

Author Guidelines for Book Reviews

Your review should contain the items below, in the order listed:

- Book title (and subtitle, if applicable)
- Book author(s), or editors(s) if book is an edited collection
- Place of publication, publisher, and copyright date
- Number of pages in the book and indication of whether there is an index (335 pages, plus index)
- Index terms: three or four keywords in alphabetical order that are relevant to the book (engineering education, markup languages, plain language)
- Your name, IEEE membership status, academic or professional affiliation, and email address (Membership is not a requirement for submitting a book review.)
- Your review

Review Guidelines

Keep the following directives and guidelines in mind when preparing your review:

- A review generally runs approximately 800-1400 words.
- State the book's audience—the author's intended audience, and any other audiences that the book might interest. *IEEE Transactions on Professional Communication* readers comprise an international group of engineers and professional communication specialists, including academic- and industry-affiliated readers in a variety of institutions and organizations.
- State the book's purpose and the ways that it might be used in teaching or practice. Most books reviewed in the *Transactions* address theoretical, applied, or pedagogical issues related to professional or technical communication.
- State the extent to which the book achieves its purpose. Make your overall assessment clear in the first paragraph of your review.
- Discuss the book's major claims, arguments, and contributions. 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.
- If the book's topic falls outside the field of professional communication, explain how its content is of interest to *Transactions* 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.
- Use in-text page citations. Following IEEE style, use parentheses to enclose parenthetical citations of page numbers. Page numbers need be provided only for

direct quotations (words, phrases, sentences, short passages). For example:

The author states that “no excuse is warranted” (p. 124), but elsewhere says that “excuses are fully acceptable” (pp. 146–147).

- Book reviews should *not* include in-text citations of other works or a list of references at the end.

Email your review as an attached Microsoft Word document to Book Review Editor Dr. Jackie Damrau (jdamrau3@gmail.com). Contact the Book Review Editor if you need to submit your review in a different application format.

The Book Review Editor and Editor-in-Chief may edit the review for length, style, and clarity. Your review will be sent back to you for approval if substantive changes are needed.

Note: If, on first familiarizing yourself with the book, you find that, in your opinion, it is severely flawed, contact Dr. Jackie Damrau (jdamrau3@gmail.com) before proceeding further. Be prepared to provide a 1-3 sentence summary of why you feel the book is not applicable to the *Transactions* readers that can be used to inform the publisher and authors why a review will not be forthcoming for the book.