

Mainstay Policy

Background

This document provides guidance for current, and future, Mainstay editors in performing the editorial role for Mainstay. It documents previously agreed Conference decisions regarding Mainstay and gathers the collective experience of past Mainstay editors, experiences and guidelines from other magazines such as Grapevine, in one document.

Mainstay is produced on behalf of the New Zealand General Service Board who will be responsible for the appointment of the editorial team, and who supports the editorial team's right to accept, reject or edit material for publication.

Purpose of Mainstay

As well as being AA New Zealand's "meeting in print", Mainstay is also a national magazine that is a forum for AA members throughout New Zealand (and overseas) to share their experience in print, to communicate events, to keep the fellowship in New Zealand informed.

Mainstay is also a communication tool for both Loners and housebound members however Mainstay should always be a magazine that is relevant to the entire fellowship. Mainstay should always reflect the issues of the entire fellowship.

Mainstay can also be used as a 12th step tool within institutions and for newcomers.

The Editorial Team

Members will be appointed by the New Zealand General Service Board. Each position on the team will be filled in line with Concept 11, with a rotation period of 3 years min 5 years max. Applications for vacant positions will be called for, considered and appointments made in line with normal AA Practice (See Appendix 1 for Team Makeup and Job Description).

Editorial Policy

Mainstay publishes stories from AA members that reflect the full diversity of experience and opinion found within the Fellowship of Alcoholics Anonymous. No one viewpoint or philosophy dominates its pages, and in determining the editorial content, the editors must rely on and always keeps in mind the principles of the Twelve Traditions.

Letters on the shared experience of individual AA members working the AA program and applying the spiritual principles of the Twelve Steps are welcome from members of the Fellowship. While the editors have the right to accept or reject letters for inclusion, letters are evaluated by AA

members, and while some editing is done for the purposes of clarity, styling, and length, the editor encourages all writers to express their own experience in their own unique way.

Articles are not intended to be statements of AA policy, nor does publication of any article constitute endorsement by either Alcoholics Anonymous or Mainstay.

Stories are invited, although no payment can be made nor can material be returned nor is correspondence entered into with contributors by the editor or the editorial committee.

Partly for legal reasons, and also respecting Tradition 12, poems, prayers, song lyrics, plays, tributes to individuals (whether in letter or obituary form) are not published. Neither is any material unrelated to AA or that violates the principles of AA.

Mainstay content is New Zealand conference approved literature, therefore only other conference approved literature should be used in compiling the content of the magazine. This includes:

Content from other country's national magazines (the Reviver, Grapevine) with an appropriate disclaimer attached to any such content i.e. Copyright @ The AA Grapevine, Inc. (Month, Year) or Reprinted with permission)..AA event notices - references to sister organisations Al-Anon, Al a teen may be made only within the wider context of advertising an AA event.

Editorial Policy Statement in Mainstay is to be:

- Mainstay is the magazine of Alcoholics Anonymous in New Zealand, and communicates the experience, strength, and hope of AA in New Zealand and reflects a broad spectrum of current AA experience with recovery, unity, and service.
- Mainstay is a meeting in print including the service and AA Group fellowship aspects of AA life and AA meetings, and only publishes articles relating to AA and Alcoholism.
- Mainstay aims to be self supporting and is not affiliated to any outside groups or interests and does not accept paid advertising.
- The editors welcome contributions, and encourage all writers to express their own experience in their own unique way. Contributors need not be concerned with spelling or grammar, however, articles sent to the Mainstay are not guaranteed publication, and may be edited for the purposes of clarity, styling, and length.
- Submissions of articles and letters (up to 600 words) are invited and should be sent to:
 - Mainstay, NZGSO
 - PO Box 6458, Wellington 6141.
 - Phone (04) 4724250
 - E-Mail: mainstay.nzgso@xtra.co.nz
- Publication of any article does not imply endorsement by Alcoholics Anonymous or Mainstay.
- Personal opinions expressed in letters or articles should not be attributed to the Fellowship.

- There is no payment for contributions and they cannot be returned.
- Anonymity will be protected, but contributors and correspondents are asked to include their
- First name, locality and a contact telephone number or email/physical address (not for publication).
- A formal copyright statement to be included

Anonymity

Mainstay is distributed to a wider audience than the AA Fellowship and is to adhere to Tradition 11 (anonymity is the cornerstone of our traditions, ever reminding us to place principles before personalities).

Therefore no content should be published that identifies an individual AA member. This includes:

- Full names on or in letters
- E-mail addresses or website references should not show any full names of members – this includes notices for events and functions. If an AA member wishes to use an e-mail address it should be one that does not contain a full name.

Mainstay can publish the full names of non-AA members (Non-AA trustees etc.) where permission is given. Full names are not to be used in reference to members who have passed on.

Publishing Deadlines

Mainstay should be available for posting out to subscribers by the middle of every second month, commencing January. The timetable to achieve this is:

Copy Submitted	Initial Draft to Formatting	Draft for proofing	Proofing Complete	Final Approval for printing
Content for inclusion to be submitted by end of January, March, May, July, September and November	By the 4 th of the following month	By the 8 th of the following month	By the 11 th of the following month	By the 14 th of the following month

APPENDIX 'A'

EDITORIAL TEAM STRUCTURE

The Editorial team is comprised of an Editor, Assistant Editor, Production Coordinator (with the publishing skills to produce the magazine and arrange printing), Print/Dispatch Coordinator and a Board Representative. This will provide for succession and ensure that the responsibilities for Mainstay do not fall on one person.

Job Description/Personal Attributes are:

Editor

- As per the Assistant Editor duties, but with the addition of:
- Overall responsibility for the production of Mainstay.
- Coordinate the production of the magazine ensuring deadlines are being met
- Recruiting and managing the Editorial Team
- Seeking the guidance of the Board (via GSO) should a departure from editorial policy be required

Assistant Editor

- Gather letters/articles for Mainstay (Most will be forwarded from GSO or other team members)
- Type handwritten letters and format for production
- Initial "edit" – ensure word length up to 600 words (editorial licence generally allows 10% over)
- Proof reading
- Send contributions to the production coordinator as they arrive, prior to deadline for each issue.
- Regular contact with production team. (Usually via email)
- Work with production team to ensure AA's message is carried to alcoholics
- Write the 'Dear members' editorial each month, in collusion with production team/rotating with team members
- Promote Mainstay at meetings, Intergroup and among AA network.
- Ask AA members for contributions – letters up to 600 words, articles, events notices and reports – for the area.
- Encourage individuals and groups to subscribe to Mainstay – including sponsored subscriptions, and subs into institutions.

Production Coordinator

Produce a print ready document from the letters, editorial, news and other contributions to Mainstay within timeframes. This involves:

- The ability to type up letters and obtain text from a variety of formats emails etc.
- Ability in deciphering 'gibberish', and editing to create a usable text in the sharing section of the magazine.
- The ability to glean information from flyers, websites etc.
- Finding appropriate images to augment the messages throughout the magazine.
- Sending a print ready file to the printer

Time required:

- 8-16 hours per magazine, depending on skills, content, etc.

Skills required:

- Desktop publishing
- Graphic design/layout
- Knowledge of prepress
- Photo and graphic editing skills
- InDesign or advanced Word skills.

Print/Dispatch Coordinator

- Ensure file from Production Coordinator is in a suitable format for printing
- Receiving printed Mainstays from printer
- Putting address labels on envelopes and Mainstay into those envelopes
- Adding invoices/statements to envelopes
- Mailing Mainstays

Board Representative

- Give final signoff for each magazine to go to print, ensuring that:
- Mainstay Policies have been adhered to.
- AA Traditions have been met.

Mainstay Service Position Personal Attributes Required

- Computer literate, with a computer and access to the internet
- Basic ability to proof read letters
- Able to type handwritten letters
- Understanding of AA message of recovery – contributions should be in the spirit of AA. Able to censor/edit letters as required

Terms:

- 2 years sobriety
- 3 years min 5 years max
- Time commitment approximately 2 – 5 hours weekly – fluctuates during release dates etc.