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REPORT TO THE FELLOWSHIP FROM THE 1988/89 AD-HOC COMMITTEE ON CORRECTING THE FOURTH EDITION BASIC TEXT

The 1988 World Service Conference actions resolving the controversy last year surrounding the Fourth Edition of the Basic Text have been reported previously. I was directed by the conference to appoint a small ad hoc committee which would be responsible for making the conference-directed and -authorized changes in the Fourth Edition resulting in a new Fifth Edition of the book, *Narcotics Anonymous*.

As the WSC directed, the WSO staff began a second major proofreading of the Fourth Edition manuscripts to uncover omissions beyond the twenty-five accidental deletions which were discovered and reported immediately prior to WSC 1988. The WSO completed this task and the ad hoc committee

I appointed met in July at WSO. The participants, including myself, were: Michael L.; Jack B.; Bob G.; Sally E.; Judy G; and Jim W. (WSO staff). We re-inserted all of the twenty-five omissions and the additional omissions which were discovered in the second proofreading, as well as the other two (or three) specific changes in the text which were authorized by conference motion. The only discretion the committee used was in editing language within the insertion as necessary to make it fit in with the surrounding text.

The WSO subsequently began the process of typesetting the Fifth Edition Book and other aspects of the production process. To insure accuracy, the WSO has gone through an exhaustive proofreading process involving staff, members of the WSO Board of Directors, World Literature Committee, WSC Administrative Committee and other N.A. members. This committee and process was separate from the task the conference directed me to do. WSO has reported separately on this matter and on the status of the production schedule for the Fifth Edition. Thank you for allowing me to be of service.

*Michael L.
N.A. Member*

BASIC TEXT 5th EDITION

The World Service Office is deeply engaged in the process of preparing for publication the Fifth Edition of the Basic Text.

The World Service Office staff received the work completed by the WSC appointed committee and re-inserted the language into the computer files that the committee had authorized as result of its meeting. Subsequent to the meeting, the completed work was mailed back to the members of the committee for their review and concurrence with the insertions made by the staff. As result of these mailings, consensus was reached by members of the committee that the re-insertions had been accurately accomplished.

The World Service Office then began selecting a typesetting company to work on the next stage of the text. This was accomplished in July, and work began on preparing material for typesetting. The finalized material was printed and made available for a proofreading session as announced in the WSO report to the conference. A proofreading workshop was organized and conducted in mid-August. Invited to participate were members of the World Literature

Committee, the Board of Trustees, the WSO Board of Directors, and several members from the fellowship. This proofreading session was held, and completed its work in one day. The proofreading session revealed a number of extremely minor inconsistencies in application of commas, semicolons, and periods. There were a few examples of corrections suggested in capitalization. When this work was completed, the WSO staff took the work and accomplished the revisions suggested by the proof reading committee. This material was then sent to the typesetter for typesetting.

The typeset material was then subjected to a final review by a professional proofreader, and that proofreading revealed no additional errors. This finalized version was then mailed to the leadership of the World Service Literature Committee, the Board of Trustees, and the World Service Office. Simultaneously, this material was prepared and shipped to the printer for preprinting production work at their facility.

As this report is being prepared this material is currently at the printer, and further reviews will be made as it progresses prior to its scheduled printing.

As a result of some dissatisfaction concerning several aspects of production with our current primary printer, the WSO has been searching for alternatives for the production of the Basic Text. A printing consultant was used to review the status of our current contractual agreements. An alternative company was selected and interviewed and given the opportunity to bid on the printing of the text.

Following a series of meetings with representatives from both companies, it was decided that the WSO would change its primary printer to a publishing house in Indianapolis, Indiana. The change in printer was made in order to maintain a high quality standard for this publication and to minimize proposed cost increases the original printing company was considering to impose on this publication.

The change in printers and the slow but essential review process that this edition is following in its preparation has resulted in a moderate delay in the production schedule. It was the original hope of the WSO that the Basic Text would be printed and available for sale by October 1, 1988. However, it has become evident that the printing will not be accomplished until mid October. The book will thus become available near the end of October or the beginning of November.

Giving consideration to the distance involved to the re-shipments from the WSO to many consumers and members of the fellowship it is not very likely that the Fifth Edition will be available at area committees and offices until sometime in mid- or late November.

The WSO is mindful of the desire of all members of the fellowship to have this publication available at the earliest possible moment. However, we are reminded always of the necessity of moving with much more caution and diligence in our preparation.

Accordingly, please have patience with us and with the process, and we will assure you the highest quality possible in this publication.

Fellowship Report, October, 1988

Donna Markus, Chairperson
WSO Board of Directors

Greetings. I hope/trust this finds you all well and in good spirits. The last few months have been very busy and productive months at the World Service Office. In this report I would like to address some of the projects the office has worked on and some of the actions the Board of Directors is working on.

The Fifth Edition of the Basic Text is at the printer! The slow progress that is required in the pre-production phase is nearing completion. The process began immediately following the Conference. The staff prepared a compilation of the differences between the Third Edition Revised and what the Fourth Edition should have contained. This material, after extensive research, was submitted to the Conference appointed ad hoc committee.

The ad hoc committee met in early June to review the material and to decide which changes were necessary to bring the Fifth Edition in line with the intention of the Conference. The committee acted on all of the identified points.

The staff then inserted into the computerized Basic Text file those changes made by the ad hoc committee. The Fifth Edition draft was then photocopied and sent to the ad hoc committee members for their review. In this review the ad hoc committee members found only one comma placement error, which was immediately corrected. The book was then ready for submission to a typesetting company.

A local typesetting company was selected whose equipment was easily compatible with the word processing program on which the Basic Text is stored. A schedule was established for typesetting and subsequent review.

We are using the same type style in the Fifth Edition of the Basic Text; however, changes were made in the formatting of the text to improve the readability of the book: the type size, the length of the line, and the spacing between the lines are different than that in the Fourth Edition. The Fifth Edition of the Basic Text will have 286 pages compared with the 272 pages of the Fourth Edition. The changes directed by the committee to re-insert omitted material did not have the impact of increasing the number of pages. The re-inserted text was accommodated, generally, on pages within the appropriate sections. While the typesetting work was done, preparations were made to have the typeset material professionally proofread. The proofreading was intended to identify any errors made by the typesetter. The typesetting material was completed in late September and the proofreading was immediately done.

The proofreading consultant identified a great number of specific items that are characteristic of the differences in our Basic Text from standards within the publishing industry. More of these were stylistic differences (the result of the Basic Text being written by committee rather than a single author). Only where the proofreader found some typographical error was consideration given to making any change. The minor changes that were suggested were reviewed and a final typeset manuscript prepared.

As this report is being prepared, the Basic Text is in the pre-press production stages at the printing plant in Illinois. It is anticipated that the printing will actually take place near the end of October, and the bindery work in November. With this general time schedule, it is

anticipated that the Fifth Edition will be received at the World Service Office sometime in late November.

I reported in the last *Fellowship Report* that the WSO and the Board members had been increasingly dissatisfied with the services of the printer who has been printing the Text for the last few years. As a result of these concerns, the Board of Directors elected to find a new printing company. The office entered into a contractual relationship with a large printing company located in rural Illinois. They will be preparing the Basic Text according to the specifications that have been used for the last few years. We were able to obtain the same paper supply, so there will be no changes in that aspect of the Text.

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BASIC TEXT: FIFTH EDITION

The Fifth Edition is on its slow process towards availability. In recent reports to the Fellowship in the Newsline and Fellowship Report the office has been overly optimistic in portraying when the Fifth Edition Basic Text will be available. Unfortunately, the production schedule could not be met either by our staff or by the printing company. Accordingly, the Basic Text is, as of this date, still not available and will not be received by the office until sometime in mid or late December.

The continued delays in the production schedule created an additional problem that we had to find a solution for. We began accepting some preproduction back orders for the Fifth Edition several months ago. This was done in the anticipation that the production schedule originally envisioned would be met. As time has passed and the production schedule continued to erode it became necessary to return the money for those pre-paid orders and cancel other orders that were accepted where payment would have been made later.

Accepting back orders for longer than a thirty day period is not an acceptable business practice for the office, nor is it an acceptable legal practice. The U.S. Postal Service does not allow businesses to accept back orders for a longer period without exact specifications. From time to time the office has been in the unenviable position of having announced an availability date and then found itself unable to meet that date.

We certainly want to avoid back order situations, but we also want to keep the Fellowship informed of anticipated delivery dates. In the future, we must maintain better internal discipline so we do not accept orders for items until they are actually available. We apologize to any individuals or committees who were inconvenienced by our acceptance of these pre-production orders and the confusion that may have resulted from our need to refund money and cancel the orders.

Our printer, as of this writing, has completed about half of the process necessary to assemble the books. The basic printing is done. The book covers and dust jackets are nearly completed and the book will be assembled in the next couple of weeks. Because we are producing approximately 75,000 copies at one time, it takes several weeks to assemble all of them. In terms of time on the printing press, it took sixty continuous hours to print the 75,000 copies.

Because of the complexity and extensive amount of work required in book production, delays are inevitable and delivery dates are always uncertain. We continue to do the best we can on this, but we must, at every stage, review the work to assure accuracy and quality.

Even in spite of our diligent efforts to maintain high quality and avoid errors, we have already discovered one embarrassing error in the printing. In the table of contents the wrong word is shown in the title of one of the chapters. This will be corrected in the second printing of the Basic Text Fifth Edition which will be taking place sometime in January.

The number of Basic Texts that we anticipate being sold immediately when they are available will consume two thirds of the number of books that are currently in production. This will leave a fairly small quantity for orders that arrive in January. Accordingly, we have moved forward to prepare and obtain the second printing. We have not been given a delivery date for the paper from the paper mill. Until the paper is delivered we cannot obtain any specific date for the printing to actually be conducted.