Memorandum

The SIG Writing memorandum was confirmed and approved at the SIG Writing members meeting 30 August, 2018 in Antwerp, Belgium, and will be updated after the SIG Writing members meeting 13 August, 2019 in Aachen, Germany.

SIG Writing is a Special Interest Group 12 of the European Association for Research in Learning and Instruction (EARLI). SIG Writing was founded 1988 by Pietro Boscolo and Michel Fayol and has since then been an active and supportive organisation for writing researchers around the globe. SIG Writing is a multidisciplinary organisation that embraces theoretical, empirical and practise-based research from a variety of perspectives with the aim to contribute to the development of writing at all levels of education and professional settings. See https://earli.org/SIG12.

Current coordinators are Eva Lindgren, Sweden, Guido Nottbusch, Germany & Peter Falmann, Germany.

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<th>Previous coordinators</th>
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<td>Pietro Boscolo (Italy)</td>
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<td>Michel Fayol (France)</td>
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<td>Thomas Jechle (Germany)</td>
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<td>Gert Rijlaarsdam (Netherlands)</td>
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<td>Eric Esperét (France)</td>
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<td>Barbara Arfé (Italy)</td>
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<td>Rui A. Alves (Portugal)</td>
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<td>Vincent Connelly (United Kingdom)</td>
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<td>Teresa Limpo, junior coordinator (Portugal)</td>
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<td>2016 Liverpool, United Kingdom</td>
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<td>2018 Antwerp/Ghent, Belgium</td>
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# Table of Contents

- **Purpose of the memorandum** 3
- **Coordinators** 3
  - Election of coordinators 3
- **SIG Writing Members Meetings** 4
- **Economy** 4
  - SIG Writing sources of income 4
  - Recurring Costs for SIG Writing 5
  - EARLI conference “start up funds” 5
  - SIG Writing conference 5
- **SIG Writing Publications** 6
  - SIG Writing Newsletter 6
  - Journal of Writing Research (JoWR) 6
  - Studies in Writing Book Series 7
  - SIG Writing pre-publication archive 7
- **SIG Writing awards** 7
  - Travel grant 7
  - John R. Hayes award, Journal of Writing Research 7
  - BESST Award 8
- **SIG Writing national initiatives** 8
- **Revision of the memorandum** 9
- **Appendix 1: Journal of Writing Research** 10
- **Appendix 2: Studies in Writing** 13
Purpose of the memorandum

SIG Writing has a long and fruitful history within an active and engaged writing research community. Over the years many people have been involved in different aspects of the organisation, as coordinators, editors, conference organisers etc. The purpose of this memorandum is to collect information about the organisation of SIG Writing, that currently sit with different members, in one place. This will increase transparency and help new as well as old members to better navigate the organisation.


Coordinators

“The coordinators play a unique role in ensuring the development for the SIG” (EARLI, 2016) and the role of the coordinators are specified in the EARLI policy for Special Interest Groups. Below are some further details and clarifications to some of the EARLI policies.

- Organisation of SIG activities between conferences
  - The coordinators are responsible for organising a call for proposals for one or two SIG Writing initiatives in the year between SIG Writing conferences (assuming funds are available). See further details below.
- Budget balance (see details below)
- Organise the yearly members meeting
  - Invite members to the annual members meeting
  - Keep and distribute minutes from the meeting.

In addition to the EARLI policy, the junior coordinator has particular responsibilities for

- Updating the SIG Website
- Providing input to the SIG Writing newsletter with a particular focus on young SIG writing researchers
- Organising the BESST Award
- Edit the SIG writing newsletter
- Promoting the engagement of junior researchers in the group.

Election of coordinators

SIG Writing elects one of the two senior coordinator roles every second year and a new junior coordinator every fourth year. The election process starts in April of the year of the biennial EARLI conference by coordinators disseminating a call for candidates. Candidates have to be SIG Writing members. The candidate sends a short CV, a short motivation letter and a portrait photograph to the SIG Writing coordinators no later than 1 June. The EARLI voting system will open for SIG Writing members to cast their votes for the next coordinator.
in June/July and close the day before the Members Meeting. The new coordinator will be announced at the Members Meeting. SIG Writing strives for a balance between coordinators in terms of gender, countries and research perspectives.

All EARLI and SIG Writing members with a minimum period of 4 years of membership are eligible to stand for election as SIG Writing coordinator. No more than one coordinator can be non-European. The junior (JURE) assistant coordinator should be a member of EARLI JURE at the start of their term.

SIG Writing Members Meetings

A SIG Writing members meeting is held yearly at the SIG writing conference and at the EARLI conference. Anyone is welcome to attend the SIG Writing members meeting. Only SIG writing members or JURE members (connected with SIG Writing) can vote at the members meeting.

The purpose of the members meeting is to disseminate information about SIG writing activities and to:

- Confirm and approve the budget balance
- Develop and approve SIG Writing policies and strategies
- Confirm and approve revisions of the SIG Writing memorandum.

An invitation to the members meeting is sent to the members and posted on the SIG Writing website at least one week before the meeting including the agenda. Minutes from the members meeting are sent to the members and posted on the SIG writing website no longer than four weeks after the members meeting.

Economy

The budget balance is confirmed and approved by the SIG Writing members during the annual SIG Writing Members Meeting. The meeting takes place at the biennial SIG Writing conference and at the biennial EARLI conference. The budget balance is sent to the members as an attachment to the invitation to the members meeting at least one week before the meeting.

SIG Writing sources of income

SIG Writing’s main source of income is the bi-annual conference. This provides funds for the recurring costs listed below and any other initiatives that could support the SIG in its general aims. Therefore, it is important for the SIG Writing conference organisers to liaise with the SIG Writing Coordinators to ensure, if possible, that sufficient profit from each conference is provided to maintain the financial health of the SIG. Some conferences will be more profitable than others and so the amount of funds transferred to the SIG will vary from conference to conference. Conference organisers should strive to find a balance between
making the conference as affordable as possible for the members and making some profit in order to support the SIG Writing community.

Recurring Costs for SIG Writing

Recurring SIG Writing costs include
- Support for the bi-annual SIG Writing conference (see next section) ; max 2000 euro
- SIG Writing initiatives, such as research meetings in between conferences (after a call)
- the BESST Award for an outstanding junior researcher
- the JOWR with €2000 from the income of each biannual SIG Writing conference.

EARLI conference “start up funds”

The SIG can apply for “start up” funds from EARLI of up to €2000 to support conference organisers per two year cycle. By providing this start-up funding, EARLI hopes to offer SIGs and the organisers of SIG activities a certain financial backup and eliminate the financial risks involved in hosting a SIG Conference. This start-up funding is primarily aimed to help SIGs cover the initial costs of their Conference before any Conference income is available. Therefore, the SIG start-up funding from EARLI may be considered as a loan. Should a SIG Conference make a loss, this sum can be used to cover the loss. Similarly, should the SIG Conference make a profit, this start-up fund should be paid back. Details are contained in the latest EARLI SIG policy paper available online on the EARLI webpages. This would be in addition to any other income generated for SIG Writing as detailed above.

SIG Writing conference

Every second year SIG Writing organises a conference in Europe, during the year in between EARLI conferences. Teams who wish to organise a SIG writing conference put forward a proposal to the SIG Writing coordinators two years prior to the conference. In case there is more than one proposal SIG members will be invited to vote between the proposals prior to the SIG writing business meeting at the SIG Writing conference. The winning proposal for the next SIG writing conference will be announced during the members meeting at the SIG writing conference.

As mentioned above the conference organisers should discuss the budget planning with the coordinators at an early stage of planning and come to an agreement about the level of profit that may be obtained from the conference.

The SIG Writing conference fees should cover costs for:
- The venue (rent) to typically accommodate up to 250 attendees
- Coffee/tea and light lunches during the conference
- Travel, accommodation and conference fees for keynote speaker(s)
- Conference fees for the three SIG Writing coordinators (who can assist with chairing sessions and assisting the conference organisers during the conference)
- Travel grant(s) for junior researcher
• Publication support of €2000 for the Journal of Writing Research to be paid after the conference. The conference organisers transfer these funds to the Account of Journal of Writing Research (see details in Appendix 1) after the conference has taken place.

• Sufficient profit from the conference to be reinvested in SIG Writing to cover the recurring costs above and to be agreed in advance with the SIG Writing coordinators as part of the planning process for the conference.

Prior to the SIG writing conference the organisers can, if possible, organise a research school for junior researchers. The research school should include lectures and workshops and opportunity for junior researchers to present their work and receive feedback from SIG writing senior members.

EARLI recommends that the conference fee should not exceed €300 for full members (2016). For junior researchers, the conference organisers should strive to keep the conference fee as low as possible.

SIG Writing Publications

SIG Writing Newsletter
A newsletter is issued twice a year. The junior coordinator is the editor for the newsletter.
For information and previous newsletters see https://earli.org/SIG12#newsletters.

Journal of Writing Research (JoWR)

JoWR was established in 2006 at the SIG WRITING conference in Antwerp. The Journal of Writing Research (JoWR) is an international peer reviewed journal that publishes papers that describe scientific study of the processes by which writing is produced and can be effectively taught. The mandate of the Journal of Writing Research is:

• to publish excellent and innovative writing research drawn from a range of academic disciplines (e.g. psychology, linguistics, pedagogy, design studies, communication studies, information and communication technology, learning and teaching)
• to stimulate interdisciplinary writing research
• to be fully international
• to apply high academic standards, including double blind peer review
• to share knowledge through open access, free for all.

At the moment no formal set of regulations have been written down to regulate the appointment of persons involved in the journal. However, a biennial editorial meeting takes place at every SIG Writing conference during which the JoWR management is discussed. At the EARLI conference a smaller part of the editors group meets, more informally, to prepare the SIG WRITING business meeting. The meeting minutes act as guidelines for the coming period. Other discussions are held by email among the editors. We strive to limit formal
procedures by building on an organic and a transparent policy/decision making process, based on consensus.

At the SIG Writing conferences the editors also briefly present the 'state-of-the art' of the journal and grant the John R. Hayes Award for excellence in writing research. The grant is installed and financed by John R. Hayes.

For more details about JoWR, budget and full editorial information, see Appendix 1.

Studies in Writing Book Series

Studies in Writing was first initiated in 1994 and aims for multiple perspectives of writing, education and texts. The series provides a collection of theoretical and empirical insights into the foundations of writing, and learning and teaching processes in written composition. The series aims to cover theoretical issues, supported by both quantitative and qualitative empirical research and representing a wide range of nationalities. Studies in Writing provides a forum for research from established researchers, as well as contributions from young scholars. Fields of research covered are cognitive, socio-cognitive and developmental psychology, psycholinguistics, text linguistics, curriculum development and instructional science.

Studies in Writing is now published by Brill, who takes in charge all publishing and advertising costs. In addition, Brill has the final decision to accept or reject a proposal or to print a volume. The two series editors are appointed by Brill after suggestion from previous series editors. The editorial board are selected by the Series Editors.

For more details about Studies in Writing, including all issues, see Appendix 2.

SIG Writing archive

In 2004, during the Sig Writing conference in Geneva, SIG Writing started a free and open access publication server containing book chapters, theses, technical reports, research instruments, SIG Writing conference papers, and other pre-publications. The server can be accessed at https://sig-writing.publication-archive.com/repositories

SIG Writing awards

The SIG Writing travel grant

In relation to the biannual SIG Writing conference at least one travel grant is assigned for junior researchers. The cost for the travel grant is included in the conference budget.
John R. Hayes award, Journal of Writing Research

The John R. Hayes Award is installed and financed by John R. Hayes for excellence in writing research since 2010. The award is granted biannually and announced at the SIG Writing conference by the editors of Journal of Writing Research. See http://www.jowr.org/award.html for more information and recipients.

BESST Award

The SIG Writing Best Early Stage Short Talk Award aims to encourage and motivate early stage scientists to continue their research efforts in the writing field. This award is attributed to promising junior researchers of the SIG Writing as a distinction for their outstanding research presentations during the Research School preceding the SIG Writing Conference. To be eligible for the award junior researcher must be the first author and presenter of the presentation at the Research School. Recipients of travel grants are not eligible for the award, if the work presented at the SIG Writing Conference is the same as the one presented at the Research School.

An evaluation panel composed of the trainers of the Research School and the junior coordinator will rate presentations concerning the following items:

1. Research significance: Extent to which the work is relevant for theory, practice, and policy, within the writing research domain
2. Research quality: Extent to which the theoretical framework, research goals, methods, results, and conclusions are clear and appropriate
3. Poster design: Extent to which the poster is attractive, concise, and well structured, maximizing readers’ interest and understanding
4. Presentation organization: Extent to which the work was presented in a clear and structured way, following a coherent line of reasoning and sticking to the point
5. Presentation style: Extent to which the talk was well prepared and delivered in a fluent manner, with correct grammar and appropriate vocabulary

The recipient of the BESST award will be announced at the SIG Writing Closing Conference. A monetary prize of 400 € will be given to the winner.

Honorary members

SIG Writing currently has four honorary members. Any SIG Writing member can nominate a distinguished long-term member of SIG writing to become an honorary member by sending a nomination via e-mail to the coordinators. The nomination should include a short description of the nominee and a short justification for the nomination. The coordinator decide whether to put a nomination forward to the members meeting, where the decision is approved or denied.
SIG Writing national initiatives

The goal is to organise one or two SIG Writing initiatives in the year between SIG Writing conferences to a total cost of €1000. However, funding from EARLI cannot be used during the year of the EARLI conference wherefore other funding must be available in the SIG Writing budget in order for initiatives to take place.

When funding is available a call for proposals will be published in January/February with a deadline in March/April. Proposals should include

- A description of the activity
- A description of which SIG Writing countries will be involved
- A description of how the activity will contribute to the SIG writing community
- A description of how the activity will support young researchers

The proposals will be evaluated by the three SIG coordinators who makes decisions about which proposals will be granted funding, no later than one month after the deadline for proposals.

Revision of the memorandum

The coordinators review the memorandum every year and suggest updates. Sig writing members can suggest revisions to the memorandum at any time during the year. Any changes to the memorandum shall be approved by the SIG Writing members at the annual members meeting.
Appendix 1: Journal of Writing Research

http://www.jowr.org

Background

At the SIG WRITING conference in Antwerp (2006) the SIG Writing business meeting decided to set up an international peer reviewed research journal. It was called 'The Journal of Writing Research' (JoWR) and the journal followed the philosophy of Open Access publishing under Creative Commons License. The first issue was published in 2008.

Establishing this journal followed a decision of the SIG WRITING business meeting at Geneva in 2004 to create a database (SIG WRITING publication archive) to publish the SIG WRITING conference papers digitally, and to collect technical research reports. The regular budget within the conferences for the publication of conference proceedings/abstracts (2000 euro) was allocated to maintenance and hosting of the repository.

Establishing the journal was also a consequence of the success of the SIG WRITING book series Studies in Writing, which published two to three volumes per year with Amsterdam University Press/Kluwer-Springer/Elsevier/Emerald and now Brill. It turned out that the field was productive enough to be provided with two platforms for publications: a book series and a journal.

Aim

The Journal of Writing Research (JoWR) is an international peer reviewed journal that publishes papers that describe scientific study of the processes by which writing is produced and can be effectively taught.

The mandate of the Journal of Writing Research is:

- to publish excellent and innovative writing research drawn from a range of academic disciplines (e.g. psychology, linguistics, pedagogy, design studies, communication studies, information and communication technology, learning and teaching)
- to stimulate interdisciplinary writing research
- to be fully international
- to apply high academic standards, including double blind peer review
- to share knowledge through open access

For more information, see: http://www.jowr.org

Editors

In 2019 the Journal of Writing Research is managed as follows:
Editors
Luuk Van Waes, University of Antwerp, Belgium
Gert Rijlaarsdam, University of Amsterdam, The Netherlands & Univ. of Antwerp, Belgium
Mark Torrance, Nottingham Trent University, UK
Charles MacArthur, University of Delaware, USA
Montserrat Castelló, Ramon Llull University, Spain

Associate editors
David Galbraith, University of Southampton, UK
Christine Neuwirth, Carnegie Mellon University, USA
Judy Parr, University of Auckland, New Zealand
Elke Van Steendam, KU Leuven, Belgium

Editorial assistant and Book review editor
Mariëlle Leijten, University of Antwerp, Belgium
Teresa Limpo, University of Porto, Portugal

Chairs of Editorial Board
Joachim Grabowski, University of Heidelberg, Germany
Åsa Wengelin, University of Gothenburg, Sweden

Editorial board, Linguistic editors, Formatting editors, Social media managers, Web designers and Web masters, see http://www.jowr.org/board.html.

Former editors:
Steve Graham, Arizona State University, USA
Denis Alamargot, University of Paris-Est Créteil, France

At the moment no formal set of regulations have been written down to regulate the appointment of persons involved in the journal. However, a biennial editorial meeting takes place at every SIG Writing conference during which the JoWR management is discussed. At the EARLI conference a smaller part of the editors group meets, more informally, to prepare the SIG WRITING business meeting. The meeting minutes act as guidelines for the coming period. Other discussions are held by email among the editors. We strive to limit formal procedures by building on an organic and a transparent policy/decision making process, based on consensus.

At the SIG Writing conferences the editors also briefly present the 'state-of-the art' of the journal and grant the John R. Hayes Award for excellence in writing research. The grant is installed and financed by John R. Hayes.
Budget

Because most of the activities that relate to the journal (reviewing, linguistic editing, formatting, editing and publishing) are taken care of by people who have volunteered to do this work for free, the Journal of Writing Research only needs to pay for technical costs:

- fixed budget for the hosting and maintenance of the repository and the website;
- occasional payments for continuous improvement of the journal management system;
- fixed budget for membership of Cross Ref (DOI numbers, including adding DOI numbers to reference lists of older papers); plus an amount per published paper;
- occasional payments for formatting papers when workload is too high or too many papers need formatting at the same deadline (e.g. special issue);
- biennial J.R. Hayes award (design + 3D-print).

To cover these costs the SIG Writing business meeting agreed to donate the amount of 2000 euro biennially. The amount is included in the SIG WRITING conference budget. Since 2004 the repository and journal have been sponsored by the SIG WRITING conferences (Geneva 2004, Antwerp, 2006, Lund 2008, Heidelberg, 2010, Porto 2012, Amsterdam 2014, Liverpool 2016).

In very rare cases JoWR generates some income from copyrights (publication of JoWR papers in collections).

Account

The journal's account is managed by Gert Rijlaarsdam, as a private person, on a specific account:
SIG Rekening
IBAN NL87 ABNA 0619563311
SWIFT: ABNAN L2A
Rijlaarsdam has held this account since he was coordinator of SIG Writing (1995-1999).
Appendix 2: Studies in Writing

http://www.brill.com/publications/studies-writing

Series editors
Raquel Fidalgo, Universidad de León, Spain
Thierry Olive, National Centre for Scientific Research & University of Poitiers, France

Editorial board
Rui A. Alves, University of Porto, Portugal
Montserrat Castelló, Ramon Llull University, Spain
David Galbraith, University of Southampton, UK
Karen Harris, Arizona State University, USA
Charles A. MacArthur, University of Delaware, USA
Rosa Manchón, University of Murcia, Spain
Gert Rijlaarsdam, University of Amsterdam, NL & University of Antwerp, Belgium
Mark Torrance, Nottingham Trent University, UK
Luuk van Waes, University of Antwerp, Belgium
Åsa Wengelin, University of Gothenburg, Sweden

Aim
Studies in Writing aims for multiple perspectives of writing, education and texts. The series provides a collection of theoretical and empirical insights into the foundations of writing, and learning and teaching processes in written composition. The series aims to cover theoretical issues, supported by both quantitative and qualitative empirical research and representing a wide range of nationalities. Studies in Writing provides a forum for research from established researchers, as well as contributions from young scholars. Fields of research covered are cognitive, socio-cognitive and developmental psychology, psycholinguistics, text linguistics, curriculum development and instructional science.

History of the series
In 1994, the decision was taken to start a book series on writing studies, strongly related to the work of the members of the Special Interest Group (SIG) on writing of the European Association on Research of Learning and Instruction (EARLI). The series was founded by Gert Rijlaarsdam & Eric Espéret, Sig-Writing coordinators at the time. It was pursued by G. Rijlaarsdam until 2014. Raquel Fidalgo and Thierry Olive took the editorship of the Series then.

The first 6 volumes were published by Amsterdam University Press.
Volumes 7-16 were published by Kluwer Academic Press, later merged into Springer (http://www.springer.com/series/6604). Volumes are still available, also per chapter. Volumes 17 and higher by Elsevier, later the series was sold to Emerald. Since 2013, the series is published by Brill.

Volume 17 until 33 are available with Brill in hard copy and digital format. Libraries can have access to the whole series, so that all researchers and students at that institution has access. Brill also provides a MyBook service, which refers to printing on demand. This enables users to purchase a print-on-demand paperback copy of books of their choosing, for 25€/$ per volume, provided they have access to the E-book version via their institution.

Orders can be sent at
BRILL P.O. Box 9000 2300 PA Leiden The Netherlands T +31 (0)71-53 53 500 F +31 (0)71-53 17 532 sales-nl@brill.com

BRILL 153 Milk Street, Sixth Floor Boston, MA 02109 USA T 1-617-263-2323 F 1-617-263-2324 sales-us@brill.com

brill.com
brillonline.com

Functioning of the series

As a private company, Brill takes in charge all publishing and advertising costs. In addition, Brill has the final decision to accept or reject a proposal or to print a volume.

Series Editors are charged to find new volumes to publish (between 1 to 3 per year) and they guarantee the scientific quality of the Series with help of an Editorial Board. For advertisement, the Series Editors inform Brill about conferences on topic related to the Series and during which Brill can present a desk with the Studies in Writing Series. The Series Editors also advertise about the Series and launch a call for volume at the EARLI SIG-Writing business meeting. They also attend conferences and symposia in search of possible volumes that could be included in the Series.

Either party (Brill or Series Editors) may terminate the agreement with or without cause upon 3 (three) months written notice to the other. In case of termination by the Series Editors, they may recommend a successor within three months after the notice of termination, to be appointed at the discretion of the Publisher. If such recommendation is not received within three months, or if the parties cannot agree, the Publisher has the right to appoint a new Series Editor at its discretion. Series Editors receive an honorary payment for their work based on a contractual agreement.

Volume proposal are submitted either to Brill's editorial assistant, currently Maarten Frieswijk, or directly to the Series Editors.
Volumes to be included in the Series can be monographs as well as edited volumes, but monographs are particularly welcomed.

A volume can address any area of writing research. However, volume proposals on the following topics will receive particular attention:

- Writing activities (new forms of writing: texting, chats, etc.; note-taking; learning to write synthesis; professional/technical/commercial writing)
- Connections between reading and writing
- Methodological aspects and research methods
- Theoretical backgrounds (e.g., affective factors in writing)
- Key elements of writing skills (metacognition, learning processes in writing, early writing processes).
- Writing and the brain.

Members of the Editorial Board are selected by the Series Editors who try to involve colleagues from the different research areas and approaches on writing. The editorial Board can also contribute to finding of new volume by trying to involve colleagues from the different research areas and approaches on writing to submit volume proposals. The Editorial Board together with the Series Editors evaluate volume proposals and the manuscripts that are received once a proposal has been accepted. External reviewers can be contacted if needed. A proposal form is available. Members of the Editorial Board have discounts for buying the series volumes.

Previous Editorial Board:
Linda Allal, University of Geneva, Switzerland
Eric Espéret, University of Poitiers, France
David Galbraith, University of Southampton, UK
Joachim Grabowski, University of Hannover, Germany
Lucia Mason, University of Padova, Italy
Marta Milian, Universitat Autonoma Barcelona, Spain
Annie Piolat, University of the Provence, France
Sarah Ransdell, Nova Southeastern University, USA
Liliana Tolchinsky, University of Barcelona, Spain
Mark Torrance, Nottingham Trent University, UK
Paivi Tynjala, University of Jyväskylä, Finland
Carel van Wijk, Tilburg University, The Netherlands

Published volumes


