

How to Submit New S.L.A.A. Literature for Conference Approval and Publication

Thank you for your interest in creating a new piece of literature. This is a great way to work the Twelfth Step of S.L.A.A. and we welcome your efforts. Just as we work the Twelve Steps on a personal level, we work through several steps on a fellowship level to edit and approve new S.L.A.A. literature.

Each Piece of Literature is Reviewed Over and Over. Many authors and writing groups wonder why S.L.A.A. does not simply print pamphlets or booklets exactly the way they were originally written. Our literature publishing process relies upon several groups of people to review, comment upon, and edit each piece of literature that is submitted. We invite feedback from numerous readers so we can gather the widest possible perspective. S.L.A.A. is a “we” Program and this holds true for how we create our literature. Having many reviewers ensures that each piece of literature represents our best effort to:

- Adhere to the principles of our program
- Communicate the message in a way that readers can understand
- Respect our different experiences in sex and love addiction and in our recovery
- Be sensitive to the many cultures and countries in the S.L.A.A. fellowship

What is Conference-approved Literature?

From the Conference Service Manual (CSM) the definition is:

“Conference Approved: The term refers to literature that has been created and approved by the Conference at an ABM.”

A more detailed statement is included in the document “What is Conference Approved Literature” <https://slaafws.org/Conference/ConferenceApprovedLiterature.pdf>. Here is a relevant quote from that:

“In sum, only S.L.A.A. literature, approved at an Annual Business Meeting (or equivalent) by a properly constituted Conference, qualifies as Conference approved Literature. Although the A.A. books, *Alcoholics Anonymous* and *Twelve Steps and Twelve Traditions*, as noted above, are considered recommended reading, they are not Conference approved Literature - nor is any other A.A. literature or the literature from any other 12 Step Program, including other "S" programs.”

S.L.A.A. is a Worldwide Fellowship not merely a local or regional fellowship. We think of the entire review process as a group conscience for each writing project.

It Takes a Long Time. We are all volunteers and there are many new pieces of literature being developed at any one time. This means it often takes years before a piece of literature is completely reviewed, conference approved, and published. This can be frustrating to authors and writing groups. In the end, not all literature gets conference-approved. This too can be hard to accept. We appreciate your patience and understanding.

Who Owns the Text? Literature created by S.L.A.A. volunteer authors like us and then submitted for possible publication and distribution by S.L.A.A. belongs to and is copyrighted by the fellowship itself. See this [link](#) for details:

Once it is submitted, your writing project is no longer exclusively your own. We realize this takes humility and trust on your part. We know that authors and writing groups have labored long and hard over drafts they have submitted to S.L.A.A. Turning over your literature to S.L.A.A. may feel like losing custody of one of your children! Be assured that you will continue to play an active role in developing your literature after it is submitted.

You Will Have Visiting Privileges — Your draft literature will be placed by the [production editor](#) or the CLC chair into the S.L.A.A. Google drive and turned into a Google document format (“Google doc” for short). Each page of the document will be labeled as a “draft”, not to be distributed. Copyright notice will be included on the first page and every subsequent page.

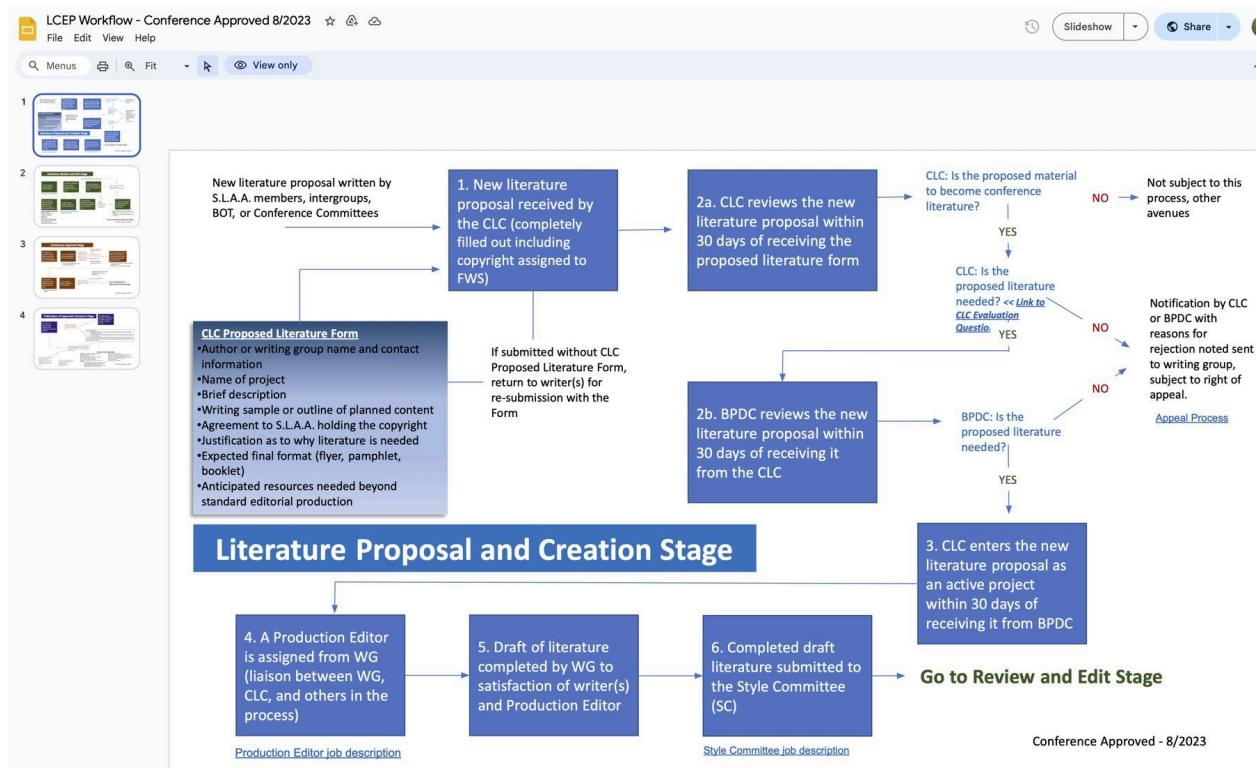
Keeping the one and only draft as a “master manuscript” and its feedback in one place helps avoid the confusion of multiple versions ending up in different hands in different countries or different parts of the country. Writing Group members can access the master manuscript at any time and from any place with an internet connection. The Production Editor or CLC chair can assist the WG with setting editing privileges for the manuscript. Any S.L.A.A. member in any part of the world with access to the Google drive via their web browser can view and comment on the draft if they are given access by the Production Editor or Conference Literature Committee (CLC) chair. Limiting access to the Google doc keeps the volume of comments from getting unmanageable. We try to strike a balance between too much feedback and not enough feedback.

The features of Google doc are automatically available since they are webpage-based — there’s no extra computer software to buy. Robust tracking of changes and comments is built in. Detailed instructions for how to use Google docs are [here](#).

A Sense of Style — Our fellowship has developed a particular style over the years. It is described in the [S.L.A.A. Style Guide](#). This is a living document that will continue to be updated. The S.L.A.A. Style Guide is a set of standards for authors and writing groups

that allows for individual creativity but assures our literature will be high quality and have a consistent style from publication to publication.

An Overview of the Process — New draft literature goes through a number of stages as it is reviewed, edited, submitted for conference approval, and finally published. The entire process is presented as a [flowchart](#). Here is a screenshot from that document illustrating the first steps in the process:



First Stop: the Conference Literature Committee (CLC). All new draft literature goes to the CLC first. New literature is submitted on a short form available from the CLC. Here is the link to download the [“Proposal Form for New S.L.A.A. Literature.”](#)

The CLC evaluates every proposed piece of literature. An author or writing group provides short answers on the proposal form to the following questions:

1. What to call It? — Title of the proposed literature
2. What is it? — Brief description of the proposed literature
3. Why do we need it? — For example:
 - A. We do not have anything on this topic.
 - B. Existing S.L.A.A. conference approved literature doesn’t go far enough.
 - C. Proposed literature covers a topic that is already addressed by existing

literature, but does it in a unique way.

4. What does it look like? — An outline, listing the main points in the literature or a text sample with several paragraphs of the proposed literature.

The CLC considers some aspects of your proposal other than the ones listed above. For example, “Does the proposed literature align with our program principles? Do we already have a similar project in process with another writing group?” Here is a detailed [summary](#) of things we consider in coming to a decision about whether the proposed draft is needed and should be further developed.

If the CLC decides NOT to advance the proposed literature, the CLC will communicate with you and you may choose to revise the proposal and resubmit it. You or the writing group has the right to appeal the decision of the CLC. There is an [appeal procedure](#).

If the CLC decides TO SUPPORT the development of the proposed literature, it is passed to the BPDC for their approval. If they approve, then CLC will assign it a project number. The number is important because the title of the writing project may change over time; the project number is fixed and does not change.

Newly proposed literature will get a sponsor assigned by the writing group. That person is called the [CLC Production Editor](#). They are a liaison between the CLC and your writing group. The production editor will stay in touch with you as you continue to work on your project. They report back to the whole CLC how things are progressing with the review and editing of your draft. The draft will be converted into a Google doc format and posted on the CLC Google drive in a separate folder designated for the project. This avoids the confusion that might occur if there were multiple copies of the same document in different places with different content.

1st Level of Review — Once the proposed draft literature has been assigned a project number and is placed into the S.L.A.A. Google drive by the CLC, it is ready for the next step. Author(s), the writing group, and the CLC Production Liaison carefully review, comment upon, and edit the draft. When these individuals are satisfied with the draft, it is made available for feedback from other S.L.A.A. members. The CLC has a feedback form that can be completed online by members of the CLC and other members of the Fellowship. Feedback is received and reviewed by the writing group and desirable edits made to the draft based on that feedback. Here is the link to the [Feedback Form](#).

There are additional stages of review beyond the CLC level before a draft is presented as an Item For Discussion (IFD) at the Annual Business Meeting (ABM) then eventually as a motion at the ABM. However, the process outlined above should give you an idea

of the initial stages of how we work with a new draft piece of literature. Thank you for your service!

Why we use Google Drive and Google Docs

Because our documents go through many revisions, there will be many versions of any given document. Newest additional comments should be attached to the latest version of the document, not to the older version of the document. Version control is a critical aspect of the process of refining and publishing our Fellowship's literature. **We use Google Drive and insist on using Google Docs and the Google Docs file format** to store, manage, and control the different versions of draft literature that are being created. Coordination between the writing group or committee, the Conference Literature Committee (CLC) and the Agenda Review Subcommittee (ARS) is essential to the publishing process.

Every new piece of S.L.A.A. literature being developed will be stored by the CLC in a PROJECT folder on the S.L.A.A. Google Drive with a unique **project number** and project title. The CLC expects the writing group or committee to ensure that the most current version of the document is kept in this location. The writing group or committee is free to determine who has access to the document location. A member of the CLC will be available to help the writing group or committee with the Google Drive and document permissions.

Inside each PROJECT folder, you will find, or can create, a subfolder with the current draft of the document. We further suggest creating a spreadsheet listing the members of the writing group or committee with contact information and storing it here. In addition, a periodic progress report stored here is helpful. You may wish to create an OLD DRAFTS folder (although if you use Google Docs you can maintain versions within a single document). The CLC will assume the document at the highest level of the PROJECT folder is the current version of the document. Once the CLC approves the document, we will submit this version to the ARS which, after review, will submit to the ABM for conference approval.

We insist on storing drafts in the Google Docs format rather than any other word processing program. Google Docs is a free application available online. Also please refrain from submitting a PDF document without discussing first with your Production Editor and the CLC. We prefer using Google Docs because it provides a good way to

collaborate within and across committees. In addition, Google Docs can easily export to PDF, Word, and other formats. That said, we will accept drafts that are submitted in other document formats. However, you should be aware that your document will be converted, saved, and managed in the Google docs format, not your original format, on the S.L.A.A. Google Drive.

How to use the Google Docs Application

The HELP menu (visible at the top of the screen when you open any Google Doc) shows you how to work with Google documents. Google Docs is much like any other modern word processing application.

A useful guide to Google Docs can be found [here](#).