

**Report for the COST Action IS1310 Meeting
Oxford, Nov. 2-3rd 2017**

Agenda:

- News and Updates
- Malta conference programme
- Publishing the COST Volume

Participants:

Howard Hotson (chair), Thomas Wallnig, Chris Kudella, Miranda Lewis, Elizabethanne Boran, Eero Hyvönen, Charles van den Heuvel, Arno Bosse (secretary), Paolo Ciuccarelli, Ruth Ahnert, Sebastian Ahnert, Gertjan Filarski.

Apologies:

Dobrochna Futro, Dirk van Miert, Ian Gregory, Paty Murietta Flores

News and Updates:

Howard Hotson opened the meeting with the confirmation that our €10,000 Final Dissemination grant has been formally awarded, and that a final training school on March 14-16th is in preparation at Tallinn, Estonia. The training school will be directed primarily at participants from Inclusiveness Countries and address best practices and standards for the collection, preparation, and management of epistolary metadata. The training school will be taught by Miranda Lewis and Charlotte Marique. Local organizer will be Kristi Viiding.

Malta conference programme:

Following a short introduction by Thomas Wallnig, and discussion, it was decided to divide the Malta conference (Jan 29th - Feb 2nd) into two parts. A plenary session w/general findings, a conspectus of our project, including past and future grants opportunities followed by presentations by chapter leads on the COST volume chapter drafts, organized in smaller, parallel sessions, much like WG meetings. These would be scheduled carefully to avoid overlaps for section leaders. In addition, time would be set aside both before the plenary session for an optional WG and steering group meeting on the evening of the 29th and afterwards, for an MC meeting on the morning of the 2nd.

A final draft of the conference programme was planned for circulation shortly by Thomas, along with registration and suggested accommodation information by the local organizer.

Publishing the COST Volume:

After a review of the draft milestones and deadlines for the upcoming COST volume, the following schedule was adopted:

- Pre-Malta extended outlines (Dec 15)
- Visualization requests (Dec 15)
- Pre-Malta drafts shared by chapter leads (Jan 15)
- Malta conference (Jan 29-Feb 2)
- Malta feedback to authors and chapter leads (Feb 9)
- Interactive visualisations to SUB coordinator and chapter leads (Mar 9)
- Datasets to SUB coordinator and chapter leads (Mar 9)
- Images & captions to SUB coordinator and chapter leads (Mar 23)
- Final drafts to coordinator (Apr 13)
- Copied and proofread drafts to coordinator (Jul 16)
- All content to SUB coordinator (Aug 20)
- All editions (print, web, pdf) published by SUB Göttingen (Dec 10)

It was decided that, if at all possible, all authors should write their contributions in Google Doc, and link these *in-progress drafts* to a master list of individual sections and chapters being maintained by Thomas Wallnig (<https://tinyurl.com/y9qttra5>). However, *contributions for deadlines* should still be submitted as files (MS Word) on ActiveCollab (<https://activecollab.com>), so that Dobrochna Futro, the volume's coordinator, can track everyone's progress and chase late contributions. The draft schedule in ActiveCollab will be updated with the new dates.

This was followed by a presentation by Christoph Kudella on the logistics of producing the three (web, print, and pdf) editions of the COST volume at the SUB Göttingen. The print publication will have initial print-run of 80-100 copies, followed by further on-demand printed purchased copies. The PDF is intended to be the open-access version of the publication, CC-licensed, and based on the print-template. The enhanced publication will be a static website, also based on the print-template, and enhanced (where feasible) with additional features such as images or data. Kudella emphasized that final submissions to the SUB should be in .docx format. Chris noted that a style guide/citation guide was preparation. A few additional questions were flagged for follow-up: Should the chapters link through to longer/full STMS reports? What was the estimated price for the print-on-demand copies? Would the SUB be able to provide proofs to the authors and/or general editors?

After this each of the main sections of the volume were discussed in more detail. Notes on these individual discussions may be found by navigating through to the pages linked to each chapter heading on Thomas' master file (<https://tinyurl.com/y9qttra5>). Of these, the four most significant discussions were: i) on the 'geography' chapter (since neither Ian or Paty were able to attend, it was decided that Howard would contact Ian to follow-up); ii) on the addition of a new technical chapter on 'Events' to be coordinated by Neil Jeffries; iii) on a possible internal reorganization and renaming of the 'Virtual Research Environments' chapter (Gertjan Filarski to discuss with Charles van den Heuvel, who had to

leave the meeting early); and of a revision of the chapter list in Section IV of the volume ('Scholarship in a Digital Environment'), as follows:

IV.1 Introduction

IV.2 Visualization

IV.3 Virtual Research Environment [title TBD]

IV.4 Geographies of the Republic of Letters

IV.5 Chronologies of the Republic of Letters

IV.6 Prosopographies of the Republic of Letters

IV.7 Networking the Republic of Letters

Following these decisions, the meeting ended on schedule.

Arno Bosse

Oxford, Dec. 6th 2017