

A NEW LEAF PUBLICATIONS BEST PRACTICES



***Congratulations, you are a member of the
A New Leaf Publications Department!***

Now what?

This best practices document is a collection of resources to support the growth of our fellowship, help maintain institutional knowledge, and assist you in understanding your role and the various tools that World Services uses to communicate and produce the work required. Our hope is that, during service turnover, each new member won't have to "reinvent the wheel" and can benefit from the experience of prior department members.

You are not alone in this process; please ask for help; this is a "we" program. There is an abundance of information within the materials of this best practices document. A learning curve is to be expected. Read through the information in the order it is presented and use it as a guide for future reference.

This is a living document that will continue to be updated. There are sometimes references to MA Board of Trustee handbook documents that have been created to support onboarding Trustees, as they apply to all in service at World Services.

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Onboarding

MA World Services is incorporated in California as a nonprofit 501(c)(3) tax-exempt corporation and A New Leaf Publications (or “ANLP”) is legally registered as a dba (“doing business as”) of that Corporation. In other words, MA World Services uses the name “ANLP” in the course of its business, specifically for publishing MA literature. Legally, this also means that ANLP and MA World Services are one and the same; ANLP is not legally a separate entity.

A New Leaf Publications (ANLP) is the publishing department of MA. **A New Leaf Publications** oversees and administers the publication, distribution, and business of MA literature and publications for the purpose of carrying the message of recovery and service to the society of Marijuana Anonymous and to entities outside of MA World Services, and was formed out of the fellowship’s desire to carry its spiritual message though print and other media to the addict who still suffers. As a DBA or “doing business as” of MA World Services, ANLP keeps the spiritual message of recovery separate from financial and property concerns.

- Responsible for the literature after its creation, facilitating the process of getting the MA literature into the hands of members and the addict who is still suffering.
- Formats the manuscripts for all MA Literature, including pamphlets, service materials, *Life with Hope*, the *Workbook*, and the Daily Reader for their publication
- Manages publishing contracts and oversees the distribution of *Life with Hope* and the *Life with Hope 12-Step Workbook*
- Manages the formatting, publication, storage, fulfillment and distribution of *Living Every Day with Hope*, and MA service materials, e.g., the Service Manual, New Meeting Starter Kit, and pamphlets
- Curates and produces the monthly creative and literary publication *A New Leaf* featuring content submitted by MA members celebrating recovery and creativity.
- Manages the online store for selling MA service literature and MA literature, including *Living Every Day with Hope*
- Produces the *Daily Dose* email featuring each day’s entry from *Living Every Day with Hope*

See [ANLP12.org/about](https://anlp12.org/about) and  **What is ANLP?** from the *Trustee Handbook* for more about ANLP, and the relationship between ANLP & MA World Services.

ANLP Charter

The ANLP Charter sets forth the responsibilities and privileges of ANLP. While ANLP has control of a separate bank account and has been delegated certain responsibilities, it remains subject to the ultimate decisions of the Conference Body, and as needed, the MA World Services Board. In general, it is important to note that Charters are different from Bylaws that are legally required for the establishment of nonprofit organizations in California, such as MA World Services.

During the 2023-24 Charter revision process, it became clear that there was a need for an ANLP Best Practices document to clarify how ANLP functions as a department within MA World Services, and better explain what ANLP is and does for the fellowship to encourage more participation and service. The ANLP Charter includes a general job description for the Executives however specific job descriptions were removed, and you will find them below. Anything removed from the Charter, and any other substantive changes to how ANLP functions are being addressed by the ANLP Steering Committee within this Best Practices document.

Included in the ANLP Charter:

1. Statement of Purpose
2. ANLP Department
3. ANLP Liaisons
4. Powers and Duties of Executives
5. Meetings of the Department
6. Executive Vacancies
7. Dedication of Assets

Please take the time to read the Charter which can be found in the appendix section of the MA Service Manual. [MA12.org/SM](https://ma12.org/SM) or directly at [ANLP12.org/charter](https://anlp12.org/charter)

Technology Training

World Services primarily utilizes Google Workspace along with a few additional technology tools like Zoom. Google Workspace includes programs such as; Gmail, Google Groups, Google Calendar, Google Drive, Google Docs, Google Sheets, etc. World Services also utilizes a service to create the MA12.org and ANLP12.org domain short links.

The [Technology Toolbox](#) document has been created for those who need assistance learning, you will find expanded explanations for each of these software programs. These instructions aim to explain the basics in ways compatible with various learning styles. We have also created an abbreviated and highly visual [Technology Training Slides](#) to serve as an introduction.

There are additional technology services employed by ANLP such as Mailchimp, WooCommerce, and others. Ideally, the expanded job description for each role contains information for which software services or programs are employed and required for each volunteer or special worker job role.

If you need further support feel free to contact webmaster@marijuana-anonymous.org or internet@marijuana-anonymous.org.

Department Descriptions

2. ANLP Department *(Charter excerpt)*

The ANLP Department shall have a total of five (5) Executives, including three (3) Officers (Chair, Treasurer, Secretary) and two (2) Editors (Content Editor and Design Editor). The Department may also include Special Workers and other volunteer positions to be created as the Department deems necessary. Collectively, all these positions are referred to as "Members of the Department."

Role Titles

- "Officers" = Chairperson, Treasurer, and Secretary
- "Editors" = Content Editor and Design Editor
- "Executives" = Officers and Editors
- "Department" = Officers, Editors, Special Workers, and any other Volunteers
- "ANLP Liaison" = District Role

 ANLP Executive Director Roles and Processes_ME old doc

Executives Job Descriptions

It is important to keep job descriptions accurate, and they should be reviewed annually prior to the Conference. Below you will find the general job descriptions from the ANLP Charter and links to more thorough explanations of the duties and responsibilities.

4. Powers and Duties of Executives *(Charter excerpt)*

All duties and powers set forth herein may be delegated or assigned to Special Workers and/or agents of A New Leaf Publications as deemed necessary by the Executives, although the duties and powers remain the ultimate responsibility of the Executives as set forth.

4.1. General Powers *(Charter excerpt)*

The Executives shall manage all the business and affairs of A New Leaf Publications, subject to any limitations set forth in this document, the Bylaws of Marijuana Anonymous World Services, and The Conference Charter of Marijuana Anonymous.

4.2. Specific Powers and Duties *(Charter excerpt)*

The Executives shall have the power, consistent with the law, this document, the Bylaws of Marijuana Anonymous World Services, and The Conference Charter of Marijuana Anonymous, to:

- a) Select and remove any agents and Special Workers of A New Leaf Publications and prescribe any powers and duties for them.
- b) Add any additional members to the Department as needed to conduct business efficiently.
- c) Maintain its own bank account and use the funds at its discretion as approved by the Executives.
- d) Vote and determine how quorum will be established at the monthly Department meetings.

4.3. General Duties of Executives *(Charter excerpt)*

The following responsibilities and conditions are expected of all Executives:

- Understand and work within the Twelve Traditions and Twelve Concepts for Service of MA
- Respond to questions and requests for support from the fellowship or the public in a timely manner by phone and/or email
- Attend and participate in all virtually held ANLP Department meetings; must have reliable internet access
- Prepare in advance a written report of activities for presentation at the monthly Department meeting
- Maintain regular communication with other Executives and respond as soon as possible
- Annually review individual Executive job description, and if changes are made, submit the revised Executive job description to be updated on the ANLP and MA World Services website and the ANLP Best Practices document
- For Executives who supervise any Special Worker(s):
 - Review and work within the policies and procedures for supervising Special Workers set forth in the Trustee Handbook
 - Maintain regular communication with any Special Worker(s) that an Executive supervises
 - Perform, at minimum, semi-annual performance reviews for the Special Workers; adhere to MA's employment policies and procedures contained within the Special Worker Handbook, and all applicable employment laws and regulations

- Treat everyone encountered, in any capacity at MA World Services and ANLP, with dignity and respect

Current specific Executive job descriptions are available on the ANLP and MA World Services website.

Department Officers

2.1 Officers *(Charter excerpt)*

There shall be three (3) Officers (Chairperson, Treasurer, and Secretary) whose term is for two (2) years. Officers are selected by the MA World Services Board. Officers may not serve more than two (2) consecutive terms as an Officer.

Qualifications. An Officer must:

- be clean and sober from marijuana, alcohol, and all other mind-altering substances for two (2) years; and
- have service experience at the World level, such as a member of ANLP, MA World Services Board Member, Conference Delegate, or a committee member, for at least one (1) year.

Should a candidate not be found who meets these qualifications, the MA World Services Board may vote to make exceptions within its discretion.

Chairperson

- I. Oversee the day-to-day operations of A New Leaf Publications.
- II. Act as the liaison between A New Leaf Publications and the Trustees of MA World Services.
- III. Ensure that A New Leaf Publications complies with its Charter and The Twelve Traditions of Marijuana Anonymous.
- IV. Fill necessary department positions and ensure that duties are being performed.
- V. Conduct, at minimum, semi-annual performance reviews for Special Worker(s).
- VI. Conduct Department meetings and voting, as set forth in the ANLP Charter.

See the expanded version: [Chairperson ANLP - Job Description as of 2024/5](#)

Treasurer

- [Treasurer ANLP - Job Description as of 2024/5](#)

Secretary

- [Secretary ANLP - Job Description as of 2024/5](#)

2.2 Editors *(Charter excerpt)*

There shall be two (2) Editors whose term is for one (1) year from the time they are selected. The Editors shall be selected by a vote of the ANLP Department per

sections 5.2 Quorum and 5.3 Voting. An Editor may not serve more than two (2) consecutive terms as an Editor.

Qualifications– An Editor must be clean and sober from marijuana, alcohol, and all other mind-altering substances for two (2) years and meet the requirements of the job description (as currently written).

Should a candidate not be found who meets these qualifications, the ANLP Department may vote to make exceptions within its discretion.

Content Editor

-  Content Editor - 2024/06

Design Editor

-  Design Editor Job Description 4/2025 (previous job description)

Additional Job Descriptions

ANLP Liaisons *(removed from Charter, and edited)*

Anyone can be an ANLP Liaison who is willing to make ANLP related announcements in their meetings, groups and/or districts. An ANLP Liaison is someone who is able and willing to communicate between ANLP and their Meetings, Groups and/or Districts.

Each District, Group, or Meeting may select any number of ANLP Liaison(s) willing and able to fulfill the position, or any willing member may “self-select” to be an ANLP Liaison. An ANLP Liaison can be anyone who is able and willing to make ANLP-related announcements in meetings.

It is suggested that a member serving as ANLP Liaison **have at least 90 days clean and sober from** marijuana, alcohol, and all other mind-altering substances (unless those other substances are taken as prescribed by a healthcare provider). However, meetings, groups and districts are autonomous and free to set their own requirements for the position, and **if it is a DSC/RSC position, ANLP suggests the member have six (6) months clean and sober due to the requirements of serving on the DSC.**

The Liaison is responsible for communication between ANLP and the District, Group, or Meeting with the following suggested duties:

- Explain the purpose of *A New Leaf* and how to submit items for publication at [ANLP12.org/content](https://anlp12.org/content).
- Announce ANLP service opportunities, developments and news in their Meetings, Groups and/or Districts.
- Encourage members to create articles, poems, drawings, and other written materials that reflect a spirit of recovery, unity, and service for possible publication in *A New Leaf*.
- Explain how to submit or collect members’ anniversaries/birthdays for publication in *A New Leaf* at [ANLP12.org/birthdays](https://anlp12.org/birthdays).
- Collect and share with ANLP District member feedback to improve ANLP’s ability to carry the message of recovery.

- f) Maintain contact and communication with the Editors ANLP as needed to fulfill the above duties.

For more information about ANLP Liaisons: [ANLP12.org/liaison](https://anlp12.org/liaison). Share in your DSC or meeting/group's business meeting if your Meeting, Group and/or District does not already have a Liaison (*formerly Bureau Chief*) and have them email Editor@ANLP12.org to be added to the Liaison Google Group and receive ANLP-related news and announcements.

To help spark members' creativity, *A New Leaf* would also like to suggest topics and themes for upcoming months, and asks Liaisons to share these with members interested in submitting, or you know has a story suited for a specific topic. Suggested Topics are at: [MA12.org/prompts](https://ma12.org/prompts) (*keep checking back, as we will be updating these regularly*)

For more info, please refer to the ANLP website at anewleafpublications.org where you can guide and inform fellow members how to:

ANLP Liaison Suggested Responsibilities

From [ANLP12.org/ANLPliasion](https://anlp12.org/ANLPliasion)

ANLP Liaisons (*formerly called "bureau chiefs"*) are a vital connection between MA's publishing department, A New Leaf Publications ("ANLP"), and the fellowship. The primary responsibility of ANLP liaisons is to communicate between ANLP and members of the fellowship.

Anyone who is willing to make ANLP-related announcements in their meetings or district, can be an ANLP Liaison. While it *may* be a district role, it can also be "self-proclaimed" (like being a "[Service Ambassador](#)") and there may be more than one Liaison in a meeting or district. Districts and meetings are also free to set their own requirements for the Liaison role. (See the [ANLP Charter](#) in the [Service Manual](#), Appendix I: Foundation Docs.) For more info, visit [ANLP12.org/liaison](https://anlp12.org/liaison) → currently, the Liaison website needs updating, to content here [ANLP Liaison Website](#)

More specifically, ANLP Liaisons:

- **explain the purpose of *A New Leaf* and how to subscribe at [MA12.org/new-leaf](https://ma12.org/new-leaf)**
 - *A New Leaf* is MA's *free* monthly, email publication celebrating the creativity of MA members featuring content submitted by MA members reflecting the message of hope, recovery, and service, and that unifies us in our shared experiences as recovering marijuana / cannabis addicts.
- **encourage member to **subscribe to the *Daily Dose*** ([ANLP12.org/daily-dose](https://anlp12.org/daily-dose)) featuring each day's reflection from *Living Every Day with Hope***

- encourage members to **submit their sobriety birthdays/anniversaries** so we can celebrate them in *A New Leaf* at [ANLP12.org/birthday](https://anlp12.org/birthday) (or collect and submit them themselves for their meeting and/or district)
- encourage members to **create and submit a variety of creative content** (beyond stories) to *A New Leaf* at [ANLP12.org/content](https://anlp12.org/content)
 - *A New Leaf* accepts a wide range of creative submissions, including poetry, stories, break-up letters, prayers, other writing, crosswords, puzzles, drawings, comics, paintings, photography, other artwork, songs, lyrics, or any other content reflecting the message of hope, recovery, and service, and unifies us in our shared experiences as recovering marijuana addicts.
- **Suggest members use the general recovery prompts, and specific monthly topic prompts collected at [MA12.org/prompts](https://ma12.org/prompts)** and the more unique member stories the stories subcommittee is collecting at [MA12.org/stories](https://ma12.org/stories) (which can be submitted to ANL and the Stories project.)
 - Each month's issue of *A New Leaf* highlights content related to the [Step, Tradition, Concept](#) from the 12 [Concepts for Service](#), or Question from MA's [12 Questions](#) that corresponds with that month, e.g. Step 1, Tradition 1, Concept 1, and Question 1 in January, Step 2, Tradition 2, Concept 2, and Question 2 in February, and so on (but you can always submit content about any Step, Tradition, Concept for Service, or Question in any month!)
 - The Prompts document ([MA12.org/prompts](https://ma12.org/prompts)) also includes monthly specific topic suggestions, like content related to an [Event, Holiday, Awareness, or Heritage Day/Month or Date of Personal Significance](#), and ANL encourages members to submit content relating to events, holidays, or awareness months that occur in particular months; specifically, this includes:
 - **MA Events:** For example, the Conference is held in May and the Convention in September; or the Soberthon on 4/20, so stories related to these events are encouraged for those month's issues;
 - **Holidays, or Heritage or Awareness Months, Weeks, or Days:** If you have experience with a condition, illness, or disease in sobriety (*whether yourself, or a loved one*) and that condition has an awareness month or week, or you are of a heritage or ethnicity with a heritage awareness month, you may want to submit your story in advance of that month; Or, if you have a story about Motherhood, Fatherhood, Graduation, or connected to AAPI heritage month, Mental Health Awareness Month, or Pride month for May and June, intersection of disability and sobriety in July as Disability Awareness month, sobriety during the holiday season in November and December, etc.;
 - Or if [another date of personal significance](#) falls on an upcoming month, such as a birthday, sobriety anniversary, holiday, graduation, or other significant date to you personally, topics related to that are encouraged for the month the date falls
 - **The MA Stories Subcommittee** seeks stories for a future book of member stories. Members may submit content to both *A New Leaf* and the MA Stories Project.

What is the difference between submitting to A New Leaf & the MA Member Stories Project?

- **Stories Project:** Content submitted to the Stories Project may be longer than content published in *A New Leaf*. Stories between 1,200-2,000 words are preferred, and stories from 800 up to 4,000 words will be considered. Stories submitted for the Stories project will not be published in the near future as this project is just beginning, so if you want your story published sooner, you may want to submit to **both** *A New Leaf* in a shorter form (*in addition* to the Stories Project.)
- ***A New Leaf*:** Content submitted to *A New Leaf* includes a wider range of content, including visual art as well as poetry. Content submitted to *A New Leaf* is also often published 2 months after being published, depending on the amount of submissions. *A New Leaf* content should be shorter than the Stories Project, typically no more than 1,200 words and ideally 600-800 words in length.
- Questions? Chair@ANLP12.org
- Specifically, the Stories Subcommittee is seeking to shed light on stories of recovery that may not always be told or heard as often with the following topic suggestions:
 - stories“from the inside” (*experiences with being in a hospital, institution or rehab facility*); psychosis, CHS or detoxing from marijuana/cannabis;
 - the intersection of sobriety with identity (*such as racial, religious, sexual, or gender identity*);
 - sobriety during different stages of life;
 - recovery while living with mental health issues or chronic illness/pain; cross-addiction; long-term sobriety;
 - or any other story that is not yet reflected in MA's literature.
- **If you know anyone in your district or meetings with a story like any of these**, please encourage them to submit to **both** ANLP12.org/content and the Stories Project at MA12.org/stories.
- **share ANLP news and announcements with members**, such as new available service opportunities, like the currently open Design Editor role (ANLP12.org/DesignEditor) ANLP events, like the monthly Writing Workshop, (ANLP12.org/workshop) and the future unveiling of ANLP's new website and online store, currently being redesigned; and
- **share information with members about purchasing MA literature** at ANLP12.org/books such as like *Living Every Day with Hope*, or the discount offered to members, meetings and districts when buying *Life with Hope* an/or the *Life with Hope 12-Step Workbook* (*see below details*)
- **collect and share member feedback** to help improve how ANLP carries the message of recovery through the publication of MA literature

- **How to download MA Service Literature** from the MA Resource Library such as Pamphlets, the Service Manual, New Meeting Starter Kit, and other meeting resources, at MA12.org/library
- Share **archived issues** of *A New Leaf* at anewleafpublications.org/new-leaf/archive
- Learn about the [Literature Committee](#), how literature is drafted, revised and approved, and the respective roles of ANLP and the Literature Committee in the development, and publication of MA Literature
- The Content Editor for *A New Leaf* is the primary contact between ANLP and the Liaisons. ***We encourage all ANLP Liaisons (current, self-selected, or newly elected by their DSC/RSC) to sign up for ANLP info at Liaison@ANLP12.org Don't miss out!*** Sign-up for emails and be one of the first to know what's happening at ANLP, and help your fellows get their creative content published and recovery anniversaries celebrated in *A New Leaf*!
 - *ANLP Liaisons are not expected by ANLP to attend any ANLP meetings; they just make announcements in the meetings they already attend, making this a great service opportunity for someone newer to service, or who is unable to attend any additional meetings, but wants to be of service;*
 - ****** The [ANLP Charter](#) currently suggests that if an ANLP Liaison is selected as a District-level service commitment, that member selected for the role have at least six (6) months clean and sober from marijuana, alcohol, and all other mind-altering substances (*unless those other substances are taken as prescribed by a healthcare provider*). However, this is just a suggestion - districts, regions, groups, and meetings are all autonomous, and free to set their own requirement for the role, or change or waive the minimum sobriety suggestion (*Tradition Four*).
- To learn more about ANLP or becoming an ANLP Liaison, visit ANLP12.org/about, ANLP12.org/liasons (*currently being revised*) or email the Liaison@ANLP12.org or the ANLP Chair Chair@ANLP12.org with any questions or to be added to the ANLP Liaison Google Group to receive updates.

ANLP Administrator - Special Worker (*eliminated 2024*)

- The [ANLP Administrator](#) Special Worker role was eliminated in 2024 due to *A New Leaf* becoming digital, and the “outsourcing” of publishing, printing and distributing MA literature, and service literature e.g. pamphlets, SM, & NMSK

eCommerce Store Manager - Special Worker

-  Final eCommerce / Store Manager Job Description (Shorter MA Website Version)

[A New Leaf](#)

A New Leaf (ANL) is ANLP/MA's free, monthly literary publication. It is produced by the Content Editor, Design Editor and Creative Designer, who are responsible for selecting member submissions, formatting, sending to the Department for their review, making any corrections, and sending ANL via MailChimp each month according to the Publication Schedule. The  MA World Services Style Guide should be used in preparing *A New Leaf*.

The purpose of A New Leaf (ANL), the free monthly Marijuana Anonymous literary publication, is to celebrate MA member creativity and to publish the message of hope in recovery. With your many wonderful and creative submissions, A New Leaf continues to unify us in our shared experience as marijuana addicts. A New Leaf celebrates MA member creativity and seeks to publish the message of hope in recovery. With your many wonderful and creative submissions, A New Leaf continues to unify us in our shared experience as marijuana addicts.

The articles contained in *A New Leaf* are the sole opinions of the authors and do not reflect the opinions of Marijuana Anonymous as a whole. MA is not affiliated with—and does not endorse or accept contributions from—any outside enterprise. Content contained within *A New Leaf* should reflect recovery, unity, and service, and are the sole opinions of the authors which do not necessarily reflect the opinions of Marijuana Anonymous as a whole.

As of April 2024, ANLP decided *A New Leaf* will be available for free via email!

ANL benefits our fellowship in many ways, and we encourage utilizing it in meetings:

- *A New Leaf* provides a physical reminder to encourage members to submit stories and birthdays, to be part of something, to celebrate our collective recovery.
- Many meetings read stories from *ANL* as topics for discussion.
- Occasionally there are service-related announcements intended for groups and members so people can stay informed and connected to what's going on in the broader MA community, and learn of opportunities to be of service.
- Distributing *A New Leaf* as part of newcomer packets is also a tradition many meetings practice regularly, in the spirit of sharing unity of the greater fellowship, and providing another channel of hope and recovery.
- ❖ Subscribe at [ANLP12.org/new-leaf](https://anlp12.org/new-leaf)
- ❖ Read archive issues anewleafpublications.org/new-leaf/archive/
- ❖ Go to [ANLP12.org/content](https://anlp12.org/content) to submit stories, poetry, artwork, comics, photography, lyrics, drawings, puzzles, and any other form of artistic expression that is in the spirit of sharing unity of the greater fellowship, helps carry the message, and provides another channel of hope and recovery.
- ❖ You can also submit to the MA Stories Subcommittee, who is currently seeking stories not currently told in Life With Hope for a future book of stories, new edition of *LWH*, or pamphlets, see [MA12.org/stories](https://ma12.org/stories) for more information.
- ❖ Submit sobriety anniversaries/birthdays for publication in *ANL* [ANLP12.org/birthday](https://anlp12.org/birthday)

How Submissions are Selected for A New Leaf

Content submitted by members to *A New Leaf* is selected primarily by the Content Editor, with support from the Design Editor, Creative Designer, Chairperson, and as needed, the rest of the ANLP Department. If the *ANL* Editors disagree about whether or not to publish a submission, the majority shall decide (*amongst the two Editors and Creative Designer Special Worker*), and/or if necessary, the Chairperson and/or the rest of the ANLP Department

shall be consulted. Ultimately, decisions shall be made using the principles of the group conscience..

Content not selected for publication will generally be returned to the submitting member with guidance as to how the submission can be improved to be considered for publication. Minor typographical or grammatical errors can be corrected by the Editors, but the Editors will not make substantive changes to the submission. The Editors may make suggestions for improving the content to improve the likelihood of it being published, such as suggesting it be rewritten to focus less on the author's time in active addiction, and more on their recovery. If the reasons the piece is not publishable in its current form can be corrected, the Editors will do their best to suggest improvements to the piece. While pieces that are challenging to read due to the nature of the writing may be sent back to the submitting member with suggested improvements, if a piece is unreadable as a whole the Editors may decide to not accept the submission.

However, the Editors should remember when reviewing entries that the point of *ANL* is not to focus on, judge, and decide whether to publish solely based on the quality of the writing or artwork submitted, but to "carry the message" of recovery. Regardless of the quality, if it is readable or legible, and does not otherwise violate MA's principles or Traditions, as explained more below, the Editors should either suggest improvements or publish the submission.

However, submissions will not be published that are inconsistent with MA's principles, *12 Traditions* and *12 Concepts for Service*. For example, submissions will generally not be published that (1) disrupt MA unity (2) affect MA as a whole, or otherwise bring the standing of ANLP or MA World Services into controversy (3) are likely to be considered offensive to MA members, (4) focus on the "mess" of active addiction, with too little emphasis on the recovery (5) vividly portray addiction or marijuana in a way that members are likely to find triggering, or anything else that generally goes against the purpose of *A New Leaf*. **The primary purpose of *A New Leaf* is to carry the message of recovery through written and artistic submissions by members, for members;** content submitted should therefore be in furtherance of that purpose,

The primary editor responsible for selecting content for *A New Leaf*, the Content Editor will generally be responsible for notifying members whether or not their submission is being published, when it is being published, if it is being saved for consideration for another month's issue or if their submission is not selected for publication, the primary reasons why (including any suggested ways to improve their piece for publication, such as by shortening it, correcting spelling and grammar, or focusing more on their recovery and less on "the mess" of active addiction), unless due to the nature of the submission, no changes could be made to make it suitable for publication in ANL.

If the Content Editor deems it necessary to have the Chair notify the member about the outcome of their submission due to the nature of their submission, then the Chair will communicate with the member the outcome of their submission. However, aside from this no one in the ANLP Department should ever tell their friends or anyone else the outcome

of their submission besides the Content Editor because the content of each month's issue is subject to change up until it is sent, and members may be disappointed or embarrassed to find their piece was removed at the last minute. It is better to simply refer members with questions to the Chair or Content Editor, or to let them know to just wait until the day or two before publication, at which point they will likely hear from the Content Editor, so know whether or not to expect their piece that month.

The outcome of all submissions should be documented using the current spreadsheet(s)

ANLP also collaborates with the Stories Subcommittee which also solicits member submissions and documents the outcome of each submission [here](#)

Documenting submissions with the author, contact information, where and when it was used will help future writing projects, allow ANLP to contact the authors to obtain any additional permissions needed for additional uses of their submitted content, and ensures their original content was submitted through the ANLP website, which requires that the acknowledgement of the literary release be selected before submitting.

- *A New Leaf* tracks submissions & content → [ANL Content Tracking Spreadsheet](#)
- The Member Stories Project tracks submissions [ANL Content Tracking Spreadsheet](#)
[Stories Tracking Spreadsheet](#)

The Content Editor is responsible for adding submissions to both the *A New Leaf* and Stories tracking spreadsheets as they are submitted, and notifying (and documenting their responses) the decisions about whether or not to publish content in *A New Leaf*.

Release for Submissions to A New Leaf

The current release to be signed by members who submit content for possible publication in *A New Leaf*, the MA Member Stories Project, or any other MA literature, is available at [ANLP12.org/content](#) and [here](#). It attests that the person submitting is the author, who therefore is the owner of all legal rights in the work, that the work is original, and that they haven't assigned or given away the right to the work to someone else.

The release gives the person submitting their work two options, the first (Option A) grants MA the ability to publish the Work in any format (including in pamphlets, websites, books, or other formats) as MA sees fit, including, but not limited to, in *A New Leaf*, and the second (Option B) grants MA the ability to publish the Work only in *A New Leaf*.

The release then contains multiple standard releases, including, but not limited to, that ANLP can make minor edits to the work for clarity, spelling, punctuation, and grammar without consulting the author, (but will consult with the author if more significant edits are needed), the author will not make claims against MA or ANLP related to the publication of the piece, and will indemnify and assist in defending MA or ANLP if it turns out someone else owns the work, and brings a claim against MA or ANLP for publishing the work. It also asks whether the author wishes to have it published anonymously or with their first and last name (if MA is using names in the publication it is included in.)

The release also states that *“the author gifts to MA a non-exclusive license to publish the Work. Author does this of their own free will, without the expectation of any monetary consideration.”*

This means the author will not be paid or otherwise compensated for their work. It also means that their release (granting MA/ANLP permission to publish their work) is non-exclusive, meaning the author is free to also publish their work elsewhere, in other publications or formats (so long as those other uses don't require exclusivity.) This allows authors submitting work more freedom to publish their work themselves, in books, art compilations, in other literary publications, or in their own albums or other musical formats, and more. This allows the author to give MA/ANLP permission to use their work without giving up their ability to publish elsewhere and retain ownership of the work. This release does not give MA or ANLP ownership over the work; instead, it is a license granting MA/ANLP permission to use their work in the specific way set out in the release (in any MA literature, or just in *A New Leaf*). This is a more narrowly tailored release than used previously, and was developed in response to member feedback - which ANLP always welcomes to ensure members feel comfortable submitting their work for publication without fear that it will limit how they can use their work elsewhere.

Questions about the release should be directed to the ANLP Chair at Chair@ANLP12.org

When content is submitted outside of the form on the MA or ANLP websites (and so is not accompanied by a release) the release document should be used and saved with the content to ensure that we still have the author's written permission to use the work now and in the future  Copy of Use when not using form on website - Literary Release for...

A New Leaf - Literary Publishing

Process Schedule

Below is a link to the current schedule of processes, including who is responsible for which tasks, and when. This schedule is subject to change and evolve as the tools used by the Department change, as well as the skills and preferences of the Department's members. Please be sure to confirm with the Chairperson and other Editors (including the Creative Designer Special Worker) whether this schedule of processes is the most up to date.

- ❖ Follow the  A New Leaf Publication Schedule
- ❖ Use  A New Leaf Quarterly Planning 2025 to plan quarterly topics to provide to ANLP Liaisons and add to the MA12.org/prompts to inspire members in creating content

Daily Dose

Daily Dose is a free daily email featuring the meditation of the day from *Living Every Day with Hope*, the Marijuana Anonymous daily reader and additional announcements from MA. Subscribe at: ANLP12.org/daily-dose

The Design Editor and/or the Creative Designer are responsible for preparing, scheduling and sending each day's issue of Daily Dose with the daily reflection for that day from *Living Every Day with Hope* using Mailchimp.

Process for Preparing, Scheduling and Sending the *Daily Dose*

-  Daily Dose Mailchimp Checklist
-  MA-DAILY-DOSE-IMAGE-SOURCING-GUIDELINES
- [Canva Folder of Daily Email Images](#)
-  Daily Dose Analytics

Carry the Message

While ANLP publishes some MA-related announcements, MA World Services' monthly newsletter, Carry the Message, is the primary publication for MA World Services' news, events, Board meeting reports, service opportunities, and other MA-related announcements. It is prepared and sent by the MA World Services' Board President, not ANLP. Subscribe at: MA12.org/CTM

Working as a Team

The Department operates best when everyone works as a team. Do not hesitate to lean on your fellow Department members for support, if, for example, you have a major work project or family situation that will take you away from your ANLP commitments, communicate this with your fellow Department members and ask for support to ensure that nothing falls through the cracks.

Working with Special Workers

The ANLP Department relies on the support of multiple Special Workers who have the necessary design, publishing, and eCommerce expertise to advise the Department on these aspects of its operations. While the ANLP Chairperson is responsible for supervising the ANLP Special Workers, everyone in the Department will work closely with Special Workers. For example, the Creative Designer is crucial to supporting the Design and Content Editors in producing the monthly A New Leaf layout and newsletter, and the eCommerce Store Manager and Publishing Consultant are essential to ensuring that MA literature is easily accessible by MA members worldwide, whether ordered through the ANLP online store, or via outside vendors like Amazon.

Special Workers receive quarterly reviews to check in regarding how their working relationship is going with the ANLP Chair and other Department Members. If you have feedback, constructive or positive, please share that with the Chairperson to include in their reviews.

Remember that they are paid for their time, because the skills they offer are valuable. However, we need to remain fiscally responsible to the fellowship by not asking Special Workers to do things that are part of volunteer ANLP Department member's job descriptions. If you're unsure about the scope of the Special Worker's role, you can review

their job descriptions included in this document, or ask the ANLP Chairperson. If in doubt, ask the Chair before assigning any work to Special Workers to ensure it fits within the hourly allotment and is prioritized properly amongst their other job responsibilities.

Please treat Special Workers with respect, and dignity. Be mindful that Marijuana Anonymous, A New Leaf Publications, and the law strictly prohibits of any kind of sexual harassment, or discrimination. n on the basis of gender, sexuality, race, nationality, disability, and other protected categories. This includes prohibiting off-color jokes about sexual harassment or discrimination, even if you think the jokes are accepted in good fun, you never know how they might actually make someone feel, or be perceived by the person they are directed towards, or others who may overhear your comments. ANLP/MA have a zero tolerance policy for harassment, discrimination or retaliation. The ways you treat Special Workers can lead to legal liability for MA World Services/ANLP, so please be mindful of how you are treating everyone you encounter while working or volunteering as a member of the ANLP Department.

For more information about MA World Services' [Anti-Harassment, Anti-Discrimination and Anti-Retaliation](#) and [timekeeping policies](#) (*which requires that Special Workers take mandatory meal and rest breaks when working for certain uninterrupted periods of time, explained in the policy*) read the [Special Worker Handbook](#).

If you have any questions or concerns related to working with Special Workers, contact the ANLP Chairperson or MA World Services President directly, or the MA World Services' "[Service Inventory Group](#)" at SIG@MA12.org (MA's version of Human Resources) which exists to support MA's Special Workers, onboard new Special Workers, facilitate the [quarterly review process](#) (*explained more [fully here](#)*) and help resolve any conflicts between members in service and/or Special Workers. If you are the direct supervisor for a Special Worker (such as the ANLP Chairperson) someone from the SIG will provide you with additional onboarding regarding supervising Special Workers, and issuing performance reviews.

Respond in a Timely Manner

It is critically important that ANLP Department Members prioritize responding to inquiries in a timely manner. Our goal is to always respond as soon as possible. We understand that for some Trustees that may not be feasible. 48 hours should be the maximum response time upon receiving correspondence, even if it is just to acknowledge receipt of the communication and to let them know you are looking into things, and will get back to them more substantively in an estimated number of days. If the nature of your job or lifestyle is such that delays in response are predictable, inform your committee members when they can expect your response to inquiries or requests.

We strongly encourage you to read  [Working with Others - Trustee Handbook](#)

Department Meetings

5.1. Meetings (*Charter excerpt*)

The Chairperson facilitates a standing monthly meeting of the ANLP Department. At their discretion, or at the request of another Executive, the Chairperson may call additional meetings if necessary. Meetings may be conducted online, by phone, or via email.

Every month the Department meets to share reports about the work that has been done. This is an opportunity to not only share successes and the progress that has been made, but also to get feedback from the other department members. When problems arise, the entire Department works to support each other to find solutions that best benefit the fellowship and the organization as a whole.

Currently, the Department meets on the 2nd Sunday of each month at 9 am Pacific time / 12 pm Eastern time for approximately 2 - 3 hours.

Attending and participating in Department meetings **is an essential part of the job of being a member of the Department.** While an occasional last-minute absence may be unavoidable, ***please commit to making yourself fully available to the monthly Department*** meetings and communicate any conflicts as soon as they become evident. ***Let the ANLP Chair know in advance if you are unable to attend or need to leave early. Consistent failure to do so may result in removal from your position in the Department.***

Note that ANLP Department meetings are closed and only for Department members, MA World Services' Board Members, and ANLP Service Sponsors/Alumni only. For members interested in contributing to ANLP, the twice monthly Steering Committee meetings are open to the fellowship, and are not required for ANLP Department members to attend, although attendance is highly encouraged and the ANL Editors are expected to attend the first steering committee meeting of the month to discuss that month's issue of *A New Leaf*.

If enough voting members cannot attend a given meeting, it can be rescheduled to ensure quorum is met in order to conduct business.

The Department Meetings consist of the following sections:

- Attendance/Establish Quorum
- Date & time of next meeting
- Approve last month's minutes
- Reports
- Old & New Business
- Milestone acknowledgments

Prior to the meeting, the ANLP Secretary prepares an agenda that serves as meeting minutes. It is requested that reports are pre-populated to serve as talking points, but also to reduce the amount of effort that the Secretary must do to document what is being discussed.

5.2. Quorum *(Charter excerpt)*

A minimum of three (3) voting members (as determined by the ANLP Executives) is necessary to do business. Unless otherwise stated in this Charter, the positive vote of a minimum of two-thirds ($\frac{2}{3}$) of voting members is necessary to pass a vote.

5.3. Voting (*Charter excerpt*)

Voting may take place during a regular Meeting of the Department or an out-of-session vote may be called by the Chairperson or an Executive via email. In the case of an out-of-session vote, the Chairperson may open voting by notifying all voting members of a proposed motion and allowing a reasonable time for all voting members to respond, offer discussion, and vote. In no case shall the amount of time for voting members to cast out-of-session votes be less than 48 hours or more than one week.

Department Meeting Minutes - ANLP

Steering Committee

The purpose of the ANLP steering committee is to discuss larger big picture aspects of ANLP and how it functions, such as drafting or revising this Best Practices Doc and ANLP job descriptions, proposing revisions to ANLP's charter, discussions about *A New Leaf's* future, and how it is published and distributed, preparing other ways of "carrying the message" through MA's literature, such as the formation of the "Daily Dose" email, discussion of hiring any new Special Workers to support ANLP, and strategy decisions regarding how MA literature is published, sold, stored, and distributed worldwide. During goal setting, consider whether the goals are financial, or to help the newcomer, etc.

While ANLP Department meetings are closed, for ANLP Department members, MA World Services' Board Members, and ANLP alumni/service sponsors only, and are mandatory for Department members to attend, the twice monthly, hour-long Steering Committee meetings are open to the fellowship to contribute ideas for ANLP, and are not required for ANLP Department members to attend (although they are highly encouraged to attend whenever possible.) Generally, the first Steering Committee of the month (held on the second Thursday) is a discussion/planning meeting, and to discuss *A New Leaf*, and the second meeting (on the fourth Thursday) is a working session, for drafting/revising documents and flyers together.

The first Steering Committee meeting each month also focuses on discussing the topic, theme, content and letter from the Department for that month's issue of *A New Leaf*. Accordingly, it is vital that the Editors (Content Editor, Design Editor and Creative Designer) are all present at this meeting. While it is suggested, but voluntary for most department members, it is required for those 3 ANL editor roles so they can get feedback on the spot from the department on that month's issue.

Currently, the ANLP Steering Committee meets on the 2nd and 4th Thursday of each month from 5:00-6:00 PM PT / 8-9:00 PM ET.

-  ANLP Steering Committee Topics for Discussion
-  Minutes - ANLP Steering Committee

ANLP Creative Writing Workshop

ANLP hosts a monthly creative writing workshop to encourage MA members to write about recovery (to hopefully submit to *A New Leaf* and other MA literature!) Workshops are held on the **first Saturday of each month, from 10:00-11:30 AM Pacific / 12-1:30 PM Easter / 4-5:30 PM UTC**: anewleafpublications.org/workshop/ or Write@ANLP12.org

In these workshops, we will work our way through Julia Cameron's *The Artist's Way* Workbook book about reclaiming creativity, and healing and reconnecting with your creative self, loosely based on the 12 Steps. Cameron describes it as a journey to recover a sense of creativity and inner freedom, often blocked by self-doubt, fear, negative conditioning, or life circumstances. This recovery process is not just for artists but for anyone who wishes to live more creatively, even in their everyday life.

The Artist's Way features 12 chapters of activities for reigniting creativity, notably the practice of writing "Morning Pages" by beginning each day with a period for free-writing 3 pages, and "Artist's Dates" a way to spend time reconnecting with yourself, your creativity and what makes you feel inspired

We'll read some from *The Artist's Way* for inspiration, and if you choose to, share with one another how the suggested activities, affirmations and more from it have benefited us in not only our writing and creativity, but also our recovery journey. Purchasing the book is not necessary; we will screen share relevant portions and links to PDF versions:

Keeping in mind Tradition 6, MA and ANLP do not endorse Julia Cameron or "The Artist's Way." These workshops are simply using the tools written within her books. The use of the name "Julia Cameron" and "The Artist's Way" does not imply endorsement, but rather are a requirement to acknowledge and protect copyrighted materials.

See ANLP12.org/workshop/resources for PDFs, Prompts, and Slides

[Join A New Leaf Publications for monthly Creative Writing Workshops.](#)

- These workshops occur the 1st Saturday each month 10 am PT /1 pm ET /5 pm UTC.
- Zoom Link: MA12.org/ANLP/Workshop; Meeting ID: 995 4076 2470 Password: sober
- About ANLP's Monthly Writing Workshop: ANLP12.org/workshop
- To join the Google Group: write@anlp12.org
- To join the WhatsApp group/chat: ANLP12.org/workshop/whatsapp

From these workshops, ANLP has created lists of **Exercises & Prompts**:

- Exercises & Writing Prompts: ANLP12.org/ANLP/WritingPrompts
- Artist's Way Exercises: ANLP12.org/artist-way-exercises

- ANLP Writing Prompts: MA12.org/prompts

The Artist's Way by Julia Cameron

- Summary of The Artist's Way: ANLP12.org/workshop/artists-way
- Full text of *The Artist's Way*: ANLP12.org/artist-way-book
- Full *Artist's Way* Workbook: ANLP12.org/artists-way-WB
- Introduction & Basic Tools: ANLP12.org/artists-way-intro
 - Quotes from The Artist's Way: ANLP12.org/workshop/quotes
 - Video About Morning Pages juliacameronlive.com/basic-tools/morning-pages/

Workshop Formats & Slides

- October Format (*Intro to Artist's Way*): ANLP12.org/workshop/oct/format
- October Slides: ANLP12.org/workshop/oct/slides
- Nov Format (*Ch1 Reclaiming a Sense of Safety*): ANLP12.org/workshop/nov/format
- November Slides: ANLP12.org/workshop/nov/slides
- December Format (Ch 2): ANLP12.org/workshop/dec/format
- December Slides: ANLP12.org/workshop/dec/slides
- January Format (Ch 3): ANLP12.org/workshop/jan/format
- January Slides: ANLP12.org/workshop/jan/slides
- February Format (Ch 4): ANLP12.org/workshop/feb/format
- February Slides: ANLP12.org/workshop/feb/slides
- March Format (Ch 5): ANLP12.org/workshop/march/format
- March Slides: ANLP12.org/workshop/march/slides
- April Format (Ch 6): ANLP12.org/workshop/april/format
- April Slides: ANLP12.org/workshop/april/slides
- May Format (Ch 7): ANLP12.org/workshop/may/format
- May Slides: ANLP12.org/workshop/may/slides

If you're interested in writing for the purpose of submitting content to MA, check our list of writing prompt suggestions- MA12.org/Prompts Keep checking back, we will consistently be adding to this list of prompts!

- Submit content to *A New Leaf*: ANLP12.org/Content
- Submit content for the MA Member Stories Book Project: MA12.org/Stories
- Writing Tips: ANLP12.org/writing-tips
- Writing a Break-Up Letter with Marijuana/Cannabis: ANLP12.org/break-up-letter
- [Writing your own 3rd or 7th Step Prayer](#)
- ❖ Folder with Workshop Slides and Formats [here](#).

A NEW LEAF PUBLICATIONS CREATIVE WRITING WORKSHOPS

We gather monthly to
ignite our creativity,
write together,
discuss how creativity
and recovery intersect,
share our work and
support one another
as we use writing as
a part of our
recovery toolbox!



**1ST SATURDAY
EACH MONTH**

**10 - 11:30 AM PACIFIC
1 - 2:30 PM EASTERN
5 - 6:30 PM UTC**

ZOOM LINK: MA12.ORG/ANLP/WORKSHOP



ANLP Writing Workshop Resources

Resources	Short Link
About the Writing Workshop	ANLP12.org/workshop
To join Google Group	write@anlp12.org
<i>The Artist's Way</i> Book PDF	ANLP12.org/artist-way-book
<i>The Artist's Way</i> of Workbook PDF	ANLP12.org/artists-way-WB
Summary of <i>The Artist's Way</i>	ANLP12.org/workshop/artists-way
Workshop Resources	ANLP12.org/workshop/resources
<i>The Artist's Way</i> Writing Prompts	ANLP12.org/ANLP/WritingPrompts
<i>The Artist's Way</i> Exercises	ANLP12.org/artist-way-exercises
ANLP Writing Prompts	MA12.org/prompts
<i>The Artist's Way</i> Quotes	ANLP12.org/workshop/quotes
Meditation Music	ANLP12.org/workshop/music
WhatsApp group/chat, link to join:	ANLP12.org/Workshop/WhatsApp
Workshop Zoom 1st Sat of month 10am PT 1pm ET	ma12.org/anlp/workshop

Technological Training

You do not need to be tech-savvy in order to be a member of the ANLP Department. While some roles may benefit from prior experience with Adobe InDesign, which we use for MA pamphlets, and Mailchimp, which we use for the *A New Leaf* Newsletter, most Department members do not need to know how to use these programs. We created a Special Worker position, Creative Designer, to ensure we had someone with these more specialized skills in the Department. While Department members in other roles might learn about these programs if they're interested, aside from the Creative Designer and Design Editor, the other Department members primarily utilize Google Workspace along with a few additional technology tools like Zoom. Google Workspace includes programs such as; Gmail, Google Groups, Google Calendar, Google Drive, Google Docs, Google Sheets, etc. World Services also utilizes a service to create the MA12.org domain short links, and ANLP12.org for ANLP-specific training. More information is available below.

Below, you will find a link to the portion of the [Trustee Handbook](#) containing expanded explanations of the technology used by MA World Services and ANLP.

- We have created abbreviated visual [Technology Training Slides](#) as an introduction.
- If you need further support feel free to contact the ANLP Chair chair@ANLP12.org or Internet Trustee internet@ma12.org or Webmaster webmaster@ma12.org
- Please review  [Technology Training for Trustees - Trustee Handbook](#) for more detailed explanations about the technology used by MA World Services and ANLP, in particular, it details using [Google Docs, Sheets, Gmail, and Google Slides](#).
- Also, the contents of MA's Resource Library may be of assistance: [MA12.org/library](https://ma12.org/library)

ANLP-Specific Technology

The ANLP Department also uses other technology besides the technology summarized above from the Trustee training. The technology used by ANLP also changes often as the needs of *A New Leaf*, ANLP, and available technology changes.

Currently, ANLP also uses Canva, inDesign, WooCommerce and Mailchimp regularly. Our hired Special Workers, including Creative Designer, Webmaster and eCommerce Store Manager were hired due to their experience with this technology. Therefore, volunteers of service to ANLP, including the ANL Editors, do not need extensive experience with this technology, as these Special Workers are here to support more extensive uses of these programs. However, for some roles, including Design Editor, it will still be beneficial to learn about technology such as Mailchimp, used for *A New Leaf* and *Daily Dose*.

ANLP Resources:

- How to prepare *A New Leaf* in [Mailchimp](#)
- How to schedule *A New Leaf* with [Timewarp in Mailchimp](#) to be sent and received at the same time on the 15th in different time zones (schedule 48 hours in advance)

Other Resources for ANLP Technology

- **For guidance using Mailchimp**

- Mailchimp's [Getting Started with Mailchimp](#); and [Mailchimp 101](#)
- Mailchimp's Guide to Using [Timewarp in Mailchimp](#)
- Kinsta [How to Use Mailchimp](#) Tutorial
- Various [Youtube Mailchimp Tutorials](#):
 -  MAILCHIMP TUTORIAL 2023 (For Beginners) - Step by Step Email Mark...
 -  Mailchimp Newsletter Tutorial 2025 (How To Create A Newsletter)
 -  How to Create an Email Newsletter with Mailchimp (Complete Tutorial)

- **For Information on using Canva, visit**

- Canva [Beginners Guide](#)
- Canva [Getting Started](#)
- Canva [Tutorials](#)
- Canva's "[Design School](#)" Series of Tutorials
- Various Canva [YouTube Video Tutorials](#):
 -  MASTER CANVA IN 15 MINUTES! Canva Tutorial For Beginners
 -  How To Use Canva For BEGINNERS! [FULL Canva Tutorial 2023]
 -  CANVA TUTORIAL FOR BEGINNERS 2024 (How to start using Canva step...
 -  Canva Tutorial for Beginners 2025 (How to use Canva step by step)
 -  FULL CANVA TUTORIAL 2024 | How To Use Canva For BEGINNERS!
 -  CANVA TUTORIAL FOR BEGINNERS 2024 (How to start using Canva step...
 - 2 hour Masterclass: <https://www.youtube.com/watch?v=Llnmf5BXLBA>
 - [Series of Canva Tutorials](#)

- **For more information about inDesign, visit**

- InDesign's [User Guide](#)
- Various InDesign YouTube Video Tutorials:
 -  InDesign Beginner Tutorial
 -  InDesign for Beginners | FREE COURSE
 -  Learn Adobe InDesign in 11 MINUTES! | Formatting, Tools, Layout, Text...
 -  InDesign Beginner Tutorial
 -  InDesign Full Course Tutorial (7+ Hours)
 -  InDesign Advanced Tutorial

- **For support using WooCommerce Plugin to WordPress**

- WooCommerce "[How to Use WooCommerce in 5 Steps](#)"

- [“The Ultimate Guide”](#) to using WooCommerce; WooCommerce Made Simple
- Another [WooCommerce Tutorial](#)
- [YouTube Video Tutorials](#)
 -  How To Use WooCommerce | WordPress eCommerce Tutorial for Begi...
 -  ★ Complete WooCommerce Tutorial 2024 [eCommerce Tutorial] ★
 -  The Complete WooCommerce Tutorial 2024 (eCommerce Tutorial)
 -  How To Build An eCommerce Store in 15 Minutes (WooCommerce Tutor...
 -  ★ Complete WooCommerce Tutorial 2024 [eCommerce Tutorial] ★
- Browse the [WooCommerce Reddit](#) and the [WordPress Reddit](#)
- See Wordpress Tutorials <https://learn.wordpress.org/tutorials/>
- Wordpress Tutorial Courses: <https://wordpress.com/learn/>
- WordPress Youtube Videos
 -  WordPress Tutorial For Beginners 2024 [Made Easy]
 -  How To Make a WordPress Website 2025 - Step by Step
 -  How To Make a Website With WordPress (Beginners Tutorial)
 -  WordPress Advanced Tutorial
 -  WordPress Full Course in ONE VIDEO | ZERO to HERO | STEP BY STEP
 -  WordPress Full Course Tutorial (10+ Hours)
- [Advanced Wordpress Course for Professionals](#)

ANLP & MA World Services Style Guide

Adapted from Purdue University's overview to its style guide, available at https://owl.purdue.edu/owl/avoiding_plagiarism/guide_overview%20.html

At its most basic level, a style guide provides rules for citation formatting. Common and popular style guides include MLA and APA. However, style guides are not just for citations. They include rules and guidelines for works being produced in a particular field or by a company, from grammar and language use to the font and size of headings in a work. Generally style manuals should include everything a writer needs to know in order to make their work look and read just like every other work written in that style (or for that company or brand). This includes the look of the page, and even the tone of the writing.

In the corporate world, a style guide is often synonymous with "branding guide" . . . "In the same way Apple's style guide brands their websites, advertisements, products, documentation, and even stores: you know an APA paper when you see one, just like you know an Apple device when you see one."

Style guides are used to make common elements consistent across documents written by many writers, in many places, and in many circumstances. As a result, readers can read something written in a particular style (whether APA or MA World Services/ANLP) and

know immediately how to navigate the headings of the paper, how quotes will be introduced, where to look for citation information, and more.

Maintaining consistency in style across ANLP's newsletter, *A New Leaf*, MA's pamphlets, MA's Handbooks, the Service Manual, MA World Services' newsletter, *Carry the Message*, and the MA app and website helps to "brand" content as being from MA World Services and ANLP, as the publishing department for World Services. Consistency in not only how we cite in MA works, but also in our tone, colors and fonts used, and how to capitalize or abbreviate certain MA-specific terms helps to brand our content, which in turn helps us to effectively carry the message of recovery in the most professional way possible.

While our MA World Services/ANLP Style Guide is still a work in progress, we have decided on certain aspects, including our brand's colors, the look of the MA logo, as well as which fonts to use, and how to abbreviate and cite to MA literature. It is important that we maintain consistency between ANLP and MA World Services, and across MA literature in the style utilized relating to font selection, font size, line and paper spacing, citation, underlining and/or italicizing, capitalization, abbreviations, tone, writing style, and more. Ideally, all MA World Services and ANLP produced works will appear and read as though they have been written by one writer, even though many different volunteers have contributed to MA's literature. The exception is stories written by MA members contained in *A New Leaf*, *Life with Hope*, and future publications such as a book of additional stories. ANLP's practice is to alter stories submitted by members as little as possible, only correcting major grammatical or spelling errors, but otherwise maintaining the authenticity of the author's voice in sharing their story.

MA World Services has started a [MA World Services Style Guide](#) and prior Literature Committees have also worked to develop a [MA Style Guide](#) using other style guides for guidance. These can serve as a starting point for how to style, format and cite in works you are writing or editing in your role in the ANLP Department.

Links to Additional Helpful Resources

Frequently used ANLP Links, taken from [Trustee only Short Links to Resources](#) includes some "internal only" links (such as to MA Zooms) so if you want to share resources with members either send the specific links or share the version of this collection of links for sharing with members using this short link: ma12.org/member-links or share the document directly [Frequently Used Short Links to Member Resources](#)

Frequently Used ANLP Short Links	
Resources	Short Link
Buy MA Books including <i>Living Every Day with Hope</i>	ANLP12.org/books

ANLP Dept Zoom Link	MA12.org/ANLPdept ** keep internal
Sign up for <i>A New Leaf</i>	MA12.org/New-Leaf
Sign up for <i>Carry the Message</i>	MA12.org/CTM
Sign up for <i>Daily Dose</i>	MA12.org/daily-dose
Submit Content to <i>A New Leaf</i>	ANLP12.org/content
Submit Sobriety Birthdays to ANL	anlp12.org/birthday
Submit to MA Stories Project	MA12.org/Stories
Subscribe to MA Publications	A New Leaf // Daily Dose // Carry the Message
Submit to <i>A New Leaf</i>	Content and Birthdays to <i>A New Leaf</i>
Follow MA on Social Media	Facebook // Instagram // Youtube // TikTok
Learn about being an ANLP Liaison	ANLP12.org/liaison
Member Stories Project Flyer	MA12.org/stories/flyer
<i>A New Leaf</i> Archives	MA12.org/ANL/Archive/Digital
About ANLP	ANLP12.org/about

Other Resources

ANLP Dept & MA World Services Board Member Contact Information

- Contact information for Past & Present ANLP Dept and MA World Services Board Members, and Special Workers. These documents contain personal information, so please be mindful of *who* you share this document with and *how* you use this information to protect members' anonymity.
 -  ANLP Department Contacts
 -  Board of Trustee Current Contacts and Historical

Responding to Member Concerns

- Suggested language and resources to share with members who reach out with concerns, including language regarding the autonomy of meetings, that MA World Services' (and ANLP) do not govern, and suggested additions to meeting formats to protect the group from future safety concerns etc.
 -  "Best Practices" For Responding to Complaints V3 (Updated 10/2024)
 -  Shorter Best Practices "Cheat Sheet" (V2 Oct 2024)
 - *Please maintain the confidentiality of these resources, and only use for internal purposes and only share the resources within these documents, rather than sharing the entire document*
 - Short Links to Resources: [MA12.org/member-links](https://ma12.org/member-links) contains links that can all be shared with members, as well as the Resource Library: [MA12.org/library](https://ma12.org/library)