S-ANON®
International
Family Groups

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GUIDELINES FOR TRANSLATING AND DISTRIBUTING S-ANON LITERATURE

S-Anon members have always been central to the creation of S-Anon literature. All S-Anon literature is written by members for members. Each piece of S-Anon literature undergoes a thorough review and approval process to ensure it reflects and honors S-Anon's spiritual principles. This same care and intentionality extend to the translation of S-Anon literature.

As the fellowship grows, so does the need for literature in multiple languages. This document is intended to guide international service structures through the process of obtaining approval to translate and distribute S-Anon literature outside of the United States and Canada. For a broader understanding of how international service structures develop, we encourage you to review *Developing a Service Structure Outside North America*.

Translating and distributing S-Anon literature is both a spiritual service and a practical responsibility. While rooted in the spirit of carrying the message, it also involves formal processes to protect copyrights, maintain quality, and ensure consistency. These efforts blend technical requirements with spiritual intention, helping to preserve the message for those seeking recovery now and in the future.

GETTING STARTED

Ideally, by the time a service structure has identified the need, desire, and support for translating literature, it has already established a connection with both the S-Anon World Service Office and the Global Coordination Committee, a standing committee of the S-Anon Board of Trustees.

The World Service Office, headquarters of S-Anon International Family Groups, Inc., holds the copyrights and trademarks for all S-Anon intellectual property and manages related licensing and distribution agreements. The Global Coordination Committee serves as a resource throughout this process, offering guidance, answering questions, and sharing experience to help service structures build a sustainable translation process.

Before work on any translation from English to the local language can begin, the service structure must contact the World Service Office to request permission. Once approval is granted, the structure may form a translation team if one is not already in place. It is essential to have team members not only fluent in both languages but also familiar with S-Anon's spiritual principles. Each translation team member will be asked to sign a release form acknowledging that all rights to their translation work belong to the S-Anon World Service Office, which grants the local service structure the right to print and distribute the translation within its area.

UNDERSTANDING THE LICENSING PROCESS

The S-Anon World Service Office grants permission to translate and distribute S-Anon literature through formal licensing agreements. These agreements outline the specific terms, conditions, and responsibilities involved in ensuring that S-Anon's message is accurately carried across languages while protecting its intellectual property. The World Service Office has a Literature and Intellectual Property Coordinator who serves as the point person for these agreements. To begin the conversation, interested members or service bodies may contact this coordinator by emailing ip@sanon.org.

Each licensing agreement may include, but is not limited to, the following provisions:

- **Non-transferable or non-licensable to a third party:** Only the named licensee may translate, print, and distribute within the specified territory.
- **Review and approval process:** All translations must be submitted to the WSO for review and receive approval prior to printing and distribution.
- **Design and print standards:** Translated materials must match the design quality and specifications of the English-language originals.
- **Royalties:** A 7% royalty on gross retail sales is required for books, with annual reporting and payment in U.S. dollars.
- **Territory limitations:** Rights apply only to the countries listed in the agreement.

In the early stages of S-Anon development in regions outside North America (before a formal service structure

is established) the licensing agreement may be signed by an individual member on behalf of a group or emerging service body. This allows translation work to begin while a more permanent structure is being formed.

Once a legal or traditional service structure is established, ownership of all licensed materials and agreements transfers to that local organization. This transition is built into the licensing process to ensure long-term sustainability and proper stewardship of S-Anon's intellectual property.

STAGES OF LICENSING

The licensing process is intentionally structured in stages to align with the development of service structures, as outlined in *Developing a Service Structure Outside North America*. This tiered approach supports gradual translated literature development by allowing translation committees to gain experience with smaller projects before taking on larger ones, building processes and procedures in a manageable way while making essential literature available to groups and newcomers.

Stage One: S-Anon Legacies and Meeting Materials

The first licensing agreement focuses on S-Anon's three legacies—The S-Anon Twelve Steps, Traditions, and Concepts of Service—and meeting materials essential to conducting S-Anon meetings. These resources will be clearly identifiable as S-Anon and use standardized translations that have been reviewed and confirmed to align with the program's core spiritual principles.

These materials are intentionally limited in scope to keep the process manageable. They provide enough content to establish a clear structure for meetings and allow time to develop a commonly used glossary of translated terms. This glossary becomes especially valuable when translating more complex literature in later stages.

- The S-Anon Legacies: S-Anon Twelve Steps, S-Anon Twelve Traditions, and S-Anon Twelve Concepts of Service
- S-Anon Suggested Meeting Format
- S-Anon Suggested Meeting Readings, which include:
  - The S-Anon Welcome
  - S-Anon Preamble to the Twelve Steps
  - The S-Anon Problem (Short Version)
  - The S-Anon Problem (Long Version)
  - Keys to S-Anon Recovery (Short Version)
  - Keys to S-Anon Recovery (Long Version)
  - Obstacles to Recovery
  - Gifts of the S-Anon Program
  - Applicable Service Literature.

These materials form the foundation for conducting S-Anon meetings and are the recommended starting point for any translation initiative. These items are made available to groups and members for free and can be reproduced for the necessary function of conducting meetings and for personal use.

Stage Two: Booklets, Pamphlets, and Service Literature

Once the materials from Stage One have been translated, approved, and are actively in use, service structures may begin requesting additional licenses to translate and distribute Conference Approved Literature booklets and pamphlets, and Service Literature. These shorter publications are especially useful for newcomers, members seeking a deeper understanding of the program, and outreach efforts within the local community.

Not all Stage Two items need to be translated before moving to Stage Three. However, the two items marked with an asterisk must be completed first, as they provide an essential framework for newcomers or members who wish to begin working the S-Anon program before larger publications are available.

This stage includes:

- *We're Glad You're Here: Helpful Information for the Newcomer**
- *S-Anon Twelve Steps and Twelve Traditions: A Brief Summary**
- *What is the S-Anon Point of View?*
- *Is S-Anon for You?*
- *Sponsoring ... and Being Sponsored in S-Anon*
- *S-Anon: The Problem, Keys to S-Anon Recovery, and Gifts of the S-Anon Program*
- *Is S-Ateen for You?*
- *S-Ateen: What it's Like to Be Me*
- *S-Anon Stories: Experience, Strength & Hope for Those Affected by the Legal Consequences of Another's Sex Addiction*

- *Recovering Together: Issues Faced by Couples*
- Applicable Service Literature – Helpful "how to" and informational resources.

At this stage, service structures are expected to begin evaluating and developing a basic distribution process. This includes setting up systems for selling literature, managing finances, recording sales, and distributing materials (either in print or as e-books). To support these efforts, service structures typically begin establishing the operational components needed for growth, such as trusted servant positions, a dedicated bank account, a website, and clear communication channels for both group members and the general public. These steps help lay the groundwork for a sustainable, organized approach to literature distribution and service coordination.

Stage Three: Books

In Stage Three, the World Service Office begins licensing books for translation and distribution. These full-length books require more coordination, resources, and long-term planning, so entering Stage Three reflects a readiness to take on more complex translation and publishing work.

This stage includes:

- *S-Anon Twelve Steps*
- *Working the S-Anon Program*
- *Reflections of Hope*
- *S-Anon Twelve Traditions*
- *Exploring the Wonders of Recovery: A Companion Guide to S-Anon Twelve Steps*
- *Along the Journey: The Story of S-Anon First Forty Years*

Because of the depth and complexity of these works, this stage is best undertaken by a translation team that has already established a structured workflow, is familiar with the World Service Office's review and approval process, and has evaluated its capacity to manage larger, multi-phase projects.

As with Stage Two, this phase requires a well-developed service structure capable of managing the broader responsibilities involved in translating, printing, storing, selling, and distributing these publications. Effective financial systems, inventory tracking, and communication tools are essential at this level of service development.

The publication lists above will be updated as new booklets, pamphlets, and books are released.

TRANSLATION ACCURACY AND REVIEW PROCESS

Accurate translation is essential to preserving the message and spirit of S-Anon literature. Translating S-Anon materials is not a word-for-word exercise; it requires careful attention to meaning, tone, and intent.

Currently, the World Service Office does not have a formal review process for translations. However, we emphasize the importance of developing a local review process within your service structure. This may include involving bilingual members who are familiar with S-Anon's principles, trusted servants, or outside editors to help ensure clarity and consistency. If outside professionals are contracted to assist with translations, it is essential that the service structure retain full responsibility for internally reviewing and approving the final version before submitting it for World Service Office approval.

The World Service Office reserves the right to review and approve all translated materials before they are printed or distributed. As our global fellowship grows, we hope to work more closely with service structures to support and improve the review process over time.

Please note that passages from Alcoholics Anonymous or Al-Anon literature must use the official translations from the translated publications of those organizations—these excerpts may not be retranslated. S-Anon has received permission to reprint specific excerpts from these fellowships, and it is important to use the approved wording directly from their translated publications to remain in compliance. When quoting from S-Anon literature that has already been translated, always use the initially-translated and approved version to maintain consistency across publications. The World Service Office can provide a list of required foreign-language books and specific quotes used in S-Anon materials.

DESIGN AND PRINTING

Each licensing agreement includes design and formatting requirements to ensure that translated literature reflects the same visual identity, quality, and readability as the English originals. These design elements—such as cover design, layout, font style, trim size, and spacing—should be maintained as closely as possible using the approved

formats provided by the World Service Office. However, we recognize that some variations are inevitable due to language structure, translation length, or regional norms (such as differences in punctuation, units of measurement, or word count). Service structures are encouraged to make their best effort to preserve the look and feel of the original publication while adapting as needed for clarity, readability, and cultural context.

Formatting a translated item for print or e-book publication often requires specialized software and technical skills. Some service structures choose to work with professionals to meet these standards. While not required, hiring a skilled designer may help ensure that the final product aligns with the quality expected of Conference Approved Literature.

For many developing service structures, the cost of printing may be unaffordable at first. Offering an e-book version can be a cost-effective alternative and can also help generate the initial funds needed for future printing. Others may choose print-on-demand services to start with smaller quantities, even if this results in a higher per-unit cost.

Each service structure will determine the best production and distribution approach for their region, keeping in mind the importance of maintaining the message and appearance of the original materials.

PUBLISHING AND DISTRIBUTION RIGHTS

Translation agreements grant permission to distribute both print and e-book versions of S-Anon literature within the country or region where the service structure is located.

The World Service Office does not distribute translated literature on behalf of service structures outside North America. Each service structure is responsible for managing all aspects of printing, storing, selling, and distributing literature within their approved region. This includes e-books—except those e-books published in English, Spanish, and French, which are distributed solely and directly by the World Service Office. Translated literature that is published in full online may not be provided for free unless the item has been approved by the World Service Office for free reprint and online use in outreach or meeting-related settings.

The Global Coordination Committee is available to share translation experience and examples from other service structures at various stages of growth. These shared experiences may offer helpful insights into developing systems for literature production and distribution.

FINANCIAL RESPONSIBILITIES AND ROYALTIES

A strong literature program, along with Seventh Tradition contributions, helps provide a financial foundation for the long-term stability and growth of a service structure. While the World Service Office does not set retail prices for translated literature, service structures are encouraged to consider the following when determining pricing:

- Cost of translation (software, outside translators if a professional is utilized, members hired to help with translations).
- Cost of production (graphic design, printing, shipping).
- Cost of distribution (storage, order fulfillment, supplies, postage).
- Paid special workers (if applicable).
- The financial needs of the local service structure.
- Local economic conditions.
- Organizational growth and sustainability.
- Royalties owed to the World Service Office for book sales.

Pricing should not only cover direct expenses but also support broader service goals such as maintaining a website, supporting outreach efforts, hiring staff, and covering legal or administrative costs.

Service structures are required to pay a 7% royalty to the World Service Office on gross sales of books, including both print and e-book formats. These royalties are paid annually in U.S. dollars and must be accompanied by a report detailing inventory, total sales, and any reprints.

PROTECTING S-ANON'S INTELLECTUAL PROPERTY

By signing a translation agreement, international service structures agree to protect S-Anon's intellectual property in their region. This responsibility includes:

- Taking reasonable efforts to ensure translated materials are not shared, altered, or distributed without authorization.

- Keeping all translation files secure and accessible only to those directly involved in the work.
- Actively addressing any instances of infringement or misuse as they arise, including hiring legal counsel if necessary.

The World Service Office will provide the necessary files for production, including cover images, logos, and printing specifications. These materials are to be used only for approved purposes and may not be modified except for necessary formatting related to translation and printing.

Protecting intellectual property helps ensure that S-Anon literature remains trustworthy, consistent, and available for future generations of members seeking recovery.

MOVING FORWARD

Translating and distributing S-Anon literature is an act of service that strengthens our worldwide fellowship. By taking on this responsibility, global service structures help expand S-Anon's reach, ensuring that more individuals can access the message of recovery.

This process is a partnership between service structures, the S-Anon Global Coordination Committee, and the S-Anon World Service Office. If you have questions or need assistance, please reach out to the Global Coordination Committee at globalcoordination@sanon.org. For questions related specifically to licensing agreements or intellectual property, you may contact the Literature and Intellectual Property Coordinator at ip@sanon.org.

COMMONLY ASKED QUESTIONS

Here are some of the most frequently raised questions about translating and distributing S-Anon literature.

Can a service structure hire a professional translator?

While it is preferred that translators are familiar with S-Anon's recovery language and principles, service structures may choose to hire a professional if they have the funds. The translator must sign a release form and may not retain files beyond the translation engagement, claim ownership, receive credit, or be listed in the publication.

However, even when a professional is hired, the service structure remains responsible for reviewing the translation internally. At least one member—ideally more—who is bilingual and well-versed in S-Anon's spiritual principles should review the final translation to ensure that the message and tone reflect the intent of the original literature.

Can a service structure use artificial intelligence or machine translation tools?

Many free, online artificial intelligence and machine translation tools may seem helpful, however, uploading significant portions of S-Anon texts (whether in part or in full) into unsecured, data-retaining platforms is not permitted. These platforms often retain and reuse submitted content to improve their models. Because all S-Anon text is copyrighted, that retention may compromise the privacy and copyright protection of our literature. Also, the resulting translation might not accurately reflect the underlying meaning of the text.

Who is responsible for translating Spanish and French literature?

S-Anon International Family Groups, Inc., through the Spanish and French Sub-Committees of the Literature Committee of the Board of Trustees, is responsible for translating S-Anon literature into these two languages. Because English, Spanish, and French are the languages most frequently spoken in the United States and Canada, the World Service Office manages all translation, printing, and distribution of these versions directly.

Service structures outside of the United States and Canada do not need a translation license for Spanish or French, but they do need a distribution license if they wish to offer the existing translated S-Anon literature in these languages. e-book distribution of English, Spanish, and French is not permitted outside of the World Service Office. However, digital versions are available through approved third-party platforms in over 75 countries.

Can a service structure translate and distribute literature in multiple languages?

Yes. A service structure may translate and distribute literature in more than one language, provided that a separate licensing agreement is secured for each language. Each translation must follow the same process, including review and approval by the World Service Office. Managing multiple translations may require additional planning and

resources, so service structures are encouraged to assess their capacity before expanding translation efforts.

Can an English-speaking country license English?

Yes. Service structures may license the right to distribute English-language literature if English is commonly spoken in their region. While the original text must remain unchanged, minor adaptations to spelling, punctuation, or formatting may be permitted to reflect local dialects (e.g., British or Australian English). Any changes must be approved by the World Service Office before distribution.

Can English, Spanish, and French be adapted to the local dialect?

Yes. While the original text must remain unchanged, minor adaptations to spelling, punctuation, or formatting may be permitted to reflect local dialects. Any changes must be approved by the World Service Office before distribution.

Can translated portions be used before a project is fully completed?

No. Translations must be reviewed and approved by the World Service Office before any portion can be printed, distributed, or used for group or individual recovery purposes or publicly.

Can members self-translate literature for use in meetings?

No. While members may be eager to provide translations for use in meetings, translations done independently should not be used or shared beyond personal use. To maintain consistency and protect the spiritual message of the program, all translations must go through the formal licensing, review, and approval process outlined in these guidelines.

What should groups do while S-Anon literature is still being translated?

S-Anon suggests the use of Conference Approved Literature from Alcoholics Anonymous, Al-Anon, and Sexaholics Anonymous as a complement to any already-translated S-Anon materials during this time. It took many years for S-Anon to develop its own literature, and these additional resources can help support meetings in the absence of translated S-Anon materials.

What is acceptable to translate and publish on websites?

The S-Anon World Service Office maintains a list of literature that may be translated and published on websites. This list is limited and intended for outreach and meeting-related purposes only. To ensure compliance with copyright and licensing requirements, please contact the Literature and Intellectual Property Coordinator at ip@sanon.org to request the most current version of this list and any related guidelines.

What happens if a publication is updated in English after it has already been translated?

If the original English publication is updated, the service structure is not required to translate the new edition. However, if they choose to do so, all changes to the English version must be incorporated, and the new translation must go through the same review and approval process as the original. This is outlined in the licensing agreement.

Is a license required to translate S-Anon Public Service Announcements?

Yes. Public Service Announcements are copyrighted Service Literature materials and require a license before they can be translated, adapted, or distributed in another language. However, service structures outside North America may also choose to develop their own Service Literature for their local purposes provided that it adheres to all S-Anon principles and our Legacies.

How are translation files shared with the service structure?

The World Service Office shares original files with service structures through a secure OneDrive folder. Access is granted once a licensing agreement is signed, and only individuals directly involved in the translation process should access or use the files.

If a service structure has also licensed a logo, can that logo be used on literature?

No. The S-Anon logo is reserved as a seal for Conference Approved Literature and may not be used on translated publications. Even if a service structure has licensed a localized version of the logo, its use is limited to outreach materials, websites, event flyers, and similar communications—not printed literature.

Does a service structure need to get permission directly from Alcoholics Anonymous and Al-Anon to quote translations?

No. The S-Anon World Service Office secures the necessary permissions from Alcoholics Anonymous and Al-Anon for using translated excerpts. Service structures do not need to contact those organizations directly as this is handled as part of the licensing process.

What Alcoholics Anonymous and Al-Anon books must be purchased to use their translated quotes?

For various S-Anon publications, the literature team will need to purchase some or all of the following Alcoholics Anonymous books: *Alcoholics Anonymous* and *Twelve Steps and Twelve Traditions.* They will also need to purchase the following Al-Anon books: *Al-Anon's Twelve Steps and Twelve Traditions*, *Courage to Change*, *Dilemma of the Alcoholic Marriage*, *How Al-Anon Works for Families and Friends of Alcoholics*, and *Paths to Recovery: Al-Anon's Steps, Traditions, and Concepts*. Not all Alcoholics Anonymous and Al-Anon publications are needed for every book translation.

The World Service Office maintains a full list of Alcoholics Anonymous and Al-Anon quotes used throughout S-Anon literature. This list can help translation teams locate and verify each quote accurately.

Is there a suggested report template for submitting royalty reports?

No, the World Service Office does not currently provide a standard template. However, royalty reports may be submitted in a simple email or spreadsheet format, as long as they include the total annual sales and royalty amount owed.

How are royalty payments submitted?

Currently, international royalty payments can be made online using a debit or credit card or PayPal through the World Service Office's contribution platform. Bank wire transfers may be arranged if certain thresholds are met. Other transfer services may also be considered to help avoid conversion or wire transfer fees. Each service structure should coordinate with the World Service Office to determine the most practical payment method.

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