

## Job description BAAL publications secretary (11/09/09)

### 1. Book prize

**To do now:** Ask Web Editor to update the contact details on the book prize section of the BAAL website, issue call for extended abstracts for conference proceedings (see below).

mid/late October: Contact publishers by mail (see enclosed list of publishers, letter to publishers) to submit books. Eligible titles have to have a copyright of the current year and be mainly in English, but can have been published outside the UK. Textbooks, handbook, monographs and edited volumes are all eligible, but second editions are not. Publishers have to send four copies of each title to you and pay £35 per title, either by cheque or by invoice. (The latter will be issued by the Treasurer.) Some publishers have never submitted anything, but contact them anyway. Expand the list of publishers as you see fit. Some publishers may contact you pro-actively, in which case just judge for the proposed title's eligibility and include them in the list for the following year.

13 December (or the next working day): Deadline for submitting titles. Some publishers may need reminding by email before that, some will ask for an extension. Your absolute deadline is first week of January. Liaise with Treasurer to make sure everyone has paid up.

mid-January: Start identifying and contacting two reviewers for each title. You should have found all reviewers and sent the books and review forms (see enclosed) out to them by early March. For ease of communication, I have found it useful to collate a mailing list and send all email communication to that Bcc, with myself as the visible addressee. NEVER disclose a reviewer's identity to anyone (authors, publishers, other reviewers, colleagues, fellow BAAL EC members etc) at any stage of the review process and not even after the prize has been awarded. (Exception: If a reviewer of the winning title agrees to have their review published in Applied Linguistics, see below.) You can send anonymous reviews to the author or respective other reviewer after getting the reviewer's consent. Reviewers can and should be from all over the world, and if a book is interdisciplinary, reviewers should ideally be from the respective areas. Send one copy to each reviewer on the fastest way possible; BAAL will refund postage and mailing. Your absolute deadline is mid-March.

mid-May: All reviews should have reached you. Make sure everyone writes ca. 800 words. Most reviewers need reminders; I always sent three (last week of April, first/second week in May, a few days before the deadline) and gradually increased their tone from flattery to guilt-tripping the in the run-up to the deadline (and beyond, alas). Your absolute deadline is 31 May.

early June: Draw up the shortlist by checking which titles have received two recommendations to be shortlisted. If you are lucky, those will be exactly four titles. If there are more, send all anonymous reviews to the Secretary and Chair to help you decide which four to select. If there are fewer, put those books that have two recommendations on the shortlist and send all anonymous reviews where one reviewer recommends shortlisting and the other does not to the Secretary and Chair to help you fill the remaining places on the shortlist. Send the shortlist to the Newsletter Editor and Web Editor for publication. Also inform the respective publishers.

early/mid-June: Once you got the shortlist, identify two eminent scholars who have sufficient knowledge of all the areas represented. Send a set of all four shortlisted titles to each of them and ask them for a ranking, and a written case of 350-500 words for what they think should be the winning title. They have until 20 August (or next working day) to do so. Your absolute deadline is a week before the September meeting.

mid/late August: If you are lucky, the final reviewers will agree on the winning title. If not, give each title a score based on the rankings (e.g. Book A has been ranked 3 and 1 by the two final reviewers, so its score is 2). If there are two books with the same score, first mediate between the two final reviewers to reach an agreement (do NOT disclose their identity to the respective other). If they can't agree, or do not get back to you in time, send the anonymous case that each has submitted for a winning title to the Secretary and Chair to help you decide. Other than the two final reviewers and, if applicable, the Secretary and Chair, no-one is supposed to know about the winner until after the prize has been awarded. This of course includes the publisher and the author(s)/editor(s) of the winning book.

September meeting: The prize is usually awarded before the conference dinner. Immediately before, make sure that representatives of the shortlisted titles' publishers are around. The prize comes with a cheque of £200 and I always enclosed it with a congratulations card. Make sure you know who wins the poster prize, because the winner can choose a title from the leftover books.

mid-September: Once the poster prize winner has been sent their book of choice, draw up a list of the leftover copies, and send it along with the copies to Penny Trigg at the British Council in London ([Penny.Trigg@britishcouncil.org](mailto:Penny.Trigg@britishcouncil.org)). She will make sure that the books get forwarded to the BC in a beneficiary country. Contact the Web Editor to update the prize section of the website (see there for content). Contact all reviewers of the winning title to ask if they would be happy to have their non-anonymous reviews published in *Applied Linguistics*, provided that they have a free slot. If so, contact the book review editor of *Applied Linguistics* ([stef.slembrouck@ugent.be](mailto:stef.slembrouck@ugent.be)), enclosing the reviews, and ask if they want to publish one of them. Report their answer back to the reviewers and put the two parties in touch.

NB: You are entitled to an assistant for all of this, who gets a lump sum of £300 for a year.

## 2. *Conference proceedings*

mid-September: Issue a call for extended abstracts (1000 words) from presenters at the BAAL conference on the BAAL mailing list. Send the style guide at the same time (enclosed). Deadline for this is mid-December.

mid-December: Pass on all extended abstracts received to Martin Edwardes ([martin.edwardes@btopenworld.com](mailto:martin.edwardes@btopenworld.com)), who will together with (a) co-editor(s) from the local organising committee of the respective year, group them thematically and align their formatting.

March: Expect a first draft of the proceedings from Martin and send back any amendments. In previous years, the CD has gone out with the spring mailing, so liaise with the Newsletter Editor.

September conference: Take a few CDs from last and previous years with you for display. Get the updated retail and wholesale prices from Martin.

NB: The proceedings carry an ISBN and contributions are therefore “CV-able” publications, as is the whole collection.

### 3. *Miscellaneous*

mid-September: update BAAL entry in Writer’s Handbook (see forwarded email dated 11/09/09 and enclosed 2008 entry)

end of the year: Inform the AILA Publications Coordinator (Susanne Niemeier, [susanne.niemeier@aila.info](mailto:susanne.niemeier@aila.info)) about the up-to-date BAAL membership numbers (liaise with Membership Secretary/Jeanie Taylor at Dovetail) to make sure that correct numbers of the annual AILA Review are sent out to BAAL members.

**Any questions:** [v.koller@lancs.ac.uk](mailto:v.koller@lancs.ac.uk)

GOOD LUCK and ENJOY THE JOB!!

