

# TWG (Book) Meeting

Bielefeld 13<sup>th</sup> June 2005

Present:

- Marc Leman (Editor-in-Chief)
- Rolf Inge Godøy (Book 1 Editor)
- Kia Ng (Book 2 Editor)
- Andy Hunt (Book 3 Editor)
- Gunnar Johannsen
- Daniel Arfib
- Thomas Hermann

**Journals** – usually require empirical results and experiments.

**Books** – allows ‘roadmap’ ideas and putting forward new ideas, without necessarily having the finalised, analysed experiments.

## **Aim of the book:**

- It's *not* just a collection of typical journal articles.
- Interdisciplinary
- Multi-modal
- Coherent
- Written especially for a multi-disciplinary audience

## **Guidelines for writing:**

We studied the Guidelines issued to authors in the Auditory Display book which Thomas and Andy are editing. We should draw up guidelines for the following points.

- Readership
- Writing Style
- Cross-checking with other authors
- Use of multiple media
- Attitude to mathematics / technical code
- Chapter Structure outline
- Vision (having read the book)
- Format
  - Numbering
  - Sub headings
  - Reference system
  - Attitude to footnotes
  - Word-processing

## **Book Structure**

We *agreed* to the 3-book structure originally proposed in Oslo.

We reviewed each book outline where needed.

## Actions & Timetable for the ConGAS books

1. Editor-in-Chief (Marc) to email Nicola to request budget for Copy Editing
2. Thomas & Andy to email their existing Guidelines to TWG(Book).  
Then TWG to discuss 'Writing Guidelines' by email, and Marc to finalise this by **end June 2005**.
3. Book Editors to produce revised version of their book outline in Word by **end July 2005** and email to Marc. This is to include Book Editors discussing with individual authors regarding their potential contributions.
  - a. Rolf's Book 1 plan + authors from Oslo
  - b. Kia's updated Book 2 plan from the Leeds meeting
  - c. Andy's updated PowerPoint overview of Book 3 from Vannes meetingThis outline should include:
  - Chapter titles
  - Authors (including assignment of a Principal Author)
  - 1-paragraph Abstract of chapter
  - Numerical chapter structure
4. Editor-in-Chief to approve the *structure* of these revised outlines by **1<sup>st</sup> September 2005** and email to the structure of all 3 books to ConGAS list, along with 'Writing Guidelines' and Deadlines, asking for author commitment.
5. Authors to send their commitments (for each of their chapter contributions) to the Book Editors before **20<sup>th</sup> September 2005**
6. Editor-in-Chief to send Enhanced Book Structure to Publishers as a *Proposal* by **1<sup>st</sup> October 2005**.
7. *Final deadlines:*
  - a. *Salerno Tuesday Nov 22<sup>nd</sup> 2005* – *Book Consolidation* meeting – Principal Authors of book chapters present their chapters in 5 minutes.
    - Chapter overview
    - Chapter structure with numbers of pages
    - Who writes what
    - How this fits in the book
    - Highlights of the chapterPrincipal Authors to submit PowerPoint presentations of the above (maximum 5 slides) to Book Editors by 8<sup>th</sup> November 2005
  - b. TWG(Book) to assign internal Reviewers by **March 15<sup>th</sup> 2006**
  - c. Principal Authors to send Manuscripts to Book Editors and Editor-in-Chief by **April 15<sup>th</sup> 2006**.
  - d. Reviewers to send their reviews to Editor-in-Chief & Book Editors **1<sup>st</sup> June 2006**
  - e. TWG(Book) Editorial Meeting in Gent **20<sup>th</sup> June 2006**
  - f. Book Editors to send reviews to authors **July 1<sup>st</sup> 2006**, plus final formatting instructions from the publishers.
  - g. Final Manuscripts to Book Editors and Editor-in-Chief **October 1<sup>st</sup> 2006**
  - h. Copy Editing, Proofreading and formatting process (coordinated by publishers)
  - i. Final book ready by **1<sup>st</sup> May 2007**.