

## **Our Stories Disclose Third Edition Committee**

### **Report From Editing: Denis & Mary**

**WRITING:** The writing for this edition involved skilled management of the different pieces. There were many sections of the book that needed updating including the title pages, Table of Contents, the Foreword, the Afterword, the various other tables, Group and District Stories and the Assembly. One individual, our Group History Contact, was tasked with tracking all incoming Group and District material; which was entered in our editorial excel document. In addition, we tracked who had the document electronically and the date of the action.

After detailed historical reviews, some changes to the material covered in the first two chapters of the Second Edition were required. Plus, Chapters Three and Four needed complete revision.

The **Assembly Chapter** required new material for 2003-2018 and was not begun by Mary until 2020 and was very slow going for her. This process could have begun as soon as the motion was passed. She utilized Newsletters and focused on the months that had the quarterly and Assembly reports. In the future, resourcing the Archives for the Host Quarterly and Assembly Reports would prove fruitful. Also, it would be a wonderful idea to have these write ups done each year alleviating the need for later time-consuming research.

The brand new **Committees Chapter** required all new material. Denis had each of the standing committee chairs submit a narrative of the history of their committee. He then coupled this information with his own extensive research from the Area 72 Archives.

The material in the **District Chapters** (district information and group information, both new and updated) was requested on forms from the Committee and distributed and collected by the Districts. The material for District 43 was new. Districts 1 and 57 were written in Spanish by their members and translated to English for publication along with the Spanish versions.

**EDITING:** This became a very challenging process and was further complicated first by the COVID 19 epidemic and then the complexity of virtual computer work. For accountability our team used the Group document Jim F. created to track incoming District and Group material. Because we had several steps between story collection and the final edit, it was necessary to create an editing tracking document that we could use to document the workflow owner and the action date. In addition, the editing team began their processes with the electronic copy of OSD2 from the Google shared drive which surprisingly resulted in months of reformatting issues...and we later found out that the Group History person had had to resolve all of the same issues such as deleting special characters, etc.

**DISTRICT & GROUP STORIES:** The stories editing began after the story collection forms' due date of 12/31/2019 and was done by one individual allowing the team to have a finished product with 'one voice'. Denis was the primary editor throughout this process. The new Stories writing had to be compared with the second edition material and updated or rewritten as needed. He received significant assistance from Carol when the book went into the 'design' phase.

**GRAPHIC DESIGN:** The committee began its work with a plan to use Adobe InDesign. Six months prior to the printing of the book the Committee discovered it needed to switch to Word, a labor intensive production delay. One significant note here is that the font, headers, footers, paragraphing, pagination, pictures, chapter titles, section headings, spacings, indents, and special formatting should have been done to the copy of the historical version of the book (OSD2) at the very beginning. Again, computers complicated this step of the process since we discovered that each machine had embedded fonts. When the manuscript moved from person to person, the document could insert any number of special characters in a great many places. Additionally, due to the uniqueness of computers, what Garamon 12 font looked like on one machine could be entirely different than the font on another machine. We were forced into the dreadfully time-consuming practice of doing all the work on the manuscript for the printer on just one machine. This was a big challenge for our team. Yet, we all adapted and finally accomplished our mission much later than we had planned.

**PUBLISHING:** The Copyright for the Second Edition was processed while the writing of this edition was happening. The copyright for the third edition will now be applied for when the 2nd copyright is granted. We did not start working with a Publisher until after the editing and design was almost done. We recommend that the next Committee work closely with the publisher from the outset of the book. The process with the publisher, Sheridan Press MI, was easy...yet it seemed that there was always something new to learn and redo or reformat.

We had to develop a book cover (designed through an area-wide contest) a dustcover and do Smythe binding. And most of these add about a dollar to the book publishing cost.

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Mary worked on the following areas:

**RECORDKEEPING:** Shared Google drive and MS OneDrive. It could prove worthy to ensure the electronic copy of this document is maintained in an electronic space that receives regular maintenance.

**MARKETING:** 3 tri-folds, travelled to quarterlies, pre-assemblies, pre-conferences, districts and groups 2018-2020.

**DATA COLLECTION:** I worked with Districts 9, 29, 44, & 45 on story entries.

**COSTS:** 3 Display Tri-folds and 3 Printing posters, printing story collection form 500, printing flyers: \$225 x 2 (2018, 2020); Ink: \$100; Paper: \$60. Mileage for marketing was not documented nor reimbursed. Square report function was not a very intuitive process.

**DISTRIBUTION:** Districts: 7, 8, 9, 10, 21, 27, 28, 43, 44, 45, 46, 54 & out-of-state orders for mailing; all districts delivered by 12/29/2023