

# Overeaters Anonymous Translations

Translate



# Some questions before starting

- Have you ever read OA approved literature in English?
- If yes, which book have you enjoyed most?
- Have you ever been in a translation committee?
- If yes, what challenges have you faced?
- Why it's important to translate literature?
  
- 15 minutes on the clock for open shares.

# The Importance of Translating OA Literature

- Carry the OA message )
- Attract newcomers )
- Work all Twelve Steps )
- Retain existing members )



Do I  
belong?

) abstinence, recovery, identification



# Priorities - Where to begin

**1- Translate Basic OA Materials and OA Pamphlets** - Translating these gives your committee a good grounding in working together while gaining an understanding of the process.

**2- *The Twelve Steps and Twelve Traditions of Overeaters Anonymous, Second Edition*** is probably the most important OA book to translate for our recovery.

**4- [Abstinence Literature Resource Guide](#)**

**5- Translate everything else.**

## **3- Translate Other OA Books**

- *Overeaters Anonymous, Third Edition* (#980) (the Brown Book), starting with the Forewords to all editions and the Appendices: “The Role of a Plan of Eating in Recovery from Compulsive Eating,” “A Disease of the Mind,” “A Disease of the Body,” “A Disease of the Spirit.”
- *The OA Twelve Step Workshop and Study Guide, Second Edition* (#960-2)
- *For Today* (#984) and the *For Today Workbook* (#974)
- *Voices of Recovery* (#986) and the *Voices of Recovery Workbook* (#996)
- *Abstinence, Second Edition* (#994)

# Why Translate OA Literature and Materials?



Within OA worldwide, relatively “small” countries can have more meetings per capita in comparison with some “larger” countries.

There seems to be a direct correlation between a country’s number of meetings (and thus recovery!) and the amount of translated literature available in its specific language.

*Countries having a good supply of OA literature in their local languages is a direct result of members having a vision that ALL OA literature be translated and made available locally.*

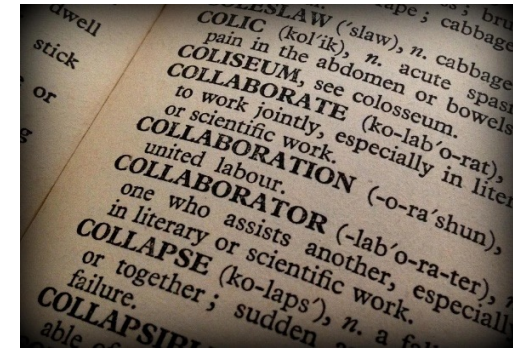
**THE BOTTOM LINE? TRANSLATING LITERATURE SAVES LIVES!**

**Vision!**



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# OA Glossary of Words and Terms



## Translate a glossary of OA's special program words.

“We’ve found it helpful to start by compiling a list of program terms in the local language, for example: Higher Power, abstinence, plan of eating, food plan, sponsor, surrender, one day at a time, relapse, program. These terms appear often in OA literature and need to be translated the same each time they appear” ([Translation Guidelines for OA Literature](#)).

OA uses many words and expressions that are not necessarily common in everyday use. If your committee translates a glossary of program words and terms, it will save time and ensure consistency with future translations.

Share your glossary with other groups and whenever you use a professional translator.

A master [OA Glossary](#) has been prepared in English.

You may find useful also translating the [Business Glossary](#)



# Translation Assistance Fund

Members may contribute to this new dedicated fund to help translations worldwide.



Help

**Go to [oa.org/contribute](https://oa.org/contribute) to find a mail-in form or make an online contribution.**

**If you want to pay into this fund, be sure to choose “Translation Fund” as the designation for your contributions.**

## Contribute

Mail in Instructions - [Click here](#)

### Online Contribution

Make this a recurring gift

### Designation

Designation:

General Fund  
Translation Fund  
Delegate Support Fund  
Professional Exhibit Fund

### Contribution

Amount: \$

Please include group number and service body information

# Financial Assistance Available

## **How to apply** **using the Translation Assistance Fund** **Application:**

- Find the form at [oa.org/site-map](http://oa.org/site-map);  
click [“Literature Translations.”](#)
- Send completed applications to the World Service Office in every moment you want to. The following month it will be considered by the International Publications/Translations Committee.



**Regional assistance funds**  
**may be available too.**

in Region Nine you should send application form by 1<sup>st</sup> of February and 1<sup>st</sup> of July



# Translating Material from [oa.org](https://www.oa.org):

## Documents, Text, and Downloads

Non-English-speaking registered groups and service bodies may now translate and distribute any downloadable document, file, or text on [oa.org](https://www.oa.org) without seeking permission from the World Service Office. *This does **NOT include** permission to reprint photos.*

These new procedures and guidelines create greater parity among all OA groups and service bodies that wish to carry the message and support the recovery of our worldwide Fellowship. Translated OA documents must include the following citation, written in the language of the translation:

*“This is a translation of OA-approved literature. © [date of translation]  
Copyright Overeaters Anonymous, Inc. All rights reserved.”*

Groups and service bodies are also required to provide a digital copy of any published translated literature to the WSO. **For more information, go to [oa.org/site-map](https://www.oa.org/site-map); click “Copyright Requests.”**

# Translation Guidelines for OA Literature

This presentation contains a summary and the main points of the [Translation Guidelines for OA Literature](#). Find the full document at [oa.org/site-map](http://oa.org/site-map); click [“Literature Translations.”](#)

It is suggested that your committee translate these *Guidelines*, as well as [License 1](#) and [License 2](#), so that translators can read them in your native language.



# Translation Guidelines for OA Literature: a Summary

## 1) Check before you start:

Is the literature you want to translate

– already translated / in the process of being translated by another service body? (there may be service bodies that have already translated the literature in the same language you would like to translate)

– due for a major revision soon?

*(Ask your region trustee or the WSO about scheduled revisions.)*

Consider where this literature is in your priority list for translations.

Find out if financial assistance is available from regional translation budgets or OA, Inc.



## 2) Ensure accurate translation of original text.

- i) Trust (Concept Three)
- ii) Nothing left out
- iii) Nothing added
- iv) Same meaning and implication,  
as closely as a different language allows



Original text has been approved by the OA Board of Trustees or OA worldwide through the [World Service Business Conference](#) .

*It is permissible to alter measurement and weight references (e.g., change pounds and ounces to kilos and grams; change feet and inches to meters and centimeters).*

### 3) What is a License and why is it needed?

**Licenses are agreements that protect copyright:  
OA owns all its materials and text.**

- Complete one License at each stage of the two-step translation process.
- Sign on behalf of your service body and send it to the WSO.
- OA's Managing Director / Corporate Secretary will sign for OA and retain a copy on file.
- A signed copy of your license will be sent to your service body to keep.



## 4) The Two-Step Licensing Process

Licenses 1 and 2 are formal legal agreements between your service body and OA, Inc. concerning usage of OA's copyrighted literature.



**License 1 = permission to translate**

**License 2 = permission to publish and distribute**

*Remember, downloadable documents do not need a license, but you do need to add an OA citation (© Overeaters Anonymous, Inc. All rights reserved) and send a copy of your translation to the WSO.*

# License 1



- License 1 gives permission to translate and circulate for validation.

**“Validation”** means testing a translation for accuracy before editing and approving it.

Your service body has:

- 18 months to complete the translation
- PLUS 6 more months to circulate and validate it

*Be sure all drafts of the translation are returned and destroyed after the validation process is complete.*

- Once License 1 is approved, you may request the WSO send digital files of the most current version of the literature to be translated.



**Don't forget the Cover Art!**

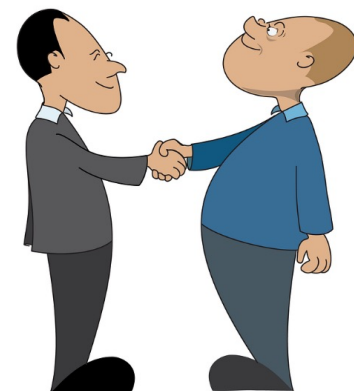
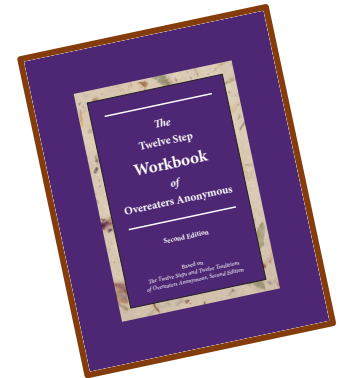
# License 2

License 2 gives permission to print and distribute.

*(Includes approval to use a customized OA logo.)*

Signing License 2 means your service body agrees:

- i) Every copy will have the correct copyright notice.
- ii) Every copy will have a specific, customized OA logo.
- iii) One printed and one electronic copy will be sent to WSO.
- iv) Royalties will be sent to the WSO (10% of net sales).
- v) All surplus funds (after royalties) will be used for OA.





# 5) Translations Committees



**Form structures for development of translations in your language.**

This service in OA is best performed by a group of members:

“Together we can.”

A translations committee avoids overdependence on individual members.

Priorities for a committee might include reviewing these items:

- [Glossary of OA words and terms](#) (*Service bodies do not need a license to translate a glossary.*)
- Suggested priorities from the [Translation Guidelines for OA Literature](#)
- Tradition Four
- [Abstinence Literature Resource Guide](#)  
(at [oa.org/documents](https://oa.org/documents), under “Group Support”)



# 6) Suggestions For Choosing Translators

- OA members are often the best choice.

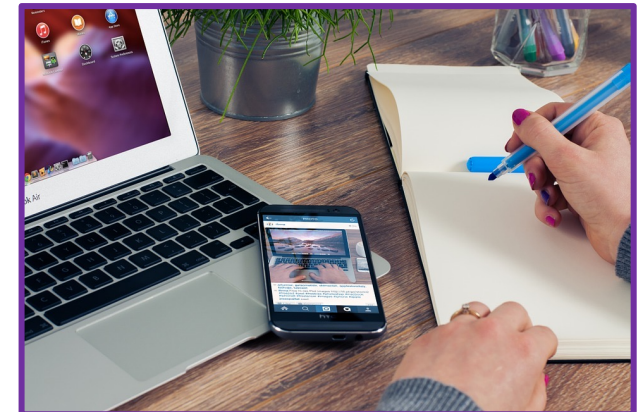
Members understand our literature and want the best for OA. They may take longer, or start but not finish, but OA members put love and effort into translating.

- Professional translators can work too.

If employing a professional translator, make sure to use a contract right from the beginning. Give them your glossary of OA terms!



**Ideas that work:** organize a WhatsApp group chat with other Service Bodies members who have already translated and who can share their experience and the meaning of that word/idiom in OA



# 7) Validating (a)

Check for clarity and translator's general understanding.



Additional suggestions:

- Use a draft in an OA meeting:  
read a few paragraphs and discuss the clarity of the message.
- Meet in small groups / committees to review the translation.
- Use a draft in discussions with sponsees.



**Real meaning of the word  
le = What does «chair» mean?**



# 7) Validating (b)



- Circulate drafts for consideration by members who speak the local language. Have them check concepts and usage (good grammar).

- Number the lines of text. This makes it easier to relay specific comments about the draft.
  - Use printed copies wherever possible so members can write comments.
- Write DRAFT or COPY on these for clarification.

| Twelve Step Workshop and Study Guide |  |
|--------------------------------------|--|
| Overeaters Anonymous                 |  |
| Table of Contents                    |  |
| 1                                    |  |
| 2                                    |  |
| 3                                    |  |
| 4                                    | <i>Reader's Guide</i> .....  |
| 5                                    | <b>Introduction</b> .....  |
| 6                                    | Information for Leaders.....   |
| 7                                    | Sample Flyer.....  |
| 8                                    | <b>Introductory Session</b> .....                                      |
| 9                                    | Readiness Assessment Questions.....                                    |
| 10                                   | Introductory Session Homework and                                      |
| 11                                   | Reading for Next Session (Step One).....                               |
| 12                                   | Participant Responsibilities.....                                      |
| 13                                   | Strong Abstinence Checklist and Writing Exercise.....                  |
| 14                                   | Closing.....   |
| 15                                   | Suggested Openings and Closings for All Sessions.....                  |
| 16                                   | <b>Step One Session</b> .....  |
| 17                                   | Participant Contact Information.....                                   |
| 18                                   | Step One Session Homework and Reading for Next Session (Step Two)..... |
| 19                                   | <b>Step Two Session</b> .....  |

## 7) Validating (c)



Possibly charge money for a draft and organize your records so that any amount paid can be deducted from the purchase price of the final approved copy. (Make sure you set prices so that you make a surplus to fund your next round of translations.)



<-Future Translations fund



Have everyone send reviewed copies to one collection point. At the end of the validation period, destroy all draft copies.

# 8) Printing



- If cost is a concern, consider printing from a home computer initially.
- Perform a final check for errors before printing.
- **Make sure to include:**
  - **Copyright notice**
  - **WSO contact information**
  - **Your customized logo**
  - **Local country or region contact details**



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[Title, item number, and latest copyright date of English version], Copyright © \_\_\_\_\_ [year of translation] of the \_\_\_\_\_ [language of translation] version.

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Local contact:

XYZ Language Service Board

24 Fictitious Street, Somewhere, EXAMPLE

Local or regional phone number / website

# 9) Selling and Royalties (a)



Set the selling price to make a surplus.

Example: gross profit 60% of sales; production costs 40%.

If it costs €1500 to produce the literature, divide by .40 (= €3750).  
Then divide that figure by the number of items to be printed.

$$€3750 / 500 \text{ copies} = €7.50 \text{ per copy}$$

Setting an appropriate selling price will give your service body enough funds to cover costs and build up a prudent reserve for more translations.



## 9) Selling and Royalties (b)

Royalties due to OA, Inc. are 10% of net income from sales on translated OA literature. *Consider putting a line item in the budget for this.*

### License 2, Clause 7: Royalty

For the rights granted by Licensor, Licensee agrees to pay to Licensor a royalty calculated as follows:

**10% of Net Income from the sale of licensed OA publication.**

Royalties shall be due and payable thirty (30) days after the first and each successive anniversary of the Effective Date of this Agreement.

Net Income is defined as the excess of the selling price of goods over their direct cost.

The remaining Net Income the Licensee derives directly or indirectly from sale, distribution or other disposition of the Final Translation will be used exclusively for the not-for-profit purposes for which the Licensee was organized.



# Why do we translate OA Literature? Because of our OA Responsibility Pledge.



Always to extend  
the hand and heart of OA  
to *all* who share my compulsion;  
for this I am responsible.



# Thank you for your interest and your service.

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