

2018-02-05 CoDA Literature Committee (CLC) Style Sheet

The following are CLC recommendations for style and capitalization in CoDA literature submissions

Use	Instead of	Comments
CoDA	CODA or Co-DA	CoDA is a registered name; use upper/lower case as shown
CoDA Board	CoDA board	Capitalize the B
CoDA Conference endorsed literature	CoDA Conference Endorsed Literature	Capital C for references to CoDA Service Conference only
CoDA Literature Committee (CLC)	National Literature Committee	Spell out first time with acronym. Subsequently, use acronym only.
CoDA program of recovery	CoDA Program of Recovery	Only capitalize CoDA
CoDA Service Conference (CSC)	CoDA service conference	Spell out first time with acronym. Subsequently, use acronym only
codependence	co-dependence	No hyphen
codependency	co-dependency	No hyphen
codependent	co-dependent	No hyphen
Co-Dependents Anonymous, Inc	Co-Dependents Inc.	Registered name: Use the hyphen and put a comma before Inc.
commas: ____, ____, and ____.	____, ____ and ____.	Also true for “or” and “but”
community service groups	Community Service Groups	No caps
Co-NNections	Connections	Co-NNections is a registered name; use upper/lower case as is.
CoRe	CoRE	CoRe is a registered name; use of upper/lower case is important
crosstalk	cross talk or cross-talk	Do not hyphenate words that can be better written as one word.
experience, strength, and hope	Experience, Strength, and Hope	No caps
Fellowship	fellowship	Refers to any level of the CoDA organization
fellowship	Fellowship.	Generic use; i.e. socializing after the meeting.
First Step, Second Step, etc.	1 st Step, 2nd Step, etc.	Spell out numbers
First Tradition, Second Tradition	1 st Tradition, 2nd Tradition, etc.	Spell out numbers
group conscience	Group Conscience	Use lower case
Higher Power	higher power or H.P.	Spell out with caps

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newcomer meetings	Newcomer Meetings or meetings	No caps
no-crosstalk rule	“No Crosstalk” or no crosstalk rule	Do not use quotes for colloquialisms or slang. Hyphen is used for clarity; i.e. That group has a no-crosstalk rule. vs. That group has no crosstalk rule.
old-timer	old timer	Use hyphen
<i>Patterns of Codependence</i>	Patterns of Codependence	Use Italics and caps when referring to foundation documents
<i>Preamble</i>	Preamble	Use Italics and caps when referring to foundation documents
same sex	same-sex	Used as a noun; i.e., members of the same sex
same-sex	same sex	Used as an adjective; i.e., same-sex marriage
self-determined, self-help, self-discovery, self-esteem, self-governing	Self determined, self help, self discovery, self esteem, self governing	
<i>Serenity Prayer</i>	serenity prayer	Use Italics and caps when referring to prayers
service-related	service related	Used for service-related items. Use without hyphens in instances such as “This topic is service related.”
sharing and writing sessions	Sharing and Writing Sessions	No capitals
speaker meeting	Speaker Meeting or “speaker” meeting	No capitals; no quotation marks
sponsor, sponsee	Sponsor, Sponsee	No capitals
Step One, Step Two, etc.	Step 1, Step 2, etc.	Spell out
the CoDA Closing Prayer	The CoDA Closing Prayer	Use Italics when referring to prayers; small “t” for “the”
<i>the CoDA Opening Prayer</i>	The CoDA Opening Prayer	Use Italics when referring to prayers; small “t” for “the”
<i>the Twelve Promises</i>	The Twelve Promises	Use italics and caps for foundation documents; small “t”
<i>The Twelve Promises of CoDependents Anonymous</i>	The Twelve Promises of CoDependents Anonymous	Use capital “T” when referring to copyrighted titles; italicize
the Twelve Steps	The 12 Steps	Use italics when referring to foundation documents; small “t” for “the”; spell out #.
The Twelve Steps of CoDependents Anonymous	The Twelve Steps of CoDependents Anonymous	Use capital “T” when referring to copyrighted titles; italicize

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the Twelve Traditions	The Twelve Traditions	Use italics when referring to foundation documents; small "t" for the
<i>The Twelve Traditions of CoDependents Anonymous</i>	the 12 Traditions of CoDependents Anonymous	Use capital "T" when referring to copyrighted titles; italicize
<i>The Twelve Traditions of CoDependents Anonymous</i>	Anonymous	Use capital "T" when referring to copyrighted titles; italicize
Tradition One, Tradition Two, etc.	Tradition 1, Tradition 2, etc.	Spell out
trusted servants	Trusted Servants	No capitalization
<i>Welcome</i>	Welcome	Use Italics when referring to foundation documents
well-being	well being	Use hyphen
When printing either the Steps or Traditions, you must include one of these statements:		
The Twelve Steps are printed and adapted with permission of Alcoholics Anonymous	or	The Twelve Traditions are printed and adapted with permission of Alcoholics Anonymous