

# Cocaine Anonymous World Service



## Literature, Chips, and Format Committee Guidelines

Approved at the 2013 C.A. World Service Conference

## **Introduction**

The World Service Conference Literature, Chips, and Format (“LCF”) Committee reviews, edits, and submits literature to the WSC for approval. It is our function to facilitate the expression of our Fellowship's hope, faith and courage through the writing of material for distribution.

The literature we deal with is of the following types:

- A. The proposed item will expand the inventory of materials adopted by the Fellowship and aids membership in an understanding and application of the Twelve Steps of Cocaine Anonymous and the Twelve Traditions of Cocaine Anonymous.
- B. The proposed item carries the message of C.A. to the addict who still suffers.
- C. The proposed item supplies valuable information to the professional fields with whom addicts would most likely come in contact.
- D. The proposed item clarifies the nature of addiction to the general public and Fellowship.

C.A. literature is subject to the C.A. Pamphlet Approval Process, the C.A. Pamphlet Publication Process and the C.A. Book Approval Process, all of which are set forth below. Under the C.A. Pamphlet Approval Process, LCF is responsible for presenting any new literature or substantive changes to existing literature to the Conference for approval. Changes which are not substantive, such as correction of typographical errors, grammar, punctuation and formatting issues, are considered housekeeping matters and may be handled by LCF, working in conjunction with the World Service Office.

We welcome input and participation from the Fellowship. Please contact the LCF Chair via the World Service Office or by e-mail at [lcf@ca.org](mailto:lcf@ca.org).

## **Organization of the Committee**

The LCF Committee consists of a Chairperson, a Vice-Chairperson, two Co-Secretaries, one or more Trustees, one or more members of the World Service Office Board, and delegates and members of the Cocaine Anonymous Fellowship with a willingness and desire to serve. Members attend all committee meetings and assist in the writing, review and solicitation of literature submissions. They work closely with other committee members throughout the year via e-mail and conference calls.

LCF utilizes the Cocaine Anonymous World Service Manual guidelines regarding the WSC Committee officers' duties, qualifications & selection. In addition, LCF requires that the Chairperson and Vice-Chairperson have one full year of service on the WSC Literature, Chips, and Format Committee.

## C.A. PAMPHLET APPROVAL PROCESS

**Statement of Purpose:** The C.A. Pamphlet Approval Process covers pamphlets from the development phase through approval by the World Service Conference. The term “pamphlet” applies to pamphlets, booklets or other publications from 1 to 25 pages in length. It is the spiritual intent of this Process that it be followed in principle and as timely and as expeditiously as possible.

- Point 1:** The idea for the pamphlet is submitted to the World Service Conference (WSC) Literature, Chips, and Format Committee (LCF), accompanied by a rough draft whenever possible.
- Point 2:** LCF will review the submitted material pursuant to the guidelines set forth in the World Service Manual.
- Point 3:** If LCF is in favor of proceeding, it will bring a motion at the next WSC to approve the concept. If LCF does not approve the idea, no further action will be taken (other than responding to any referral(s) involved).
- Point 4:** The WSC votes on the motion to approve the concept. If the motion passes, it is considered a mandate to LCF to develop a draft and the pamphlet moves to Point 5. If the motion fails, LCF will re-review the concept and decide whether to modify it for re-submission to the WSC or remove it from the process.
- Point 5:** A subcommittee is formed to actively work together throughout the year on writing the pamphlet. A subcommittee chair is elected to facilitate the process and keep it moving forward. The subcommittee chair will provide the full LCF Committee with regular bi-monthly reports on its progress via e-mail and/or conference calls. If the full LCF Committee determines that insufficient progress is being made, the subcommittee chair may be replaced and/or the pamphlet may be reassigned to another subcommittee. Once the subcommittee has approved a draft, the pamphlet is forwarded to LCF with a signed release form.
- Point 6:** The full LCF Committee reviews the draft and may make revisions as needed. If approved by LCF, the pamphlet moves to Point 7. If not approved, LCF will return it to Point 5 or make a motion at the next WSC to remove it from the process.
- Point 7:** The approved draft is reviewed by the World Service Board of Trustees (WSBT) to ensure that there are no Traditions violations or other concerns that might affect Cocaine Anonymous as a whole. If approved by the WSBT, the pamphlet moves to Point 8. If the WSBT finds problems with the draft, it will provide a list of specific recommendations and the pamphlet returns to Point 6. The WSBT review process should take less than thirty (30) days to complete.

- Point 8:** Following approval by the WSBT, the pamphlet is promptly transmitted within (10) business days by the LCF Chair to the WSO, with a copy to the WSOB liaison, to arrange for professional editing. Professional editing should take less than thirty (30) days to complete.
- Point 9:** The professionally edited draft is returned by the WSO to LCF for approval within ten (10) business days of completion of the editing process. LCF will carefully review each of the editor's revisions solely to insure that the original meaning of the piece has not been changed. This review should be completed within ten (10) business days of receipt. Any edits which are deemed to materially alter the meaning of the piece may be rejected by LCF. Once LCF has approved the edited draft, the pamphlet moves to Point 10.
- Point 10:** The pamphlet is labeled "DRAFT" and distributed to the delegates by the WSO as a draft piece of literature with the legend: "This draft is pending WSC approval. We solicit your feedback." The draft should be accompanied by instructions regarding where and when to submit feedback. For categorization purposes, feedback should be limited to one of three options: (1) approve the draft as is; (2) refer the draft back to committee with specific comments; or (3) disapprove of the pamphlet project altogether.
- Point 11:** LCF reviews Fellowship feedback. If LCF determines that there are either no changes or only minor revisions needed, it will bring a motion at the next WSC to approve the pamphlet. If significant changes are needed based upon the collective conscience of LCF, the piece returns to Point 6.
- Point 12:** The WSC votes on the motion to approve the pamphlet. If the motion passes, the pamphlet moves to Point 1 of the separate C.A. Pamphlet Publication Process. If the motion fails, the pamphlet is considered referred back to LCF at Point 6 unless otherwise directed by the WSC.

## C.A. PAMPHLET PUBLICATION PROCESS

**Statement of Purpose:** As stated in the World Service Manual, the CAWSO Board as a whole shares responsibility for reviewing and publishing all WSO publications. The C.A. Pamphlet Publication Process covers publication of pamphlets following approval by the World Service Conference. The term “pamphlet” applies to pamphlets, booklets or other publications from 1 to 25 pages in length. It is the spiritual intent of this Process that it be followed in principle and as timely and as expeditiously as possible to fulfill our primary purpose, carrying the C.A. message to the addict who still suffers.

**Point 1:** Following Conference approval of a new or revised pamphlet pursuant to Point 12 of the C.A. Pamphlet Approval Process, the piece shall be forwarded to the World Service Office (WSO) by the Literature, Chips, and Format Committee (LCF) Chair. Unless otherwise specified by the WSO, files should be formatted in either pdf or Word format and transmitted via e-mail to the WSO, with a copy to the LCF Trustee. After verifying that the content of the piece complies with the action taken by the Conference, the LCF Trustee shall indicate his or her approval via return e-mail to both the LCF Chair and the WSO.

**Point 2:** Delivery should be completed within 30 days of the close of the Conference.

**Point 3:** Upon receipt from LCF, the WSO shall arrange for the piece to be published in hard copy and on the website, as appropriate, with the goal being to complete publication in both formats within 90 days following delivery of the piece by LCF. It is suggested that Points 4 and 5 of this process proceed simultaneously in order to meet this timeline. If this 90-day timeline proves unfeasible, the WSO and LCF will determine a mutually agreed alternative timeline.

**Point 4:** For publication in hard copy, pieces shall be laid out in pamphlet form by a WSO staff member, committee volunteer or third-party vendor. Before printing, the layout shall be submitted to the LCF Proofreading Subcommittee for final approval. If there are any errors, the LCF Proofreading Subcommittee will indicate the correction(s) to be made. Once the piece is in its final, correct form, the LCF Chair will authorize the WSO to proceed with publishing the piece in hard copy. The LCF Trustee’s signature indicating approval will also be required before publication.

**Point 5:** For publication on the website, pieces shall be laid out by the CAWSO webmaster, a WSO staff member or a committee volunteer. Before posting to the public portion of the website, the new web content shall be submitted to the LCF Proofreading Subcommittee for final approval. If there are any errors, the LCF Proofreading Subcommittee will indicate the correction(s) to be made. Once the piece is in its final, correct form, the LCF Chair will authorize the WSO to proceed with publishing the piece on the website. The

LCF Trustee's signature indicating approval will also be required before publication.

**Point 6:** The final wording and formatting (i.e., italics, bold type, paragraphing, etc.) of each piece, both in hard copy and on the website, shall be identical to that approved by the Conference. Non-substantive housekeeping issues may be addressed by LCF, working in conjunction with the WSO. If the World Service Office Board, as part of its responsibility for publishing all World Service publications, desires to make substantive changes to any piece of literature (i.e., altering the content in any way from what was approved by the Conference), the issue shall first be taken up with LCF. If LCF and the WSOB cannot reach agreement, the issue shall be brought to the next Conference.

## C.A. BOOK APPROVAL PROCESS

**Statement of Purpose:** The C.A. Book Approval Process applies to books, workbooks or other publications 26 pages or more in length. It is the spiritual intent of this Process that it be followed in principle and as timely and as expeditiously as possible. Since publishing technology and practices are evolving at a rapid pace, the practical application of this process may be revised by agreement between LCF, the WSOB and WSBT.

- Point 1:** The idea for the book is submitted to the World Service Conference (WSC) Literature, Chips, and Format Committee (LCF), accompanied by a brief description or outline whenever possible.
- Point 2:** LCF will review the submitted material pursuant to the guidelines set forth in the World Service Manual.
- Point 3:** If LCF is in favor of proceeding, it will bring a motion at the next WSC to approve the concept. The motion should include a brief outline or table of contents. If LCF does not approve the idea, no further action will be taken (other than responding to any referral(s) involved).
- Point 4:** The WSC votes on the motion to approve the concept. If the motion passes, it is considered a mandate to LCF to develop a draft and the book moves to Point 5. If the motion fails, LCF will re-review the concept and decide whether to modify it for re-submission to the WSC or remove it from the process.
- Point 5:** A subcommittee is formed to actively work together on the book throughout the year. A subcommittee chair is elected to facilitate the process and keep it moving forward. The subcommittee chair will provide the full LCF Committee with regular bi-monthly reports on its progress via e-mail and/or conference calls. If the full LCF Committee determines that insufficient progress is being made, the subcommittee chair may be replaced and/or the book will be reassigned to another subcommittee.
- Point 6:** If input from members of the Fellowship is required in order to complete the book, the subcommittee shall immediately prepare a flyer for distribution. The flyer should contain a summary of the project, a detailed description of the input requested (i.e., suggested topics to be addressed, number of words or pages, etc.), a submission deadline, instructions for sending the submission to the WSO, and a release form. Whenever possible, it is preferable that the flyer be approved by the Conference prior to distribution, but if this would cause a delay of 60 days or more, Conference approval is not required but the flyer should be approved by the LCF Trustee.

- Point 7:** All Fellowship input will be reviewed by the committee anonymously. Each submission is forwarded by the WSO to the LCF Trustee or such other individual as may be designated by LCF (the “designee”). The designee removes any information that might identify the author, assigns a reference number to each submission and forwards it to the subcommittee for review. The designee maintains a confidential record of all submissions that includes the assigned reference number and the author’s name and contact information. The designee also ensures that each submission is accompanied by a properly executed release form.
- Point 8:** The subcommittee reviews all submissions as they are received from the designee and determines by group conscience which submissions will be included in the book. If a subcommittee member recognizes the author of a submission and believes he or she cannot be impartial, he or she should abstain from voting on that particular submission.
- Point 9:** An initial rough edit of the book will be performed by subcommittee members. Although correcting spelling, grammar and punctuation is generally desirable, the subcommittee may opt in favor of preserving the author’s voice and the original flavor of the submission. Once the subcommittee has approved a draft, the book is forwarded to LCF.
- Point 10:** The full LCF Committee reviews the draft and may make revisions as needed. If approved by LCF, the book moves to Point 11. If not approved, LCF will return it to the subcommittee for revision, reassign it to a new subcommittee, or make a motion at the next WSC to remove it from the process. If the committee believes it is necessary to make substantive changes to the outline or table of contents initially approved by the Conference, the new book structure should be submitted to the Conference for approval before proceeding.
- Point 11:** The approved draft is reviewed by the World Service Board of Trustees (WSBT) to ensure that there are no Traditions violations or other concerns that might affect Cocaine Anonymous as a whole. If approved by the WSBT, the book moves to Point 12. If the WSBT finds problems with the draft, it will provide a list of specific recommendations and the book returns to Point 9. The WSBT review process should take less than ninety (90) days to complete.
- Point 12:** Following approval by the WSBT, the book is promptly transmitted within (10) business days by the LCF Chair to the WSO, with a copy to the WSOB liaison, to arrange for professional editing. Professional editing should take less than ninety (90) days to complete.
- Point 13:** The professionally edited draft is returned by the WSO to LCF for approval within ten (10) business days of completion of the editing process. LCF will carefully review each of the editor’s revisions to insure that they do not

change the meaning of the original language. This review should be completed within ninety (90) days of receipt. Any edits which are deemed to materially alter the meaning of the piece may be rejected by LCF. Once LCF has approved the edited draft, the book moves to Point 14.

**Point 14:** The book is delivered by the WSO to a professional book designer or typesetter, who will prepare the book for printing. This process should be completed within ninety (90) days of LCF's approval of the edited draft in Point 13.

**Point 15:** Once the book is in electronic form and ready to be printed, a copy of the proof is returned to LCF to review it for accuracy. Extreme care should be taken to ensure that the text does not differ from the draft approved in Point 13. In addition to proofreading for content, all formatting (including italics and bold fonts, as well as paragraphing) is double-checked. The WSO will serve as the intermediary between LCF and the third-party vendor, relaying all necessary corrections and updated drafts as expeditiously as possible. The WSO may also enlist other volunteers to assist with the proofreading process. Once LCF has approved the proof, the book moves to Point 16.

**Point 16:** The book is delivered by the WSO to the printer. Depending on the number of galleys available from the printer, one or more hard copies of the book are delivered to a proofreading subcommittee comprised of members of the WSOB, WSO staff and/or LCF selected by the WSOB based on their familiarity with the source material, proofreading skill and ability to complete the project in an expeditious manner. . Here again, extreme care should be taken to ensure that the text does not differ from the draft approved in Point 13. In addition to proofreading for content, all formatting (including italics and bold fonts, as well as paragraphing) is double-checked. The proofreading subcommittee shall prepare and submit a list of any necessary corrections within a reasonable time frame to be determined by the WSO.

**Point 17:** The WSO will then obtain and forward corrected proofs to the proofreading subcommittee. This process will be repeated as many times as necessary. Once the piece is in its final, correct form, the WSO will proceed with publishing the book. The LCF Trustee's signature indicating approval will also be required before publication.