

# ***Overeaters Anonymous Literature Translation Workshop***

---



# Overeaters Anonymous Preamble:



Overeaters Anonymous is a Fellowship of individuals who, through shared experience, strength, and hope, are recovering from compulsive overeating. We welcome everyone who wants to stop eating compulsively. There are no dues or fees for members; we are self-supporting through our own contributions, neither soliciting nor accepting outside donations. OA is not affiliated with any public or private organization, political movement, ideology, or religious doctrine; we take no position on outside issues. Our primary purpose is to abstain from compulsive eating and compulsive food behaviors and to carry the message of recovery through the Twelve Steps of OA to those who still suffer.



***Embrace the similarities,  
love the differences  
in all our affairs.***

# The Importance of Translating OA Literature



|                |                       |
|----------------|-----------------------|
| <b>Carry</b>   | Carry the OA message  |
| <b>Attract</b> | Attract newcomers     |
| <b>Work</b>    | Work all Twelve Steps |



**Abstinence  
Recovery  
Identification**





# Priorities



**When you work in committees, think back over your recovery and time in OA.**

- Have you read all/most of our OA literature in English?
- Are you familiar with the resources that can be downloaded from [oa.org](http://oa.org) ?
- What OA materials and literature helped you most when finding OA and recovering?
- What materials might OA members like to see in their own language?

**Currently, there is a suggested order for translating OA literature:**

- 1) Follow recommendations in the [\*Guidelines for Translation of OA Literature and Materials\*](#)—review suggestions under “Suggested Order of Translations.”
- 2) Follow recommendations in the [\*Abstinence Literature Resource Guide\*](#).
- 3) Translate everything else.

# 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!**

“It is 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.’ A list has been compiled in English to assist you; find the [OA Glossary](https://www.oa.org/document-library) at [oa.org/document-library](https://www.oa.org/document-library) under “Translation.” These words and terms appear often in OA literature and need to be translated the same each time they appear.”

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.

**COLIC** (kol'ik), *n.* acute pain in the abdomen or bowels

**COLLASEUM**, see colosseum.

**COLLABORATE** (ko-lab'o-rat),  
to work jointly, especially in literary or scientific work.

**COLLABORATION** (-o-ra'shun),  
united labour.

**COLLABORATOR** (-lab'o-ra-ter),  
one who assists another, especially in literary or scientific work.

**COLLAPSE** (ko-laps'), *n.* a failure or together; sudden failure.

**COLLAPSE** (ko-laps'), *n.* a failure or together; sudden failure.

Find it at [oa.org/document-library](https://oa.org/document-library) under the “Translation” category.

# Financial Assistance Available



## How to apply using the Translation Assistance Fund application:

- Find the form at [oa.org/document-library](https://oa.org/document-library) under the “Translation” category.
- Send completed applications to the World Service Office **anytime**; your application, if received by the last day of a month, will be reviewed the following month.
- Watch for periodic reminders sent out by the WSO.

*The Translations budget is approved by the **Board of Trustees (BOT)** and allocated by the **International Publications and Translations Committee**.*



## Regional assistance funds may be available too!

Check with your region to see if any translation funds are available and how to apply.

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 our Copyright Requests page at [oa.org/guidelines-meetings/copyright-requests/](https://oa.org/guidelines-meetings/copyright-requests/).**



# Translation Guidelines for OA Literature



This presentation contains in the following slides a summary and the main points of the *Guidelines for Translation of OA Literature and Materials*. Find the full document and a downloadable PDF version at [oa.org/guidelines-oa-translation/](http://oa.org/guidelines-oa-translation/).

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: 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? (*Contact the WSO and/or check the Digital Files in Translation list at [oa.org](http://oa.org) for translated items.*)
  - 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 the WSO.



## 2) Ensure accurate translation of original text.

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

Remember: The original text has been approved by the OA Board of Trustees or OA worldwide through the World Service Business Conference. *However, it is permissible to alter measurement and weight references (e.g., change pounds and ounces to kilos and grams, and/or 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/group 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 from [oa.org](http://oa.org) 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, including circulating and validating it.



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

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



## 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 Guidelines for Translation of OA Literature and Materials
- Tradition Four
- Abstinence Literature Resource Guide (at [oa.org/document-library](http://oa.org/document-library) under the category “Abstinence”)



## 6) Suggestions for Choosing Translators

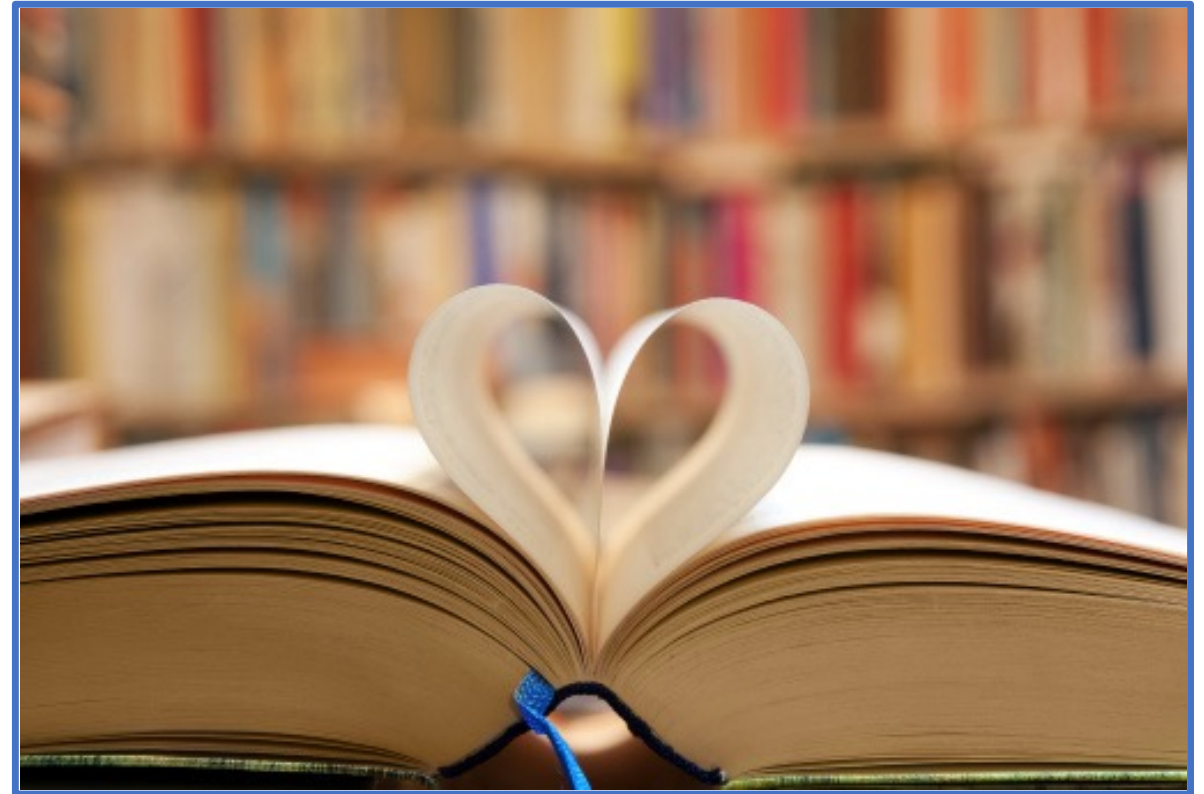


- OA **members** are often the best choice

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.

- ... **but 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!

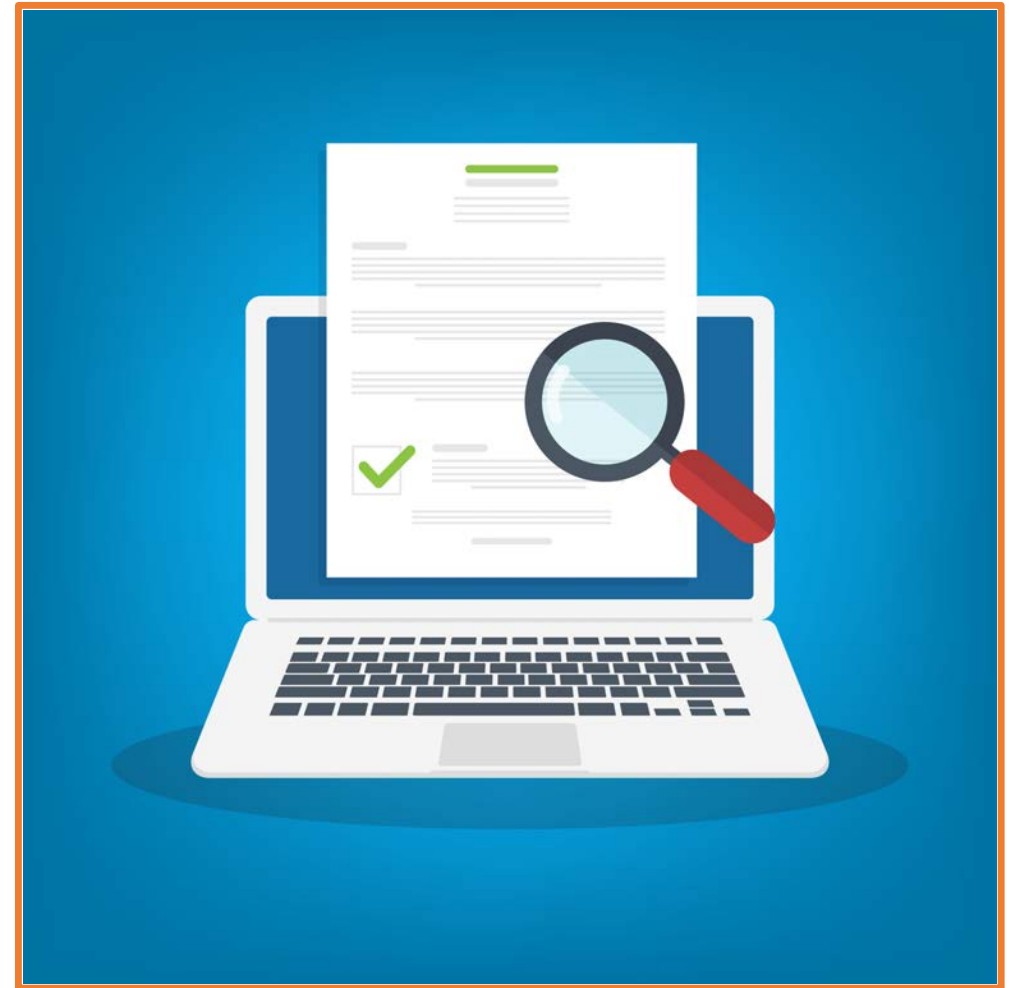


## 7) Validating (a)

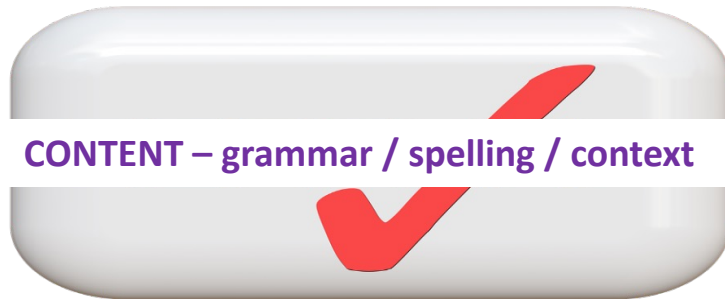
Check for **clarity** and translator's general **understanding**.

*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.



## 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.

|    |  |
|----|--|
| 1  | Twelve Step Workshop and Study Guide                                   |
| 2  | Overeaters Anonymous   |
| 3  | Table of Contents  |
| 4  | Reader's Guide.....  |
| 5  | Introduction.....  |
| 6  | Information for Leaders.....   |
| 7  | Sample Flyer.....  |
| 8  | Introductory Session.....  |
| 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 | Step One Session.....  |
| 17 | Participant Contact Information.....                                   |
| 18 | Step One Session Homework and Reading for Next Session (Step Two)..... |
| 19 | Step Two Session.....  |

## 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**



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

Overeaters Anonymous, Inc. World Service Office,  
6075 Zenith Court NE, Rio Rancho, NM USA 87144.

Mail address: PO Box 44727, Rio Rancho, NM USA 87174-4727.

Telephone: 1-505-891-2664. Email: [info@oa.org](mailto:info@oa.org). Website: [oa.org](http://oa.org).

With the permission of OVEREATERS ANONYMOUS, INC. All rights reserved. No part of this publication may be reproduced in any form without the prior written consent of OVEREATERS ANONYMOUS, INC.”



Local contact:

XYZ Language Service Board

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 of 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.*





# Translation Assistance Fund

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



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 Assistance  
Fund**” as the designation for your  
contributions.

[View / download Mail-In Contribution Form](#)

## Online Contribution

☐ Make this a recurring gift

## Designation

Designation: 

- General Fund
- Delegate Support Fund
- Professional Exhibit Fund
- ✓ Translation Assistance Fund
- 2020 Annual Appeal Letter

## Contribution

Amount: \$

Please include only group and service numbers which can be found at  
<https://oa.org/find-a-meeting/>

# *Thank you for your interest and your service.*

Various text has been extracted from the [Guidelines for Translation of OA Literature and Materials](#), ©2014, 2018, 2022 Overeaters Anonymous, Inc. (Rev. 2023). All rights reserved.

Pictures are from Getty Images as part of a licensing agreement with OA, Inc. or from copyright-free sources.



OA Board-Approved. ©2018 (Rev. 3/2024) Overeaters Anonymous, Inc. All rights reserved.