

**European  
Association of  
Science  
Editors**



## European Association of Science Editors **Member information booklet**

Username:.....

Password:.....

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Web: [www.ease.org.uk](http://www.ease.org.uk)

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## Welcome to EASE

Welcome to the European Association of Science Editors (EASE). The Council hopes that you will become an active member, and will feel able to make contributions to the ESE Journal, EASE Digest, blog and social media channels and to become involved in a variety of other EASE activities.

This booklet gives you an introduction to EASE and some guidance on using your member services and some information about our policies. Keep it in a safe place so you can refer to it as necessary. It might be a good idea to write your username and password on the front.

EASE is an international community of editors from diverse backgrounds, linguistic traditions and professional experience who share an interest in science communication and editing. Our members are drawn from every corner of the world and we have members in six continents.

The EASE mission is to improve the global standard and quality of science editing by promoting the value of science editors and supporting professional development, research, and collaboration. The three strategic pillars around which we focus our activities are:

- Improve global standards
  - ✓ Provide expertise and endorsement
  - ✓ Provide representation
  - ✓ Provide participation and consultation
  - ✓ Undertake research
  - ✓ Share and promote research and good practice advice
  
- Raise the profile of science editors
  - ✓ Participate in editorial and publishing initiatives
  - ✓ Advocate on behalf of editors
  - ✓ Promote skills and knowledge of EASE members
  - ✓ Publish research and information on editing
  
- Support professional development
  - ✓ Provide and share resources
  - ✓ Provide networking and learning opportunities
  - ✓ Provide skills and knowledge recognition for members
  - ✓ Increase access to training.

You can read about the history of EASE, how it came about and its development over the years as recounted by John Glen and Maeve O'Connor on the EASE website at <https://ease.org.uk/about-us/history-ease/>.

You can also view a presentation of EASE that was put together by Reme Melero on the occasion of the Association's 30<sup>th</sup> anniversary in the same place.

## Your membership profile

You will have been sent your login details via email when you first joined EASE. Make a note of this information on the front of this booklet and keep it safe so you can refer back to it when you need to.

Please complete your profile by logging into the EASE website

Step 1 – log onto <https://ease.org.uk/> using your username and password

Step 2 – click on ‘Go to Dashboard’

You will then be presented with ‘My Dashboard’. Here you can read any notices from EASE and have two choices to edit your details.

- ‘Edit your EASE member profile’
- ‘Change your website login details’

Click on ‘Edit your EASE member profile’ and you will see ‘Your Account’. From here you can complete your profile with your information, under each of the four tabs:

- General details
- Addresses
- Website profile
- Your information

### General details

Your record will have been created with as much information as you provided in the joining process. You can edit or change many of the fields yourself, but some are not available to you, for instance your membership type, or membership number.

Please complete as much of the core information requested as possible. Choose your own salutation, select your preferred title from the drop down list, and include any suffix if appropriate.

Please enter the name of your organisation (or self-employed/freelancer if you don’t have an organisation name) and your job title.

This section also includes your date of birth and gender. Please complete these to help us understand the age and gender balance of our membership better and to enable you to receive the correct membership rates.

Communication – all members receive the e-newsletter, but if for some reason you don’t wish to receive it you can untick that option here. Similarly, if you don’t wish to receive a printed copy of the EASE Digest, you can opt out by unticking the box.

## Addresses

Your postal address must be in an international format to ensure that any posted correspondence, such as the EASE Digest, reaches you efficiently. You have the option to enter a mailing address and a separate billing address if you wish your invoice to go to a third party. Enter your full address in the box, and then select your country from the drop down list. You can add your town and postcode in separate boxes too.

Pay particular attention to your email address as we will use email as the primary way of corresponding with you. Please use only one email address. You may use a different email address for correspondence and billing, but only use one address in each box. Please ensure you add [secretary@ease.org.uk](mailto:secretary@ease.org.uk) to your safe list to avoid correspondence from EASE going into your spam/junk folders.

You can add your telephone information at the bottom of this page. Please include the full international dialling code.

## Website profile



In this section start by uploading your image.

Use a head shot photograph in .jpg format (see example). This is not compulsory, but it does allow us to 'put a face to a name'. If you don't wish to include a photograph we will add an avatar image in its place.

In the 'Biography' section, tell other members a little about your career. Have a look at some of our members' directory entries to get a flavour of who they are and what they do. You can edit your biography whenever anything changes, so make sure you keep it current and relevant to an EASE audience.

In the 'Introduction to EASE' section introduce yourself to the EASE Council. We will use this content when promoting you internally within EASE.

In the 'What can you offer to EASE?' section, tell us about what skills, interests or services you feel that you could offer to EASE and your fellow members, eg being on a committee or project group, or helping with social media.

In the social media / online presence section you can list your website, facebook, linkedIn, twitter handle, etc.

The last section under this tab is about your journal. If you are connected with a journal, you can give its title, upload an image of it, and a URL link to its website if appropriate.

## In the Spotlight feature

Your photograph and biography are used to populate the 'In the Spotlight' feature on the homepage of the EASE website and in the delegate list at any events you attend if you have given the appropriate permissions. You can update and amend your details at any time.

## Your information

Within the 'Your information' section you can positively assert what permissions you give EASE to publish your data. We are a membership association, so we are keen to have a full membership directory, so please agree to publication if you feel able.

To save your inputs or any changes you must press the 'submit' button at the bottom of each screen.

## Username and password

Back at 'My Dashboard' you can use the 'Change your website login details' if you wish to use something more memorable.

Your username is made up of your first name and surname with a space between, for example 'Mary Hodgson'. This cannot be changed, so take care to note exactly how it is spelt. Your username cannot contain any special characters, so please remove any accents. You can also use your email address as your username if that is easier for you.

Press 'update' to save your changes.

## Membership directory

All our members are listed in our membership directory. You are responsible for adding the data that is published about you in the Profile section of the website. You need to make sure you keep your information up-to-date.

Your basic information is used to populate our 'In the Spotlight' feature, that scrolls on the home page of the website and is therefore in the public domain. You need to have ticked the appropriate permissions in your profile for your data to be published.

More detailed information (see example below) is only available to other EASE members, who can search the full member listing alphabetically by surname when they are logged into the members only section of the website. You can change your permissions in your profile at any time.

An example of a member directory entry is shown below:

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### Ana Marusic

#### Organisation

Journal of Global Health

#### Job title

Editor-in-chief



#### Biography

Dr Marušić is Professor of Anatomy and Chair of the Department of Research in Biomedicine and Health at the University of Split School of Medicine, Split, Croatia.

Prof. Marušić is an active member of the Croatian branch of the Cochrane Collaboration, Chair of the Board of the Croatian Institute of Global Health, and creator of the first Croatian public registry of clinical trials.

Apart from teaching anatomy, Prof. Marušić teaches university students the principles of research methodology and scientific communication in a mandatory undergraduate course. Prof. Marušić has been the editor in chief of the *Croatian Medical Journal* for more than 15 years, and is now editor in chief of the *Journal of Global Health*. She has been the President of the World Association of Medical Editors (WAME) and of the Council of Science Editors (CSE) and EASE.

#### Journal

Journal of Global Health

#### Contact

- Facebook: <http://www.facebook.com/ana.marusic.94>
- Email: [ana.marusic@mefst](mailto:ana.marusic@mefst)


## Register of editorial services

The EASE Register of Editorial Services was created to raise the profile of services that are provided by many of our members, as a benefit to both those members who provide editorial services and those who would like to make use of their expertise.

If you would like to advertise your services here, please contact the EASE Secretary on [secretary@ease.org.uk](mailto:secretary@ease.org.uk).

An example layout is shown below.

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Academic  
Language  
Experts

### Academic Language Experts

Academic Language Experts helps academic scholars translate, edit and format their research for publication in the academic forum of their choice. Our expert staff will prepare your article, book, abstract, lecture or research proposal to meet the highest academic standards. We work with all major languages (including English, German, French, Chinese, Arabic, Hebrew, Spanish, Portuguese and more) and tailor our work to your specific needs.

Your project will be completed by an expert in your field and then revised by one of our managing editors to ensure that it is ready for publication. You can request to see a few samples before getting started so you can choose the language expert that best understands and conveys your research.

**Email**  
[info@aclang.com](mailto:info@aclang.com)

**Website**  
[www.aclang.com](http://www.aclang.com)

## Register of training courses

The EASE website is a popular resource for people looking for information about science editing and for authors looking for guidance about publishing papers. While we do not endorse individual courses, members can advertise relevant courses in the Register of Training Courses on the EASE website for free.

If you would like to take advantage of this service, please contact the EASE secretary on [secretary@ease.org.uk](mailto:secretary@ease.org.uk).

An example layout is shown below.

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## Writing Abstracts and Preparing Scientific Posters

Tom Lang Communications and Training International

Abstracts are similar to posters in several ways, so both are considered in this workshop. Participants learn about the purposes and characteristics of five different kinds of abstracts and how to write them. Several techniques for shortening text are discussed. Participants also learn the strengths and weaknesses of posters in scientific communication, as well as how to plan, write, and design them. Additional information is given on how to present a poster at a conference. (This workshop has some overlap with Preparing and Delivering Slide-Illustrated Lectures.)

The workshop is based on Chapters 5 and 12 of *How to Write, Publish, and Present*. An optional pre-workshop assignment adds 1.5 hours to the workshop. Writing abstracts and poster text requires a good command of English, so some non-native English speakers may find the assignment and some topics of the workshop difficult.

Contact

[tomlangcom@aol.com](mailto:tomlangcom@aol.com)

<http://www.tomlangcommunications.com>

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## EASE publications

EASE produces a number of publications. All are available digitally and some are additionally published in print.

- EASE **website** <https://ease.org.uk> is the place to go for all things relating to EASE. It is regularly updated and includes all the publications, EASE communities, the members' directory, events calendar, publications, job adverts, member services and social media links.
- EASE's journal, ***European Science Editing***, publishes peer reviewed articles covering all aspects of scientific editing and publishing. It is published in open access, with its own website, <https://ese.arphahub.com/> and is indexed in Scopus and a variety of indexing organisations. Prior to 2020 the journal published quarterly and the full archive going back to 2003 can be found at <https://ese.arphahub.com/>. From 2020 onwards ESE adopted flow publishing, so articles are published as soon as they are ready and not collated into issues.
- ***EASE Digest*** is a member magazine, including abstracts (and some full articles) from the ESE journal, book and website reviews, information and opinion pieces. It is published and distributed to all standard, sister organisation, over 65s and student members in print. Those discounted low income country and group members receive the EASE Digest as a .pdf, and the digital issues can be accessed on the EASE website (behind the member login).
- The monthly ***e-newsletter*** features news and articles about editing and publishing, forthcoming events of interest and Association activities. It is emailed directly to EASE members. The archive is published on the EASE website behind the member login <https://ease.org.uk/publications/ease-e-newsletter/>.

## Communication channels and social media

### EASE on social media

You can follow EASE on social media via our [LinkedIn](#) group, on [Twitter](#) and [Facebook](#). EASE has a Facebook [group](#) and a Facebook [page](#). Our Journal, *European Science Editing*, has its own [Twitter](#) account.

### EASE blog

The [EASE blog](#) features short summaries of recently published articles, and general news. A great way to keep up with what is happening in editing and publishing and to discover interesting items.

### 'Email discussion list ListServ - for members only

This is a place for members to ask questions and discuss issues. New members are added automatically, but can unsubscribe at any time. Notifications come to your email inbox. If you don't want to see emails as they are sent, you can set up a filter to send these emails to a separate mail folder for later reading. It is also possible to change your settings to receive a Daily Digest that compiles all posts from the day into one message. This will eliminate all the traffic throughout the day and allow you to read everything in one go. Ideal for people who do not want to participate in live conversations, and reduce inbox mails.

To change your settings, log in to your profile here:

<https://mail.lib.irb.hr/mailman/listinfo/ease-l>

You can also catch up with all posts to the Forum through the Forum Archive here:

<https://mail.lib.irb.hr/mailman/private/ease-l/>

If you wish to subscribe to the ListServ discussion list, please click [HERE](#).

### EASE Web Forums - for members and invited non-members

We have online "chat" forums for dedicated topics, some of which are members-only, some of which are open groups for everyone to join in. New members are automatically added to the EASE General Discussion Forum but can subscribe and unsubscribe at any time. You can check the available forums and groups here: <https://www.ease.org.uk/groups/>

Access to the web forums is slightly different as you need to log on to participate, hence it is more of a 'pull' mechanism, than the 'push' one of 'the ListServ.

### EASE communities - for members and invited non-members

For our EASE communities (regional chapters and subject communities), EASE provides dedicated discussion forums through the community web pages. To join an existing group, check out the Chapters and Groups page [HERE](#). If you have an idea for a new group, check out the requirements [HERE](#).

## EASE training resources

- The ***Science Editors' Handbook*** 2<sup>nd</sup> edition (2013). This is a popular resource for early career editors and covers a wide range of topics written by EASE members. It is available free to our members in digital format in the members' section of the EASE website. If you would prefer to have a printed copy for your bookshelf, you can order a copy by visiting <http://www.ease.org.uk/publications/science-editors-handbook/handbook/>
- The ***Guidelines for Authors and Translators of Scientific Articles to be published in English*** are available online, and are regularly updated. These are essential reading and have been adopted by many organisations. They are currently available in 29 languages. Visit <https://ease.org.uk/publications/author-guidelines-authors-and-translators/>
- The ***Authors' Toolkit*** and ***Editors' Toolkit*** each compile freely available online training materials in easily accessible formats. Visit <https://ease.org.uk/publications/ease-toolkit-authors/>
- The ***SAGER Guidelines for Sex and Gender Equity in Research*** are being used globally to improve reporting standards in this area and have been translated into several languages. Visit <https://ease.org.uk/communities/gender-policy-committee/the-sager-guidelines/>
- EASE has a series of ***Official Statements*** relating to the research and publishing industry and matters about which we feel strongly. Please visit the EASE Statements & Resources page on the website, <https://ease.org.uk/publications/ease-statements-resources/> for up-to-date information.

## **EASE events**

### **General Assembly and AGMs**

The General Assembly of EASE is held every two years and is responsible for electing a new Council. An Annual General Meeting is held every year and receives reports from the President, Secretary and Treasurer and votes to adopt the annual audited accounts. Both meetings are held in conjunction with the EASE Conference in the years that they coincide to encourage as many ordinary members to attend as possible.

### **Biennial Conference**

In previous years EASE has held a European conference every two or three years. Since the pandemic, EASE has held two virtual conferences. It is hoped to hold the next in person conference in Valencia, Spain from 24-26 June 2022.

Recent conferences were held in:

- 2021: virtual (3 days)
- 2020: virtual (half a day)
- 2018: Bucharest, Romania
- 2016: Strasbourg, France
- 2014: Split, Croatia

We usually welcome between 120-130 participants at our conferences, and they are one of the few opportunities to meet other editors, listen to presentations on a range of topics and learn about new initiatives and projects. Each conference is usually accompanied by a range of workshops, and social events to ensure that the conference is both useful and enjoyable.

### **EASE seminars and workshops**

EASE arranges events, including training and seminars, with other organisations and through the Regional Chapters. We can often draw on our membership to find suitable speakers and trainers. We are developing new initiatives all the time and these are publicised through the EASE website, e-newsletter and social media channels.

### **Collaborative events**

We are happy to work with other organisations to provide joint meetings.

In October 2019, EASE held a Discussion Forum in collaboration with the European Research Council addressing the impact and implementation of GDPR compliance on peer review and the publishing industry.

Since the pandemic, EASE has been collaborated with a number of organisations via virtual events and it seems likely that this will continue.

## Job advertisements

Members and non-members can advertise a job or situation vacant on the EASE website. These are displayed on their own page and scroll in the homepage right-hand sidebar.

Please see our Advertising Rate Card on the EASE website for more details and current prices.

An example of a job advertisement is shown below:

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### Freelance Academic Editor



Wordvice  
Remote position

Wordvice is seeking qualified and experienced editors to join our team of freelance professionals. We are an international editing company specializing in manuscripts bound for academic journals. Our aim is to preserve an author's voice and underlying message while revising the more technical and organisational aspects of the writing. To achieve this goal, we require outstanding and intuitive editors who can do great work and satisfy the needs of our academic clients.

#### Basic Qualifications

- Native fluency in English
- Be enrolled in or have completed a graduate degree program
- Knowledge and application of various style guides such as APA, AMA, MLA, and Chicago Manual of Style
- Proficiency with MS Word and its "track changes" features
- A keen eye for language and style errors in writing

#### Preferred Qualifications

- Minimum one year of professional editing experience
- Hold an academic background or professional experience in medicine, engineering, or other biomedical or natural science
- Have an understanding of scientific writing and formatting conventions

#### Conditions

Freelance, part-time

Pay rate: Negotiable (per-word rate)

#### Contact

Kevin Heintz

Apply via the website <https://wordvice.com/career/editor/>

## Events calendar

The home page of the EASE website features a section on forthcoming events of interest to EASE members and other scientific editorial professionals. A summary is shown in the right-hand toolbar, from where users can click through to see more detail of the event.

If you have an event you would like to publicise, please send the details to the EASE secretary on [secretary@ease.org.uk](mailto:secretary@ease.org.uk)

An example of the layout of each event is shown below:

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## AMWA Medical Writing & Communication Conference

**November 6 - November 9**

San Diego, CA,



The conference offers an innovative and dynamic approach to learning while sparking your creativity, engaging you in thoughtful discussion, and connecting you with colleagues in the medical communication industry.

This year's conference program was developed with close attention to feedback from AMWA members and others in the medical writing community. Whether you're a regulatory writer, an author's editor, or a health communicator, or at the beginning, middle, or later stage of your career, you will find content that meets your professional interests and goals. The 2019 Medical Writing & Communication Conference offers

- **Education sessions** – choose from nearly 60, organized by [content focus area](#)
- **Networking opportunities** – meet medical communicators across all settings to make new connections and gain fresh insights and perspectives
- AMWA's new **Med Write Talks**, 10- to 15-minute presentations of compelling stories and calls to action
- **AMWA Workshops** – choose from 32 different 3-hour immersive learning experiences on a variety of topics, including six new workshops (*additional fees apply*)
- **Roundtable discussions** – choose from 70 to share and exchange ideas in a small-group setting (*additional fees apply*)

Further details can be found on the conference website: <https://www.amwa.org/page/conference>

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## EASE communities

EASE supports the formation of communities of editors with shared interests to provide a platform for networking and discussion, and to support the creation of guidelines, resources and advocacy that help raise editorial standards and the value of editors.

These communities may be committees investigating specific topics (e.g. gender, or peer review) or Regional Chapters bringing together editors from a specific country or region (e.g. Croatia, the Middle East).

Each community is supported by providing:

- a public page on the EASE website on which the community may post information and, if required
- both a public and a private discussion forum. The public discussion forum will allow any registered user of the EASE website to contribute to community discussions whereas the private discussion forum will be open only to members of the community.

To join one of our established communities listed below, please follow the links from the Communities page of the EASE website.

### Special interest committees

- Environment and Sustainability Committee
- [Gender Policy Committee](#)
- Equity, Diversity and Inclusion Committee
- [Peer Review Committee](#)

### Regional Chapters

- Bulgarian Regional Chapter
- Croatian Regional Chapter
- Italian Regional Chapter
- Mexican Regional Chapter
- Peruvian Regional Chapter
- Romanian Regional Chapter
- Russian Regional Chapter
- Turkish Regional Chapter
- Ukrainian Regional Chapter
- Vietnamese Regional Chapter

Applications for new communities should be made to Jadranka Stojanovski ([jadranka.stojanovski@gmail.com](mailto:jadranka.stojanovski@gmail.com)) and/or Mary Hodgson ([secretary@ease.org.uk](mailto:secretary@ease.org.uk)).

## Sister organisations

EASE is proud to be associated with other professional organisations and to offer reciprocal member benefits, such as discounted subscriptions and conference registrations, joint meetings and training. See <https://ease.org.uk/about-us/sister-organisations/>



### MET – Mediterranean Editors & Translators

MET is an association of language professionals who work mainly with English text and translation. Members include both in-house and freelance language professionals, individuals and businesses, working with institutions, governments, corporations and NGOs.



### SENSE – Society of English-Native-Speaking Editors

SENSE is the society of over 300 English-language professionals in the Netherlands, aimed at encouraging communication between societies and institutions involved in publishing commercial, technical and academic material in the English language. It was founded in 1990 by a small group of native-English editors. Members include translators, copywriters and teachers of English writing skills.



### SFEP – Society for Editors and Proofreaders

The SFEP aims to promote high editorial standards, uphold the professional status of editors and proofreaders, and encourage the use of services offered by its members. The Society offers training, professional qualifications, and an online Directory of Editorial Services of its members.



### NEaT – Nordic Editors and Translators

NEaT was established in 2014 to provide education, professional development and networking for editors and translators working in the English language in the Nordic countries and Baltic states. NEaT holds regular meetings, workshops and fora for training, development, discussion and networking.

## Sponsorship scheme

EASE has operated a sponsored members scheme for many years. This is designed to offer people with limited financial resources the opportunity to join EASE by having their subscription paid by an existing EASE member. This gives those who might otherwise not be able to justify the cost of membership a chance to experience at first hand the benefits the Association offers.

It is anticipated that having experienced the benefits, sponsored members will be better placed to justify their investment in Association membership and be able to pay their own subscription in subsequent years. This enables the Scheme to be used to help more new people become familiar with EASE each year.

The Scheme is only possible through the generosity of EASE members who are willing to support the Association in this way and encourage those in less well-off countries with their professional development.

Sponsorship is available to members living in low- and middle-income countries as defined by the World Bank.

If you wish to apply for sponsorship, please complete and send us a [sponsorship application form](#) which you will find on the EASE website.

Those willing to become sponsors, please contact the [EASE Secretary](#).

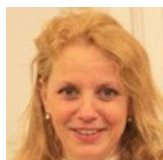
## EASE Council 2021-2023

EASE is managed by a Council that is elected every two years. Council consists of the President, two Vice-Presidents, the Treasurer plus six ordinary Council members. The immediate Past President, the secretary and the Editors of the Association's Journal, *European Science Editing* and the EASE Digest are ex-officio members of Council and have no voting rights.

The Council Members for the period 2021-2023 and their affiliations are listed below. A new Council will be elected in June 2023 at the General Assembly. Nominations will be open early in 2023.



**President:** Mr Duncan Nicholas  
DN Journal Publishing Services  
Brighton, United Kingdom  
Email: [duncan@dnjournals.co.uk](mailto:duncan@dnjournals.co.uk)



**Vice-President:** Dr Ines Steffens  
Editor-in-Chief, *Eurosurveillance*  
Solna, Sweden  
Email: [ines.steffens@ecdc.europa.eu](mailto:ines.steffens@ecdc.europa.eu)



**Vice-President:** Professor Cem Uzun  
Vice Rector, responsible for university journals  
Trakya University,  
Edirne, Turkey  
Email: [cemuzun@yahoo.com](mailto:cemuzun@yahoo.com)



**Past President (2019-2020):** Mrs Pippa Smart  
PSP Consultancy  
Oxon, United Kingdom  
Email: [President@ease.org.uk](mailto:President@ease.org.uk)



**Treasurer:** Mr Matthew Hodgkinson  
Hindawi  
London, United Kingdom  
Email: [R.Hunt@exeter.ac.uk](mailto:R.Hunt@exeter.ac.uk)



**Chief Editor of European Science Editing:** Dr. Ksenija Baždaric  
Research fellow, Department of Medical Informatics, Rijeka University School  
of Medicine  
Rijeka, Croatia  
Email: [ksenija.bazdaric@uniri.hr](mailto:ksenija.bazdaric@uniri.hr)



**Council member:** Mrs Iva Grabarić Andonovski  
Food Technology and Biotechnology journal  
Zagreb, Croatia  
Email: <mailto:igrabaric@pbf.hr>



**Council member:** Mr Yateendra Joshi  
Freelance copy editor and trainer  
Pune, India  
Email: [yateendra.joshi@gmail.com](mailto:yateendra.joshi@gmail.com)



**Council member:** Ms Rachael Lammey  
Head of Community Outreach, CrossRef  
Oxford, United Kingdom  
Email: [rlammey@crossref.org](mailto:rlammey@crossref.org)



**Council member:** Dr. Bahar Mehmani  
Reviewer Experience Lead, Elsevier  
Amsterdam, Netherlands  
Email: [bahar.mehmani@elsevier.com](mailto:bahar.mehmani@elsevier.com)

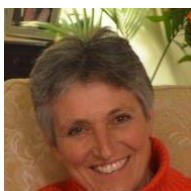


**Council member:** Dr Ali Şahin  
Director of Operations, AVES  
Instabul, Turkey  
Email: <mailto:ali.sahin@avesyayincilik.com>



**Council member:** Dr Jadranka Stojanovski  
Assistant Professor at Department of Information Sciences, University of Zada  
Research librarian at Ruđer Bošković Institute,  
Zagreb, Croatia  
Email: [jadranka.stojanovski@irb.hr](mailto:jadranka.stojanovski@irb.hr)

**Council member:** Mrs Lynne Rowland  
Editor, EASE Digest  
Cornwall, United Kingdom  
Email: <mailto:lynnerowland@gmail.com>



EASE secretary: Mrs Mary Hodgson  
Gloucestershire, United Kingdom  
Email: <mailto:secretary@ease.org.uk>

## **EASE environmental policy**

The European Association of Science Editors is in full agreement with the overwhelming scientific evidence of global warming. Recent reports published by the Intergovernmental Panel on Climate Change demonstrate the urgency to act now to avoid the worst consequences for the biosphere and hence for humanity.

As an organisation EASE has made considerable steps to reduce the impact of its activities on the environment over the past 10 years.

### **Secretarial functions**

For a number of years now, EASE has made significant steps towards utilising digital media, email, the EASE website ([www.ease.org.uk](http://www.ease.org.uk)) and social media, for all its communications.

- Invoices for subscription renewals, advertising etc are all raised and sent electronically
- Receipts and remittance advices are produced and sent electronically
- Banking is done using online facilities, and reconciliations are done on a shared spreadsheet without the need to print physical statements
- All correspondence with members is undertaken by email, only a handful of physical letters are received each year.

The secretariat of EASE is undertaken by a freelancer working independently from their own premises. Usually this is either their home, or within the secretary's existing employer's premises. This means that there is little additional strain on the environment from the EASE secretariat's activities.

### **Publications**

The main EASE journal, *European Science Editing*, is cancelling its printed format in 2020 when it becomes online only. The new EASE Digest will continue to be produced in print in the mid-term with a view to moving its content online in the future.

All EASE printed material is produced on FSC paper stock. This is certified by the Forest Stewardship Council, an international multistakeholder, non-profit organisation, established in 1993 to promote responsible management of the world's forests. The FSC does this by setting standards on forest products along with certifying and labelling them as eco-friendly.

In 2020 we will begin to send printed material by post in recyclable paper envelopes to reduce the use of single use plastic wrapping.

### **Meetings**

EASE holds a number of meetings each year, nearly all of which are held by teleconference.

- Full Council – 2-3 per year
- Editorial Committee – 2-3 per year
- Programme Committee – 6-8 in a conference year, 2-3 in non-conference years
- Specialist topic groups, eg Peer Review, Gender Policy – 2-4 per year
- Regional/geographic groups, 2-4 per year

In a conference year, the AGM and other committee meetings are held in conjunction with the conference to allow for a face-to-face meeting at a time when most of the participants are together anyway. In a non-conference year, EASE tries to organize the AGM in conjunction with a suitable conference that many EASE members might attend, such as the World Congress of Research Integrity, or organizes a small conference around the AGM so that participants gain additional benefit from their travel to the AGM.

### **Conferences and workshops**

In 2020 the EASE Conference is on the theme of *promoting sustainability and diversity in research: the role of editors*. EASE plans to extend the environmental theme across the whole conference, with the following initiatives being explored:

- Having meat free catering throughout the conference, to raise awareness
- Minimising single use plastic and providing recycling points
- Providing an environmentally friendly gift, utilising local produce where practical
- Reducing the amount of print produced for the Conference, and using digital media wherever practical
- Encouraging delegates to off-set their carbon flight costs, by providing a method to pay for it during registration
- Encouraging members to be able to join the Conference virtually as well as in person
- Using hotels, venues, caterers and suppliers with sound environmental policies and practices
- Attracting sponsorship from companies/organisations with a sound environmental policy and practices.

### **Further considerations**

Whilst all the initiatives outlined above are commendable, there is still more that could be considered as we move forward in the new decade.

- Consider the implications for printing the EASE Digest and any other print media on recycled paper
- Encourage members to travel by train whenever possible, and to pay for carbon off-setting for any flights
- Be more environmentally conscious when dealing with suppliers of all types, questioning their environmental policy and including this in any analysis of cost/quality services
- Be more environmentally conscious when attracting sponsors
- Network with like-minded organisations in order to increase the impact of our activities
- Encourage publishers to become more environmentally friendly since this will save resources, which will soon become a competitive advantage.

Last updated November 2019

## Privacy

### Why we capture your data

To facilitate the efficient management of the EASE administration, membership information is held on computer by the Association. To comply with the provisions of the General Data Protection Regulation (GDPR), members need to assert agreement to their details being held by EASE.

When applying for, or renewing membership, you will be asked to tick a box that confirms we may retain the information you provide for our records, including the date on which you joined EASE, subscription status, contact details, etc.

This information is required so that we may contact you in regard to your membership and subscription.

### How your data are used

Data on members, as provided in membership forms, are stored on the EASE membership database to which only EASE staff and officers have access. Your personal information is used in relation to your membership (payments, renewals) and EASE business such as alerting members of events and other EASE news.

The data are shared with external organisations only when providing membership services on our behalf (e.g. distributing the Journal to members) and will be provided on a non-disclosure basis.

Your data will be retained by EASE unless you ask us to delete them from our system.

You have a right to request the information we hold about you. Requests should be made to the EASE secretary by email to: [secretary@ease.org.uk](mailto:secretary@ease.org.uk).

### Member directory online

A full list of members is available to other logged-on members via the website. Limited information about members is presented on the homepage in a feature called “In the spotlight”. Members can view full profiles of other members when they are logged-on via the Member Directory.

You can choose how your information is made publicly available by selecting the appropriate options in your profile.

### Complaints and data breaches

If you believe that the information we hold about you is inaccurate, or have a complaint in regard to our privacy policy, please contact, in the first instance, the EASE secretary, [secretary@ease.org.uk](mailto:secretary@ease.org.uk)

If you are unsatisfied with our response, you may find guidance on what to do next on the UK Information Commissioner’s Office website: <https://ico.org.uk/concerns/>

If you believe that there has been a breach of personal EASE membership data, please inform us immediately by contacting the EASE secretary, [secretary@ease.org.uk](mailto:secretary@ease.org.uk) so that we can investigate.

## **Consumer rights – if you change your mind**

The law gives you seven working days to change your mind and cancel an order (and any related credit agreement). There are some exceptions. If you decide to cancel, you need to inform us within the time limits shown below. This should be in writing or by email. A telephone call is not enough. The time limits are:

- Goods: seven working days after the day on which you receive them.
- Services: seven working days after the day on which you agreed to go ahead with the contract.

If you have not been provided with the information relating to your right to a cooling-off period, the cancellation period will be longer. Remember that you must take care of the goods and either return them to the seller (or his/her representative) or make them available to be collected. If you have paid in advance, the seller must refund your money within 30 days. You may have to pay for the cost of returning the goods.

## **Google Analytics**

The EASE and ESE websites use Google Analytics, a web analytics service provided by Google, Inc. (“Google”). Google Analytics uses “cookies”, which are text files placed on your computer, to help the website analyse how users use the sites. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States.

Google will use this information for the purpose of evaluating your use of the websites, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google’s behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website.

By using the EASE websites, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

## Contact us

### Secretary

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Please note, the secretary is based in the UK and works part-time, so there may be some delay in responding to your enquiry.

For contact information about our President and other members of the Council, please refer to the EASE Website or the relevant pages of this Booklet.

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### EASE Registered Office

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