



Narcotics Anonymous[®]



Handbook for
Narcotics Anonymous
Literature Committee

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.

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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To: The Fellowship
From: Mary Jensen, WSCLC Chairperson
Date: October 10, 1991
Re: Review Form Literature

At the 1990 World Service Conference, a motion was passed that allowed us more flexibility in our literature review process. The current literature handbook does not accurately reflect these changes. Rather, it implies that all NA literature is best reviewed line-by-line.

You will notice as you read the description of our guidelines in the handbook, that the WSCLC is responsible for selecting an appropriate time and method of review based on the piece being developed and fellowship needs. If you have been involved recently in literature review workshops or meetings, you will recall that the WSCLC has provided some guidelines for review specific to that particular work-in-progress. In addition, we have been using review forms that ask you to input the concepts and other significant features in the work. Generally, we have found that literature committees prefer to review the work in this manner. It allows for a more in-depth evaluation of the piece.

The line-by-line input form on page 28 of your handbook is not currently in use. I draw this to your attention in an attempt to avoid confusion. Rather than using this form, we will send you the appropriate review form for each piece of literature to be reviewed. As you read your handbook, you will notice that reference to line-by-line review is interspersed throughout the document. We hope that you will not let those references mislead you.

We realize that this handbook needs to be revised, but it will be some time before we can do so. Our work with the daily book, the steps project, and other literature proposals has left us little time to revise this book. Be assured that most of the information in it is accurate and up-to-date.

If you are a newly formed literature committee, we look forward to working with you to carry the message in printed form. If you are a committee that has been around for awhile, let us know what you think about conceptual review and how it compares with the kind of review described in the handbook.

Handbook for
Narcotics Anonymous
Literature Committees

Revised 4/91

DEDICATION

So that others may experience the freedom in recovery from addiction that we have found, we dedicate ourselves to carry the message of Narcotics Anonymous 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.”

TABLE OF CONTENTS

INTRODUCTION	1
NA LITERATURE AND THE MEMBER	1
NA LITERATURE AND THE GROUP	2
AREA AND REGIONAL LITERATURE COMMITTEES	2
Forming an area or regional literature committee	2
Literature committee purpose and services	3
Literature stockpiles	3
Communications	5
THE ROLE OF AREA AND REGIONAL COMMITTEES IN OUR LITERATURE REVIEW PROCESS	6
ADDITIONAL FUNCTIONS OF A REGIONAL LITERATURE COMMITTEE	7
DUTIES OF TRUSTED SERVANTS	8
LITERATURE COMMITTEE MEETINGS	9
PROCEDURE FOR LITERATURE WORKSHOPS	9
Introduction	9
Preliminary planning	10
Workshop structure	10
Review-form workshops	10
Approval-form workshops	11
Developing new literature	12
Workshop records	12
PROCEDURE FOR FILING AND DOCUMENTATION	13
WSC LITERATURE COMMITTEE LITERATURE DEVELOPMENT PROCESS ...	14
LITERATURE FLOW CHART	15

APPENDIX

1. GUIDELINES OF THE WSC LITERATURE COMMITTEE	16
2. COPYRIGHT RELEASE FORM	25
3. NEW ORIGINAL WRITING INPUT FORMS	27
4. LINE-BY-LINE INPUT FORM	28
5. NEW LITERATURE WORKSHOPS	29
6. LITERATURE COMMITTEE REGISTRATION	31

INTRODUCTION

This handbook is intended to provide a general description of the purposes and functions of NA literature committees and to inform NA members about how they can best contribute to the development of Narcotics Anonymous literature. Our experience has shown that involvement in an area or regional literature committee is one of the best ways to support our literature efforts. Because of this, we will focus our attention on how the NA member can get involved in a literature committee, the purposes and functions of literature committees, and our literature development process.

The clear communication of the Narcotics Anonymous message of recovery is a very important function of our NA conference-approved literature. Over many years a process has been developed that makes our literature unique. Through the open involvement of our entire fellowship in all facets of writing, reviewing, and approving Narcotics Anonymous literature, we are preserving the concept upon which NA was founded—that one addict can best understand and help another addict.

In a few short years, hundreds of area and regional literature committees have formed throughout our world-wide fellowship. It is our hope that this handbook will provide guidance and assistance for all NA members and NA literature committees who wish to participate in our literature development process.

Our area, regional, and world committees all function to work with you and exchange ideas, information, and suggestions. We encourage you to follow the service structure of Narcotics Anonymous and to keep in touch with the literature committee at the next level of service. We believe you will find service in literature a stimulating, rewarding, and exciting aspect of the recovery experience.

NA LITERATURE AND THE MEMBER

All NA members are welcome to share their experience and understanding in written form. The way to participate is to become an active member in a local literature committee. It is here that NA members develop new literature, make input to review-form drafts, and evaluate approval-form drafts.

This is an opportunity for NA members to critique and improve NA literature that is out to the fellowship for review and input. Through participation in literature committee forums and workshops, all members are encouraged to make suggestions for additions and deletions, and to write original material which they feel will improve the draft. The responsibility for reviewing and making input to literature rests with the member. This is best accomplished by bringing prepared written input sheets to a literature workshop. By doing our homework and writing in advance, committee productivity is increased and valuable time is saved. (See Appendices #2 and #3 for input sheets.)

Literature in the final stage of our literature development process is called approval-form literature. An approval-form piece of NA literature is approved or disapproved by the fellowship as a whole. Another important privilege and responsibility of the NA member is the opportunity at this stage to approve or disapprove proposed NA literature by participating in the decision-making process. Revising the material at this stage is no longer an option, as we base our decisions on the work as a whole.

NA LITERATURE AND THE GROUP

Narcotics Anonymous conference-approved literature is a tool available to our NA groups that assists in fulfilling their primary purpose of carrying the message to the addict who still suffers. Our literature is available to anyone, addict or non-addict, who wishes to purchase it. The group level is our main distribution point for NA literature to the addict seeking recovery. Our groups vary greatly in the amount of NA conference-approved literature made available to members at their meetings. Group autonomy has also produced a variety of ways in which our NA conference-approved literature is distributed. Groups generally sell Basic Texts and freely give I.P.s and the Little White Booklet to newcomers. The group decides on which literature to make available and which literature to give away or offer for sale.

Some groups elect a trusted servant of the group to be responsible for the purchase of literature from their area service committee. Other groups choose to have their secretary, treasurer, or group service representative (GSR) purchase literature for the group.

Another important role of the group in the literature development process is offering the opportunity to its members to evaluate and vote on approval-form literature. Some groups hold special or home group meetings for members to read and decide if an item up for approval should become conference-approved literature.

The approval or disapproval of a piece of literature is a matter that affects NA as a whole, because NA conference-approved literature is a published sharing of beliefs and understandings existing within the fellowship about many aspects of recovery from addiction. Through the approval process, we strive to preserve the integrity of our Narcotics Anonymous message because our common welfare, unity, and lives may depend on it. Therefore, it is up to the members to decide if a piece of literature accurately depicts the recovery experience of NA and is in keeping with the guidance and principles of Narcotics Anonymous, which are our Twelve Steps and Twelve Traditions.

Approval-form literature is not conference-approved NA literature and as such is not read during NA meetings; approval-form literature, however, may be displayed and sold at NA meetings. When approval-form literature is displayed at meetings, distribution is handled by a group level trusted servant who can explain what the literature is and ensure distribution to NA members only.

AREA AND REGIONAL LITERATURE COMMITTEES

Forming an Area or Regional Literature Committee

When the members of an area or region determine that there is a need to form a literature committee, the area service committee (ASC) or regional service committee (RSC) elects a chairperson for the committee.

The first order of business for a new committee is to register with the WSC Literature Committee through the WSO (see Appendix #5 for registration form). Through the WSO, the committee will be able to obtain literature catalogs and literature order forms and to receive the WSC Literature Committee portion of the *Conference Report* and other correspondence from the WSC Literature Committee. The WSO literature

coordinator can be very helpful in assisting committees and answering any questions that the new literature committee may have.

The next order of business is to select a consistent day, time, and location for literature committee meetings, such as the first and third Wednesday of every month. Literature committee meetings should not be held in individual members' homes, but rather in the same types of locations where NA meetings are held.

It should be stressed that a large committee is not an essential factor for a functioning literature committee. Experience has shown that some of our best material has come from literature committees consisting of fewer than five members. A regular business agenda containing at least one project is the best way to ensure and maintain consistent and regular member attendance and interest. Every year there are many interesting projects and pieces of literature on which the fellowship is working. A committee should have no problem having an interesting agenda. As a committee grows, the projects on which it will be able to work will also grow. As support increases, the committee may even decide to develop new literature for the fellowship. However, before beginning any new literature projects, a committee should always check with the WSC Literature Committee to find out where help is needed and what other projects may already be in the works.

LITERATURE COMMITTEE PURPOSES AND SERVICES

The basic purposes and services of a literature committee are as follows:

1. To maintain an adequate supply of Narcotics Anonymous literature to meet the needs of the local fellowship. To stock and make available review and approval-form literature.
2. To serve as a communication link in all matters of literature between the group and literature committees on all levels—area, region, and world.
3. To provide the forum and atmosphere where members may contribute to the development and creation of NA literature.

An understanding of the basic purposes of a literature committee is necessary for a literature committee to function properly. Once the literature committee understands the services it is to provide, the literature chairperson will be able to arrange agendas and schedule committee meetings to attend to these needs. Some committees may be able to handle all of these responsibilities immediately. Other committees may choose to start with the most basic and primary function of a literature committee, maintaining an adequate supply of literature to meet the needs of the local fellowship. As membership support for the committee increases, it may then provide other services.

LITERATURE STOCKPILES

A literature committee's primary responsibility is to make sure that an adequate supply of all NA literature is maintained for the groups or service committees it serves. This stockpile should include a full complement of conference-approved literature, both personal recovery and service-related, as well as an adequate supply of review and

approval-form literature. In some areas, literature distribution is handled by a local service office. It is not so important who does the job, but simply that the job gets done. When literature distribution is handled by a service office, coordination and communication between the office and the literature committee is important. The committee will want to make sure that the office is aware of newly approved literature, approval-form literature and literature that will be up for approval at the following conference, so the office can make its orders accordingly. Although a literature committee or office cannot be sure that a piece of approval-form literature will be approved at the following conference, it is a good idea to plan literature ordering as though the literature will be approved. This is particularly important in the case of revisions on existing pieces of literature. Depleting the stock on a piece of literature that is up for revision eliminates the need to carry in stock a piece of literature that has been replaced by a conference-approved revision.

When an ASC or RSC is ready to establish a literature stockpile, you might start by determining how much literature is needed. Ask GSRs or ASRs how much they are currently purchasing, and at what frequency. Find out what the literature needs of the subcommittees are, especially the Public Information and Hospitals & Institutions committees. After this information is gathered, add up the amount of literature needed and report to the ASC or RSC on the funding necessary to begin a stockpile. Many literature committees place large orders with either the regional service committee, regional service office, or World Service Office. Some of these offices offer discounts to literature committees, and their availability should be investigated prior to reporting and requesting funding from the service committee.

After funding is received from the service committee to establish a literature stockpile, it is imperative to maintain the stockpile on as full and consistent a level as possible. The areas and groups will be depending on the literature committee to supply their needs, so having all of the literature that they will need is a must. Any items that a committee doesn't have in stock will ultimately become items absent at our meetings. For this reason, when ordering literature, shipping time should be considered. Shipping time will depend on where a committee is located and where the literature purchases are made (RSC, RSO, or WSO). After several orders are made, the committee will have a better feel for the shipping time. Try not to order more than will be needed; instead, try to maintain as close to the amount that will be sold as possible. Overstocking ties up fellowship funds that could be used in other ways to carry our message of recovery.

If the committee finds that the inventory level of its stockpile is insufficient for supplying the groups and areas it serves, then ways must be found to increase the inventory level. This usually means requesting additional funding from the ASC or RSC. The important thing is to make certain that literature is available to the addict seeking recovery at a Narcotics Anonymous meeting.

Bookkeeping is a vital part of a literature stockpile. Accurate record keeping is a must. It is a good idea to set up a bookkeeping system with the help of a member or members knowledgeable in such things. Normally this would include a general ledger, which can be verified by the order invoices and numbered sales receipts. Financial reports are then given at each meeting of the ASC or RSC. This will aid the service committee in assuring that it is responsible with our fellowship's funds to those they serve. Through accurate bookkeeping the safety of all individuals involved is assured.

The monthly report should include (at the very least):

1. Income
2. Expenses
3. Inventory
4. Accounts Receivable (literature orders or payments not received)
5. Petty Cash (on hand and disbursed)

Experience indicates that it is best for the literature committee not to maintain a separate bank account, but instead to work in coordination with the area or regional service committee treasurer. A greater volume of fellowship funds may cycle through a literature stockpile than the service committee receives in Seventh Tradition contributions. Because of this, it is best to consolidate these fellowship funds in one place, with clear lines of responsibilities. Generally, all sales are made at the area or regional service committee meeting. All funds collected from literature sales at the service committee meeting are then turned over on the same day to the ASC or RSC treasurer. Selling literature exclusively at service committee meetings helps in at least two ways. First, it facilitates the transfer of funds from the literature committee to the service committee treasurer in a timely fashion. Second, it keeps the record keeping and the time requirement to a somewhat manageable level for the trusted servant(s) who sell the literature. When it is necessary for sales to be made between meetings, the literature chairperson and the service committee treasurer need to work closely together to ensure that the literature committee does not unnecessarily hold on to large amounts of money. We suggest that literature committees follow the recommended procedures in the *Treasurer's Handbook* when handling fellowship funds. This includes the suggested procedures for financial review.

The importance of being responsible with the fellowship's funds cannot be over-emphasized. With a general ledger being maintained, numbered receipts filled out for each order, and periodic financial reviews, this responsibility can be accomplished.

Many decisions will have to be made when establishing a literature stockpile. It is important that the ASC or RSC be involved in making these decisions, not just the literature committee or trusted servant that will be selling the literature. The literature committee should recommend a selling price for the literature. Some committees will charge slightly more than the literature costs to cover the price of supplies, increase the stockpile, or generate funds for their ASC or RSC. How to handle shipping charges is another issue to be resolved. Other questions include whether the committee will fill orders between service committee meetings, or encourage groups or areas to buy literature only at service committee meetings. When the committee has thoroughly discussed how to handle these and other situations, it should write down its recommendations for guidelines for the stockpile. These recommendations should be reported to the regional or area service committee for its review and approval.

COMMUNICATION

Another important function of an area or regional literature committee is facilitating communication between the local NA membership and NA as a whole. An area

literature chairperson serves as a communication link between the regional literature committee and the groups it serves. The regional literature chairperson serves in that same capacity between the WSC Literature Committee and the areas. Area and regional literature committees which are registered with the WSC Literature Committee receive a wealth of information from the committee, including correspondence, WSC Literature Committee segments of the *Conference Report*, *Newsline* announcements, and other special reports. All of this information should be made available to members of local literature and service committees. In this way, our membership will be kept abreast of literature that is out for review, literature that is up for approval, requests for input on special issues, and other information necessary for the member interested in getting involved with our literature development process. Area and regional literature committees are also encouraged to mail copies of their committee minutes to the WSC Literature Committee, c/o the WSO, so that the committee can stay abreast of the activities of literature committees throughout the world.

Area literature committee chairpersons are often members of their regional literature committee. This involvement fosters communication between the regional literature committee and the area literature committees, and allows for coordination between the area and regional literature committees on various projects. In a similar way, regional literature chairpersons are automatically general members of the WSC Literature Committee. The concept behind regional literature chairpersons being general members is to get the best possible use of our fellowship resources in assisting the WSC Literature Committee in being responsive to needs of our fellowship. By participation and attendance at conference workshops, the regional literature chairpersons learn more about our literature development process and how to better serve their local NA membership, and can give the WSC Literature Committee valuable input to help the committee better serve Narcotics Anonymous. General members may also be appointed to WSC Literature Committee working groups to develop various projects.

Regular reporting by the literature committee to the area or regional service committees is essential. Reports should include a financial report on the literature stockpile, if applicable the dates and locations of committee meetings, the goals and accomplishments of the local committee, and information on literature items from area or regional literature committees, as well as the WSC Literature Committee. Even though the literature chairperson may have more information on literature items than the regional service representative or the area service representative, it is important to remember that there is no separate literature service structure.

THE ROLE OF AREA AND REGIONAL LITERATURE COMMITTEES IN OUR LITERATURE REVIEW PROCESS

Providing a forum and an atmosphere where our members may contribute to the process of creating and developing our literature is extremely important. This responsibility can best be fulfilled by having regularly scheduled meetings for the purpose of reviewing and preparing input to our review-form literature. Members of the local fellowship should be informed regularly of meeting times and locations, and of the pieces of literature on which the committee is currently working. It is the literature chairperson's responsibility to organize a work agenda for each piece of NA literature that is out for review and input.

Creative writing is an important aspect of working on review-form literature. Although the WSC Literature Committee welcomes all types of comments and input, creative writing is particularly helpful. If a piece is weak or needs additional writing on a topic, write it. Critical analysis is important, and yet creative input is equally important. Our literature is written by addicts for addicts. The unique quality of our literature can occur only when members participate by providing creative writing.

Input sheets developed by area literature committees should be turned in to the regional literature committee (see Appendix #2 for input sheet). The regional literature committee will then either compile the input with the input from other areas, or forward the input directly to the WSC Literature Committee. If the regional literature committee is not reviewing the piece, the input can be sent directly to the WSC Literature Committee. (See the literature workshop section of this handbook on how to workshop review-form and approval-form material.)

ADDITIONAL FUNCTIONS OF A REGIONAL LITERATURE COMMITTEE

In many ways, area and regional literature committees are very similar in their responsibilities and functions. There are, however, a few responsibilities that are solely the responsibility of the regional literature committee. One is supporting and assisting area literature committees, and another is coordinating literature projects throughout the region.

In serving the needs of its member areas, a regional literature committee can assist area literature committees in a number of ways. The first is by offering experience, support, and encouragement to newly forming area literature committees. This sharing of information can be facilitated by having members of the regional literature committee attend the meetings of the area literature committee. It might also be helpful to have learning days or workshops at region-wide events to encourage the formation of literature committees where they don't exist, or to strengthen existing literature committees that may be experiencing some lack of stability. Some regions have regular orientation sessions as part of their structure to inform new members about responsibilities and processes. If you are planning a regional learning day, contact the WSC Literature Committee through the WSO for more information. Regional literature committees also can be the forum where the concerns of the members and areas may be discussed and forwarded to the WSC Literature Committee. Both the WSC Literature Committee and the areas served can be assisted by the regional literature committee's maintenance of a file of the names and addresses of the chairpersons of its area literature committees. A regional committee will have the kind of experience that area committees need, such as how to generate support and solve problems related to literature stockpiles, as well as having information on a multitude of additional issues that area literature committees will face at one time or another.

Regional literature committees often can stimulate considerable member interest in literature projects, sometimes far more than can be stimulated on the area level. These projects fall into two general categories: literature projects out to the entire fellowship, and special assignments to regional literature committees by the WSC Literature Committee. In either case, the regional literature committee usually will participate

in a plan of action that includes regional literature workshops on the piece, as well as work assignments to area literature committees. Regional literature committees should always take into consideration an area's preference and its desire to be involved. These regional projects can go a long way in generating additional support and involvement in our literature development process. The benefits for area literature committees are also considerable. We have found that by working together we not only develop the best literature possible for the fellowship of Narcotics Anonymous, we also strengthen the unity that binds us together.

DUTIES OF TRUSTED SERVANTS

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

The chairperson of a regional literature committee may participate as a general member of the WSC Literature Committee in addition to the duties listed above. (See Section 1 of the WSCLC guidelines.) The chairperson of an area literature committee is likewise encouraged to participate in the regional literature committee.

The vice chairperson assists the chairperson in all duties relating to literature work. The vice chairperson is a key figure in the structure of any literature committee and acts as the chairperson if, for any reason, the chairperson is unable to attend literature committee meetings or fulfill the responsibilities of the position. The vice chairperson should maintain close contact with the chairperson and assist in the administration of literature committee functions. As with other trusted servants and members of the literature committee, the vice chairperson should attend all meetings of the committee.

The secretary records minutes of the literature committee meetings and distributes these minutes to the participants of the meeting. Consistency in getting the minutes out on time is an important part of communication within the committee. This helps the committee by reducing the need to go over agenda items after a consensus has been reached. Depending on which is more convenient, the chairperson or secretary maintains an active file of works in progress. They may, of course, recruit other members to assist in the performance of clerical duties.

A literature distribution person is used by some ASCs or RSCs to handle the distribution of literature. The function of this position is to fill literature orders, order literature, and maintain the literature stockpile.

A clear understanding of the duties of each of these trusted servants is fundamental to a working committee. Literature committee members and trusted servants always should be drawn from active NA members who attend NA meetings regularly. The time and resources to do the job and an understanding of the Twelve Steps and Twelve Traditions of NA are also very important requirements for these and other service positions in a literature committee. For more complete information on the duties of trusted servants, ask the WSO for a sample packet of guidelines for area and regional literature committees. From the information in this packet, you can find a committee structure which is best suited to your committee.

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 chairperson presents the agenda and reports on literature activities. There are usually review-form drafts of works in progress to be read and developed. Work from the previous committee meeting should be reviewed at each meeting and continued until the project is completed. It is important to maintain an atmosphere of recovery, practice our spiritual principles, and invite a loving God of our understanding into the process. When we do this, not only do we complete our business and provide the services requested of us, we also grow together. These general guidelines hold true for every literature committee function. For further information on literature workshops, refer to the section entitled "Procedures for Literature Workshops."

In the beginning, some time may have to be spent informing members about the intent and purpose of a literature committee. Hopefully, this handbook will eliminate the need for extensive preoccupation with the business aspects of our literature committees, although a certain amount of time necessarily will be spent on business discussions. This may be particularly true when the committee maintains a literature stockpile.

All input generated by members is eventually submitted to the WSC Literature Committee. Individual input is submitted to the area, area input is submitted to the region, and regional input is submitted to the WSC Literature Committee. At any stage, input can be directly submitted to the WSC Literature Committee when the next level of the service structure does not exist. For example, when there is no area literature committee, members should submit input to the regional literature committee. New material should always include a copyright release form.

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

PROCEDURE FOR LITERATURE WORKSHOPS

Introduction

The unique process that the fellowship has created for the development of NA literature places a responsibility on area and regional literature committees to provide the forum where our members can review and prepare input to Narcotics Anonymous literature. No individual or committee need undertake this process alone; communication and consultation with other members is essential. Together we can do what alone is impossible.

It is important to remember that members and committees who contribute material need to "let go" and relinquish it unconditionally. When we complete a piece, we need to surrender it. This can be difficult, because of pride and the emotional attachment we often develop for a piece on which we work. We trust in our Higher Power, the fellowship of Narcotics Anonymous, and our literature development process.

Preliminary Planning

1. Secure a meeting space large enough and accessible to the fellowship. Adequate working space and equipment is necessary. This may include tables, chairs, paper, pens, coffee, and possibly a computer.
2. Plan the date far enough in advance that others may attend.
3. Send out flyers announcing date, time, and location.
4. Copies of the review-form literature will need to be made available.
5. Schedule the workshop around other activities, in order to attract members' attendance.
6. Personal attention is often the best way to get people to come to the workshop. Invite your friends in the fellowship and home group members.
7. When making announcements, talk about the topics to be written, on and the importance of getting members to share their experience and understanding on these topics. Stress our literature development process and the need for our members to be involved.

Workshop Structure

The area or regional literature committee generally conducts the workshop. If the attendance is large enough, the chairperson may divide the group into small working groups of four or five people. An experienced member is usually appointed to chair each group, and a volunteer usually acts as secretary to record all changes and input which the working group makes.

At the start of the workshop, the chairperson should open with a prayer to invite a loving God into the process. Allow all members to introduce themselves. After introductions, the chair should encourage all members to feel free and uninhibited in expressing their thoughts, feelings, and experiences on the material that is before them. Everyone should be reminded to respect each other's views. In developing literature, experience is shared, not pushed. The principle of letting go is very important. Remember, we try to practice these principles in all of our affairs.

The group chairperson keeps the work flowing by reminding the group to focus on the main issues or ideas, and on one topic at a time. If debate drags on, the issue may be delayed until later. The group secretary records and organizes all changes and input so that the workshop secretary may compile it easily. It is important to use WSC Literature Committee input sheets. These sheets make it easier for others to use and understand the input material.

Review-Form Workshops

It is recommended that groups be limited to four or five people and a secretary. A workshop may contain several such small groups. Special attention should be paid to the following: flow, content, redundancies, and material that is missing on the topic.

Some questions to ask when evaluating literature are:

1. Are all the important ideas on this topic included in the piece?
2. What needs to be clarified, expanded, or condensed?
3. Are any areas of the piece in conflict with our steps or traditions?
4. Does other NA literature cover this topic or does it duplicate another piece of conference-approved literature?

Be sure that the material includes an introduction, body, and summary. Sometimes, moving a sentence or paragraph to a more appropriate position can result in greater clarity of the material.

Flow reading has proven effective in reviewing literature. Each member holds a copy of the material. Someone 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. Someone reads through the material again slowly. Discuss the changes noted during the previous reading. Limit the discussion to actual notes made during the reading. This helps to improve the material without being overly analytical.

When the need arises for original written material on a topic that is not covered, a volunteer from the group might be sought. The group should first share its thoughts and experiences on what should be included on the topic. It is important to take clear notes on this so that the volunteer writer may accurately represent in writing what the group is saying. Then one or two volunteer members go somewhere alone and draft the material. We have found that it is next to impossible to write as a committee, and one or two members writing on their own is more productive.

This draft is returned to the group and flow read, and any additions or deletions are made. The process of flow reading and discussion continues until the group is satisfied with the draft. The priority for editing should be grammar, punctuation, and finishing touches. If someone in the group has editing and grammar skills, great! Clean the piece up as best you can. If not, don't get too bogged down with the editing. When your material is submitted to the WSC Literature Committee, it will be evaluated and edited before final distribution.

In large workshops where many groups are involved, the completed drafts are taken to the full workshop group and the flow reading process is repeated until the larger group is satisfied with the draft. Experience has shown that a larger group can more accurately represent the needs and views of NA as a whole.

Approval-Form Workshops

Approval-form literature is literature that has been developed through the literature review and input process to a completed form. Literature in the approval-form is either accepted or rejected as NA conference-approved literature by the WSC. Since this literature is distributed for final consideration, not for input, a workshop on this literature should reflect this difference. Normally, this type of workshop is for the purpose of offering members the opportunity to evaluate the piece, so that they may make a decision on whether to vote to approve the piece when their home group decides questions on the conference agenda.

The following are some basic suggestions that help us in evaluating an approval-form piece:

1. Will this piece of literature be a helpful tool to aid our groups in fulfilling our primary purpose?
2. Is there material in this piece that is in conflict with our basic philosophy of Narcotics Anonymous, as expressed in our Twelve Steps and Twelve Traditions?

3. Do the positive aspects of the piece outweigh certain shortcomings?
4. Overall, is the item acceptable or unacceptable?

When considering a piece of literature up for approval at your home group, if you feel it has major problems, vote no. If you feel the item is great with no problems, vote yes. If you feel the item is in basically good shape but you would like to make some minor comments, changes, or recommendations, you may still choose to vote yes and send your comments directly to the WSC Literature Committee. All input on approved literature is filed and considered as provided for in the literature development process. Do not send changes on approval-form literature with your regional service representative to the WSC, with the thought that changes have to be made before you can vote yes. If you feel the piece has problems that are unacceptable, you must simply vote no. Any changes considered at the conference would not have the benefit of review by the entire fellowship.

Developing New Literature

It seems that every year, new topics on recovery spring up within the fellowship, and members wish to write literature on them. Our literature development process does not discourage members from writing their experience and understanding. To do so would rob all of us of experiences and understandings that could help us in our recovery.

If, as a member or group, you feel a strong need to write a new original piece of literature, it is very important to get in touch with the WSC Literature Committee. There are several reasons for this, one of which is to see that members' efforts and time are not wasted on a topic that is in conflict with our steps and traditions. Also, the WSC Literature Committee will be able to guide you in developing your new piece of literature within our literature development process. We understand you may feel that the need to write on this topic is more important than the need to write on the pieces that the fellowship is currently developing. In making your decision to write on a new topic, we ask that you take into consideration the importance of the current pieces of literature that the fellowship has set priorities to develop. (See Appendix #4 for outline on developing new literature.)

Workshop Records

It is a good idea to maintain copies of the originals of each draft from a workshop. The original, or a clean copy, should be forwarded to the next level of service. The next committee then becomes responsible for evaluating and forwarding the new material.

Please forward a copy of the minutes and final draft of the workshop to the WSC Literature Committee. This will make the WSC Literature Committee aware of your efforts and help reduce duplication of effort that sometimes occurs when more than one committee works on the same piece without the other's knowledge.

It is a good practice for the literature committee to maintain its draft copies until a new draft is generated at the next level of service. In this way, no material will be lost and complete records will be available if it should become necessary to reconstruct the piece because of lost records in another committee.

The WSC Literature Committee is responsible for the evaluation and distribution of all new material for our worldwide fellowship. Regional and area workshops generally focus on serving the members of their local fellowship, and this allows the WSC Literature Committee to coordinate the review of literature.

Procedure for Filing and Documentation

Keeping files is an important part of literature work. As we accumulate material it gets harder and harder to keep track of it all. Paperwork 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 track its development and prevent irreplaceable losses.

The chairperson and secretary are most often designated to be responsible for the literature committee's files. This includes delegating responsibility for the creation and maintenance of files, as well as providing protection for and access to the materials.

Important files should always be kept in two separate locations. If a local service center or office is available, keep one set in the office and another in a separate place, usually in the care of the committee chairperson or secretary. When no local service center or office is available, the secretary and chairperson should maintain duplicate files. This duplication helps ensure that important files aren't lost. If computers are used, it is a good idea to have duplicate diskettes stored in a second, separate location. They can be taken home by either the secretary or chairperson, or kept in a computer storage bank.

The type of filing system used varies from place to place, depending on an area's or region's resources and needs. A filing system could be as small as an envelope or as large as a computerized system in an office. Some offices hire special workers to handle the filing and other clerical or secretarial duties. Any method your committee decides to use is better than none.

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. Depending on the scope of your committee's work, it should include any combination of the following file names:

1. General correspondence
2. Archives
3. Input on existing materials
4. Original input
5. New material

All files, input, and drafts should be dated. Archive files contain original copies of all items that are to be kept for an indefinite period of time. If these materials are needed for any other reason, they should be copied and returned to the archive files immediately after copies are made. If applicable, copyright release forms should be kept in the archive files attached to the corresponding piece. Along with copyright

release forms should be information on the originating source. Because these archives are your most important materials, they should be stored in the place that has been determined to be the safest for the area's or region's literature material.

Two major headings of files most commonly found among literature committees are administrative and work-in-progress. Administrative files include minutes, names and addresses of committee members, and guidelines. Work-in-progress files contain outlines, drafts, and input.

An index of files can be helpful. For more help and guidance, contact the WSC Literature Committee members. The WSO literature coordinator can also provide additional experience and help.

WSC Literature Committee Literature Development Process

The first step in our literature development process is the submission of a draft of new material to the WSC Literature Committee. When the committee receives a new piece of literature, the material is evaluated to determine its status. Based upon this review, the WSC Literature Committee assigns the material to one of its work lists—B, C, or D—except in some cases where the piece is returned to the originator with suggestions for improvement. The World Service conference has final authority to decide which items are placed on the A-list. An A-list piece of literature has priority for development in the current conference year.

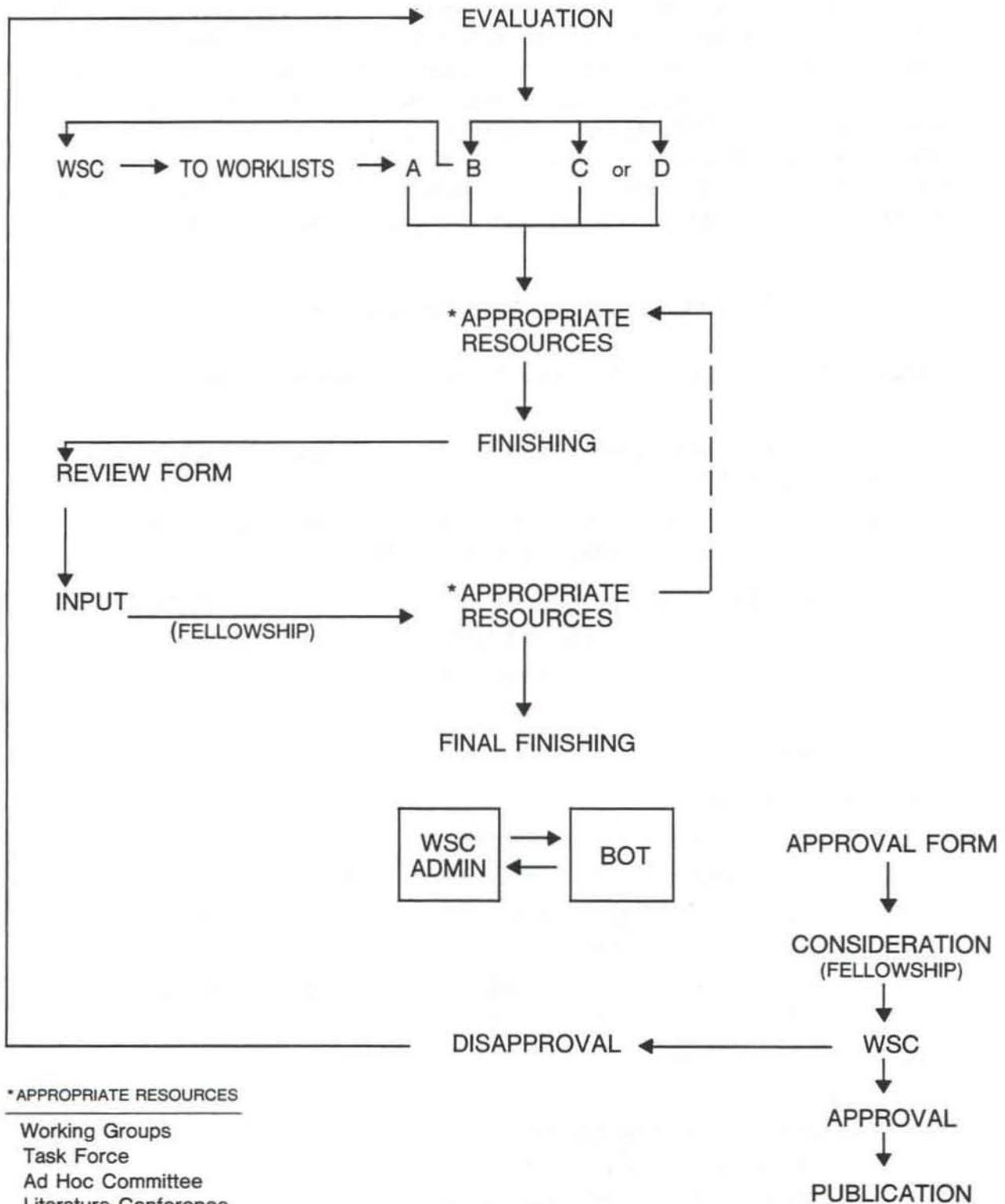
The next step in the development process is the assignment of the piece to an appropriate resource. Such resources include WSC Literature Committee working groups, task forces, ad hoc committees, or a WSC Literature Committee conference workshop. Appropriate resources also include regional literature committees and special workers. The appropriate resource continues to develop the piece under the direction of the WSC Literature Committee. It is the responsibility of the WSC Literature Committee to make certain that a piece is in as complete a state of development as is possible before it is sent out to the fellowship as review-form literature. When a piece has been brought to this state of completion, it is proofread, typeset, and prepared for publication.

The review-form draft is distributed to the fellowship for review and input. Input from the fellowship is submitted to the WSC Literature Committee for use in the creation of a new draft. This new draft may then be sent back out to the fellowship for review and input or, if acceptable, submitted to the fellowship as approval-form literature. Before any piece is sent out as approval-form literature, the draft receives final finishing by the WSC Literature Committee and is reviewed by the board of trustees.

The finished draft is distributed to the fellowship as an approval-form draft for not less than 90 days. The fellowship reviews the draft and considers whether it is acceptable for approval as Narcotics Anonymous literature. This final review is not intended to produce input; instead, it is for the purpose of making certain that the piece reflects our understanding of the principles of Narcotics Anonymous.

Finally, at the World Service Conference, a motion is made to approve the piece of literature. If the motion to approve fails, the literature is evaluated by the WSC Literature Committee evaluation committee for re-entry into the literature development process. If the motion to approve passes, the piece becomes conference-approved Narcotics Anonymous literature. Approved literature is published by the World Service Office.

LITERATURE FLOW CHART



* APPROPRIATE RESOURCES

- Working Groups
- Task Force
- Ad Hoc Committee
- Literature Conference
- Regional Literature Committee
- Special Workers

* Refer to Section 6 of the Guidelines for descriptions of these resources

GUIDELINES OF THE WSC LITERATURE COMMITTEE

The WSC Literature Committee guidelines are divided into two sections: conference-approved and internal. Conference-approved guidelines are considered fundamental to the creation of literature. Items in this category are WSC policy and, as such, are subject to change only by the World Service Conference. Internal guidelines are those which are considered specific to the functioning of the WSCLC. These items can be modified by the WSC Literature Committee with the approval of two-thirds of its members and the concurrence of the Joint Administrative Committee. Any such approved changes will be mailed to conference participants within sixty days. The World Service Conference may then reverse any such changes by a majority vote.

CONFERENCE-APPROVED GUIDELINES

1. **Purpose:** The purpose of the World Service Conference Literature Committee (WSCLC) is:
 - A. To coordinate the creation, development, and revision of literature for the Fellowship of NA
 - B. To work on literature, based on fellowship input, prior to presentation for fellowship review and/or WSC approval.
 - C. To lend support to area and regional literature committees through:
 1. The sharing of experience in written and verbal communication
 2. The hosting of open forums and workshop meetings.

2. **Composition**
 - A. Voting members
 1. Chairperson (votes only in case of a tie)
 2. Vice chairperson
 3. Twelve voting members serving for two-year terms and for no more than two consecutive terms
 4. Clean time: Seven years for chairperson, six years for vice chairperson, and five years for voting members
 - B. Nonvoting members
 1. General members
 - a. Regional literature chairpersons
 - b. Unelected WSCLC nominees
 - c. RSRs and RSR alternates upon their request
 2. Advisory members as appointed by the chairperson

3. Review-Form Literature

- A. Literature developed by the WSCLC is sent out for a period before the development of an approval-form draft. The time and method of this review, considering translations, is determined by the WSCLC based on the needs of the fellowship and the piece in development.
- B. Review-form literature is not for use or display in NA meetings.

4. Approval-Form Literature

- A. Approval-form literature is prepared by the WSCLC and is distributed for a period of time, considering translations, determined by the WSCLC of not less than 90 days. The length of this approval period is determined by the WSCLC based on the needs of the fellowship and the piece being considered for approval.
- B. Approval-form literature should not be read during NA meetings, although it may be sold and made available to members at NA meetings.

5. Budget and Funding

The WSCLC budget will include funding for voting members and advisory members to attend all meetings needed to accomplish committee duties.

INTERNAL GUIDELINES

1. Duties and Requirements

- A. Chairperson's duties:
 - 1. Attends all meetings of the WSCLC administrative body.
 - 2. Coordinates all activities of the committee, which includes scheduling and agendas. Much of this may be accomplished by delegating responsibilities to the administrative body members or WSO Literature Department coordinator.
 - 3. Receives and reviews copies of all input sent to WSCLC.
 - 4. Prepares the annual report to the WSC, the *Conference Report* (as required by WSC policy—normally four per year), the WSCLC members (as needed), and area and regional literature committees (as needed). These reports vary in nature, but usually include information about work projects and meetings.
 - 5. Maintains close contact with the vice chairperson, WSC officers, WSO Literature Department coordinator, as well as WSCLC members.
 - 6. Makes consultation trips to the WSO as needed to organize, coordinate and plan for any WSCLC needs.
 - 7. Prepares a budget, based on committee input, for presentation at the annual WSC, and reports on that budget to the full committee.

Requirements: When electing a person for the position of chairperson, we recommend the following:

1. A minimum of seven years clean time.
2. Recent active participation with WSCLC—we recommend two years WSCLC activity, one as vice chairperson.
3. Knowledge and application of the Twelve Steps and Twelve Traditions.
4. Completion of previous service commitments.
5. Administrative and organizational skills are important.
6. A willingness to serve and commit personal time and resources. Ability to attend all meetings of WSCLC administrative body and fulfill all duties.

B. Vice chairperson's duties:

1. Attends all meetings of WSCLC administrative body.
2. Assists the chairperson in duties as directed by the chairperson, such as:
 - a. Scheduling and agendas.
 - b. Coordinating activities as assigned.
 - c. Preparing some of the written reports of the chairperson.
3. May assume all duties of the chairperson's position in the case of his/her absence unless otherwise directed by the WSC Administrative Committee.
4. Maintains close contact with the chairperson, WSCLC members and the WSO Literature Department coordinator and accompanies the chairperson on some WSO consultation trips.

Requirements: When electing a person for the position of vice chairperson we recommend the following:

1. A minimum of six years clean time.
2. At least one year recent active participation in WSCLC.
3. Knowledge and application of the Twelve Steps and Twelve Traditions.
4. Completion of previous service commitments.
5. A willingness to serve and commit personal time and resources. Ability to attend all meetings of WSCLC administrative body and fulfill all duties.

C. Registered member's duties:

1. Attends all meetings of WSCLC, if possible. The most important WSCLC meetings for registered members to attend are the administrative body meetings (see Section 9—Meetings).
2. Sends written input if unable to attend and whenever else necessary to complete an activity of the WSCLC.
3. Maintains close contact with the chairperson and vice chairperson.

Requirements: Members being considered for this position shall be those whose nominee forms were received, reviewed and found to have met the stated criteria in Section 2 (Nomination and election procedures) which includes:

1. A minimum of five years clean time.
2. a. Three years literature service experience
b. Three years world service experience with at least one of those years being in the WSC Literature Committee.
3. Knowledge and application of the Twelve Steps and Twelve Traditions.
4. Completion of previous service commitments.
5. A willingness to serve and commit personal time and resources. Ability to attend all meetings possible and fulfill all duties.

D. General member's duties:

1. Register with WSO Literature Department coordinator to confirm general membership.
2. Maintain active participation at the regional literature level and coordinate regional assignments as requested.
3. Participate fully in all committee assignments.
4. Attend as many working body meetings as possible and financially feasible. Those include WSC workshops, WSC literature conferences and any working group assignments (see Section 9).

Requirements:

1. Hold current position as regional literature chairperson listed with WSO or
2. Be an unelected WSCLC nominee who meets the criteria for registered membership.
3. Be an RSR or RSR alternate who requests general membership.

E. WSO Literature Department coordinator

1. Special worker—acts as committee secretary.
2. Serves as communication link between WSCLC and WSO.
3. Attends administrative and working body meetings.
4. Provides administrative support to WSCLC chairperson as needed.
5. Organizes and maintains all WSCLC working files.
6. Works with the chairperson and vice chairperson to arrange for meetings necessary to complete work.
7. Responds to all routine calls and letters regarding the WSCLC.
8. Assists committee in handling internal correspondence.
9. Arranges for typing, copying, and mailing.

- 2. Nominations and Election Procedures:** Nominations to become a registered member of the WSC Literature Committee are accepted from regional service committees and/or the World Service Conference Literature Committee. Nomination forms must be completed by the RSC or WSCLC and submitted to the WSCLC thirty days prior to the WSC.

Nominees must meet the following criteria in order to be eligible:

- A. Resides in the region from which nominated, if nominated by an RSC.
- B. Has the support of a majority of the voting members of the WSCLC, if nominated by the WSCLC.
- C. Has a minimum of five years clean time.
- D. 1. Three years literature service experience or
2. Three years world service experience with at least one of those years being in the WSC Literature Committee.

Nomination forms will be verified prior to the WSC. All nominees meeting the criteria stated above will automatically be placed in the nomination pool. Nominees not eligible based on the preceding criteria will be withdrawn from the nomination pool. If the ineligible nominee was nominated by a region, the WSCLC chairperson or vice chairperson will contact the RSR explaining the reasons for disqualification.

The WSC will elect from the nomination pool the required number of registered members necessary in each given year. Eligible nominees not elected as registered members by the WSC will, with their consent, become general members of the WSCLC for the duration of the conference year.

3. Means of Completing Work List Projects

- A. Working groups: A working group consists of general, registered and advisory members who work on a specific project during a specific meeting (usually a conference workshop). This group is chaired by a member of the working body appointed by the WSCLC chairperson. Another member would be the recording secretary for the workshop. It has been found that the optimum number of members in a working group is between five and nine.

Within workshop groups, while working on their assigned tasks, all members of the working group have an equal say. These are usually small, informal groups where decisions are made on an informal basis and near unanimity is always strived for. However, if it becomes necessary for a formal vote, experience indicates that the chairperson does not vote except in case of a tie.

A working group may work on a draft, make an outline, factor in input, develop a survey, etc. The working group is one of the many tools available to the literature committee.

Because general members' participation is of a temporary nature, they receive materials only at the beginning of each meeting. They will receive a report on the work accomplished, but will not generally be kept on a mailing list for follow-up activities. Registered and advisory members will usually have received material prior to each meeting and will be sent follow-up material.

Members of a working group who show consistent involvement may be assigned to a task force. Based upon the recommendation of the working group chairperson, the WSCLC chairperson makes assignments of these members to task forces.

- B. Task forces: Task forces work on projects that may not be completed in one meeting. A task force is an extension of a working group that has demonstrated continued interest and participation in a project. A task force may consist of any combination of the working body of the WSCLC. The WSCLC chairperson will designate one member to chair and coordinate the task force. This person will report to and be responsible to the full WSC Literature Committee. All members assigned to task forces will receive communications and perform work regarding the project between meetings.
- C. Ad hoc committees: Ad hoc committees are used for different stages of development on major works. Ad hoc meetings may be funded from the WSCLC budget. Otherwise, ad hoc committees are similar in composition to task forces.
- D. Works developed by other conference committees: When another conference committee is developing literature for the fellowship, a joint ad hoc committee will go over the material prior to WSCLC consideration. This system allows for better communication among committees. When the originating committee is satisfied that the work is as finalized as they can make it, the WSCLC Evaluation Subcommittee will review it. If the Evaluation Subcommittee feels that the piece needs major work or rewriting, and the full WSCLC agrees with this evaluation, the material is returned to the originating committee with a list of concerns to be addressed. Otherwise, it will proceed through the literature development process.
- E. Literature conferences: WSC literature conferences are normally held when the WSCLC is working on major projects on the current year's A-list that are too extensive for the WSCLC to accommodate solely with its own resources (see Section 4).

At the WSC literature conference a number of working groups would be formed to accommodate specific aspects of the major work in progress. The major difference between these and other working groups is that any member of the fellowship may attend or participate. This is important because the nature of a WSC literature conference is to provide an open forum to encourage as much fellowship participation as possible. All members of the fellowship who desire to submit input on a major work at a literature conference must bring their input in a prepared written form in order for it to be processed. All of these members would be active participants in their respective working groups and have an equal say in decisions within those groups. However, only regular members of WSCLC vote on matters in the general sessions of the committee that might take place during a WSC literature conference.

- F. Regional literature committees: Assignments of items to RSCLCs shall be made by the WSCLC chairperson and vice chairperson (with concurrence of the committee) to do specific tasks to help the WSCLC with work list projects. These tasks might include preparing outlines, organizing input, or writing original input for drafts in progress. The regional literature committee would work in close communication with the WSCLC chairperson, vice chairperson, or a WSCLC committee member assigned by the chairperson to take on this responsibility. These assignments could be given to regional literature committees that would be able to perform such tasks without interfering with their primary responsibilities of serving the literature needs of their region and sending input to the WSCLC on review literature. Such assignments shall always take regional preference into consideration. Assignments of a single item may be made to more than one region at a time but no more than one item per region.
- G. Special workers: Special workers are often used to perform tasks which require time and effort beyond what can reasonably be expected of volunteers. There are a variety of tasks that special workers may accomplish for the committee. These duties range from clerical tasks to editing and drafting responsibilities. Special workers used by the WSC Literature Committee for drafting and editing must be NA members. Editing and draft recommendations as well as any suggestions are submitted to the WSC Literature Committee for their consideration. When using the services of special workers, the WSC Literature Committee maintains creative responsibility for all its projects.

- 4. The Literature Development Work List:** The WSC Literature Committee's work list consists of four stages of development where all unapproved Narcotics Anonymous literature is catalogued. The WSCLC places items on the B, C and D-list and recommends pieces to be placed on the A-list by the World Service Conference. Literature lists of each developmental state will be published in the *Conference Agenda Report* for fellowship information and consideration. The A-list is reserved for selection by the WSC.

A-List (Items for Final Development)

The A-list consists of those items which the fellowship would like to see developed into NA conference-approved literature. An item remains on the A-list until the piece is approved or otherwise disposed of by the WSC. The A-list generally consists of no more than one major work (book length) and four pamphlets. The WSCLC recommends to the conference the maximum amount of material which the committee can handle, taking into consideration factors such as the length of the material on the list, and whether the piece is being worked on by the fellowship (review and input) or by the WSCLC (preparation of a review or approval-form draft).

B-List (Items Awaiting Final Development)

The B-list contains items from which the fellowship makes choices to fill openings on the A-list. These are items which have generally been developed as C-list items to the state where they are ready for final development and are awaiting placement on the A-list.

C-List (Ready for Regional Development)

The C-list consists of material that needs more fellowship writing and input to bring it to a first draft stage. C-list material is assigned to regional literature committees whose responsibility is then to create the forum and atmosphere where members of their region can write on the assigned project. Working groups of the WSCLC may also work on this material. No regional literature committee will work on more than one C-list item at a time.

D-List (General Development)

The D-list contains all other unapproved items that have been submitted as possibilities for Narcotics Anonymous literature. These are items which are available for assignment to members, groups and area literature committees at the discretion of the WSCLC chairperson and vice chairperson.

- 5. The Evaluation Subcommittee:** The Evaluation Subcommittee has the responsibility of reviewing all new literature proposals and recommending where each item should go in our service structure for proper development. The Evaluation Subcommittee recommends placing literature on one of the work lists (B, C or D), referring it to another conference committee, or returning it to the originator. They review new literature proposals as they are submitted, and review literature on the D list periodically. All recommendations of the Evaluation Subcommittee are reported to the WSCLC for approval.

Three to six WSCLC members, as needed to handle the work load, are recommended by the chairperson. They serve one conference year. No more than two members from the same region can serve on this committee. Initially, and if incoming material requires, additional members may be chosen to serve on this committee. When the workload decreases, some of the members assigned to this committee may be asked to serve elsewhere within the WSCLC by the chair.

- 6. Revision Subcommittee:** This is a committee of WSCLC members which undertakes initial revisions of those items of approved literature for which sufficient input has been received. Each conference year, the Revision Subcommittee will receive a copy of all input received to date on all items of conference-approved literature. The committee will then make a recommendation to the WSCLC if it feels an item has received sufficient input to initiate a revision. As a resource group, the Revision Subcommittee's completed work will be sent back to the WSCLC's administrative body for review and handled in accordance with the literature development process. Any of the above processes are initiated and coordinated by the WSCLC chairperson and vice chairperson.

- 7. Production:** After the WSC Literature Committee has completed its work on a piece of literature, it is turned over to the World Service Office for production and distribution. Production involves copyright registration, proofreading, paste-up and preparation of camera-ready materials. Any problems in producing the piece of literature are referred to the WSCLC. Literature is then sold through the WSO.

Whenever the WSC adopts a piece of literature which is a modification or revision of an existing piece of conference-approved literature, the WSO will begin printing the revised edition and discontinue selling the prior edition in the shortest reasonable period of time. For the sake of unity, clarity, and a common understanding, Narcotics Anonymous groups are encouraged to use the most recent edition in their meetings.

- 8. Resignation and Removal:** Relapse or inactivity (lack of contact with the WSCLC for three consecutive months) shall constitute automatic resignation. The chairperson may, with committee concurrence, replace resigners or inactive members. These replacements serve only for the remainder of the conference year.

9. Meetings of WSCLC

- A. **Administrative body meetings:** Those meetings scheduled by the chairperson at which the business of the administrative body is done. These meetings will include but are not limited to WSCLC meetings at the WSC and WSC workshops. Participants are the chairperson, vice chairperson, registered members and advisory members of the WSCLC. These are the most important meetings for registered members to attend. The following quorum shall be required to conduct WSCLC administrative business: two-thirds of the registered members plus the WSC chairperson or vice chairperson.
- B. **Working body meetings:** Those meetings scheduled by the WSCLC chairperson at which the non-administrative literature work is done. Participants are all members of the administrative body as defined above, plus general members and other appointed members. Within working groups, each member will have one vote.
- C. **Other meetings (ad hoc, task force, revision subcommittee)** as determined by the WSCLC chairperson. Within these other meetings, each member will have one vote.

Appendix 1**COPYRIGHT RELEASE FORM
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 a national 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)

 ASSIGNEE

Appendix 4

New Literature Workshops

All literature begins with an idea: something that was heard in a meeting, a personal struggle, recognition of a need, etc. To begin, the following list may be helpful in organizing your thoughts:

1. Determine the topic of the material you will cover. State the idea or concept, title or problem to be addressed in clear, simple terms.
2. List ideas your group thinks pertain to the topic.
3. Out of the list, choose the major subjects for outline headings and sub-headings.
4. Choose a working title for the material (this sometimes happens at the beginning, the end or even during the development process).

Next is development of your source material notes, input, etc.

1. Gather and/or write material that pertains to the topic you have chosen. Write and tape notes (utilize research and resource materials); brainstorm. Use "3 x 5" cards, multi-tablet writing, computer indexing, free-flow writing, taking whatever works!
2. Make at least two copies of each source. Set aside one copy for the file.

Outlines

Use of an outline has been invaluable. Most outlines include an introduction, a body, and a conclusion, so that the ideas will follow a logical sequence. That way, all notes and main ideas can be organized into the outline. Here is a skeleton outline with details that you can use as a model.

1. Introduction

An introduction might include:

- A. Statement of purpose.
- B. Statement of need.
- C. An explanation of the work.
- D. Statements to stimulate interest

2. Body

The body includes all material on the major sub-headings and the information/notes that belong under each. It presents the topic and is usually the largest section.

- A. Supporting data.
- B. Quotes (Basic Text p. 10 says "...").
- C. Explanations/elaborations of concepts.
- D. Definitions of terms.

3. Conclusion

The conclusion can include:

- A. Summary, a summing up of the main points.
- B. Drawing conclusions from the main discussion.
- C. Suggested directions/visions for the future.
 - 1. Where this piece might lead to.
 - 2. Additional work that should be done on topic.
 - 3. Relationship to other recovery or service literature.
- D. A closing statement.
- E. A final inspirational statement.

4. Rough Draft

- A. Organize all your information and write more about it if necessary.
 - 1. Write each section separately by major sub-heading or topic.
 - 2. Write at least one paragraph per heading. Pay less attention to grammar and more attention to meaning and content (grammar will be cleaned up in subsequent drafts).

5. Revised Draft

- A. Evaluate rough draft
 - 1. Look for omissions. Strengthen weak spots. Check for redundancies and develop transitions between ideas and sub-headings.
 - 2. Read and adjust for continuity and flow.
 - 3. Mark the work copy as it pertains to the topic outline. Cross out material that doesn't apply.
 - 4. Edit for punctuation, spelling, tense and grammar.
 - 5. (Optional) Cut the marked material and separate into piles by topic and item numbers. Arrange the material in each pile for continuity and paste-up on a piece of paper. Re-type in new order and re-read.

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, in which case it may be appropriate to proceed directly to the next section.

- 6. Any revisions are re-typed and read before the group for evaluation and approval. Consider the draft in terms of the topic outline and the source material.
- 7. Repeat as needed.

6. Completed Draft

By this time, for an individual or a committee, all major problems with the piece should be resolved. There should be a sense of completion with the content and presentation, and a feeling that the piece has been taken as far as possible. (This, however, may not be the final draft and more work may need to be done by others.) We take a piece as far as we can and then pass it on. Remember, all material written about N.A. recovery is valuable. Each of our words and thoughts is important.

Appendix 5

LITERATURE COMMITTEE REGISTRATION

Please list our () area () regional committee as follows:

Committee name _____

Chairperson _____

Address _____

Phone _____

We are in the _____ Region

Past chairperson's name _____

Areas in which your committee is involved or wants to be involved:

- () We are stockpiling literature.
- () We are compiling local meeting directories.
- () We produce a local newsletter which is enclosed.
- () We are reviewing new literature and will contribute input to the WSC Literature Committee.

Please send information about _____

Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA 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 NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA 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. NA, 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 NA 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.

Twelve Steps and Twelve Traditions
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