is to charge members for the draft. When the literature is published, they can receive a discount on the final version when they return the draft to the service group's representative. This has the added advantage of encouraging the return of all the drafts. If you do this, you will need to allow for it in the price you set for the final version.

## **Appendix D: Suggestions for Printing and Distributing Translations**

*What should we consider when we start printing our translations?*

- Check for typographical errors before printing. Some errors can be overlooked even though the text has been circulated and validated.
- In addition to including the copyright notice and the address of WAWSO, be sure to include the contact information for the service group in your country.
- Where possible, WSO asks that you make your final product match the overall appearance of the original in layout, graphics, color and style of binding. When your version matches the WSO version, WSO can send you a digital file of the cover in most cases. This should enable you to print at a slightly lower cost.

*How can we start printing in a country where WA is just beginning?*

In a country where WA is just starting and has little money, it may not be possible to match the WSO versions exactly. The most important point is to make accurate translations available. The text, not the appearance, enables members to recover.

As literature becomes available in your language, WA will start to grow in your country, and it will not be long before you can print better quality copies. At the beginning, when there are only a few WA members, you may not be able to use a professional printer. You can print from your computer (providing you have a Licensed digital copy) or make photocopies when people wish to buy literature.

When you use a professional printer, consider ways to keep costs down. It is usually less expensive to print literature in just one color. You can also save money by having WA members fold, collate and staple the pamphlets themselves.

Our literature carries WA's message to newcomers and healthcare providers, so it's important that it looks professional. By the time you are printing books, you will need to use a professional printer.

In whatever form you produce your first printing of the literature, send WSO two copies of that version. As you are able to improve the quality of the printing, you need to send WSO copies of your updated versions.

*How should we deal with selling price and royalties?*

Your service body needs to make a surplus on sales of literature so you can establish a prudent reserve that will enable you to translate and print more literature. This means charging more for books and pamphlets than it costs to print them. Here are some reasons for this:

- The cost of printing is not the only cost involved in producing and distributing literature. For example, you may make several visits and phone calls to the printer, or you may need to pay for storage space for your stock.
- As your sales of literature increase, the number you need to order from the printer will increase. Yet you will only receive money for this larger number *after* you have paid the printer.
- The cost of printing will probably increase.
- You need to allow for paying royalties to WSO on the literature you sell.
- You need to build up a prudent reserve for printing literature.
- We suggest selling the literature at a price that produces a surplus you can use for WA service in your country.

To help calculate what your service group should charge for literature, we suggest that you set prices to realize a gross profit of sixty percent of sales. The recommended formula to achieve this is to multiply production costs by 2.5 and divide that figure by the number of books or pamphlets printed. For example, if your production cost for 500 pamphlets is US \$1500, you can multiply by 2.5 (US \$3750), and divide by 500 (US \$7.50). This will be the price for each copy.

As soon as a small prudent reserve for literature service has been established, your service body should send royalties to the WSO. Royalties should be set at 10 percent of receipts from sales. This small amount will help WSO continue to serve the

Fellowship worldwide. Please remember that WSO can incur high international bank charges, so it is best to send a few larger sums instead of frequent small ones.

## **Appendix E: Suggestions for Overcoming Difficulties**

*What happens when two service groups want to translate the same text?*

For example, your service group asks WSO if the text you want to translate has already been translated into your language. The WSO answers that the text has already been translated and validated, or that the text has been translated and drafts are currently circulating for comments.

What can you do? In both cases, you can work with the service group that has the translated text. If the text has been translated and drafts are being circulated, perhaps you could circulate drafts in your area also. This can be particularly useful if language usage is slightly different in the two areas.

If the translation has already been validated, you can agree on the best way to share the translation. Here are two possibilities:

■ *Will the other service group sell copies to you?* Usually the cost of printing each item is greatly reduced when a large number of pamphlets or books are printed. Even if you pay shipping costs, it might be less expensive for the other service group to do all the printing.

■ *Is there a way to proportionately contribute to the costs of printing, or can the service groups agree to split the royalties if one of them is Licensed to publish from an electronic medium?*

- If you print the translation without changing the text, you need to obtain a License so your service body will have permission to print and distribute the literature.
- If you change the text to reflect differences in language, you need to follow the licensing processes for translating and printing.

*What should we do if we find an error or misprint in the original text while we are translating it?*

If you see an error or misprint in the original text of the literature, please note the page and describe the error in an email communication to [wso@workaholics-anonymous.org](mailto:wso@workaholics-anonymous.org), and ask for specific direction about how to correctly translate it. Your observation will benefit both the original literature and the translation, and the final production of both will remain alike.

*What should we do when WA updates literature we've already translated?*

If you've already translated a piece of WA literature and still have copies in stock, but you find that WSO has updated the item, we recommend that you insert a correction sheet to reflect the changes. If the changes are substantial, we recommend you update the literature at the next printing.

### **FINALLY ...**

Remember you can obtain the Applications and License Agreements from the WA Communications Coordinator at [wso@workaholics-anonymous.org](mailto:wso@workaholics-anonymous.org).

You are not alone. If you have any questions, please contact us at [www.workaholics-anonymous.org/page.php?page=contact](http://www.workaholics-anonymous.org/page.php?page=contact) or the Literature Committee at [literature@workaholics-anonymous.org](mailto:literature@workaholics-anonymous.org) . We will do our best to help you. It works if you let it!