A Concise Guide to Activities and Services

The information that follows is designed to help members of the profession use the association's programs and services and to offer a convenient reference tool for members who wish to undertake specific association-sponsored activities. Unless otherwise noted, all correspondence should be addressed to the department or person indicated at the MLA office, 26 Broadway, 3rd floor, New York, NY 10004-1789. To reach a staff member by phone, call 646 576-5000. To reach a staff member by e-mail, follow the address format firstinitiallastname@mla.org. A list of staff members appears on pages 703–05.

GENERAL

Joining the MLA

For membership information and application forms, write or phone the membership office (646 576-5151; membership@mla.org) or access the MLA Web site (www.mla.org). Membership runs for the calendar year; applications for 2003 membership will be accepted through 30 June 2003. Membership applications received after that date will be effective for 2004, although certain benefits—discounts on MLA publications, members' rates for convention registration and hotels—are available immediately.

Changing a Listing in the Membership Directory

To record changes in membership listings, members should send written notices to the member and customer services office. For a change to appear in the September *PMLA*, it must reach that office by 30 June. Because directory space is limited, a member may list either a home address or a professional affiliation in the directory, but not both. A listing of your professional affiliation should include the name of your institution, your rank, the department in which you teach or study, the city, state, and zip code, and (if appropriate) an e-mail address. Notices of changes should include your current affiliation and current mailing address. Members may fax directory listings or submit them by e-mail (fax: 646 576-5160; membership@mla.org) or through the MLA Web site (www.mla.org). Please include your membership number, if possible.

Applying for a Dues Subsidy from the Good Neighbor Fund

Permanent residents of soft-currency or developing nations who apply for membership in the MLA may also apply to have their dues paid by the Good Neighbor Fund. Each applicant should enclose with a regular MLA membership application a letter stating his or her annual salary and citing an authority for claiming that he or she is a resident of a soft-currency or developing nation. Applications are due by 30 April each year and will be processed in the order received until available funds are depleted. No individual will be eligible to receive assistance from the

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fund for longer than two years. If members receiving such assistance ask to receive the Spring and Winter issues of the *MLA Newsletter* by airmail, the additional fee to cover this service will also be paid by the fund. Current members who are in contact with potential applicants to the fund should bring this notice to their attention. Applications and requests for information should be addressed to the office of special projects (goodneighbor@mla.org).

Arranging a Visit to the MLA Office

Members and others who wish to visit the MLA office should consult the MLA office staff listing on pages 703–05 to see which staff member would be most helpful in transacting their business, then phone or write the appropriate person to arrange an appointment. Inquiries of a general nature should be addressed to Claudia Gilchriest, assistant to the executive director (646 576-5102; cgilchriest@mla.org).

Reaching the MLA Office Using the Telecommunications Device for the Deaf

The MLA office has a telecommunications device for the deaf (TDD) to serve the needs of hearing-impaired members. The TDD unit can communicate in Baudot code at speeds of 45.5 baud or 50 baud and in ASCII code at 110 baud or 300 baud, allowing users of virtually any TDD, TTY, or personal computer modem access to the MLA staff. The MLA's TDD number is 646 576-5148.

TDD calls will be answered by staff members in the membership and customer services office. Messages will be taken for individuals in other departments. If no member of the staff is available to answer a TDD call, the caller will be prompted to leave a message.

Getting Information on Insurance Coverage for Members

The MLA sponsors a number of group insurance plans through Seabury and Smith, the plan administrator. You must be a member of the MLA residing in the United States to enroll in an insurance plan, and you must maintain your membership to renew the plan. Disability insurance, two major medical plans, a hospital money program, term life insurance, a long-term nursing care plan, a professional liability plan, and personal accident insurance are all available to members. Members who want detailed information on MLA-sponsored insurance programs should call or write Marsh Affinity Group Services of Seabury and Smith, MLA Group Insurance Plans, 1440 Renaissance Dr., Park Ridge, IL 60068-1400; 800 323-2106.

Ordering MLA Mailing Labels

Mailing labels for MLA members can be rented for a single use to promote conferences and new products. A brochure describing the lists that are available and outlining prices and conditions of rental is available from Leo Moreton, manager, member and customer services (646 576-5145; lmoreton@mla.org). Orders must be placed in writing and accompanied by a copy of the piece to be mailed. The MLA's name may not be used in connection with any mailings, and the association reserves the right to refuse orders for mailings that are not of professional interest to MLA members.

Submitting a Book for an MLA Prize

Brief descriptions of the prizes appear with the listings of the selection committee members, pages 629–33. The Aldo and Jeanne Scaglione Prize for Italian Studies is awarded each odd-numbered year, alternating with the Howard R. Marraro Prize. The Lois Roth Award for a Translation of a Literary Work is presented in alternate years with the Aldo and Jeanne Scaglione Prize for a Translation of a Literary Work.

Anyone may submit a book or edition for an MLA prize, but the author or publisher is responsible for sending the required number of copies (six for the James Russell Lowell Prize, the MLA Prize for a First Book, the MLA Prize for Independent Scholars, and the Katherine Singer Kovacs Prize; six for the Aldo and Jeanne Scaglione Prize for a Translation of a Literary Work and the Lois Roth Award; four for all others) to the MLA office before the deadline (1 March for the James Russell Lowell Prize; 1 April for the Scaglione Prize for a Translation of a Literary Work, the Lois Roth Award, and the MLA Prize for a First Book; 1 August for the

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Aldo and Jeanne Scaglione Publication Award for a Manuscript in Italian Literary Studies; 1 May for all others). Authors of books submitted for the Lowell Prize, Marraro Prize, MLA Prize for a First Book, or Scaglione Prizes for Comparative Literary Studies, French and Francophone Studies, Germanic Languages and Literatures, and Italian Studies must be members of the MLA. No book may compete for more than one prize. For information on eligibility and requirements for submission, call or write the office of special projects (646 576-5141; awards@mla.org).

Listing a Forthcoming Meeting or Conference in *PMLA*

Meetings and conferences sponsored by other organizations are listed without charge in the January, March, May, and October issues of *PMLA*. Space does not permit the inclusion of calls for papers, but each entry does include the title, dates, and place of the conference and instructions on where to write or call for more information. Each listing should be sent to the editorial assistant at *PMLA* at least three and a half months before the month of the issue in which it should first appear. Listings may be submitted by mail, fax, or e-mail (fax: 646 458-0030; fmc@mla.org).

CONVENTIONS AND MEETINGS

Registering or Reserving a Hotel Room for the MLA Annual Convention

MLA members hold their annual convention between 27 and 30 December. Convention registration and hotel reservation forms are mailed to members in September. Graduate students and emeritus members are eligible for lower registration rates; student fees are partially subsidized by advertisements in the *Job Information List*. Nonmembers who need registration materials should get in touch with the convention office (convention@mla.org). Members and nonmembers must register by mail or on the MLA Web site (www.mla.org) to reserve hotel rooms at the MLA rates, which are substantially lower than room rates available to the public. It is not possible to reserve suites on the MLA Web site.

Participating in or Organizing Convention Sessions

Only MLA members can participate in or organize convention meetings. Following procedures approved by the MLA Executive Council and the MLA Delegate Assembly, the association's divisions, discussion groups, and allied and affiliate organizations may plan meetings for each convention; individual members may also propose meetings—special sessions—that the Program Committee will review. Individual members may also write to the current division and discussion group chairs, who are listed in the September and November issues of *PMLA*, or to allied or affiliate organization officers, whose names appear in the November issue of *PMLA*. Calls for papers for many meetings arranged by divisions, discussion groups, committees, commissions, allied and affiliate organizations, and individuals are regularly published in the *MLA Newsletter* and listed on the MLA Web site (www.mla.org). For full information on the procedures to follow and on the policies governing association meetings, see pages 651–57 of this issue or look on the MLA Web site; those sections include fuller descriptions of divisions, discussion groups, and allied and affiliate organizations. A directory of allied and affiliate organizations appears in the November issue of *PMLA*.

Other Meetings

From time to time the association sponsors meetings on specific topics that will be announced in the *MLA Newsletter*. In addition, the Association of Departments of English (ADE) and the Association of Departments of Foreign Languages (ADFL)—organizations that are affiliated with the MLA and described below—both sponsor seminars each summer for departmental administrators. These seminars are intended for chairs or delegated representatives of departments that are members of the two organizations; the meetings provide opportunities for chairs and other departmental administrators to exchange information, consult on problems, and learn about developments affecting scholarship and teaching. Information about the seminars appears in the *MLA Newsletter*, the *ADE Bulletin*, and the *ADFL Bulletin* and on the associations' Web sites (www.ade

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.org and www.adfl.org); members of ADE and ADFL receive information about the seminars in the mail each spring. For further information about the ADE and ADFL seminars, call David Laurence, director of ADE and of MLA English programs (646 576-5130), or Elizabeth Welles, director of ADFL and of MLA foreign language programs (646 576-5140).

Assistance for Advanced Graduate Students Traveling to the 2002 Convention

The Executive Council has voted to allot funds to provide partial travel reimbursement in the amount of $100 to advanced graduate students who are members of the MLA by 30 June 2002 and will travel to the 2002 convention in order to attend preconvention workshops, sessions in their areas of scholarly interest, meetings with job counselors, or interviews. The council is particularly concerned with helping students who have no support for convention attendance from their institutions or other sources and who incur substantial costs for travel to and from the convention. Funds are available to cover awards to up to 150 students; if more apply, recipients will be selected in a random manner.

Letters of application must reach the MLA by 1 November 2002, by mail to the Office of Special Projects, MLA, 26 Broadway, 3rd floor, New York, NY 10004-1789, or by fax (646 458-0030). Fax transmissions may be used to meet the deadline, but they must be followed by signed letters. (Applications by e-mail will not be accepted.) Each letter should include a brief statement by the student stipulating that he or she has no external support for travel to the convention, together with a statement on university letterhead signed by the student's dissertation director or department chair confirming that the student is enrolled in a doctoral program at the signer's institution and has met all the requirements for the PhD except the dissertation.

Since 1997, the Executive Council has invited MLA members to donate money to a Professional Education Assistance Fund that will provide ongoing support for these travel reimbursements. A space has been added to the membership renewal form to allow members to indicate that they have added to their dues payment a tax-deductible contribution to the fund. Advanced graduate students who have paid dues by 30 June 2002 and who have not received travel reimbursement in a prior year are eligible to apply for travel reimbursements in 2002. Other than these travel reimbursements, the MLA offers no grants or fellowships of any kind.

JOB INFORMATION SERVICE

The job service provides information to candidates on openings and on departments that have no vacancies; the charge to departments for placing notices of openings is used to provide a partial subsidy for registration fees for graduate students attending the convention and to help offset the costs of the published *Job Information List*. There is no charge for "no vacancy" notices or for notices relating to previously published paid notices. The service solicits information from departments four times a year.

Electronic Version of the *Job Information List*

The electronic version of the *Job Information List* compiles departmental notices as a digital database that job seekers can search by field, language, or period; by geographic region; by key words or phrases appearing in an ad (such as "women's studies"); and by other qualifiers such as "assistant professor positions." The online list is updated weekly.

Individual subscribers can have access to the online *List* through the MLA Web site (www.mla.org). Graduate students and faculty members in ADE- and ADFL-member departments are allowed free access to the online *List* through the ADE (www.ade.org) and ADFL (www.adfl.org) Web sites. Access to the *List* requires a user name and password.

Ordering the *Job Information List*

A full-year subscription offers a choice of access to the online *Job Information List*, the print version, or both. Subscriptions run from 20 September 2002 to 30 June 2003. Subscribers who choose the four print versions of the *List* will receive the issues for October and December 2002, February and April 2003. A special half-year rate is available to those who subscribe after 15 February 2003 (includes either online access or the February and April 2003 print

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versions only). Full-year subscriptions to the online version cost $35; half-year subscriptions cost $18. Full-year subscriptions to the print version in the United States and Canada cost $45; half-year subscriptions cost $23. To all other countries, the rate for the print version is $70 for the full year and $29 for the half year. Access to both online and print versions for the full year costs $65 in the United States and Canada and $90 to all other countries. Half-year rates for both versions are $33 in the United States and Canada and $39 to all other countries. There are two separate editions: an English edition, containing information from departments of English, and a foreign language edition, with listings in all other modern languages. Both editions of the *List* are printed in English. Positions in linguistics and comparative literature appear in both editions. To order, go to the MLA Web site (www.mla.org); subscribing online with a credit card gives immediate access to the online *List.* You may also send your name and address, choice of edition, and a check for the appropriate amount to the subscription office, Job Information Service. Subscriptions may also be ordered through the Internet (www.mla.org). For further information, call or write Michael Sidoti (646 576-5162; msidoti@mla.org).

Listing a Job with the Job Service

Job announcements should be submitted electronically through the MLA's Web site (www.mla.org). If Internet access is not available, a request to submit a listing by e-mail may be sent to joblist@mla.org. The standard paper form may be used if electronic submission is not possible. All English and foreign language departments are sent a standard paper form approximately three weeks before the copy deadline for each issue of the *List*; departments may also obtain copies by calling the Job Information Service.

There is a $20 surcharge for all listings not submitted directly at the Web site.

PUBLICATIONS

Ordering MLA Publications

To order books and journals published by the association and for information on options for ordering, call or write the member and customer services office (646 576-5161; bookorders@mla.org). Books may be ordered through the MLA Web site (www.mla.org). A catalog of MLA publications is also available on request.

MLA members are entitled to special prepublication prices on the *MLA International Bibliography*; information on these rates is included with dues notices and is available from the membership office. Nonmember individuals who wish to order the *Bibliography* or other publications should write or call for a price list and information about the publications.

MLA members may also subscribe to the *ADE Bulletin* and the *ADFL Bulletin*. Information on subscriptions is included with the dues notice; nonmembers who wish to subscribe to these periodicals may obtain information from Roy Chustek, English and foreign language programs office (646 576-5133; rchustek@mla.org).

For information about institutional subscriptions to *PMLA* and the hardbound editions of the *Bibliography*, write or call library subscriptions (646 576-5155; cgirone@mla.org).

PUBLICATIONS: BOOKS

The MLA publishes scholarly, pedagogical, and professional books on language and literature. Prospective authors can find general guidelines for authors and editors of MLA books, as well as guidelines for the various series in which many MLA books are published, on the MLA Web site (www.mla.org); follow the links to "Publications" and then to "MLA Book Publications Program." To receive a print copy of any of the guidelines or a catalog describing current MLA books or to obtain more information, call or write Sonia Kane, acquisitions editor (646 576-5043; skane@mla.org). Send inquiries, publication ideas, and proposals to Joseph Gibaldi, director of book acquisitions and development.

PUBLICATIONS: MLA JOURNALS

The association publishes the *MLA International Bibliography*, which appears once a year and is available in printed and online formats (described below); *PMLA*, which appears six times a year (once as a directory, once as a convention program,

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and four times as a scholarly-critical journal); *Profession*, an annual that prints articles on the state of language and literature study; and the *MLA Newsletter*, a quarterly newsletter that keeps members informed of association news.

See page 702 for information on how to submit an article to the *ADE Bulletin* or the *ADFL Bulletin*.

Submitting an Article to *PMLA*

Only members of the MLA may submit articles to *PMLA*. Submissions should be prepared according to the *MLA Style Manual* and to the criteria set forth in the statement of editorial policy, which appears on the MLA Web site and in the front of the January, March, May, and October issues of *PMLA*. Carlos Alonso is the editor. Manuscripts should be addressed to the managing editor, Judy Goulding. Please include two copies of the article and sufficient postage for both copies to be returned. For further information, call the *PMLA* office (646 576-5012; pmlasubmissions@mla.org).

Submitting an Article to *Profession*

Members and nonmembers may submit articles to *Profession*. Submissions should be prepared according to the *MLA Style Manual* and to the criteria set forth in the statement of editorial policy, which appears on the back of the cover of *Profession*. Submissions should be addressed to Rosemary G. Feal, editor of *Profession*. Only one copy is required. A return envelope is not necessary. For further information, call Carol Zuses, managing editor of *Profession* (646 576-5103; czuses@mla.org).

PUBLICATIONS: *MLA INTERNATIONAL BIBLIOGRAPHY*

Submitting Materials for Inclusion in the *MLA Bibliography*

The bibliography staff, with the aid of contributing bibliographers, attempts to cover all material within the subject scope of the bibliography. The 2002 bibliography will include publications from the year 2002 and those from before 2002 that have not appeared previously.

Bibliographic Information Services receives most of the periodicals on the Master List of Periodicals (found at the front of each issue of the bibliography). Authors of journal articles may assume that their material will be indexed if the MLA receives the journal; members should check with the journal editor to be sure. Authors of monographs and articles in book collections (Festschriften, conference proceedings, books of essays, etc.) should ask the publisher to send a copy to the MLA. Authors in doubt about whether the MLA has received a journal or a book should send materials according to the following guidelines.

Articles in journals. Send an offprint or photocopy of the entire article, with the complete date, volume, and issue number of the journal issue in which the article appeared. Include a photocopy of the title and contents pages of the journal.

Book collections. Send the book. A single essay in a collection of essays may be indexed if the following documentation is provided: an offprint or photocopy of the essay; a photocopy of the title, copyright, and contents pages of the book; the number of pages, roman and arabic, in the book.

Books by a single author. Send the book or a photocopy of the title, copyright, and contents pages, together with an abstract or a photocopy of the introduction and the number of pages, roman and arabic, in the book.

Bear in mind that the following kinds of writing are generally excluded from the bibliography: fiction, poetry, book reviews, unpublished dissertations, and entries in reference books.

The deadline for receipt of material for inclusion in the 2002 printed version of the bibliography is 31 January 2003. Address materials or questions to the coordinator of operations, Bibliographic Information Services (bibliography@mla.org).

Contributing as a Bibliographer

The bibliography is compiled by MLA staff members and by an outside network of scholars. Working in close cooperation with the MLA staff, these bibliographers index periodicals in their fields. Through their contributions to the bibliography, they provide an important service both to individual scholars and to the international scholarly com-

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munity. The Executive Council has endorsed the following statement:

> In their annual contributions to this international collaborative research tool, field bibliographers must exercise the same intellectual analysis, research abilities, subject expertise, and meticulous accuracy that they do in preparing individually authored articles for publication. Therefore, the MLA urges academic institutions to extend to these bibliographers research support, released time, and appropriate recognition in terms of salary and promotion. (*PMLA* [1990]: 948)

For information on contributing as a bibliographer, call or write Barbara Chen, director, Bibliographic Information Services (646 576-5076; bchen@mla.org).

Getting Help in Using the *MLA Bibliography* Database

Staff members can assist in formulating search strategies, developing an appropriate set of subject descriptors, and resolving problems encountered in using electronic formats of the bibliography. For assistance, write or call Daniel Bokser, Bibliographic Information Services (646 576-5058; bibliography@mla.org).

GOVERNANCE

The association is governed by an executive council, elected by the membership and serving as the board of directors for the organization, which is incorporated under the laws of the State of Maryland, and by a delegate assembly, which advises and acts on association policies. Under the constitution, the council is empowered to appoint and charge committees, which in turn carry out specific responsibilities. The constitution (pp. 664–70) gives a complete description of the duties and powers of these bodies and of the officers of the association.

The elected officers of the association serve for three years: one year as second vice president, one year as first vice president, and one year as president. The responsibilities of the officers are described in article 5 of the constitution; article 7 enumerates the responsibilities of the Executive Council, of which the officers are ex officio voting members. In addition to the responsibilities listed in the constitution, the president delivers the presidential address at the annual convention, and the first vice president presents the association's annual prizes. The president may also organize a forum at the convention and publish a column in the *MLA Newsletter*. Carol Zuses, coordinator of governance, can provide additional information on governance questions (646 576-5103; governance@mla.org).

Standing Committees and Ad Hoc Committees

A standing committee is established by the MLA Executive Council or by the constitution to oversee an ongoing activity of the association. This category currently includes publications committees, governance committees, prize selection committees, the MLA convention program committee, and committees that address professional or scholarly issues. Most of these committees report annually to the council and the Delegate Assembly.

Ad hoc committees (sometimes called commissions or task forces), established by the council to oversee particular projects or investigate particular areas of professional or scholarly concern, exist for limited periods of time, usually two or three years, and normally issue final reports, which may include recommendations for the council's and the Delegate Assembly's consideration. Recent examples are the Committee on Professional Employment, the Ad Hoc Committee on the Future of Scholarly Publishing, and the Ad Hoc Committee on the Professionalization of PhDs.

Pages 627–37 of this issue list the association's committees, their functions, their staff liaisons, and the names and terms of appointment of their members.

Suggesting Members for Committee Appointments

Members who would like to suggest themselves or other members for appointment to particular committees or commissions should write to Carol Zuses, coordinator of governance, with the following information: name of the member suggested, affiliation, department, rank, field(s) of specialization, a short

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listing of professional activities and of books and major articles published, and a brief statement of the person's qualifications. The council makes appointments each February, with terms generally beginning on 1 July. Members should consult the list of committees on pages 627–37 to determine expected vacancies. Suggestions for appointments are brought to the council and kept on file for future reference.

Suggesting Candidates for MLA Offices and for the Delegate Assembly

Candidates for the Executive Council and the office of second vice president are chosen by the Nominating Committee; nominees for the regional and special-interest seats in the Delegate Assembly are selected by the Elections Committee. The members of these committees welcome suggestions of nominees. The constitution establishes certain requirements for candidates for the second vice presidency (article 6.D), for the council (article 8.A), and for the assembly (article 10.C). Suggestions may be sent at any time; since the election cycle begins in January of each year, however, it is best to forward suggestions in the fall of the preceding year. All suggestions should be sent to Carol Zuses, coordinator of governance.

Nominating a Candidate by Petition

The Nominating and Elections Committees' nominees for second vice president, the Executive Council, and the Delegate Assembly are listed each year in the Summer *MLA Newsletter*. Nominations for these elections may also be made by petition. Articles 6.E, 8.A.2–3, and 10.E of the constitution give full details on how to nominate a candidate by petition. Carol Zuses, coordinator of governance, can provide further information (646 576-5103; czuses@mla.org).

Suggesting Candidates for Division Executive Committee Elections

Division executive committee elections are held in the fall along with the elections for second vice president, the Executive Council, and the Delegate Assembly. The executive committee of each division is responsible for placing at least two names in nomination for each open seat on the executive committee (see p. 659). At least one of these names must be selected from a list put forward by the membership of the division.

There are two ways to place a member's name on the list that will be considered by a division executive committee. (1) Use the space at the bottom of the MLA election ballot that is designated for this purpose. Names that appear in this space are considered by the appropriate executive committee for the following year's executive committee election. (2) Write a letter to the coordinator of governance giving the name of the person, his or her affiliation, and the name of the division that should receive the suggestion. Such a letter may be sent at any time, but writers should note that division executive committees make their nominations during their business meetings at the annual convention. For an executive committee to consider a suggestion, it must be received by early December so that it can be forwarded to the executive committee before the convention. Again, suggestions received in one year will be considered for the following year's election.

Members should note that the lists of suggestions considered by the division executive committees are compiled anew each year; names suggested by either of the methods described above are not carried forward from year to year. If a suggestion is not acted on in one year, it will have to be made again the following year.

Suggesting Candidates for Discussion Group Executive Committee Elections and Learning Election Results

Discussion group executive committee elections are held during each group's paper-reading session during the annual convention in December. The executive committee of each discussion group is responsible for making nominations for each open seat on the executive committee (see pp. 645–48). Executive committee members welcome suggestions of nominees. To make a suggestion, either use the space at the bottom of the annual MLA election ballot that is designated for this purpose or write a letter to the coordinator of governance giv-

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ing the name of the person, his or her affiliation, and the name of the discussion group that should receive the suggestion. All suggestions must be received by early December so that they can be forwarded to the executive committee before the convention. Members who wish to learn the results of a particular discussion group's election should write to Carol Zuses, coordinator of governance (czuses@mla.org), no sooner than one month after the convention during which the election was held.

Learning Election Results

Results of the association's annual elections for second vice president, Executive Council, Delegate Assembly, and division executive committees are usually known shortly after 10 December, the deadline for receiving ballots. All candidates are notified by mail of the election results. The names of all winners are published at the MLA convention in the first issue of the *Convention News*, the results of the elections for second vice president and the council are published in the Spring issue of the *MLA Newsletter*, and the names of all newly elected delegates and division and discussion group executive committee members appear in the September *PMLA*. Members who wish to learn the results of particular contests may call Carol Zuses, coordinator of governance (646 576-5103; czuses@mla.org), after 14 December. Candidates and other interested parties who wish information on vote tallies in particular contests should send a written request with a self-addressed, stamped envelope to Carol Zuses.

Placing an Item on the Agenda of the Delegate Assembly or of the Executive Council

The Delegate Assembly meets once a year during the annual convention, and items for the assembly's consideration must be placed on its agenda by 15 October. The Delegate Assembly Organizing Committee, which prepares the agenda for meetings of the assembly, strongly urges members who wish to raise issues to communicate with the committee early in the year to determine the best way to present their concerns. The committee is eager to facilitate members' access to the assembly and to help members frame issues in ways appropriate to a formal parliamentary body like the assembly. Members should write to the chair of the Organizing Committee (see the committee listing on p. 634) or to Carol Zuses, coordinator of governance.

Members who wish to raise issues for consideration by the Executive Council should write to the executive director or the president. The council meets three times a year (in February, May, and October).

Reaching MLA Committees and Committee Members

Members who wish to communicate with committee members may write to them directly at the addresses listed in the membership directory. Members may also write to a committee in care of the committee's staff liaison, whose name is listed in the roster of committees in this issue.

Finding Out the Actions of the Executive Council, Delegate Assembly, and Committees

The minutes of Executive Council meetings are published in the Professional Notes and Comment section of *PMLA*. Normally, the minutes of the council's February meeting appear in the October issue, minutes of the May meeting appear in January, and minutes of the October meeting appear in May. Articles highlighting council actions appear regularly in the *MLA Newsletter*. A brief summary of Delegate Assembly actions is normally published in the Spring issue of the *Newsletter*. The complete minutes of Delegate Assembly meetings are published each year in the Professional Notes and Comment section of the May *PMLA*. Reports on committee activities appear occasionally in the *Newsletter* and in other association publications. Members interested in the activities of a particular committee should write to the committee chair or to the committee's staff liaison. (Chairs and liaisons are indicated in the list of committees on pp. 627–37.)

Making Suggestions for Honorary Members and Fellows

Article 3.D of the constitution defines the qualifications of honorary members and fellows and describes the process for ratification. The current

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rosters of honorary members and fellows appear on pages 707–08 of this directory. Members who would like to recommend individuals for consideration by the Committee on Honors and Awards should write a letter of nomination that includes the full name and mailing address of the proposed nominee, a list of the candidate's major works, a bibliography of major reviews or assessments of the candidate's works, a statement of three hundred words or less commenting on the candidate's achievements, at least twenty pages of his or her work, as well as some important reviews. At least three letters of support from current MLA members should be requested by the nominators and sent to the MLA. These letters and the letter of nomination should be addressed to the Committee on Honors and Awards and must arrive at the headquarters office by 31 January 2003.

Making Suggestions for the MLA Award for Lifetime Scholarly Achievement

Presented in 1996 and scheduled to be presented every three years thereafter, this award honors the lifetime scholarly achievement of a distinguished member of the association. In 2005, the Committee on Honors and Awards will review suggestions for the next award from members and will recommend names for consideration by the Executive Council. All suggestions, endorsements, and solicitations of comment on persons proposed for the award will be strictly confidential, and the name of the winner will not be announced until the award is presented at the annual convention. Members who would like to recommend individuals for consideration by the Committee on Honors and Awards should write letters that include the full name and mailing address of the proposed nominee, a list of the candidate's major works, a bibliography of major reviews or assessments of the candidate's works, and a statement of three hundred words or less commenting on the candidate's achievements. At least three letters of support from current MLA members should be requested by the nominators and sent to the MLA. Letters should be addressed to the Committee on Honors and Awards and must arrive at the headquarters office by 31 January 2005.

RELATED ORGANIZATIONS

The Association of Departments of English

The Association of Departments of English was founded in 1962 as a professional organization for departmental administrators. Membership is open to departments of English, programs in writing and rhetoric, and divisions of humanities and communications. Membership includes voting privileges in the association, access to the ADE seminars, and a subscription to the *ADE Bulletin* and to the print and online versions of the English edition of the MLA *Job Information List*. For further information, write or call David Laurence, director of ADE and of MLA English programs (646 576-5130; dlaurence @ mla.org) or see the ADE Web site (www.ade.org).

Submitting an Article to the ADE Bulletin*:* Anyone may submit an article to the *ADE Bulletin*, which publishes articles about curriculum, pedagogy, departmental administration, and the state of the profession. Manuscripts should be prepared according to the *MLA Style Manual* and submitted in two copies to the editor, David Laurence. Manuscripts will be returned only if they are accompanied by self-addressed envelopes and sufficient unattached postage. The *Bulletin* will place free listings for programs and conferences of general interest to the profession in its News Notes section on a space-available basis. Paid advertising is also accepted. Listings should be sent to the managing editor at least three months before publication of the issue in which the listing should appear; the managing editor can also supply further information about submissions and advertising (ade @mla.org).

The Association of Departments of Foreign Languages

The Association of Departments of Foreign Languages, founded in 1969, serves administrators of foreign language and literature programs in two-year, four-year, and graduate institutions. Membership is by department or divisional unit. Benefits include a subscription to the *ADFL Bulletin* and to the foreign language version of the MLA *Job Information List* and access to the online *JIL* and the online

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ADFL Bulletin archive. Further information is available on the ADFL Web site (www.adfl.org) or from Elizabeth Welles, director, or David Goldberg, associate director, of ADFL and of MLA foreign language programs (adfl@mla.org).

Submitting an Article to the ADFL Bulletin*:* The *ADFL Bulletin* welcomes submissions dealing with professional, pedagogical, curricular, and departmental matters. The *Bulletin* is a refereed journal. Manuscripts should be submitted double-spaced, in duplicate, and on disk or as an e-mail–attached file to the editor, Elizabeth Welles. Documentation should conform to the recommendations outlined in the *MLA Style Manual*. The *Bulletin* also prints news notes and conference announcements to provide its readership with up-to-date information on programs, seminars, conferences, and other matters related to foreign language teaching and study. To be included in these sections, items must reach the ADFL office three months before the date of the issue in which they are to appear. Paid advertising is also accepted. The *Bulletin* is published in February, May, and October. For further information on submitting an article or a listing, write or call the associate editor, David Goldberg (646 576-5134; adfl@mla.org).

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