**Specifications for Submissions of Translations***(draft)*

**LICENSE**

 In order to complete the submission of a copyright manuscript for publication, the Translator/s need to have a current Translation License Agreement with WSO. If this is not the case, please contact pubsupport@acawso.org to notify them of your translation and complete the License Request form on the website <https://acawso.org/translations> and look under Resources, or go directly to <https://acawso.org/translations/translation-license-application/> and fill in the form there. Once Publishing has become aware of your translation, this will result in a Translation License Agreement being sent to you for signature. A completed License Agreement is needed from all members of the translation team.

 While a license is not needed for translations of free literature (available via the Free literature section of the WSO website), just the contact information (name and email) of the translator, this is usually the start of the translation process, so it is useful to complete the license at the start of the translation process, so that WSO Translation Support staff can ensure you are aware of all the resources available to you to perform this important work.

**SUBMISSION**

**SUBMISSION PROGRESS CHECKLIST**

I**nitial Submission**

1. translation license ✓
2. metadata downloaded and translated ✓
3. translation files (indicate which of the following):
* WSO Google Drive File Publication
 *file name e.g. SMR or BRB*
 **OR**
* the publication submitted in the submission format ✓

**Pre-Press Tracking**

1. Typesetting document typos submitted
for correction ✓
	* + - Version number submitted for typesetting corrections ✓
			- Cover Version number submitted for typesetting corrections ✓

**Sign Off for Printing**

1. Final sign-off from translation team as ready to print – this triggers the print process ✓

When a manuscript is ready, it needs to be submitted to Publishing in the format needed to be ready for conversion to InDesign, the format used for book-printing, and set up for e-book, which work is done for WSO Publishing by specialist contractors, usually specialists who also speak the language of the translation. Here is the checklist that needs to be completed so that it is ready for this process. ***checklist link alongside in the box (this should be something they can save and return to as things progress – we will need something they can find and track, so some sort of findable naming convention?)***

**ADDITIONAL ITEMS FOR MANUSCRIPT TRANSLATION PRIOR TO SUBMISSION**

 Please note that there are also specific requirements for submitting the text for the images as well as any metadata, and the alt-text for those with sight problems. This needs to be supplied separately from the text, using the specific form for each publication. Please download and complete the template for the publication you are translating from here ***metadata link (this will require a drop-down to select the correct metatdata/alt-txt/image description file for them to download from the WSO Google Drive > Publishing Business Operations > Metadata, Image descriptions & Alt-text to choose the correct publication file)*** then submit it as indicated here.

 This forms part of the checklist to ensure that all content is complete before the documents are submitted.

**PROOFREADING**

Once the complete set of documents for the publication have been submitted, the assembled manuscript will be created in InDesign – the format used for printing. **Once this document has been created by the specialist contractor, *the Translation Team will then need to proofread it*,** as only they can recognise errors in the language.

Publishing Staff will contact the Translation Team Coordinator when the document is available, and arrange to give the team members access to this document for final proof-reading and corrections of any typographical errors (typos) that may have occurred in the conversion. This process repeats until such time as the Translations Team leader signs off the InDesign document as correct. *Please note that the document is locked for content editing at this stage, no changes to content are possible once the conversion has been done.*

This is also a time-sensitive process, as a specialist contractor is used to do the conversion to the print format, and corrections of any typos are part of the contract. It is therefore important that the Translations Team gives accurate indications of when they can complete the proof-reading process, as this work is booked in advance and paid for by WSO, whether the booked time is used or not.

**Specifics for Free Literature (available on the WSO website)**

The unformatted Word document needs to be supplied, using the ***Publishing Intake Form*** using the language code (see list of codes) and English document name, such as HI\_12Steps; ES\_Other\_Laundry\_List; DE\_Emotional\_Sobriety

*Note: Publishing may request that the typeset document is proofread by the translation team to ensure it is free from typesetting errors (typos).*

**For WSO TRANSLATIONS of Publications (i.e. where the translation resides on the WSO Google Drive)**

1. Please download and translate the metadata, descriptions of the images and alt-text template for the publication you are translating from here ***metadata link (this will require a drop-down to select the correct metatdata/alt-txt/image description file for them to download from the WSO Google Drive > Publishing Business Operations > Metadata, Image descriptions & Alt-text to choose the correct publication file)*** then submit it as indicated on the submission checklist.
2. Please indicate the name and language code of the publication on the WSO Google Drive. Please note that the files will now be locked to prevent any further content editing.

**For All MANUAL Translations of Publications
(where the translation was not supplied by WSO)**

1. Please download and translate the metadata, descriptions of the images and alt-text template for the publication you are translating from here ***metadata link (this will require a drop-down to select the correct metatdata/alt-txt/image description file for them to download from the WSO Google Drive > Publishing Business Operations > Metadata, Image descriptions & Alt-text to choose the correct publication file)*** then submit it as indicated on the submission checklist.
2. Please upload one set of unformatted\* Word-documents, as specified for each publication as listed under the headings below. Unformatted\* means that:
* the text contains only bold (headers, sub headers), normal or italic (continuous text)
* No images (these need to be supplied in the templates provided)
* No lines in headings and footer/end notes (although the lines as placeholders for text can still be used)
* No formatted footnotes/end notes (only plain text and normal superscript numbers in the text)
* No first line indents for each paragraph
* Free of any double or triple blanks, line breaks, tabs

Please replace ?? in the chapter titles with the International Language code (***dropdown list***) for your language, for example LT for Lithuanian, EL for Greek, HI for Hindi, so WSO can distinguish the translations for each language.

**Specifics for the Fellowship Text,** *usually called the* ***Big Red Book* (BRB)**

The documents listed above under For All Books need to be supplied, as follows:

Each chapter of the book needs to be submitted as a separate Word document, 30 chapters in total, named in English as follows:

0.0\_??\_BRB\_Titlepages
0\_??\_BRB\_Introduction
1\_??\_BRB\_Chapter1

2\_??\_BRB\_Chapter2

3\_??\_BRB\_Chapter3

4\_??\_BRB\_Chapter4

**. . .**

19\_??\_BRB\_Chapter19
20\_??\_BRB\_Handbook
21\_??\_BRB\_AppendixA
22\_??\_BRB\_AppendixB
23\_??\_BRB\_AppendixC
24\_??\_BRB\_AppendixD
25\_??\_BRB\_Index
26\_??\_BRB\_Notes

27\_??\_BRB\_Metadata

28\_??\_BRB\_Image text

29\_??\_BRB\_Alt\_text

**Specifics for the 12 Steps Workbook,** *often called the* ***Yellow Work Book* (YWB)**

The documents listed above in For All Books need to be supplied, as follows:

Each chapter of the book needs to be handed over as a separate Word document, 16 chapters in total, named in English as follows:

0\_??\_YWB\_Introduction

1\_??\_YWB\_StepOne

2\_??\_YWB\_StepTwo

3\_??\_YWB\_StepThree

**. . .**

12\_??\_YWB\_StepTwelve

13\_??\_YWB\_Appendix

14\_??\_YWB\_Metadata
15\_??\_YWB\_Image text

16\_??\_YWB\_Alt\_text

**Strengthening My Recovery,** *often called the* ***Daily Reader* (SMR)**

The documents listed above in For All Books need to be supplied, as follows:

Each chapter of the book needs to be handed over as a separate Word document,

0\_??\_SMR\_Introduction

1\_??\_ SMR\_January

2\_??\_ SMR\_February

3\_??\_ SMR\_March

4\_??\_ SMR\_April

**. . .**

11\_??\_ SMR\_November

12\_??\_ SMR\_December

13\_??\_ SMR\_Index

14\_??\_ SMR\_Foundation Literature
15\_??\_ SMR\_Metadata

16\_??\_SMR\_Image text

17\_??\_SMR\_Alt\_text

**Laundry List Workbook (LLWB)** *sometimes called the* ***Traits Workbook***

The documents listed above in For All Books need to be supplied, as follows:

Each chapter of the book needs to be handed over as a separate Word document, 18 chapters in total, named in English as follows:

0\_??\_LLWB\_Foreword

1\_??\_LLWB\_Trait1

2\_??\_LLWB\_Trait2

3\_??\_LLWB\_Trait3

4\_??\_LLWB\_Trait4

5\_??\_LLWB\_Trait5

 **. . .**

14\_??\_LLWB\_Trait14

15\_??\_LLWB\_Appendices

16\_??\_LLWB\_Metadata

17\_??\_LLWB\_Image text

18\_??\_LLWB\_Alt\_text

**Loving Parent Guidebook (LPG)**

The documents listed above in For All Books need to be supplied, as follows:

Each chapter of the book needs to be handed over as a separate Word document, 26 chapters in total, named in English as follows:

0.1\_??\_LPG\_FirstSection

0.2\_??\_LPG\_Introduction

1\_??\_LPG\_Chapter1

2\_??\_LPG\_Chapter2

3\_??\_LPG\_Chapter3

 **. . .**

22\_??\_LPG\_Chapter22

23\_??\_LPG\_Appendices

24\_??\_LPG\_Metadata

25\_??\_LPG\_Image Text

26\_??\_Alt\_Text

**A New Hope (ANH)** *sometimes called the* ***Beginners Handbook***

The documents listed above in For All Books need to be supplied, as follows:

Each chapter of the book needs to be handed over as a separate Word document, 23 chapters in total, named in English as follows:

0\_??\_ANH\_Introduction

1\_??\_AND\_Chapter1

2\_??\_AND\_Chapter2

3\_??\_ANH\_Chapter3

4\_??\_ANH\_Chapter4

5\_??\_ANH\_Chapter5

 **. . .**

14\_??\_ANH\_Chapter14

15\_??\_ANH\_Chapter15

16\_??\_ANH\_Chapter16

17\_??\_ANH\_Chapter17

18\_??\_ANH\_AppendixA

19\_??\_ANH\_AppendixB

20\_??\_ANH\_AppendixC

21\_??\_ANH\_AppendixD

22\_??\_ANH\_AppendixE

23\_??\_ANH\_Metadata
25\_??\_ANH\_Image Text

26\_??\_ANH\_Alt\_Text

Adult Children of Alcoholics World Service Organization Inc.

Translation Publishing Intake Submission Form

To be submitted by the translation team on completion of the translation
*Please fill out one Intake Form per publication by using the form below.*

WSO's Publishing staff aim to get back to your translation team within 3 weeks from time of request with a proofreading schedule.

LEGAL DISCLAIMER By filling out this form, personal data will be collected by Adult Children of Alcoholics© World Service Organization. There is no unauthorized sharing of the data outside the organization.As a user you have the right to request for the deletion of the collected data as well as the right to rectify any erroneous information at any time.

**Please note all books will be typeset and prepared for e-book, and the translation team will need to proofread the typeset document and indicate any corrections.
The translation is not complete until it has been signed off as “ready to print”.**

**Translation Team Details**

*Translation team leader/representative Name \* Translation team leader/representative Email \**

Do all members of your translation team have a valid Translations Agreement? \* Yes No

*All members of your translation team are required to have a valid Translation License Agreement. If this is not the case, please refer to the Submission Specifications document for the process to obtain the necessary licenses.*

Has the translation been done with the involvement of an Intergroup or Other Service Group

*Intergroup name and number if known \*\** ***\*\*\*\* If yes is selected by the user a drop down should open for them to enter the name/ number, the alternative is an open field where they can enter the group name if WSO Sponsored e.g. Spanish Unity Team***

**Translation Details***Name of publication \*possibly a drop down list?\** Translated language of the publication \*

Have you completed the Additional Translations Documents (Metadata, Image text, alt-txt) Yes No

 Completion date of the translation \*

*(dd-mmm-yyyy)*

Is the translation you are submitting free literature available via the https://adulchlidren.org website
a WSO-supplied translation on the WSO Google drive or a manual translation, you are supplying the documents

If free literature, please upload the file

*(insert file name to be uploaded)*

If a WSO-supplied translation on the WSO Google Drive, please upload the Meta data, Image Descriptions & Alt-text file

*(insert file name to be uploaded)*

**OR**

If a manual translation, what source edition has been used for the translation of the publication?
Eg. *be* Twenty-first printing of the BRB. *(This information can found on the copyright page of the book* \*  *(dd-mmm-yyyy)*

Please select and upload the manual translation chapter files as per the list in the submission specification document

*(insert file names to be uploaded)*

Please indicate that you understand that the translation will now be locked on receipt of this form, no further content changes will be accepted .

Proofreader Names and email addresses

*(name) (email address)*

Submit