

## **A.R.T.S. Anonymous' Literature Development/Approval Process**

*Approved by the World Service Conference, 2023*

### **Introduction**

The purpose of the A.R.T.S. Anonymous Conference Approved Literature Process is to create a body of A.R.T.S. Anonymous Literature that supports members' creative potential. This process enables the A.R.T.S. Anonymous program to gain the right to publish material and/or to post specific pieces of literature for distribution and/or for sale.

A sequence of reviews, successfully conducted is explained below. This will carry a piece of A.R.T.S. Anonymous Literature from draft proposal to final approval, by both the A.R.T.S. Board of Trustees and the A.R.T.S. World Service Conference. The A.R.T.S. literature thus gains the designation of A.R.T.S. Conference Approved Literature.

1. A concept for a piece of A.R.T.S. literature, or a first draft of all or part of an A.R.T.S. literature manuscript, can be submitted by any member, group or service entity of A.R.T.S. Anonymous. All A.R.T.S. Literature seeks support through a collaborative literature development process. A.R.T.S. literature reflects the principles of unity, anonymity and being self-supporting through our own contributions. Therefore a member submitting a concept or draft of all or a part of an A.R.T.S. Literature manuscript is asked to sign a letter of agreement: 1) releasing the manuscript to the "ownership" of A.R.T.S. Anonymous; and 2) willingness to recuse themselves from and defer to any committee's group conscience decision related to their work.

2. The Board of Trustees (BoT) Literature Committee considers the concept or manuscript in relation to overall literature development priorities and projects. Consideration is given to resources, time and skills. After discussing already existing literature, feasibility, and time needed to develop the project, the submission is positioned among other literature development projects.

3. Manuscript Development: The Literature Committee will determine the appropriate way to develop the manuscript. This will include providing writing and/or editorial guidelines. The committee may hire or contract a writer, translator and/or editor to compile and edit member submissions. Forming such a manuscript for the piece of literature is subject to terms approved by the Board of Trustees. The Literature Committee may include the originator of the concept or the manuscript, and also other A.R.T.S. members, to work with them on various aspects of the proposed project.

4. Following independent review by the Literature Committee and the A.R.T.S. Anonymous Board of Trustees, changes are made to the initial manuscript based on their editorial comments. These comments address the manuscript's grammar and mechanics, and also its adherence to the principles of the A.R.T.S. Twelve Steps, Twelve Traditions, and Twelve Concepts of Service, while retaining the concepts, intention and voice of the original author.

5. Following the guidance provided by the Literature Committee and the Board of Trustees, a near-final draft is produced for review by the Literature Committee. Additional revisions may still be incorporated.

6. The manuscript approved by the Literature Committee is sent to the A.R.T.S. Board of Trustees for review and approval. By tradition, the Board of Trustees accepts the responsibility to ensure the Fellowship that the spiritual principles of A.R.T.S. Anonymous have been adhered to throughout the work.

7. After having been approved by the A.R.T.S. Board of Trustees, the manuscript is presented by the Literature Committee at the next World Service Conference. To facilitate the feedback process of literature development, a manuscript for which Conference-approval is pending will be sent to registered Meeting Delegates two months before the World Service Conference. This will be accompanied by the *Guidelines for Reviewing A.R.T.S. Literature*. Comments from A.R.T.S. members are encouraged and will be considered by the Conference.

8. To receive "conference-approval," the manuscript must be approved by a 2/3 vote of all World Service Conference Delegates attending the annual World Service Conference meeting.

9. After considering copyright assignment and/or licensing agreements, and budgetary feasibility, the BoT determines the timing, production and distribution of the conference-approved literature. The final piece of A.R.T.S. Literature will carry a "conference-approved" label. If necessary, the BoT may return a manuscript to the Literature Committee for further development.

#### **Guidelines for Reviewing A.R.T.S. Literature**

These guidelines are sent to all those involved in the literature approval process, including the delegates. They are intended as a guide to review new and revised literature proposed to the Conference.

- A. The work is identifiably A.R.T.S. Anonymous in content and tone. It can include a single member's philosophy or point of view and reflects the "collective conscience" of A.R.T.S. Anonymous.
- B. The work is understandable by a broad-based audience.
- C. The work is responsive to identified needs.
- D. The work is grammatically and mechanically correct. Citations are accurate.
- E. The work adheres to the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.