Literature Committee Attachment 2 Conference Approved Literature (CAL) Process (2013) With Proposed Changes

Proposed changes for 2019 are in #1 and are underlined.

GreySheeters Anonymous World Service (GSAWS) Conference Approved September 2013

Literature (CAL) Process (hereinafter "GSAWS CAL Process " or "CAL" once approved)

Overview

The Literature Committee's mission is to ensure that every aspect of the GSA program of recovery is presented in written form for our members, friends, professionals and the world at large. Our primary purpose is to help another compulsive eater gain and maintain GSA recovery and to carry this message to others. The GSA World Service Conference Approved Literature (CAL) process ensures that GSA material is:

- Identifiably GSA in content according to GSA's Twelve Steps, Twelve Traditions and Twelve Concepts of Service;

- Responsive to identified needs of the fellowship;

- Factually accurate;

- Timely;

- Understandable to a broad-based audience.

Each literature project is unique. From concept to completion, it may sometimes take several years to produce a final document. Specific steps defined herewith may need to be repeated several times or taken simultaneously. The process may require the expertise of several writers and numerous drafts before a manuscript is approved.

The GSAWS Conference-Approved Literature (CAL) Process Synopsis

The process begins with the World Service Conference (WSC) approval of a concept for development and ends with document approval, with the exception of the first World Service Conference which may choose the documents to approve.[2]

Before the CAL seal is affixed, the manuscript needs approval from the combined members of the GSAWS Literature Committee and GSAWS Board of Trustees (GSAWSBOT). Three or more

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[2] 1 In the first GSAWSC, some of the Literature that has been used for years will be submitted for approval as GSAWS Conference-Approved Literature. There may be several versions that have been in use; however, one is to be agreed upon by the WSC. If the voting does not result in agreement the choices go to the hat for the group conscience.

negative votes from the GSAWS Literature Committee or GSAWSBOT members on the same portion of the manuscript will necessitate a rewrite and further review until the Committee and GSAWSBOT approve each portion. One or two negative votes do not prevent completion of that portion of the manuscript.

The following describes step by step how the GSAWS Literature Committee considers the conceptual idea and implements the CAL process in the actual document development.

1. GreySheeters Anonymous World Service Conference (GSAWSC) Literature Committee makes a motion to the GSAWSC to seek approval for a new or revised piece of literature. An idea or concept for recovery material may come from any GSA member, group, intergroup, or service arm or the Literature Committee itself. The Literature Committee considers each idea to determine if it meets the literature needs of the fellowship. Some materials will be submitted in a completed form, while others will require writing or editing. <u>Recovery material falls into two general categories: ~~small~~ short-form (Proposed change 2019) (e.g., leaflets) and ~~large~~ long-form (Proposed change 2019) (e.g., books and booklets).</u>

   a. <u>~~Small~~ Short-form (Proposed change 2019) publications, for which there may be an immediate need, may be conceptually approved by the GSAWS Literature Committee and the GSA Board of Trustees and moved through the Conference Approval process.</u>

      i. <u>Short-form literature is defined as 2000 words or less. (Proposed addition 2019)</u>

   b. <u>~~Large~~ Long-form (Proposed change 2019) publications are presented by the GSAWS Literature Committee in a motion to the WSC requesting conceptual approval prior to work beginning (with the exception of current literature in use before the first GSAWSC.)</u>

      i. <u>Long-form literature is defined as 2001 words or more. (Proposed addition 2019)</u>

   c. Any GSAWS Conference member may present a motion for conceptual approval for GSAWS Conference-Approved Literature (CAL) at a WSC. Literature approved in this manner will be referred to the GSAWS Literature Committee, which will prioritize and coordinate its development of the literature.

2. Once an idea has approval, the GSAWS Literature Committee determines its preliminary scope and direction and assigns a Sponsoring Editor, the Sponsoring Editor[3] or GSAWS Literature Committee then selects a writer or editor. This writer/editor may be paid or unpaid as determined by the Committee. If it is a paid writer/editor, the cost is submitted to the Board for approval. In keeping with the spirit of anonymity, the full

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[3] Sponsoring Editor: the GSAWS Literature Committee member sponsoring the CAL project.

name of any individual member does not appear in GSA literature, nor is authorship acknowledged.

3. Depending on the parameters of the project, the Sponsoring Editor may submit one or more outlines of the proposed work to the Literature Committee to ensure that both the Sponsoring Editor and the Literature Committee agree on the direction of the project's direction. If it is a large project, additional Editors[4] may be assigned to assist the Sponsoring Editor, with Literature Committee Readers[5] and other Editors assigned to review the work of one Sponsoring Editor or Assistant Editor. The writer/editor then submits revised material to the GSAWS Literature Committee and the GSAWS Board of Trustees, who in turn give their suggested revisions.

4. If member shares are needed, they are requested from the fellowship through World Service Office (WSO) publications (when they exist), greysheet.org web site announcements, and individual contact, so that the identified message of our program is adequately reflected in our literature. All shares received and accepted for publication by the GSAWS Literature Committee become the property of GSAWS, Inc.

5. GSAWS Literature Committee members provide independent reviews of the initial draft(s) of the manuscript to ensure that GSA principles have been adhered to throughout. Their comments will be incorporated into the draft and once again reviewed by Committee members. While all comments are considered, three or more negative comments from Committee members on the same portion of a manuscript, require the Sponsoring Editor and his or her assisting Editor(s), if applicable, to conduct an in-depth reappraisal of the identified portion. This process may be repeated until the draft is ready for final review and approval. During this process, text corrections are made to ensure adherence to policy (as defined in the current GSA Service Manual).

6. The Sponsoring Editor and, if applicable, his or her assisting Editor(s), produce a final draft that is sent to all GSAWS Literature Committee members and the GSAWSBOT for approval. Questions regarding a specific portion of a manuscript may call for an in-depth reappraisal of that particular section by the Sponsoring Editor. One or two negative votes from Readers[4] will not prevent the CAL process from being completed. The Sponsoring Editor will consider all concerns expressed by the GSAWS Literature Committee and GSAWSBOT. If not approved, the Literature Committee Editors will determine the next course of action.

7. Title Selection Process: A working title will be given by the Sponsoring Editor. Throughout the development of a proposed CAL manuscript, Committee members are invited to suggest titles for the work in progress. The final title, agreed upon by the

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[4] Editors: those who edit and support the sponsoring editor in completing the editing for the CAL process.
[5] Readers: those who read potential CAL and report back to the editors. Readers should come from various cultural backgrounds so GSA accomplishes its goal of reaching the 'broad-based audience' as mentioned in the Process Overview.

GSAWS Literature Committee, is approved at the same time as the final draft of the manuscript.

8. Title Change Process: A proposal to change the title of an existing CAL book or pamphlet must be addressed by the full GSAWS Literature Committee and GSAWSBOT. The new or amended titles are presented to the WSC.

9. The GSAWS CAL process is now complete and the GSAWS CAL seal can be affixed to the literature. The Sponsoring Editor and the Literature Committee Chairperson will oversee final production including copyediting, design, printing and the creation of promotional materials.

10. The Sponsoring Editor and the Literature Committee Editors will determine the final presentation once all approvals have been received.

11. After the manuscript is approved, then the presentation style[6] is defined and estimated costs, including a marketing plan, are submitted first to the Finance Committee, and then by the Finance Committee to the GSAWSBOT for approval of printer, selling price and quantity.

12. Literature Revision Process: Revisions may be directed to the GSAWS Literature Committee for consideration from any GSA member, group, intergroup, or service arm. The GSAWS Literature Committee determines whether a current publication is in need of revision based on the expressed needs of our fellowship. The CAL process is used for the revision, assigning a Sponsoring Editor approved by the entire GSAWS Literature Committee and the GSAWSBOT.

13. Process for the Discontinuance of Conference-Approved Literature (CAL):

    1. The following criteria are required:

        a. The material has a three to five-year introductory period from the date of initial publication and it hasn't been completed;

        b. Low sales of the material reflect minimal interest by the membership; and

        c. The content is covered by other CAL material.

    2. Once the GSAWS Literature Committee is satisfied that the above criteria have been fulfilled, they will make a motion to the WSC to discontinue the item.

14. Permission to Translate CAL

    a. All translations of GSA CAL to other languages are to be submitted to the GSAWSBOT and the GSAWS Literature Committee for review and approval before permission to print or reprint is granted.[6]

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[6] Presentation style: e.g. format, binding, paper, jacket, original artwork, etc.

b. Depending on the size and scope of the project the GSAWSBOT and the GSAWS Literature Committee choose the depth of their review of the translated document.

c. Three or more negative votes from the GSAWS Literature Committee or GSAWSBOT members on the same portion of the manuscript will necessitate a rewrite and further review until the Committee and GSAWSBOT approve each portion. One or two negative votes do not prevent completion of that portion of the manuscript.

15. Translations Translated GSA literature should maintain the spirit and meaning of the original English version.

16. Since the concept and development of the original material has already been conference approved the translated text does not need to be previously approved for development by the WSC.