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Editorial Policies for Developing Conference-Approved Literature

Approved by the Board of Trustees on May 16, 2026

PREAMBLE:

The first primary purpose of editing is for clarity. Most people know exactly what they want to say when they write something. Many people don't realize that what they write can also mean things that they didn't intend to say. A good editor helps writers say what they want to say without also saying something that they didn't mean to say. Good editors help writers to clarify what they are writing.

The second primary purpose of editing is space. Many people are not used to writing their thoughts and feelings. They use a voice when they write that is different from the voice they use when they are speaking. As a result, they use a lot more words and take a lot more space than is needed to make their point. An example of this can be to eliminate repetition that may "lose" a reader. A good editor helps writers say what they want to say. As a result, more people get a chance to share the space that is available on a printed page.

EDITORIAL POLICIES:

1. Content adheres to the Steps, Traditions and Concepts of Service

2. The work is identifiably A.R.T.S. Anonymous in content and tone

3. Adheres to the "Guidelines for Reviewing A.R.T.S. Literature" in the CALDAP (Conference approved Literature Development/Approval Process)

4. In the case of disagreement in editing and proofing, *The New York Times Manual of Style and Usage* be used to resolve such questions or issues

5. Respecting Authorship and Copyright

- Content needs to reflect the "collective conscience" of A.R.T.S. Anonymous but can include a member's personal philosophy or point of view
- Respects the concepts and intentions of the original author or group (CALDAP)

6. Reflects Experience, Strength and Hope (ESH)

- Recovery stories or essays by members use the model of what it was like, how the program helped and what it is like now, including any aspect of a "spiritual awakening"

7. Consistency in Tone

- Use clear language. When a topic or idea is complex, provide examples using plain language.
- Use active voice when possible.
- Within the appropriate context, use the third person (except for personal ESH), and avoid second person language.

8. Use of A. I. (Artificial Intelligence): As of this writing, any use of A.I. in editing A.R.T.S. material is expressly prohibited.

9. Editorial Qualifications

Project Description: The Literature Committee provides a description of the specific project to be edited. This description seeks approval from the board. When it is completed, it is distributed to the fellowship through the WSO.

- 12 Step Guide: someone with experience in ARTS and the 12-steps is perhaps the first thing we look at before their technical expertise as an editor
- Editing can be organizing and combining points of view into a harmonious package that looks like a book that is ARTS in content and feeling
- Editing of personal experience, strength and hope submissions to retain the original voice of the author

Job Requirements

- All editors are required to have at least 3 years in A.R.T.S. and a total of at least 5 years in any 12 Step Program
- Willingness to carry out the Editorial Policies
- Agreement to follow the Literature Developmental Approval Process for Conference Approved Literature
- Commitment to work with Literature Committee, the Board and the World Service Conference
- Preference for having editorial experience in a general publication but not required.
- Demonstrate the ability to convert writing into plain language

Hiring Process

- Preference for an experienced editor, but open to a first-time hire of someone who has the education, background and willingness to learn on the job
- Ask in application and during interview: how would they do the job?
- Edit a sample submission to demonstrate editing ability

Compensation

- Compensation depends on mutual agreement with the Board of Trustees
- Terms or details of the agreement may depend on the size and complexity of the project, and the experience of the editor