

## **7. Byelaws of the International Standing Conference for the History of Education (ISCHE)**

### **Changes Approved by EC 29+30 January 2016 and GA 19 August 2016 (Chicago IL)**

The following set of Bye-laws has been approved by the ISCHE General Assembly and will be reviewed and updated on a regular basis (Approved by GA and Effective: 26 June 2015).

#### Table of Contents

1. ISCHE Executive Committee
  - 1.1 President
  - 1.2 Secretary
  - 1.3 Treasurer
  - 1.4 Graduate Student Representative
  - 1.5 Co-Opted Members
  16. Meetings
  - 1.7 Nominations
2. General Assembly
3. Membership
  - 3.1 Individual Membership
  - 3.2 Institutional Membership (Affiliated Organisations)
4. Finances
  - 4.1 General Regulations for Travel Costs
  - 4.2 Principles of Sponsoring
  - 4.3 Principles for ISCHE Endorsements
5. ISCHE Awards and Special Funds
  - 5.1 ISCHE Early Career Conference Paper Award
  - 5.2 ISCHE Travel Fund
  - 5.3 ISCHE First Book Award
6. Special Issue of *Paedagogica Historica*
7. Standing Working Groups
8. Annual Conferences
  - 8.1 Pre-Conference Workshops
  - 8.2 Regional Workshops
9. ISCHE Book Series

## **1. ISCHE Executive Committee (EC)**

The General Assembly is the overall governing body and the EC is constitutionally sanctioned to act on its behalf. The EC meets regularly, at least twice a year. Agendas and minutes are produced for all meetings. The EC prepares for and carries out decisions and plans approved by the General Assembly. The EC's main agendas, new initiatives, and directions with regard to activities or interpretations of regulations are usually negotiated in EC meetings prior to being brought to the General Assembly for action. Only one member from a country may normally serve on the ISCHE Executive at any given time, except for the co-opted members. Each member of the EC – except for the President, the Secretary, and the Treasurer can be assigned to special tasks or functions, such as website manager, the contact person for the Standing Working Groups, or the ISCHE representative at the Comité International des Sciences Historiques.

### **1.1 President**

Overall:

The key function of the President is to enable the EC to make strategic decisions and plans in relation to ISCHE's long-term goals and the scientific and political context. The President also has overall responsibility for executing EC's decisions.

Specific responsibilities:

- The President in collaboration with the EC is responsible to the General Assembly for the overall activities of ISCHE and the maintenance of ISCHE's Byelaws.
- Identifies and connects to relevant external scientific, administrative and political stakeholders when preparing strategic decisions for the GA.
- Acts as ISCHE Representative to the world at large in collaboration with the EC.
- Prepares for and chairs EC meetings.
- Cultivates the relations with individual members and member associations. This encompasses negotiations with potential member associations.
- Is responsible with the EC and the LOCs for the general planning and running of ISCHE conferences.
- In collaboration with the EC the President develops strategic plans and activities that target emerging researchers' professional development.
- The President, the Secretary, and the Treasurer are responsible for negotiating contracts with ISCHE Local Organising Committees.

### **1.2 Secretary**

Overall:

The key role of the Secretary is to maintain a clear overview of ISCHE and its activities in order to identify significant opportunities and problems. In pursuit of this objective, the Secretary will work closely with the EC. The Secretary will take special responsibility for monitoring the internal workings of ISCHE and the application of the byelaws.

Specific responsibilities:

- The Secretary together with the President, Treasurer, members of EC determines and implements academic policies and goals.
- Maintains an overview of the administration of ISCHE and ensures that ISCHE's infrastructure is properly functioning
- Designs and develops effective systems to monitor and evaluate ISCHE's performance in relation to its policies and goals.
- Works in collaboration with the President to provide input with regard to preparation with the local organisers, including participation in the group discussing the conference theme and keynotes, or other key events.
- Is charged with the maintenance of official ISCHE records including the preparation of EC and GA meeting minutes. After the end of a President's term the Secretary transfers all records related to the work of the EC and the activities of ISCHE and created during the President's term to the official ISCHE archive in Berlin within one year.

### **1.3 Treasurer**

Overall:

Together with the President and Secretary the Treasurer contributes to the administration and development of ISCHE. The Treasurer is responsible for the management of the financial affairs of ISCHE to allow the association to grow and develop. In pursuit of this objective, the Treasurer works closely with the ISCHE EC.

The financial conduct of the ISCHE Treasurer, President and Secretary is monitored through the annual financial statement of an external auditor. The annual financial statement is issued on the basis of an annual financial report produced by an external tax consultant. All financial transactions have to abide by the ISCHE Constitution and the duties arising from the status as a charitable organisation ("Gemeinnützigkeit") based on the stipulations of the German tax code (§ 52 Abgabenverordnung).

The EC may authorize the Treasurer, another EC member or another ISCHE member to communicate with the German notary and to handle the annual tax issues with the German authorities. If this individual is not an EC member he or she may be invited to attend EC meetings without any voting rights.

Specific responsibilities:

- The Treasurer with the support of the EC develops, determines and implements financial policies and procedures, such as the budget structure, membership fee structure, payment and book-keeping procedures, refunding policies, procedures for claiming travel costs and subsistence, and budget requirements.
- Advises EC on planning annual budgets and funding for special activities.
- Introduces the annual report of the auditor to GA.
- Provides input into financial matters regarding preparation with the local organisers of the upcoming and forthcoming annual conference, seasonal schools, and other activities.
- Monitors ISCHE's financial administration and ensures that ISCHE's financial procedures are properly functioning.

- Monitors banking costs, (online) payment procedures, interest rates.
- Monitors the ISCHE account and money transfers.
- The auditor shall present to the Treasurer at least once a year an audit report to be presented by the Treasurer to the next General Assembly.
- All monetary transfers have to be approved beforehand by the Treasurer and either the President or the Secretary, and reported expeditiously to the EC.
- The President may monitor the accounts, too and will have access rights to manage them as well, but he/she should only use the accounts actively if the Treasurer is prohibited from doing so.

#### **1.4 Graduate Student Representative**

The role of student member of Executive Committee is to represent the interests of those entering the field, particularly in relation to the annual conference of that year. The Local Organizing Committee that is considering a student to appoint to this position should consider the following:

- The representative needs to have the time to take on certain initiatives, for example, setting up and monitoring a student email account, helping match students who are looking for roommates at ISCHE, plan a student lunch or dinner at the conference etc.
- The representative must be able to attend all Executive Committee meetings held during his or her term of office.
- The representative will need to be able to serve as one of the appointed members of the ISCHE Prize Committee in the months following the ISCHE conference.

The Graduate Student Representative nominee must be approved by the EC and will serve a one year term which begins at the end of a given year's GA meeting and runs through the following year's GA meeting.

#### **1.5 Co-Opted Members**

In addition, the current Managing Editor of *Paedagogica Historica* or a representative nominated by him or her serves a co-opted member of the EC. This person serves as long he or she acts as current PH editor.

Further, the EC may elect to co-opt one further additional member to serve a three year term.

#### **1.6 Meetings of EC**

The EC regularly holds two annual meetings, the first of which typically takes place in the first half of each year at the annual conference location. EC members are responsible for their own travel costs, however accommodation and meals are to be provided by the Local Organising Committee.

- A visit to the venue where the conference is to be held, to see meetings rooms, plenary rooms and arrangements for refreshments, organised by the conference chair at a time convenient for the executive (decided by the President/Secretary);

- Discussion of the draft conference programme and list of registrations to date, provided by the conference chair;
- Forthcoming vacancies on the Executive in order to plan for nominations, provided by the President/Secretary;
- Preparation for the General Assembly at the conference; and,
- Additional agenda items as necessary.

The EC second annual meeting takes place during the annual conference. Additional meetings may be called by the President with a one-month advance notice required to be given to EC members.

### **1.7 Nominations to the EC**

The Secretary is charged with announcing to membership and affiliated associations upcoming vacancies on the EC. The Call for Nominations should indicate that nominations must be received at least one month in advance of the GA. Individuals may be nominated for the EC either by an affiliated association or by two individual members of ISCHE. All valid nominations received will be slated on the elections ballot and candidates will be asked to provide a 1-page CV and 1-page statement for distribution at the GA meeting.

## **2. General Assembly (GA)**

### **2.1. Organization of General Assembly**

The Secretary is responsible for circulating the GA agenda and supporting materials at least two weeks in advance of the GA meeting. The President or his or her designee acts as the chair of the GA.

### **2.2. Elections to the Executive Committee**

The election of a member of the Executive Committee requires the majority of valid votes cast. All ISCHE standard and student members present at the GA are eligible to vote and may cast as many votes as there are positions up for election. Where more than one candidate is standing for election to the Executive Committee, the candidate with the most votes shall be considered elected, provided he or she has received the majority of votes cast. Should no candidate receive the majority of votes cast, a run-off shall be held, in which the candidate with the most votes shall be elected.

## **3. Membership**

### **3.1 Individual membership**

Every scholar who is interested in the field of history education and shares the aims of ISCHE is eligible for individual membership by registering at the ISCHE website. ISCHE offers several different kinds of individual membership:

	No Subscription to <i>Paedagogica Historica</i>	With Subscription to <i>Paedagogica Historica</i> (online,	With Subscription to <i>Paedagogica Historica</i> (print and
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		p.a.)	online, p.a.)
Standard Membership	25€	65€	80€
Student Membership	10€	50€	65€

ISCHE annual membership corresponds to the calendar year, January 1 to December 31st. Individuals who join ISCHE part way through the year will enjoy membership benefits through the completion of that calendar year, however individuals who elect the *Paedagogica Historica* print option will receive all issues of the journal, including previously published ones, for that calendar year.

All ISCHE individual members will receive a preferential, discounted conference registration rate.

### 3.2 Institutional Membership

National or regional associations of history of education who wish to join ISCHE are invited to contact the ISCHE President. Only history of education associations will be considered for membership. A history of education association is defined as an association which addresses the broad field of history of education.

- A full application for membership will be presented to the EC for consideration and will include:
- A letter of motivation for bringing forward the application;
- A copy of the Constitution or equivalent document of the prospective member association (in English);
- Information on academic activities;
- List of contacts such as President, Treasurer, office staff and the nominated contact person for ISCHE/future representative of the association to the ISCHE EC;
- Web address (URL) of the association
- A 5 - 10 line paragraph on the association for inclusion on the ISCHE website.
- The EC forwards the application to the General Assembly which votes on the application.

ISCHE annual membership fees for Affiliated Organizations are differentiated between associations from low-GDP countries and other countries. The list of low-GDP countries is published on the ISCHE website. Every year, acting on a proposal from the Treasurer, EC decides at its meeting at the ISCHE Conference on the threshold for the income per capita (World Bank Data) for a country to be eligible for the status of low-GDP country. The list of low-GDP countries is published on the ISCHE website and usually revised in September of each year.

Associated Organisation Membership Fee:

General:	100 €
Low-GDP countries:	50 €

ISCHE annual membership for Affiliated Organizations corresponds to the calendar year, January 1 to December 31st. ISCHE assumes no legal or financial responsibility for activities conducted by Affiliated Organizations.

All dues-paying Affiliated Organizations will be invited to participate in all ISCHE initiatives and will be accorded the following rights and privileges:

- Advertisement of activities on the ISCHE website
- A regular meeting with the ISCHE president during the annual conference
- Ability to organize/sponsor a special event or session at the annual conference
- Meeting space during the annual conference
- Organization of panels to celebrate important scholars of the field at the annual conference
- Organization of workshops, projects etc. in cooperation with ISCHE
- Ability to solicit presentations given at the annual conference for publication in their journals.
- Ability to use ISCHE logo to indicate that the organization has ISCHE Affiliated Organization membership status.

## **4. Finances**

The EC formulates financial policies and reviews the operations and activities of ISCHE. Administration of the financial policies is delegated to the Treasurer. No single EC officer or designee has sole control over cash receipts, disbursements, online banking, credit/debit card use, investment instruments, access to, and the reconciliation of, bank account reports.

The establishment and closing of bank accounts must be approved by the ISCHE President, Secretary and Treasurer acting in the furtherance of resolutions passed by the EC. The contract with the bank has to be signed by the President, the Treasurer and the Secretary. All ISCHE expenditures/purchases must be approved in advance by the two out of the following three individuals: Treasurer, President, or Secretary acting in furtherance of resolutions passed by the EC. Authorization can be made via electronic communication. The President, the Treasurer and the Secretary are authorized to do online banking transactions and collaboratively watch over expenses and income. The President, the Treasurer and the Secretary each are authorized to use a debit card for transactions up to 300 euros.

### **4.1. General Regulations for Travel Cost**

EC members are not provided with financial support from ISCHE for travel related to attendance at EC meetings. However, when ISCHE approves travel expenses for an ISCHE-related initiative, the following restrictions are applied:

- All expenses must be approved in advance by the ISCHE Treasurer before the actual travel.
- Reimbursement will be made upon the presentation of receipts and sufficient documentation within one month of travel.

ISCHE reimburses for travel according to the following restrictions:

- Flights: economy airfares only

- Second class train tickets
- A mileage allowance of 0.30 EUR/km for travel by car;
- Hotel costs up to a certain maximum amount related to the country/city (cf. the annual list of the German finance ministry or the US Department of State Approved Accommodation allowances) on the basis of evidence provided;
- Meals (breakfast, lunch, dinner etc.) also on the basis of evidence provided.

In cases where ISCHE agrees to cover the cost of meals for more than one individual, per the requirements of the German Tax Authorities, an entertainment expenses form must be completed.

## **4.2 Principles for Sponsoring**

The EC may solicit and approve external sponsorships for ISCHE activities. Sponsorships may include but are not limited to promotional materials in conference bags, advertisements in conference programs, website banners, sponsored social events and sponsored sessions/events. Potential external sponsors include but are not limited to universities and other institutions of higher learning, publishers, education research organizations, charitable foundations, ministries of education, and education service providers.

With the exception of book exhibits, which are the purview of Local Organising Committees, all sponsorships and/or co-branding arrangements must be approved by the EC. In making sponsorship determinations the EC is guided by the following principles:

- ISCHE seeks linkages with organisations and companies that have some connection with educational research or are in other ways of importance for realising the aims of ISCHE.
- ISCHE seeks sponsors who operate according to the law and in some manner wish to promote the well-being, work, learning and development of students and/or educational researchers.
- Sponsorships must contribute to the realization of ISCHE aims and constitutionally-mandated objectives.
- ISCHE will not identify exclusively with a single sponsor.
- Upon request, the EC will inform ISCHE members about all sponsorship agreements.
- Sponsoring may not lead to direct influence on the work of ISCHE or the behaviour of ISCHE participants.

## **4.3 Principles for ISCHE Endorsements**

On application from independent organizations including research organizations the EC on behalf of ISCHE may decide to endorse a proposed event, project or other academic-related history of education initiative. The endorsement will be dependent upon the extent to which the proposed activity furthers the mission of ISCHE.

# **5 ISCHE Awards and Special Funds**

## **5.1 ISCHE Early Career Conference Paper Award**



The ISCHE Early Career Conference Paper Award is given for the best paper presented at the previous ISCHE conference by a student or an early career scholar. The ISCHE Conference paper prize may be published in a general issue of *Paedagogica Historica* with acknowledgement to ISCHE conference.

#### Process for Determining ISCHE Early Career Conference Paper Award Winner

1. Early-career scholars (up to 5 years post-PhD) or students presenting papers at an ISCHE conference can apply for their papers to be considered for the ISCHE Prize.
2. The local committee selects the six best papers from the conference by students and early career scholars based on academic excellence and relevance to the conference theme and sends them to the PH editor.
3. PH editor forms a committee, chaired by the editor, of representatives from the EC consisting of the President, a member of the EC, and the postgraduate student representative.
4. The committee evaluates the papers, and selects the winner, based on academic excellence and relevance to the conference theme by March of the following year. The winner's name is posted on the web-site and the committee advises the winner of necessary changes and development that might lead toward publication either in the conference special issue of PH, or a general issue, as appropriate.
5. The President writes to the successful person.
6. The Secretary ensures that a certificate and laudation have been prepared and that the certificate has been signed by the President prior to presentation at the GA.

#### **5.2 ISCHE Travel Fund**

The ISCHE Travel Fund is designed to support attendance at ISCHE conference. Advanced students or early-career scholars (up to 5 years post-PhD) are eligible to apply, with particular preference given to scholars based in low-GDP countries.

Applicants must have their conference paper accepted. And should submit:

- 1) evidence of advanced student or early-career status
- 2) evidence of scholarly activity in the field (statement of up to 100 words and curriculum vitae/resumé of up to two pages)
- 3) statement of motivation (up to 100 words)
- 4) contact information for academic reference/referee

Application information will be distributed by the Local Conference Organizers for each ISCHE annual conference. Award decisions will be made by a committee established by the EC.

The ISCHE travel fund will be maintained in a designated investment account. Interest earned from this fund will be used for travel awards. Travel award funding may be supplemented out of the general ISCHE operating budget.

#### **5.3 ISCHE First Book Award**

The ISCHE First Book Award recognizes a single-authored monograph by a historian of education that represents innovative and exemplary scholarship in the history of education broadly conceived. As an award given for a first book, ISCHE also seeks to recognize a historian of education of extraordinary capability and promise.

The ISCHE EC will appoint a First Book Award Committee of 3-5 ISCHE members who are not currently serving on the EC in either elected or co-opted positions. While the procedures and protocols of the Award Committee are subject to EC approval, the award decisions of the Committee will be considered final and not subject to revision or appeal.

The submission deadline for the ISCHE First Book Award will be September 1st. Any book with a publication date in that year or the preceding year will be eligible (i.e. the deadline for the 2017 ISCHE First Book Award will be September 1, 2016, with books published in 2015 and 2016 eligible for consideration.) Books published in any of the four official ISCHE languages will be considered for the award. A nomination for the award shall be considered accepted if a PDF or physical copy of the book is received at the designated address by the deadline. Letters of nomination will not be accepted, however a nominated book may be submitted by any entity including an individual or a publishing house.

The Award Committee will communicate its award decision to all those who submitted books at least three months before the annual conference. The award will be made at the GA meeting, with the awardee invited to offer brief remarks if present.

## **6. Special Issue of *Paedagogica Historica***

All participants in the ISCHE annual conference are invited to submit their papers to be considered for publication in a special issue of *Paedagogica Historica* (PH). The Local Organising Committee, together with the editor(s) of PH is charged with selecting papers for publication according to PH policies and procedures.

## **7. Standing Working Groups (SWG)**

Standing Working Groups (SWG) are small, thematically organized research groups within ISCHE, designed to coordinate research and discussion on a set topic, guided by specific research goals, for a set period of time. SWGs are automatically granted two parallel session slots on the programme of each ISCHE annual conference.

### **7.1. Establishing a new SWG**

Any proposal for a new SWG must have the support of three future convenors (researchers willing to act as convenors if the new SWG is accepted) from three different countries represented among ISCHE membership. Proposers should initially contact the SWG Representative on the EC for advice about preparing an application. After consultation with the SWG Representative on the EC, the proposers should prepare a paper for EC consisting of:

- the names and the contact details of the Convenors
- a rationale for creating a new SWG (including how it would benefit ISCHE)
- evidence that the proposed SWG's focus is not currently covered by existing SWG
- proposed SWG activities

SWG proposals approved the EC will normally be placed on the agenda for the next GA where the convenors will present the proposed SWG and the SWG establishment will be voted on by the GA.

Convenors wishing to place the establishment of a new SWG on the agenda of a GA meeting are required to submit proposals by 15 February at the latest.

SWGs are normally instituted for a period of 5 years but can be extended on application to the EC and approval by the GA. A SWG is automatically disbanded if there are more than two years of inactivity.

## **7.2. Annual Reports**

By December 31 of each year, each SWG should deliver an annual report, as well as a plan of work for the next year that contains the outcomes that are expected. The SWG Annual report should contain: the Name of the Standing Work Group Convenors and their addresses, email, the year founded and originating impetus, the mission statement, purpose and connection with a previous or long standing group. List of members, Call for papers for the next conference, publications or other research activities, including conference presentations, in progress, forum of discussion or method of group communication.

## **8. Annual Conferences**

### **8.1 Pre-Conference Workshops (PCWs)**

Pre-Conference Workshops (PCWs) are integral parts of ISCHE conferences. They are small focused meetings that take place the day before the main ISCHE conference. They are intended to provoke intellectual discussion, among a diverse range of participants, on a specific topic. PCWs may also consist of workshops discussing critical issues, methods, theories emerging in the field.

Proposers should initially contact the Secretary of ISCHE for advice about preparing an application. After consultation, the conveners for a PCW should submit the following:

- The names and contact details of the PCW conveners
- One page argument stating the intellectual objectives of the pre-conference workshop (including how it is related to ISCHE goals)
- Evidence that the PCW's objectives does not overlap with existing Standing Working Groups
- List of potential contributors to such a workshop that demonstrates geographical diversity
- Indication of the length of the event (e.g., full day, half day)

PCW proposals should be submitted to the EC three months before the final submission of papers for the main ISCHE Conference. The ISCHE EC will decide on the acceptance of proposals. Up to four PCWs may be accepted for each ISCHE conference

PCWs may include some invited speakers and presenters, but must also include a public call for presentations. Once finalized, the program of the PCW is posted on the ISCHE conference website. Conference registrants will be able to pre-register for PCWs at no additional fee. PCW organizers and presenters are normally expected to register and participate in the accompanying ISCHE conference. The overall number of attendees may be limited. ISCHE offers no financial support for such workshops.

### **8.2 Regional Workshops**

ISCHE is open to endorse Regional Workshops that contribute to worldwide knowledge exchange, reach out to researchers from local universities and globally foster high standards of research in the field of History of Education. Organizers of Regionals Workshops who want to receive funding are obliged to submit a budget to the EC six month ahead of the event to allow for examining if funding is appropriate and specifying investments.

In addition, the EC considers applications for travel funds to ISCHE from researchers from low GDP countries. The promotion of individual scholars is not included in travel funds.

## **9. ISCHE Book Series**

### **Overview**

The ISCHE Global Histories of Education Book Series intends to publish single authored or edited volumes of historical scholarship that analyze education within a global, world or transnational perspective.

### **Series Editors**

The ISCHE Book Series Editors will be four scholars recognized for their contributions to the field of history of education and from different countries. They will be appointed by the ISCHE Executive Committee for three to five year terms. The procedures for future nominations will be determined in cooperation between the Editors and the EC, with a mind to maintaining diversity along a variety of lines (geographic, gender, race/ethnicity, topical expertise, among others). The ISCHE Book Series Editors are responsible for their own internal procedures and for all editorial decisions connected with the Book Series. They will elect one of their members to serve as the chief liaison with the ISCHE Executive Committee. If any of the Book Series Editors are involved in a proposed ISCHE Book Series project as monograph author, chapter author or volume editor they will recuse themselves from any role in approving the proposed project. No royalty income will go to the Book Series Editors for their role as series editors; instead any such income will go to ISCHE. Royalty income for authors who publish in the series will be negotiated between the authors and the publisher.

The ISCHE Book Series Editors responsibilities include receiving book proposals and approving or not proposals for potential inclusion in the series. If the Editors decide to approve a proposal they will suggest reviewers to the publisher who will coordinate the blind peer-review process. The editors will also coordinate all other publication-related matters with the publisher.

The ISCHE Book Series Editors will meet at least once a year to discuss the Book Series activities and to prepare a brief general report on the ISCHE Book Series in advance of each annual conference.

### **Series Description and Submission Guidelines**

The series seeks to engage with historical scholarship that analyzes education within a global, world or transnational perspective. Specifically, it seeks to examine the role of educational institutions, actors, technologies as well as pedagogical ideas that for centuries have crossed regional and national boundaries. While encouraging approaches that move beyond the more established national framework, the series' editors remain flexible about the sorts of topics they will consider for publication. These might include the study of educational networks and practices that connect national and colonial domains, or range in time from the age of Empire to that of decolonization. These networks could concern the international movement of educational policies, curricula, pedagogies, or universities within and across different socio-political settings. The 'actors' under examination might include individuals and groups of people, but also educational apparatuses such as textbooks, built-environments, and bureaucratic paperwork situated within a global perspective.

Books in the series may be single authored or edited volumes. The strong trans-national dimension of the Global Educational Histories series means that many of the volumes will be based on archival research undertaken in more than one country and using documents written in

multiple languages. All books in the series will be published in English, although we welcome English-language proposals for manuscripts which were initially written in other languages and which will be translated into English at the cost of the author. All submitted manuscripts will be blind peer-reviewed with editorial decisions to be made by the ISCHE Book Series Editors.

Full submissions should include: (1) a proposal aligned to the Palgrave Book Proposal form ([downloadable here](#)); (2) the CV of the author(s) or editor(s); and, (3) a cover letter that explains how the proposed book fits into the overall aims and framing of the ISCHE Global Educational Histories Book Series. Proposals and queries should be addressed to [bookseries@ische.org](mailto:bookseries@ische.org). Preliminary inquiries are welcome and encouraged.