

Editor Job Description – A.R.T.S. Anonymous Steps Guide

Approved by the Board of Trustees on May 16, 2026

The successful applicant will carry out the following:

- 1) Review relevant material, including the submitted manuscript and its organization, the Conference-Approved Literature Development/Approval Process (CALDAP), and A.R.T.S. Editorial Policies. As the text of the Step Study guide was written by a committee, there is no requirement to retain the original voice of the author.
- 2) Submit to the Literature Committee an outline - an organized sense of the completed work. The outline will include the identification of areas where text:
 - € Is missing (holes/gaps), and recommendations for material to fill these areas
 - € Needs a heavier degree, medium degree, or lighter degree of editing
 - € Any other areas of the text the editor identifies and brings to the Committee
- 3) Work in cooperation with the Literature Committee to agree on a timeline for drafts and the final product. This includes the following:
 - € Making recommendations for ways to add, revise or subtract material
 - € Suggesting assignments for writing new material or revising existing material, such as by the editor, Literature Committee members, or other members in service to A.R.T.S. Anonymous
 - € Compiling material according to the outline, feedback, and timeline to make drafts ready for review
 - € Revisions and further editing as needed
- 4) Work in cooperation with the Literature Committee's feedback from the Board of Trustees and the World Service Conference to gain final approval