

COST

Editorial Board (EB) Meeting

Date: Friday, 2008/11/07

Venue: École des Hautes Études en Sciences Sociales

Minutes taken by Rui Santos

Meeting began at 2:00 pm

Attendants:

EB: Gérard Béaur (GB) (who chaired), Vicente Pinilla (VP), Rosa Congost (RC), Anne-Lise Head-König (ALH), Jürgen Schlumbohm (JS), Socrates Petmezaz (SP) Bas van Bavel (BvB)

Book editors: Peter Moser (PM), Rui Santos (RS), Annie Antoine (AA), Patrick Svensson (PS), Mats Olsson (MO). RC also attended in the quality of book co-editor.

1. Editorial rules for the forthcoming books in the COST series.

After welcoming the meeting, GB started the works with the discussion on the editorial rules for the forthcoming books in the COST series.

In response to some doubts and misgivings that had been expressed by book editors regarding the recently circulated rules (henceforth referred to as “Previous Rules”), which had been submitted for consideration by the EB members, JS presented an organised set of proposals and options about the points raised. The following discussion involved all attendants, and reached the following conclusions by consensus of the EB:

- 1) As a general rule, the (Author, date: pages) citation format is to be used within the text. Footnotes must not be used purely for citation purposes, only for short and indispensable explanatory notes and for referencing unpublished archival sources.
- 2) Contrary to the Previous Rules, it is strongly recommended that only first word and proper names be capitalised in English reference titles, since it is easier and safer to apply.
- 3) As a specification of the Previous Rules, the rule about giving English translation of titles in “less commonly known languages” will be applied especially to languages that do not use Latin script; English translation in such cases shall be given in square brackets.
- 4) Reference to pages in citation and bibliography shall use the abbreviated form “p. *x*” for “page *x*”, “pp. *y-z*” for “pages *y* to *z*”.
- 5) Contrary to the Previous Rules, in quotations from non-English sources it is normally sufficient to give an English translation (with a precise reference to the source of the translation). The original text need only be given in a footnote when the precise wording is particularly relevant. When it is just a question of one or a few words that are needed for specific terms in the original language, they shall be inserted in brackets in the text, immediately following their English equivalent.
- 6) As a specification of the Previous Rules, the printed and published sources shall be listed together with the bibliographical references and cited in the text in the same manner. References to manuscript and archival sources shall be made as

footnotes, and a list of archival sources shall always be given, regardless of their number, after the text and before the list of bibliographical references.

- 7) As a clarification of the Previous Rules, the final volume manuscript must be sent with a clear and coherent Word styles layout throughout all chapters (text and paragraph, layers of titles, figure and table captions, footnote numbers and text, etc.). Editors shall not do page layout (i.e. size of margins, headers and footers, etc.) as that work will be centralised in Paris.
- 8) As a specification of the Previous Rules, the cover picture will preferably be in colour rather than black and white.

The following rules were added:

- 9) Editors shall consider whether chapter titles need improvement to be clearer, more concise or more interesting, etc., and collaborate with authors in improving the titles as may be needed.
- 10) Editors shall be careful and pay attention to common mistakes in translations to English (some examples will soon be provided by the EB).
- 11) In general, there should be a map whenever geographical entities dealt with in the chapter may not be easily located within common knowledge. Editors shall exercise their discretion in deciding when a map is or is not required, and ask the authors to provide one as needed.

2. State of the volumes from the conferences held in 2007

2.1. Lisbon Volume (WG1)

RS presented the state of the volume. All the papers are in, after being revised by the authors taking into account the referees' reports and the editors' suggestions, and on the whole the editors feel that the authors did the necessary improvements.

The final language editing is now under way by a professional English translator, who will work in close collaboration with the editors and, when necessary, with the authors for more technical and historical details. The earliest deadline possible for completion is the end of January, and the editors still have to write the introduction to the volume.

BvB and GB underlined that it is important to keep a strict schedule. End of January is OK for delivering the whole volume, but in order to do so the introduction should be submitted to refereeing no later than the end of November. Following the suggestion of the EB meeting in Lisbon last February, BvB accepted to referee the introduction and the EB will invite Cormac O'Gráda as second referee.

2.2. Rennes Volume (WG2)

AA presented the state of the volume. A total of 16 papers came in and were refereed, but some problems remain with four of them.

2.3. Münster Volume (WG4)

As Georg Fertig could not attend, GB read Fertig's report on the progress of the volume. A number of problems stand out, namely some delayed papers or revised versions, including some papers and referee reports that were never brought up to the EB. The EB recommends that the process is sped up in order to comply with the timetable, even if it means dropping some of the late papers, and reminds that the

missing referee reports must be sent in with the least possible delay, so that final decisions can be made on the papers.

The Torun volume (WG3) was not discussed, since the EB had taken the decisions on it in Zaragoza on 27 September 2008.

The meeting was closed for the day at 6:30 pm.

Minutes of Zaragoza 27-9-2008

Absence: Bas van Bavel.

All the other members of the Editorial board and J.Dumanowski are present.

Minutes by Socrates Petmezas.

Examination of the peer reviews concerning the revised edition of seven contributions to be published in a book edited by J Dumanowski (Torun workshop). JD announces the title of the book as “Wealth and poverty: material culture and consumption in European rural societies” and circulates the peer reviews.

A letter will be prepared by the Editorial board and circulate to the editors of the different volumes in order to help them homogenize the references and form of the volumes. Note: Contrary to the Brepols format the cited text in the original language will be put in footnotes while the English translation will be put in the body of the text (Brepols asked that both the original citation and its English translation be in the body of the text).

Editorial Board (EB) Meeting

Date: Saturday, 2008/11/08

Venue: École des Hautes Études en Sciences Sociales

Minutes taken by Vicente Pinilla

Meeting began at 9:00 pm

Attendants:

EB: Gérard Béaur (GB) (who chaired), Vicente Pinilla (VP), Rosa Congost (RC), Anne-Lise Head-König (ALH), Jürgen Schlumbohm (JS), Socrates Petmezas (SP) Bas van Bavel (BvB)

Book editors: Peter Moser (PM), Patrick Svensson (PS), Mats Olsson (MO). RC also attended in the quality of book co-editor.

The Editorial Board (EB) agrees on the following procedures: All the papers which have not yet been sent to the members of the EB will be sent together with the two references. The missing references will be sent to the EB members as soon as they come in, if possible in batches of several at a time, and if necessary with a proposal by the volume editor about how to proceed. The EB will then strive to take a decision by e-mail as soon as possible. In all the cases where the EB has one positive reference now, the paper will probably be accepted if the second reference is also positive.

The latest date for such decisions by the EB appears to be at the MC meeting in Paris, March 2009.

Rome (2008)

The introduction is being written right now.

The EB examine the papers of the last meetings:

Lund (2008)

Sarospatak (2008)

Bern (2008)

The Editorial Board appointed as supervisors for each volume and second referees for the introductions:

	Editors	Editorial Board supervisor	Second referee of int.
WG1	Van Bavel&Thoen	Rosa Congost	Rui Santos
WG2	Svensson&Olsson	Vicente Pinilla	O'Grada (Serrao)
WG3	Head-Konig&Pozgai	Gerard Beaur	Tony Varley
WG4	Moser&Varley	Jurgen Schlumbohm	Vicente Pinilla