2 May 2102

Dear authors,

This is, first of all, to let you know that Karen Morgan of Oxford University Press will be in touch with you in a week or so about a draft contributor’s agreement. She will also ask you at some point in the near future to send to us (the editors):

- **a 100-150 word abstract** of your chapter plus **5-10 key words**, which should be concise, specific, and, if possible, also appear in the abstract. Some of you have already written an abstract (see below), but  –apart from the ones provided by Kees Hengeveld and Bill McGregor–  these abstracts are all too long.

- **a 75-100 word academic biography** (which will be printed either in the preliminary pages or towards the end of the book).

We would like to have this as soon as possible, but **no later than 15 June 2012 (see attachment 1)**.

Then we (the editors) would like to you to do the following:

- Check the attached .pdf with a summary of your contribution **(attachment 2)** that will appear at the end of our (the editors’) introductory chapter. Please send us your comments, if any, **no later than 1 June 2012**. The revised version should have approximately the same length.

- Check the attached .pdf with your chapter **(attachment 3)**. There is still time for minor changes (e.g. typing errors) and updates of references (you can also add references toother chapters in the volume, of course). Again, we need your comments, if any, **no later than 1 June 2012.**

With best wishes,

Eva and Jan.