

### ***How does new literature get prepared for publication?***

- Content (a book chapter, a pamphlet, etc.) is written by a primary writer with the help of a dedicated editor and the Literature Committee (LitCom) editing team. This process usually takes several months from start to finish.
- The polished first draft content is posted on the website for a 70-day fellowship feedback window. Announcements are made in COSAs In The Know and the *Balance* newsletter alerting the fellowship members that it's time to review the content and give feedback.
- After the 70-day feedback window closes, all of the fellowship feedback is reviewed and applied as thoroughly as possible. The writer, editor, and LitCom editing team work together to complete this process and produce the final draft.
- The final draft of the content is posted on the website for review at least 30 days before the next Biannual Delegate Meeting, as required by the ISO of COSA's bylaws. This is not a feedback window. During this time, delegates are able to work with their groups to determine the group conscience regarding how they are to vote at the Biannual Delegate Meeting.
- A yes-or-no vote is taken at the Biannual Delegate Meeting on whether the content is approved by the delegates to be published.
- If content is not approved for publication, precise feedback around the specific issues that prevented a passing vote will be accepted during the meeting. This feedback will be applied and the content will be presented at the next Biannual Delegate Meeting with the next round of content.
- When content is approved for publication, publication is then facilitated by LitCom according to their commitment to the fellowship.