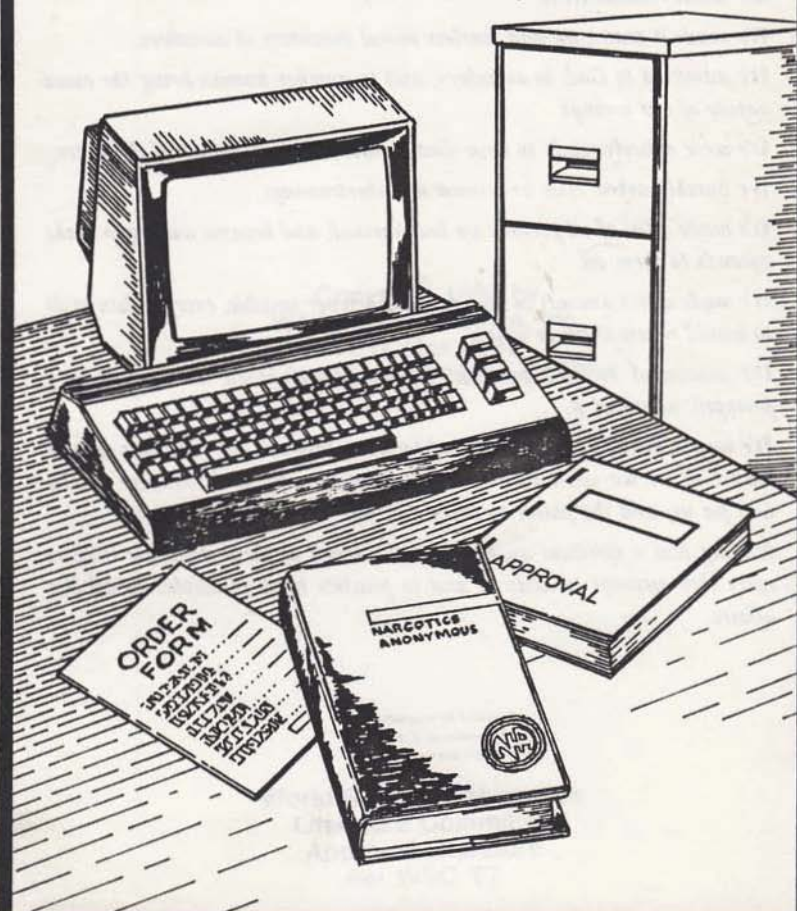


Handbook  
for  
Narcotics  
Anonymous  
Literature Committees  
NEWLY REVISED



## THE TWELVE STEPS OF NARCOTICS ANONYMOUS

1. *We admitted that we were powerless over our addiction, that our lives had become unmanageable.*
2. *We came to believe that a Power greater than ourselves could restore us to sanity.*
3. *We made a decision to turn our will and our lives over to the care of God as we understood him.*
4. *We made a searching and fearless moral inventory of ourselves.*
5. *We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.*
6. *We were entirely ready to have God remove all these defects of character.*
7. *We humbly asked Him to remove our shortcomings.*
8. *We made a list of all persons we had harmed, and became willing to make amends to them all.*
9. *We made direct amends to such people wherever possible, except when to do so would injure them or others.*
10. *We continued to take personal inventory and when we were wrong promptly admitted it.*
11. *We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us, and the power to carry that out.*
12. *Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.*

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## Handbook for Narcotics Anonymous Literature Committees

NEWLY REVISED

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World Service Office, Inc.  
P. O. Box 9999  
Van Nuys, California 91409  
U.S.A.

World Service Conference  
Literature Committee  
Approval Literature  
For WSC '87

## DEDICATION

This handbook is dedicated to the generation of literature for the Program of Narcotics Anonymous. So that others may experience the freedom in recovery from addiction that we have found, we dedicate ourselves to carrying the message in written form. We pray:

"God, grant us knowledge that we may write according to Your divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours—in order that no addict, anywhere, need die from the horrors of addiction."

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## INTRODUCTION

The effort to develop literature for the Program of Narcotics Anonymous is an ongoing one. Any addict who has found recovery through the Twelve Steps of N.A. is welcome to contribute to the generation of new literature. This handbook is intended to provide an overall description of the functions of N.A. literature committees and inform N.A. members how they can contribute thoughts and ideas for N.A. literature and, if desired, get involved in a literature committee.

There are literature committees which function at each of the various levels of service. An N.A. member, interested in serving in the field of literature, generally starts out by attending a local or area literature committee meeting. There are several different duties fulfilled by literature committees which can be found in the sections describing each type of literature committee. *But the most important function of a literature committee is making sure that every group has literature on its table.*

The revision of this handbook was accomplished by the World Service Conference Literature Subcommittee. The original handbook, published in 1980, served as the basis. Necessary updates and additions were made based on the experience of those who have participated in the Literature Committee, striving to carry the message of recovery in written form.

Over the years, the WSC Literature Subcommittee has evolved and grown. We believe this process is indicative of the tremendous growth and maturation which has occurred within the Fellowship of Narcotics Anonymous as a whole. Many area and regional literature committees have sprung up all over the U.S. and interest is now being generated in other countries. It is our hope that this handbook will provide guidance and assistance for all N.A. members who desire to carry the message, in written form, to still-suffering addicts.

One final thought we offer is to keep foremost in mind our primary purpose which is to carry the message to the addict who still suffers. We urge you to follow the service structure of Narcotics Anonymous and keep in touch with the literature committee at the next level of service. The World Literature Committee is eager to work with you and exchange ideas and suggestions. We hope you will find service in this capacity as stimulating and rewarding as we have found it. With these thoughts in mind, we would like to welcome you to the field of literature and extend our very best wishes for your continued recovery from the disease of addiction as well as your efforts to carry the message to other addicts. May a Power greater than yourselves guide you and bless you always.

## MATERIAL CONTRIBUTED BY INDIVIDUAL MEMBERS

All N.A. members are welcome to share their experience, strength, and hope in the written form. The World Literature Committee is always glad to receive original material from N.A. members. The material may be as little as one line, a few paragraphs, or an entire pamphlet or booklet. Shared perspectives, topic-related material, experience with applying the Twelve Steps and Twelve Traditions and other aspects of N.A. recovery are all appropriate. Some of us write down our thoughts about the program and our recovery. Occasionally we also experience an awareness, or hear something which inspires us in our recovery, and we also note those on paper. Sharing these notes helps us bring out the message of our program in a form which is useful to other recovering addicts.

We ask members to send in all material without worrying if it is "any good." There are professional editors and members of the literature committee who can correct spelling and punctuation errors. If you have a local literature committee in your area, attend the meeting and ask for help. Here are some general guidelines which should be followed:

1. Eliminate profanity so that no institution can keep our material from recovering addicts.
2. Focus on N.A. recovery. Refer to specific treatment agencies, religious groups, or other Twelve Step programs only in a general way.
3. Avoid specific drug trade names.

All material created, whether by an individual, an area or a regional literature committee should be submitted to the World Literature Committee. Mail to the World Service Office, Inc., Attn: World Literature Committee, P.O. Box 9999, Van Nuys, California 91409. Your contributed material will be forwarded to the World Literature Committee, which then has the responsibility of reviewing the material and revising, editing, or accepting it as it is.

All material submitted must be accompanied by a copyright release form and becomes the property of the World Literature Committee. Copies of the appropriate release form may be obtained from the World Literature Committee Secretary or the back of this handbook (See Appendix A). Copies of the original material cannot be returned to the author. "Let go and let God."

## HOW TO FORM A LITERATURE COMMITTEE

When the need arises, and members of the Fellowship are supportive and ready to form a literature committee, select a date and schedule the first meeting. Be sure to approach your area or regional service committee and inform them of your plans to start a literature committee. This will help ensure recognition and support from your area or regional service committee.

Elected officers should be drawn from a core of members who regularly attend the committee meetings, and whose purpose is directed by the group conscience. Discretion should be exercised in the choice of officers so that the committee may have confidence in its trusted servants. In addition, those who choose to serve in this capacity should have adequate knowledge and experience with the principles of N.A. so that they don't commit themselves to duties they are unable to fulfill.

### DUTIES OF OFFICERS

The Chair is responsible for communicating with other officers of the committee to ensure continuity of effort. The Chair sets up and schedules regular meetings including the times, dates, and locations and directs the focus of the meeting. In addition, the Chair is responsible for making regular reports to the appropriate service committee (area or regional) and serving as a liaison between the World Literature Committee and the members in the area or region.

The Vice-Chair assists in all duties relating to literature work. S/he is a key figure in the structure of any literature committee. The Vice-Chair acts as Chair if, for any reason, the Chairperson is unable to attend literature committee meetings or fulfill the responsibilities of the position.

The Secretary records minutes of the literature committee meetings and maintains an active file of works in progress. S/he may recruit other members to assist in the performance of clerical duties, such as typing drafts of material and other input.

The Treasurer opens the bank account, keeps financial records, and makes regular reports to the committee.

A clear understanding of the duties of each of these officers is fundamental to a working committee. Literature committee members and officers should always be drawn from active N.A. members who attend N.A. meetings regularly.

### PURPOSE AND FUNCTIONS

The primary purpose of a literature committee is to carry the message of recovery in the written form to still-suffering addicts. There are several basic ways in which a literature committee can attend to this purpose. The

first, of course, is to provide literature for all of the N.A. groups in your area. Secondly, a literature committee may choose to compile, produce and distribute local meeting directories. In some areas these tasks are taken on by the staff of the N.A. office or other trusted servants. The important thing is not who does the job, but rather that it does get done. Most literature committees place large orders with either the regional service committee or the World Service Office. After receiving the order, the literature committee supplies the literature to the N.A. groups in the area. This is the most important function of a literature committee—making sure that every group has literature on its table. Another effective way of carrying the message of recovery is letting addicts know where to find N.A. meetings.

Some literature committees produce a local newsletter. Newsletters can help promote unity and growth within an area or region. The purpose of a newsletter is to carry the N.A. message to members in various ways. These ways may include personal stories of N.A. recovery, articles about the Twelve Steps, experiences with applying the principles of N.A. in recovery, and a calendar of local, regional and national events within the Fellowship. You can refer to the *Handbook for Narcotics Anonymous Newsletters* for more specific information about producing a local newsletter.

There are always new pieces of literature to be reviewed and/or approved. Regional and area literature committees are very effective means through which N.A. members can have an opportunity to see, evaluate, and comment on the new literature prior to approval. At your regular literature committee meeting, read through one of the new pieces of literature, and then ask the committee members to discuss their impressions of the piece. The chairperson of the committee generally takes on the responsibility of taking notes and summarizing the comments of the members.

It is important to remember that submitting input (comments and suggestions) does not mean rewriting a piece of literature or even providing specific language changes. The most valuable asset we can share is our experience of recovery from addiction. Do not feel as if you are required to be professional editors or writers, but rather share your thoughts and viewpoints about the conceptual development of each piece.

For example, in reviewing a new pamphlet, consider some of the following questions: Do you think it addresses the major ideas which should be addressed in a pamphlet on this topic? Can you think of any other important points which are not discussed in this pamphlet? Are there any sections which you feel are vague and need to be clarified or expanded? These are the general kinds of questions to be considered when reviewing new literature.

If your committee is reviewing more than one new piece of literature, we suggest you send in your input to the World Literature Committee as you accumulate it, rather than waiting until you have completely finished everything. It is much easier to copy, collate and file the input accordingly if it is received a little at a time.

One additional way area and regional literature committees may be of service is by assisting the World Literature Committee in developing new pieces of literature. The World Literature Committee Chair may ask your committee to generate some original material to be used in conjunction with other input on a project, or to take responsibility for completing a specific project. These assignments are always made by mutual agreement between the World Literature Committee Chair and the particular local literature committee involved. If your committee is interested in writing new recovery material for N.A. it is usually best to start by taking on a small project first. For further information, contact the World Literature Committee c/o World Service Office.

It is important to remember that members who contribute material need to "let go" and relinquish it unconditionally. All materials are subject to editing and specific language may be changed. With all N.A. literature, profanity should be omitted to ensure that the N.A. message is widely available. It is suggested that Literature Committee members refer to the Style Sheet for Literature Composition (see Appendix B) so that the language of new pieces of literature remains consistent. We must also be mindful of the Twelve Traditions. We are careful to avoid tradition violations which could lead to controversy and divert us from our primary purpose. All materials submitted should be related to some aspect of N.A. recovery and rooted in the experience of recovering N.A. members. Our goal is to develop material which genuinely reflects the principles of N.A. as a whole.

## LITERATURE COMMITTEE MEETINGS

Literature committee meetings are generally opened with a moment of silent meditation, followed by the Serenity Prayer. Roll is taken. The minutes of the last meeting are read, amended if needed, and approved. To set the tone of the meeting, the Chair presents the agenda. Drafts of work in progress can be read. Work from the previous committee meeting should be reviewed at each meeting, and continued until the project is completed. These general guidelines hold true for every literature committee function. When a literature committee is writing new recovery material, more specific guidelines are helpful. For further information on this, refer to the section entitled Recommended Procedures for Literature Workshops.

In the beginning, you will probably have to spend some time informing members as to the intent and purpose(s) of your literature committee. Hopefully, this handbook will eliminate the need for extensive preoccupation with the business aspects of your literature committee. The point of a literature committee is carrying the message of recovery. Supplying literature, compiling meeting directories, producing a newsletter, writing and reviewing new literature are some of the ways we do that.

All members should be encouraged to send in their ideas and perspectives as well as their personal experiences. All ideas are important. Copies of all material should be sent to the WSC Literature Subcommittee with an executed copyright release form.

Before ending the meeting, members should be informed of the time, date, and location of the next meeting. The Seventh Tradition is observed. It is customary to close with a prayer.

## FINANCES

Your committee will require funds to carry out its primary purpose. Each of the functions a literature committee fulfills has certain monetary requirements. If your committee starts a stockpile of approved literature for your areas or groups, you will need an initial sum to establish a literature inventory. Starting with a basic small order, literature can be bulk purchased and distributed to local groups or areas slightly above cost. The margin of profit can be used to cover shipping costs and increase the literature inventory so that no group is ever without literature. If you publish a newsletter and/or meeting directory, you will need funds for printing and distribution. If your committee emphasis is on reviewing existing material or generating new material, you may need money for office supplies, duplicating and postage.

If your literature committee is a standing subcommittee of the ASC or RSC, you should be able to request necessary funds when available. Literature committees also are frequently funded through literature sales. In rare situations, if the ASC or RSC is not able to support the literature subcommittee another option is suggested. You may approach the ASC or RSC about having the local activities subcommittee put on a fund-raiser for the literature committee. However, it is stressed that literature subcommittees are not fund-raising committees and these functions can easily divert us from our primary purpose.

Your committee treasurer should maintain a prudent reserve and forward the balance to the ASC or RSC so that the flow of funds is followed in accordance with our service structure. Donations received by the literature committee are held by the treasurer with regular accountings made to the committee.

Keep finance simple. Don't get too many things going at once. Put the spirit of the Fellowship first and remember that it is by our combined efforts that our message is carried.

## RECOMMENDED PROCEDURES FOR LITERATURE WORKSHOPS

### I. Preliminary planning

- A. The elected officers of the literature committee can conduct the workshop or meeting.
- B. Where there are no elected officers, choose members to conduct the workshop (chair, typist, file clerk, etc.).

### II. Topic outline

- A. Determine the topic of the material you will cover.
- B. List ideas your group thinks pertain to the topic.
- C. Out of the list, choose the major subjects for outline headings and subheadings.
- D. Choose a working title for the material.
- E. Type the topic outline and distribute copies to your committee members.

### III. Source material (Input)

- A. Gather and/or write material that pertains to the topic you have chosen. Type two or more copies of each source.
- B. Set one copy aside for the file.

### IV. First draft

- A. Mark the other copy as it pertains to the topic outline. The material can be marked by page, paragraph, sentence or phrase. Cross out material that doesn't apply.
- B. Cut the marked material and separate into piles by topic and item number.
- C. Take each pile and consider how the input can be arranged with some continuity. Consideration should be given to including useful information and omitting irrelevant material. Paste up the material on a piece of paper.

- D. When all the material is pasted up, type it. The typist should be free to make grammatical changes so that the work will proceed more quickly and yet still be subject to the group conscience after typing.

*Note: The cut and paste method can be very effective with some material and totally inappropriate for other pieces. Sometimes input received is well-written and complete. Cutting it apart may disconnect the logical sequence. With useable pieces such as these, it may be appropriate to proceed directly to the next section (V.).*

- E. The typed material is read before the group for evaluation and approval. Consider the draft in terms of the topic outline and the source material.

#### V. Second draft

- A. It is recommended the group be limited to four or five people and a typist or recording secretary. Your workshop may contain several such small groups.
- B. Pay special attention to the following:
1. Flow
  2. Content
  3. Omissions
  4. Redundancies
- C. Lay-out: Be sure the material includes an introduction, body, and summary. Sometimes moving a sentence or paragraph to a more appropriate position can effect greater clarity in the material.
- D. Flow reading: Each member holds a copy of the material. Someone rapidly reads the material, with no interruptions, while other members note desired changes on their copies. Avoid getting bogged down with grammar and punctuation at this point.
- E. The member reads through the material again, slowly. Discuss the changes noted during the previous reading.
- F. Limit the discussion to actual notes made during the reading. This helps to improve the material without being overly analytical.
- G. Continue the process of flow reading and discussion until the group is satisfied with the draft. The priority for editing should be grammar, punctuation, and finishing touches. Don't get too

bogged down with the editing. When your material is submitted to the World Literature Committee, it will be evaluated and edited before final distribution.

- H. On any material containing the Twelve Steps or Twelve Traditions (a full quote, not a paraphrase or excerpt), there is a requirement that proper copyright credit be given to A.A. The following specific language must be used:

Twelve Steps and Twelve Traditions reprinted  
for adaptation by permission of A.A. World  
Services, Inc.

#### VI. Third draft

- A. Take your completed draft to the full workshop group, and repeat the flow reading process until the larger group conscience is satisfied with the draft. Experience has shown that a larger group more accurately represents the needs and views of N.A. as a whole. This process works, and it yields a group conscience piece of material. Individual and group prayer is helpful.

#### VII. Records

- A. The chair or secretary should maintain original file folders with originals and copies of all drafts. In this way, no material is lost and it can easily be forwarded to the World Literature Committee.
- B. Members should maintain personal working files. They can be available to the chair or secretary if necessary.

#### VIII. Approval and distribution

- A. The finished work should be mailed to the World Literature Committee. The complete set of files should accompany the final draft. The World Literature Committee is responsible for evaluating the new material. In cooperation with the World Service Office, it is then distributed to all regional and area literature committees for review, input and final approval.



## DEVELOPING A FILING SYSTEM FOR RECORDS

Filing is an important part of literature work because as we accumulate material it gets harder and harder to keep track of it all. Paper work is the substance of our work in literature, and if we organize it, we are able to locate important material easily and avoid excessive revisions and duplication of effort.

The purpose of a filing system for literature-in-progress is to prevent irreplaceable losses. A filing system is an inherent aspect of the literature process; therefore, it needs to be developed accordingly. The filing system described below serves as a model to be adapted to the specific needs of individual committees.

The job of the librarian, who may also be serving as secretary, needs to be discussed. The files are the librarian's responsibility. Only the librarian and the committee chair should have access to the files. If this point is stressed, the chance of irreplaceable work being lost is diminished. It is suggested that the files never be left unattended unless they are locked.

The filing system should be developed with the idea in mind that it will be passed on to others. It needs to be as simple and understandable as possible.

The size and complexity of the filing system depends on the size of the project. In most instances, the system is divided into two major sections: administrative and work-in-progress. Administrative files contain minutes, names and addresses of committee members, release forms, and procedural guidelines.

Work-in-progress files are kept at each stage of the work. The reason for this is that if material is lost, one merely needs to backtrack one step rather than recreate the whole process. A set of files is created and maintained for each individual project. The set includes the original outline, the original paste-up, first typed draft, first workshop material, subsequent workshop material and typed drafts, and the final typed draft.

A copy of the final draft and all related material should be sent to the World Literature Committee. Each page should be numbered to avoid confusion.

The files should be maintained at least until the finalized version of the material has been approved by the World Service Conference.

## AREA LITERATURE COMMITTEES

An area literature committee performs many of the same functions as a regional literature committee. One of the most important functions is to link your local N.A. membership to N.A. as a whole through communication with the regional and world literature committees. A monthly report of goals and progress of the literature committee should be made at each area service committee meeting. In addition, the area literature committee chair should keep in contact and be involved with the regional literature committee so that the area literature committee can work in conjunction on various projects. Area literature committees often contribute to area or regional newsletters. They also assist the regional literature committee and the World Literature Committee by participating in the processes of creating and reviewing new literature.

## REGIONAL LITERATURE COMMITTEES

The functions of a regional service committee literature subcommittee may include stockpiling literature, producing a newsletter, compiling a meeting directory, and/or creating and reviewing new literature. The regional literature committee may meet separately, but should provide the regional service committee with regular reports of its goals and progress.

Either the chair or vice-chair of the regional literature committee should be in regular correspondence with the chairperson of the World Literature Committee. Minutes of meetings should also be sent to the World Literature Committee.

The regional literature chair serves as the liaison between the World Literature Committee and the areas and groups it serves. Information received from the World Literature Committee, whether personal correspondence, Fellowship Reports or *Newsline* announcements, should be made available to all members of the regional literature committee, as well as the chairs or representatives of the area literature committees.

Regional literature committees may divide work among their area literature committees to assist in completing projects delegated by the World Literature Committee. Both the chair and vice-chair should be appraised of area, regional, and World Literature Committee activities.

In the event the regional literature chair does not fulfill his/her duties, the vice-chair should assume the office and inform the World Literature Committee. This may be accomplished by majority vote of the regional literature committee.

## WORLD LITERATURE COMMITTEE

The primary purpose of the World Literature Committee is carrying the message of recovery in written form. The Committee coordinates the efforts of the various area and regional literature committees to ensure that duplication of effort doesn't occur, and that all materials generated are pertinent to recovery from addiction.

All materials written by local, area or regional literature committees are submitted to the World Literature Committee. This ensures that a new piece of literature doesn't merely reflect the viewpoint or opinion of one member, group, area or region, but reflects the principles of the entire Fellowship of Narcotics Anonymous.

The Literature Subcommittee of the World Service Conference consists of a Chairperson and Vice-Chairperson who are elected by the WSC every year. The committee includes a Literature Review Committee which is elected by the World Service Conference. Registered members also make up an important part of the World Literature Committee.

The duties of the Chairperson involve coordinating the efforts of all regional, area and special purpose literature committees throughout the world. The Chairperson is responsible for responding to inquiries of members relating to procedure or factual information bearing on the business of the Committee; for arranging the agenda of the Committee meetings; for being a co-signer of the Committee's bank account; for signing all certified copies of acts of the Committee; for making a report of the year's work at the World Service Conference; and for representing the group conscience of the World Literature Committee at the World Service Conference.

The duties of the Vice-Chairperson involve coordinating the various area and regional newsletters throughout the country, supporting and encouraging the growth and development of new area and regional literature committees and assisting inactive area and regional literature committees in becoming active. In addition, the Vice-Chairperson serves as Chairperson in the absence of the Chairperson; is a co-signer of the Committee's bank account and makes a report of the year's work at the World Service Conference.

The duties of the Secretary of the World Literature Committee include calling a World Literature Committee meeting to order in the absence of the Chairperson and Vice-Chairperson and presiding until the immediate election of a Chairperson pro tem. In addition, the Secretary keeps a record of all the proceedings of the Committee; signs all certified copies of acts of the Committee; is a co-signer of the Committee's bank account and compiles the minutes no later than two (2) weeks following the meetings of the Committee for distribution to the officers and members of the Committee.

The WSO Literature Coordinator works closely with the World Literature Committee Chair and is the liaison between the World Service Office and the World Literature Committee. This staff member fulfills a variety of duties in order to provide full staff support to the World Literature Committee. S/he is responsible for maintaining the Committee's files; keeping on file all committee reports; making the minutes and records available to members upon request; and conducting the routine correspondence of the Committee. The Coordinator also assists the Chairperson in making logistic arrangements for the meetings of the World Literature Committee and assists regional literature committees in holding workshops. These arrangements include renting an appropriate facility, securing typewriters and office supplies as well as procuring volunteers to help with registration, setting up, typing, etc. (Typewriters and other supplies such as paper, pens, staples, glue, dictionaries, etc., are often donated by local N.A. members.)

All new literature submitted to the Fellowship is routed through the World Literature Committee for evaluation and editing. A more detailed description of this process is contained in the approved Procedural Guidelines for the World Literature Committee (see Appendix C).

The WSC Literature Subcommittee maintains three sets of files. The Chairperson is responsible for the maintenance and upkeep of all administrative files. These include: bank statements and other financial records; Fellowship Reports; current mailing list; resources such as the service manual, rules of parliamentary procedure, etc.; WSC minutes; WSC Literature Committee minutes; minutes received from area and regional literature committees; and copies of all works in progress.

The Office Coordinator is responsible for the maintenance of the resource files. These include: material received from individual members, groups, area and/or regional literature committees on a variety of topics; articles from area or regional newsletters (from whom a release agreement has been received) on a variety of topics. The resource files are indexed by topic and used to assist in the creation of new pieces of literature.

The Coordinator also maintains the files of input received on various projects; copies of correspondence; and the archives of the WSC Literature Subcommittee. These include all original outlines, drafts and input received on pieces of literature approved by the World Service Conference. Within the World Literature Committee archives, one may find the files documenting the process of creating the Basic Text, the "story files" (all stories submitted, personal release forms and final approved versions), the files for *It Works: How and Why*, and the files for each of the approved informational pamphlets.

Once a piece of literature is approved by the WSC, the WSO Coordinator microfiches the paper copy files which are stored at the WSO with all of N.A.'s archives. All archival materials are kept in locked, fire-proof safes. In this way, the files cannot be lost in case of fire, vandalism or other unforeseen tragedy. The microfiched files are economical, convenient and easily accessible to the World Literature Committee.

## APPENDIX A

### ASSIGNMENT

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_, by and Between WORLD SERVICE OFFICE, INC., referred to as "Assignee," and \_\_\_\_\_ hereinafter referred to as "Assignor."

#### RECITALS

Assignor is the owner of material, information, notes, personal recollections, and other matter relevant to assignor's personal story of his or her experience with and recovery from drug addiction or use which is entitled \_\_\_\_\_. The Assignee heretofore first referenced is a California Non-profit Corporation operating as a service arm for an international Fellowship known as Narcotics Anonymous. It is the intention of said Assignee to use the experiences of persons once involved with drugs to assist those others who are seeking understanding and assistance in changing their own lives.

#### IT IS THEREFORE AGREED:

1. For valuable consideration, receipt of which is hereby acknowledged, Assignor hereby sells, assigns, and transfers to Assignee, without exception and without limitation any and all of Assignor's interests and copyrights and rights to copyright and rights to publish together with all rights to secure renewals, reissues, and extensions of such copyrights in said story or article, including any excerpt from or adaptation of said story.

2. Assignor hereby covenants, warrants, and represents to Assignee, and this Agreement is made in reliance thereof, each of which is deemed to be a separate covenant, representation, and warranty:

(a) Assignor is the sole owner of, and has the exclusive right to use said story and the copyright, free and clear of any liens, encumbrances, licenses, or claims of whatsoever nature, and has made no agreement with respect to said story or related material and/or its copyright which is in conflict with this agreement.

(b) No other copyright has been affected, nor has any other registration relating to copyright protection been made with respect to said story, except as hereafter set forth:

(if none, state none)

(c) Assignor agrees to hold Assignee completely and forever harmless from any liability whatsoever in connection with any use by Assignor of said story or excerpts or adaptations of same pursuant to this agreement.

(d) Assignee agrees to take all reasonable caution to protect the anonymity of the Assignor.

(e) This agreement shall be binding upon the Assignor's heirs, assigns, administrators, trustees, executors and successors in interest and Assignor agrees to authorize and direct his heirs and personal representatives to make and execute any instrument and perform any legal act that Assignee may think necessary to secure the copyright, or any renewal or extension thereof.

3. This agreement contains the sole and final agreement between the parties concerning the subject matter herein referenced and supercedes any and all other agreements either oral or written which are hereby expressly revoked and disaffirmed. It is specifically agreed that this agreement may be modified only in a writing signed by both parties.

IN WITNESS WHEREOF, the parties have executed this agreement at \_\_\_\_\_,  
State of \_\_\_\_\_, on the day and year first above written.

\_\_\_\_\_  
Assignor

\_\_\_\_\_  
Assignor (Spouse or Witness)

\_\_\_\_\_  
Assignee (World Service Office)

## APPENDIX B

### STYLE SHEET FOR LITERATURE COMPOSITION

<u>Use the word/phrase</u>	<u>In reference to (instead of):</u>
1. Clean	Condition of abstinence from drugs (sober, straight)
2. Clean time/recovery	Sobriety, arrested/inactive addiction
3. Addicts	People who are powerless over chemicals (speed freak, cocaine addict, pillhead, duster, alcoholic, drug-abuser, dual-addict, dope fiend)
4. Addiction	Active practicing, dependency
5. Using	Drugging, drinking, getting loaded, picking up
6. Recovering	Condition of ongoing spiritual growth (recovered)
7. Working/practicing/ living the steps	Taking the steps

## APPENDIX C

### PROCEDURAL GUIDELINES FOR WORLD LITERATURE COMMITTEE

Approved literature is the embodiment of the message of recovery developed by the Fellowship according to these policies. The World Literature Committee acts as the trusted servant for the Fellowship of Narcotics Anonymous in all matters pertaining to the development of literature. In the Guidelines below, the name of the Literature Committee is used to mean the Literature Committee acting for the Fellowship of Narcotics Anonymous.

Any member of the Fellowship can propose new literature. A proposal can be a simple letter suggesting a subject or title or it can be as comprehensive as a draft of a complete work. All proposals should be sent to the WSC Literature Committee at the World Service Office. A copyright release form should also be submitted along with all works written by any individual. Copyright release forms are essential if the Literature Committee is to give consideration to the item. The copyright release gives the Literature Committee the rights to the ideas, outlines, language and "story" suggested. Without a release, the Literature Committee does not have a legal right to use the idea or story and no work can be done.

The Literature Committee is comprised of a Chairperson, Vice-Chairperson, who also acts as secretary of the Committee, a Literature Review Committee and registered members. The Chairperson and the Vice-Chairperson are elected by the World Service Conference in accordance with the provisions of the N.A. Service Manual. As a means of encouraging Fellowship-wide participation in the Literature Committee, no more than two members from the same region may serve on the Literature Committee simultaneously, regardless of the manner by which members are selected.

1. There are seven (7) members of the Literature Review Committee (LRC). Before members are considered for the LRC, they will have gained and demonstrated in prior service work their knowledge and understanding of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through service at area, region and/or world levels for a period of at least five (5) years, three (3) of which were directly involved with literature committees. Our experience has shown that those involved in service for these longer periods of time have demonstrated the ability to complete lengthy commitments and usually bring a deep understanding of recovery through the Narcotics Anonymous Program. These individuals share valuable perspective and experience in living the N.A. principles which is then reflected in the literature produced by the World Literature Committee. Many lessons have been learned throughout the history of the Literature Committee, resulting in more effective methodologies and these Guidelines. In or-

der to benefit from this experience, there is a great need for continuity among the members of the Literature Committee. In an effort to promote such continuity, members of the Literature Review Committee, except for the appointees of the Chairperson, serve for three years.

A. Three (3) members of the Fellowship are elected by the World Service Conference. These members may be re-elected for consecutive terms to the Literature Review Committee.

B. One member of the Committee shall be a member of the Board of Trustees appointed by the Board in such manner as they may select. The Trustee member serves as a regular member of the Literature Review Committee, except that s/he presides over the meetings of the World Literature Committee and further acts as a liaison to the WSB. The Trustee member will normally be found to have considerable experience (four or more years) in literature development.

C. The Chairperson of the World Literature Committee is a member of the Literature Review Committee.

D. Two (2) members are appointed by the World Literature Committee Chairperson to serve for one-year terms. These members may be reappointed by succeeding Chairpersons. In order to utilize the experience and knowledge gained through involvement with literature development, previous members of the World Literature Committee will frequently be found to be appointees by Chairpersons.

2. There are twelve (12) registered members of the World Literature Committee. One of these is the Vice-Chairperson of the World Literature Committee. These members demonstrate their interest and ability in literature work, as well as knowledge and understanding of the Twelve Steps and Twelve Traditions, through prior service on area or regional literature committees for a period of at least three years.

A. Five (5) registered members are selected by the World Service Conference by election to serve for one year. Each registered member may be re-elected at a succeeding World Service Conference. The registered members elected are chosen from regional service representatives attending the Conference, previous RSR's or previous registered members of the World Literature Committee. Regional service representatives elected to serve as registered members of the World Literature Committee continue to serve as registered members for a full year from the end of the World Service Conference at which they are elected, regardless of their term of office as a regional service representative.

B. Six (6) registered members are selected by the World Service Conference by drawing to serve for one year. Each year, prior to the World Service Conference, eligible regional service committees may nominate a member of the Fellowship from their region to be selected for membership as a registered member of the World Literature Committee. The six members are randomly selected by a drawing at the World Service Conference from these nominees. In order to promote the widest possible participation in the

World Literature Committee, registered members selected by drawing are not eligible for selection in the same manner the following year and the region from which the member was selected cannot submit a nominee for the following year.

C. The Vice-Chairperson of the World Literature Committee is a registered member, coordinates the activities of the registered members and presides over any meetings of the registered members.

The World Literature Committee receives a variety of proposals from N.A. members, groups and service committees. These proposals reflect a full range of specialized publications representing the principles and philosophies of the Narcotics Anonymous Program. In the evaluation of literature proposals, the Literature Committee uses the following criteria in determining if a particular piece of literature is appropriate.

1. The proposed item will expand the inventory of materials adopted by the Fellowship that aid members of the Fellowship in an understanding and application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

2. The proposed item carries the message of Narcotics Anonymous to the addict who still suffers from active addiction.

3. The proposed item supplies valuable information to the professional fields with whom addicts would most commonly come in contact.

4. The proposed item clarifies the nature of addiction to the general public.

The Literature Committee reviews all proposals received each year. An outline of each item is included with a summary of the work to be considered. The members of the Literature Committee indicate to the Chairperson which projects they feel are the most important to be finalized in the upcoming year. These responses are then used in the preparation of a prioritized worklist which is submitted, with other Conference materials, 90 days prior to the World Service Conference. The prioritized list reflects a manageable number of projects on which the committee plans to work in the upcoming year. The World Service Conference may then adopt the list as recommended, amend the list, add or remove proposed items from the list prior to adoption.

Once a project is approved as part of the priority list, the Literature Committee undertakes to develop or have developed the specific items of literature. Depending on the nature of the project, the Literature Committee Chairperson may assign an item to a local, area or regional literature committee; the Literature Committee may complete the work themselves at a workshop or conference; or have it done by other individuals such as professional writers or editors.

Drafts completed by any of these means available to the Literature Committee are thoroughly evaluated by the Literature Review Committee. The Literature Review Committee recommends any changes they conclude are appropriate. Before the final draft is complete, the recommended

changes are made at a World Literature Conference, special workshop, by an appointed ad-hoc committee or a professional writer/editor. At such time as the Literature Review Committee is satisfied that the draft meets criteria, the proposed item is forwarded to the registered members for further evaluation.

The registered members evaluate draft literature, recommending any changes they feel are appropriate. If a majority of the registered members recommend any change(s), the recommended change(s) are then evaluated by the Literature Review Committee. If the LRC concurs with the recommendation, the changes are made, in the manner described in the paragraph above. Although this process is somewhat lengthy, the experience of the World Literature Committee has demonstrated that an overemphasis on speed often results in unnecessary errors. Although time is certainly of the essence, the Literature Committee must remain focused on quality, if it is to fulfill its purpose of carrying the message of recovery in the written form.

The evaluation of proposed literature assures that an accurate representation of the Twelve Steps and Twelve Traditions of Narcotics Anonymous is presented when the steps or traditions are included in full or in part of a draft. Before the evaluation is complete, the draft is edited to ensure correct use of morphological and syntactic rules (including spelling, grammar, punctuation, and capitalization). This process further maintains consistency in writing style and Narcotics Anonymous terminology.

The development of literature and the internal working of the Literature Committee involves expression of a group conscience of the Committee. Developing literature for a spiritual Fellowship is a delicate and important process for it conveys not only the language of recovery, but also the framework for a new relationship of an individual to his/her perception of a Higher Power.

In an effort to assure that the Fellowship receives materials which reflect the best efforts of the trusted servants to whom the responsibilities described herein are entrusted, the concept of complete unanimity is incorporated into the deliberations. The Literature Committee will normally be able to achieve near-unanimous approval for draft materials before the draft materials are submitted for Fellowship consideration. As a last resort, when a unanimous decision cannot be achieved by the Literature Committee, a vote system is utilized. Each member of the Literature Committee, as described above, has one vote in the deliberations. When this may become necessary, the Literature Committee shall rely upon a two-thirds majority for recommendations to be followed.

The World Literature Committee meets no less than twice a year, and as often as necessary to accomplish its goals and objectives. Although any N.A. member is welcome to attend and observe the meetings of the Literature Committee, participation is limited to the actual members of the Committee. The annual meeting held at the World Service Conference is for the purpose of deliberating on any input received from the Fellowship in the

form of general suggestions, and for planning the accomplishment of its worklist. Agreements may be reached with certain regional literature committees to write drafts of specific items, special workshops may be planned and arrangements made for the annual November meeting of the Literature Committee.

At the November meeting, generally held in a central location of the continental U.S., the status of each project is discussed. At that time, reassignments of certain projects may be made if necessary, or other provisions made in order to accomplish work on the prioritized items. The meeting is an informal gathering of the World Literature Committee for the purpose of working on and/or completing projects on the approved worklist. Items to be brought to the upcoming World Service Conference are also discussed. It is generally not appropriate for registered members of the WLC to introduce actions related to developing or changing the internal workings or policies of the Committee. Any actions of this nature are considered by the Literature Review Committee who then makes recommendations to the Chairperson. In this way, the Literature Committee avoids the conflict and controversy often associated with internal "politics," concentrating its efforts entirely on the creation and development of literature for Narcotics Anonymous.

The Literature Committee may recommend that a completed piece of literature be distributed to the N.A. Fellowship for review and additional input. The Fellowship is normally provided a period of nine months in which to review the new literature and generate input for the Literature Committee. The input received may be used in the preparation of an approval form, which may be accomplished at a World Literature Conference, special workshop, by an appointed ad-hoc committee or a professional writer/editor. The new item is then forwarded to the World Service Board of Trustees for evaluation. This evaluation by the WSB ensures that the piece accurately represents the principles of Narcotics Anonymous as outlined in the Twelve Traditions. Any language which is inconsistent with the Twelve Traditions of Narcotics Anonymous is automatically revised based on the recommendations of the Board of Trustees. Upon completion of this process, the approval form is distributed to the Fellowship one year prior to consideration at the next World Service Conference.

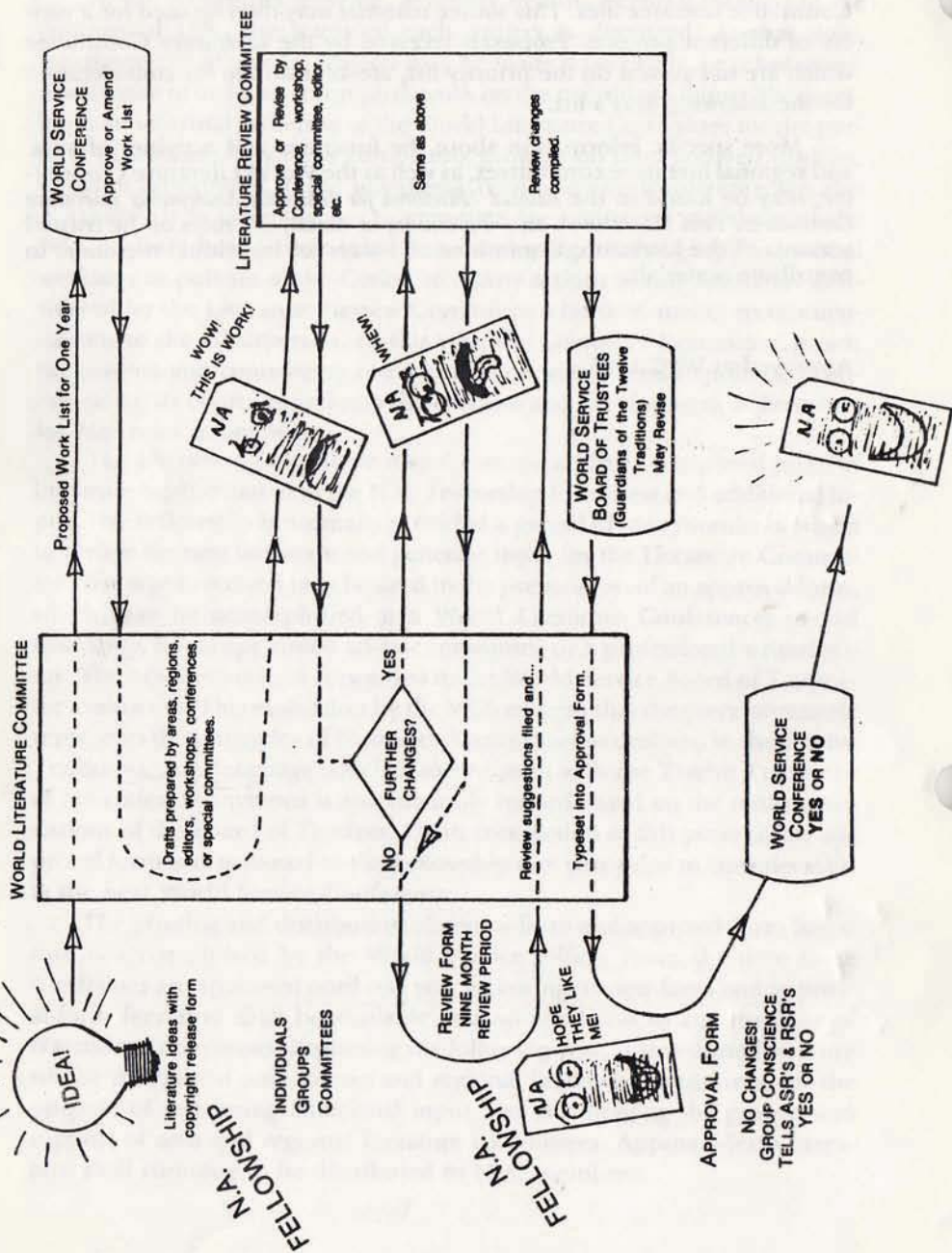
The printing and distribution of review-form and approval-form literature is accomplished by the World Service Office. From the time these Guidelines are approved until one year following, review-form and approval-form literature shall be available at a nominal cost to any member of Narcotics Anonymous. Beginning the following year, review-form literature will be distributed only to area and regional literature committees, for the purpose of generating additional input and encouraging the growth and support of area and regional literature committees. Approval-form literature shall continue to be distributed to N.A. members.

Any written material (input) which is received by the World Literature Committee pertaining to a piece of literature not on the Committee's priority list, is kept on file for future consideration. All WSC-approved literature is considered for revision at least every five years. Additionally, input may be received pertaining to general topics which is channeled to the Literature Committee resource files. This source material may then be used for a variety of different projects. Proposals received by the Literature Committee which are not placed on the priority list, are kept on file for consideration for the following year's list.

More specific information about the functions and activities of area and regional literature committees, as well as the World Literature Committee, may be found in the *Revised Handbook for Narcotics Anonymous Literature Committees*. This Handbook also describes, in detail, the roles of the trusted servants of the Literature Committee and ways for individual members to contribute material.

Approved at WSC 1985

# APPENDIX D



## THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

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