

EASE Business

Annual general meeting

EASE's AGM was held at the Institute of Catalan Studies in Barcelona on 19 July 2008.

The President presented his report for 2007-8, a copy of which may be obtained from the Secretariat or viewed on the website (www.ease.org.uk). He touched on the two unsuccessful applications to the EU for funding; the publishing of EASE's statement on the inappropriate use of impact factors; plans for the 10th General Assembly and Conference to be held in Pisa, Italy, in September 2009; and the new design of EASE's website.

The Treasurer's summary of the accounts for 2008 noted that the net trading position on 31 December 2007 showed a loss of £6,489 which was an improvement of the previous year and less than projected, reflecting the continuing rise in membership. Reserves at the end of 2007 stood at a healthy £51,928. The financial reviewer was reappointed.

Council meeting

Council met on 18 July 2008 in Barcelona. The President presented his report for 2007-8 and the accounts for 2007, both of which Council approved. After a successful application to take part in the outreach activities of ESOF2008 in Barcelona, it was noted that EASE's participation would be the following day when a game depicting the adventure of scientific publishing, which had been adapted by Reme Melero with the help of Paola De Castro, would be played.

Plans for the 10th General Assembly and Conference in Pisa were discussed and the appointment of Grupo Pacifico as conference organizer reported. Several speakers had been invited and accepted. The Secretary reported a steady increase in the number of individual and corporate members, sponsored members, ESE subscribers, and sales of the Handbook.

It was agreed not to raise subscription rates for 2009. The new website was up and running with a members' only area. This was still being developed, but it was planned to include the list of members.

Reports from the various committees were received and EASE representation at forthcoming conferences was discussed.

Publications committee

The Publications Committee met on 26 April 2008 in London. The February and May 2008 issues of *European Science Editing* were reviewed and the status of the next two issues discussed. The Google spreadsheet is working well, as is the Bookshelf blog. The Chairman reported that Jane Sykes and Igor Vlahovic had resigned from the committee, and she welcomed Stuart Handysides and Sharon Davies as new members, responsible for Articles and Reports of Meetings respectively. It was agreed to ask the membership for more ideas for new chapters in the Handbook.

Membership Changes

New Members: Individual

Ms Amanda Ellis

Quenda Communications
177 Elderberry Drive, South Lake
Perth WA 6164, Australia
Freelance, trainer
amanda@amandaellis.com

Dr Felix E Gbenoba

Instructional Resources Development
National Open University of Nigeria
Lagos, Nigeria
Chief Editor
felixgbednoba@yahoo.co.uk

Mr Luc Geeraert

Tibotec BVBA
Mechelen, Belgium
lgeerae1@its.jnj.com

Mr Paul J H Neate

Rome, Italy
p_neate@yahoo.co.uk

Ms Christine R Wyard

Minehead, UK

Mrs Katherine M Thomasset

Bristol, UK
kthomasset@yahoo.co.uk

New Members: Corporate

Neurologia (Journal of the Spanish Society of Neurology)

Dr M^a Rocio García-Ramos García

Madrid, Spain

Dr Eduardo Martínez Vila

Pamplona, Spain

Dr Jordi Matias-Guiu Guia

Madrid, Spain

Dr Ana Morales Ortiz

Murcia, Spain

Ms Ángela Navarrete Belmonte

Barcelona, Spain

Mr Gavin Swanson

Cambridge University Press
Cambridge, UK

EASE members' news

Honorary Member John Glen was recently telephoned by the President of the International Glaciological Society to inform him that their Council had agreed to make him an Honorary Member. He has been helping in the editing of their journal, the *Journal of Glaciology*, in various capacities since 1953.

Promoting EASE

See p119 to find out how you can help promote EASE to other interested individuals and organizations. 2009 is a great opportunity to increase membership, with the attraction of the conference in Pisa.

We also need a Publicity Officer – think of the glory of listing this on your CV!

Plans for Pisa proceed apace

Place

Pisa. The conference will be held in the Palazzo dei Congressi, which is just outside the city wall and was formerly owned by the university but is now independently operated. The opening reception will be in the nearby Santa Croce in Fossabanda, a 14th century monastery tastefully converted into a hotel. Our speakers will also be staying here.

Performers

Physical Integrity: Ed Pentz of Cross-Check will review the first year of this exciting new initiative to detect plagiarism.

Moral Integrity: Amber Budden will describe her studies regarding double-blind reviews. Are we as objective as we would like to think?

Editorial Independence and Responsibilities: Adam Wilkins has run BioEssays for many years and will review the pleasures and pitfalls of editing a review journal.

Each of these will be complemented by another plenary speaker. Several parallel sessions will feature the invited speakers and those who successfully submitted abstracts, plus posters.

Price

Members who register by 30 June 2009 should pay €390 (please check the second circular for confirmation). This will include lunch on Friday (our only full day) but not the conference dinner. We realise that many members prefer

an inclusive dinner price so that everyone is encouraged to attend but decided against this because of our chosen dinner venue.

Prandials

The conference dinner will be held at the Opera Primaziale. This is a beautiful setting, in a cloister underneath the Leaning Tower – so we have to hope that it stays standing for another year at least. Places will be limited, so those wishing to come to the dinner should register early. We looked at several other venues, none of which was anywhere near as nice as this one, or as convenient. Which brings us to:

Proximity

You can walk everywhere. All of the venues are within easy walking distance of central Pisa and the hotel district on the opposite side of the river, towards the railway station. The airport is also close to the city, just a short train or bus ride.

Personnel

Finally, we are delighted that Paola De Castro has joined the Programme Committee and particularly appreciate her efforts in publicising the conference within Italy.

See you there, 16-19 September 2009.

Programme Committee

EASE Register of Training Courses in Science Writing and Editing – call for information

The EASE Council acknowledges that training should be an important part of the Association's remit. Over the years, we have received various invitations to organize writing or editing workshops in many different countries, both within Europe and further afield. These have been organized by several members of EASE on a rather ad hoc basis. We would like to make such courses available more routinely, with a structured curriculum and approved teachers. Achieving this will require considerable time and effort and thus it remains a long-term goal rather than an immediate one.

In parallel, we would like to raise the profile of teaching that is already being given by many of our members, as a benefit to those members who provide courses and also those who would like to participate in one or host one in their local institution.

We therefore invite anyone who teaches a course or workshop on science writing or editing (or anything similar that fits EASE's interests) to submit details for inclusion in a register. In due course, we will make this

register available on the EASE website. The register will not imply any endorsement by EASE. We would like to move towards a system of validation and any thoughts on this would be welcome.

Details should be submitted under the following headings (one for each course):

- Organizer
- Organizer's affiliation
- Organizer's contact details (phone and email)
- Brief (max 200 words) biography of Organizer highlighting relevant qualifications and experience
- Title of course
- Duration
- Brief description of content (max 200 words)
- Target audience
- Maximum number of delegates
- Location
- Price (if available)
- General comments

Contributing to European Science Editing

European Science Editing welcomes contributions related to the editing and management of publications in the sciences. Submissions in the following categories are accepted: Articles, Viewpoints, Editing around the World, Correspondence, brief Reports of Meetings (see suggestions for reports at the end of these instructions), short news items, and notes or suggestions about articles, books or websites of interest to editors of scientific journals or books.

Contributions

Contributions should be sent to the appropriate section editor, listed below. A copy may also be sent to the Chief Editor (europescienceediting@googlemail.com) when appropriate.

Contributions should be sent by e-mail (see File format below). Duplicate publication (publication of items that overlap substantially with any already published) is to be avoided. All material is subject to editing/copy-editing.

Authors are asked to consult the Chief Editor if the same or very similar work has been published elsewhere, mainly for work in a language other than English. Data contained in contributions are assumed not to have been falsified. Current codes of ethics in appropriate professional fields apply.

Copyright in contributions belongs to the author.

Journal sections

Editorials are usually commissioned but spontaneous submissions are also welcome. Editorials should represent the opinions of the author and not suggest that they are those of EASE. Editorials should be submitted to Moira Johnson-Vekony (europescienceediting@googlemail.com).

Original articles will be subject to review. Final acceptance or rejection is decided by the Publications Committee. Articles should be up to 2000 words long and should include an abstract of up to 200 words. If articles report research data, they should follow the IMRaD format (Introduction, Methods, Results, and Discussion) and include a structured abstract with four headings: Background, Methods, Results, and Conclusion.

Viewpoints represent the opinions or personal experiences of the author, rather than research. Send to Moira Johnson-Vekony, europescienceediting@googlemail.com

The **Editing Around the World** series focuses on specific aspects of editing in a particular country. Suggestions for contributions should be sent to Dario Sambunjak (dario.sambunjak@mef.hr).

Correspondence is welcomed on items that have appeared in recent issues of the journal and matters related to the editing and management of publications (send to mcooter@bmj.com).

From the Literature is prepared by Liz Wager (liz@sideview.demon.co.uk), who will be glad to receive suggestions for suitable subjects.

Reports of Meetings are coordinated by Sharon Davies

(sdavies@bmj.com) and should be planned before the meeting. All proposals for such reports are welcome.

The **EASE-Forum Digest** is compiled by Elise Langdon-Neuner (langdoe@baxter.com). The objective is to summarize the discussions of recent months. The compiler may ask initiators of some discussions to provide a concise summary or rewrite their contributions for other sections of *European Science Editing*.

Books for Review should be sent to Moira Johnson-Vekony, who normally commissions reviews and coordinates the review process. Reviewers should e-mail their reviews to her at europescienceediting@googlemail.com.

Editors' WebWatch is coordinated by Colin Batchelor, and compiled by Paola de Castro, Penny Hubbard and Colin Batchelor. Please send details of sites and trends applicable to editing to the coordinator (BatchelorC@rsc.org).

The **News Notes** section is compiled by Richard Hurley (rhurley@bmj.com), who will be glad to receive short news items related to editing, publishing and managing journals, including items from non-English-speaking countries.

News from Editing Societies is under the editorship of Sharon Davies (sdavies@bmj.com).

Forthcoming Meetings and Courses: information for inclusion in this list should be sent to sdavies@bmj.com.

The Editor's Bookshelf is co-ordinated by Paola de Castro (paola.decastro@iss.it), and compiled by Paola, Penny Hubbard and Colin Batchelor. Details of suitable articles or books should be sent to one of the compilers. Details of publications in European languages other than English are welcome. The Editor's Bookshelf blog can be accessed via the EASE website. For an invitation to join the blog (which enables you to post to it direct) please contact the coordinator.

File format and text style

Longer items such as articles should be sent as e-mail attachments; other items may be sent either as attachments or in the body of an e-mail message. All files must be checked for viruses before being submitted.

Text should be sent in Microsoft Word (.doc extension), preferably in 10-point Palatino Linotype or Times New Roman. Do not use any special styles.

With Word documents, accents and any text in italics or bold lettering will be recognized by the desktop publishing software. Remove any running heads, page numbers or page divisions before saving the final version of the file.

Headings other than the main title of a contribution should be title case (initial capital, caps elsewhere only if needed, and lower case), with one blank line above each heading. Use bold type for a level 1 heading and italics for a level 2 heading. Avoid level 3 headings.

Tables should be sent in a separate file from the text. Please submit tables in Microsoft Word documents, not as spreadsheets or .tif. For guidance on the presentation of Tables please refer to chapter 2-2.3, "Editing and design of

tables”, in the *Science Editors’ Handbook*.

Figures should be professionally prepared and of high resolution (scanned at 300 dpi). Each figure should be sent in a separate file saved in .tif or .jpg format. For guidance on the presentation of Figures please refer to chapter 2-2.1, “Illustration basics”, in the *Science Editors’ Handbook*.

Style

Use the spelling of the Oxford English Dictionary (Concise or Shorter), including -ize, -ization where appropriate. Use inclusive language (non-sexist, non-racist). Avoid footnotes and abbreviations other than SI units and any others that are widely accepted and understood. Explain all other abbreviations when they are first mentioned. Write numbers one to nine in full in the text, except when they are attached to units of measure. Use double quotation marks, with single quotation marks only for quotations within quotations.

Citations in the text

For citations in the text, use consecutive numbers, given as superscripts.

Reference list style

Please use Vancouver style (see <http://www.icmje.org/>, section IV.A.9). Journal titles should be written in full, as should page ranges:

Adam A, Eve Z. Eating apples can be dangerous. *Journal of Food Information* 1997;8(1):51–59.

References to electronic sources should include the web address (URL) and the date the reference was accessed:

Adam A, Eve Z. Eating apples can be dangerous. *Journal of Food Information* 1997;8(1):51–59. [www.jfi.org.il/volume8\(1\)/Adam/apple.pdf](http://www.jfi.org.il/volume8(1)/Adam/apple.pdf). (Accessed 2005 January 1.)

Accuracy of references is the responsibility of the author(s).

Deadlines and proofs

Deadline dates for contributions other than articles, review

articles and viewpoints are December 15, March 15, June 15 and September 15, for the February, May, August and November issues, respectively. Articles, review articles and viewpoints should be submitted one month earlier than those dates.

Proofs (PDF files) will be sent to authors of articles and viewpoints. Proofs of other contributions may be sent if authors ask for them or if there are queries.

Meeting reports: suggestions for presentation

A report should be between 100 and 800 words, depending on the length of the meeting and the novelty of the material.

Describe only those presentations and other contributions that you believe will interest ESE readers.

Concentrate on new information rather than opinion. If you quote numbers, please check them. If you can supply references, so much the better, but please limit these to about five.

If discussion of a paper reaches a consensus, record it.

Give the names and brief institutional addresses of contributors whose presentations you report.

Be prepared for your report to be edited for length and style; the organizational delights and downfalls of conferences are particularly vulnerable. You may be sent an edited text, but time constraints may limit consultation about changes.

Write up your contribution as soon as the meeting ends, to capitalize on its impact.

Send your meeting report to Sharon Davies (sdavies@bmj.com).

EASE website

All material published in *ESE* will be reproduced on the EASE website. The current issue of *ESE* will be located in the members-only area; older issues will be generally available. The version of any item on the website will reflect exactly the content of the printed issue, and no changes will be permitted to the pdf after uploading; this includes changes to contact details, which should be submitted for inclusion in the Membership List Additions and Changes section of each issue.

And finally . . .

Thanks to the reviewers of articles submitted to *ESE* in 2008: John Glen, James Hartley, Hervé Maissoneuve, and Paul McCarthy . . .

and to the proofreaders: Sandra Child, John Glen, John Hudson, Maeve O’Connor . . .

as well as to the members of the Publications Committee and Council who have carried out one or both of these vital functions.