

Author Guidelines for Book Reviews

Please follow these guidelines when submitting your book review.

1. The heading of your review should contain the items below, in the order listed. Use 12-point Times New Roman font for these terms and throughout the review.
 - “Book Review” heading
 - Book author(s) or editors(s) if book is an edited collection.
 - Book title (and subtitle, if applicable) in italics.
 - “Reviewed by” heading
 - Your name and IEEE membership status, if you are a member. (You don’t have to be.)
 - Your contact information, following this example:
 The reviewer is with the University of Washington, Seattle, WA 98195-2195
 USA (email: yourname@u.washington.edu).
 - “Book Publisher” heading
 - Place of publication, publisher, and copyright date
 - Number of pages in the book and indication of whether there is an index (e.g., 335 pages, plus index).
 - Index Terms—List at least three keywords that are relevant to the book (e.g., Grid network, portal, web services).

2. Length: A review of a single book generally runs about **800-1000 words**.

3. Content:
 - Explicitly state the book’s audience—the one the author intends, and any other audiences the book might interest or help. Remember that *IEEE Transactions on Professional Communication* readers comprise an international group of engineers and professional communication specialists, including academic and industry readers in a variety of institutions and organizations.
 - State the purpose of the book and the ways it might be used in teaching or practice. Most books reviewed in *IEEE-TPC* address theoretical, applied, or pedagogical issues related to professional or technical communication.
 - State explicitly the extent to which the book achieves its purpose. Make your overall assessment clear in the first paragraph of your review.
 - Discuss the major claims, arguments, and contributions of the book. Include a summary of the book’s methods or approaches to the topic.
 - Briefly, situate the book in the field of professional communication research, scholarship, theory, or pedagogy to which it contributes. State explicitly its contribution.
 - If the book topic falls outside the field of professional communication, explain how its content will interest *IEEE-TPC* readers.

- If applicable, offer a lingering question, a limitation, a counterargument, an unaddressed issue, or a need that the book invokes but does not fulfill. If applicable, note ways that the book fails to achieve its purpose or fails to contribute to the field of professional communication.
4. In-text page citations: Following IEEE style, use parentheses () to enclose parenthetical citations, including page numbers. Page numbers need only be provided for direct quotations (words, phrases, sentences, passages). For example:
The author states that “no excuse is warranted” (p. 124), but elsewhere says that “excuses are fully acceptable” (pp. 146–147).
 5. Ordinarily, book reviews do not include in-text citations of other works or a list of references cited at the end of the review.
 6. Submit your review as an attached Word or .rtf document by email to Dr. Aimee Roundtree (akr@txstate.edu). Begin the file title with your last name (e.g., smith review of book title.doc).
 7. Submit a signed copyright form by fax, attention **Aimee Kendall Roundtree**, at +1 **512-245-8546**, or sign the copyright form, scan it, and email the **PDF document or image file** to Aimee Roundtree (akr@txstate.edu).
 8. The Book Review Editor reserves the right to edit for length, style, and clarity. If substantive changes are needed, the review will be sent back to the review author for approval.