



Narcotics Anonymous[®]



**Handbook for
Narcotics Anonymous
Newsletters**



Handbook for Narcotics Anonymous Newsletters

Narcotics Anonymous World Services, Inc.
Chatsworth, California, USA

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elected are the secretary/typist and distribution manager. It should be stressed, though, that many more people than just the three officers should participate in this committee. There's a lot of work to be done.

The name of the newsletter should be chosen with care, and with respect for group conscience. Remember that the name you choose will become a public representation of our fellowship. It should reflect an attitude of recovery. We urge you to avoid the temptation to compromise a positive public image in favor of a name that may be catchy but is in poor taste. Bringing ideas for the name to the area or regional service committee for a group conscience vote may be a good safeguard.

Perhaps the best way to design the format for the newsletter is to look at several other N.A. newsletters from around the country. Addresses for these may be obtained from the World Service Office at the address in the front of this handbook. To be included on this list, you will need to get a permanent mailing address and send copies of your newsletter to the WSO.

Once the committee is formed and the format and name of the newsletter are chosen, you are ready to hold regular production meetings. These are chaired by the editor and attended by as many members as are willing to help. Experience would suggest that only a few will be reliable over any period of time, so each member will have to be committed to working hard.

SUGGESTED TOPICS TO BE COVERED

The following list of suggested topics was compiled by looking at existing newsletters. It may lend some direction to committees looking for guidance. You will no doubt develop your own style as you gain experience.

Anniversaries	Meetings needing support
Announcements	New meetings
Area N.A. news	Personal recovery stories
Regional N.A. news	Conventions
World N.A. news	N.A. trivia
Letters	Cartoons
Slogans	Committee reports
N.A. literature	Poems
Material from other newsletters	Workshops
<i>N.A. Way</i> articles	

Do not use articles or quotes from non-N.A. sources. Besides creating potential copyright problems, this practice often compromises or violates our Sixth Tradition by implying endorsement or affiliation. Using quotes also opens you up to the possibility of misquoting or plagiarizing. The best way to be sure to stay out of these pitfalls entirely is to print only original N.A. material. When you do borrow or quote from any N.A. source, note that source at the end of the quote.

Some input you receive will be controversial. If the controversy is over an issue, of course the article should not be printed. If the controversy is over some issue within N.A., the committee should discuss among itself whether the articles should be printed. If solutions are offered, and the tone of the article is positive and helpful, controversy may be healthy. If, however, the writer seems to be using the newsletter to simply vent hostility or as a forum for promoting self will, such articles may do more harm than good. A rule of thumb: the newsletter should carry the message, not the disease.

PRODUCTION

General Format

In an earlier section we discussed the content format of the newsletter, i.e., what sections will be included, which content areas to cover, etc. This section focuses on the physical format of the newsletter, i.e., what size paper will be used, number of pages, etc.

One common format for N.A. newsletters is to type two columns of copy on a regular 8½ x 11" (letter size) or 8½ x 14" (legal size) sheet of paper. One sheet can then be used for a newsletter one or two pages long. Two sheets can be stapled together to form a three or four page newsletter, three sheets for five or six pages, etc. This format lends itself quite nicely to the kinds of copy machines that most committees have access to.

A second type of format uses 11 x 17" sheets of paper folded in half to form four 8½ x 11" pages per sheet. This format accommodates larger newsletters very well. Cover graphics may be used, and the back page may either be used or left blank, depending upon the amount of input per issue. Many copy machines are set up to copy this size of paper, or to reduce it to smaller sizes.

A third type of format is a magazine style such as the one used for *The N.A. Way Magazine*. This format is recommended only when sufficient funds are available and you expect your newsletter to be twelve pages or longer. Any size paper can be used, folded the same as the previous example and stapled along the fold. It is wise to start simply and expand as you see how successful your newsletter turns out to be. Some newsletters have failed for lack of interest on the part of the local N.A. community, or lack of ongoing support by trusted servants. Other newsletters started out simply, and were so well received that they expanded their format as they grew.

Lay Out

If the pages of the newsletter are 8½ inches wide, as in the first and second examples above, all copy should be typed out in two equal columns rather than simply spread across the page like a letter. This looks better and is easier to read. Pages that are 5-1/2 inches across may be typed either way. A typewriter with a good clear ribbon is necessary for quality reproduction of your copy. A typewriter with a carbon rather than cloth ribbon should be used if possible. Figure out your margins (they can be small when two columns are used) and type out all your copy within that margin setting. Rather than trying to line up two columns on the same page as you type, just type one column per page (this will not hold true if you are using a mimeograph

DISTRIBUTION

Once your newsletter has been printed and reproduced, it is ready to be distributed. The most important concern about distribution is that it be completed on time. A newsletter loses credibility fast if it is not dependable. The success and support of the newsletter depend on its reputation for prompt, regular distribution.

Distribution by Subscription

For a newsletter to be fully self-supporting, not draining the service committee treasury, a subscription system is most practical. All costs of production and distribution for one year are computed, a realistic number of subscribers is estimated, and the subscription price is computed from there. A subscription list should include name, address, amount paid and date enrolled.

Perhaps when a newsletter is first starting up, the first few issues should be distributed free by the area or regional service committee. This will give the newsletter some initial exposure. A discussion of the subscription price along with subscription blanks can be included in those first few issues to attract initial subscribers.

Distribution by Service Committee

Some newsletters are distributed at no cost to members within the area or region. Some advantages of this system are that there are no large mailing lists to maintain, there is little mailing expense—copies are brought to the regular committee meetings—and distribution is not limited to the number of subscribers. The disadvantage is that the hosting service committee bears the production expense, rather than passing the cost along to the reader. If this system is used, a separate list of addresses outside the area or region should be kept up so that others who want to receive the newsletter may do so.

Whenever you mail your newsletter, be sure that the anonymity of your subscribers is protected. The N.A. name or logo should not be visible on the outside of the package. A plain envelope or a fold and staple are the common ways to avoid this potential problem.

Good luck! Producing a newsletter is demanding, but rewarding. If you follow the Twelve Traditions, these guidelines, and the example of other successful newsletters, you should be pleased with the outcome. The ever growing number of newsletters within Narcotics Anonymous suggests that they are fulfilling a need. Thank you for your interest in this area of service to N.A.

Picking list

Narcotics Anonymous World Services, Inc.

Production	PRODO-004164	Delivery date	7/21/2022
Item number	2104	Scheduled start	7/21/2022
Product name	A Guide to World Services -- 2020- 22	Scheduled end	7/21/2022
Quantity	20.00	Picking list journal	NAW-011740

Site	Warehouse				
NAW	WH 2				
Item number	Product name	Unit	Quantity	Picked	
11037A	#20 KellyCopy 11x17 (1500237)	EA	410.00	_____	
KP22721	65#C Neenah Astrobrights Lunar Blue 8.5x11	EA	40.00	_____	
W1P1	11" Narrow Super Strip	EA	20.00	_____	

Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.