

Author Guidelines for Book Reviews

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

- Book title (and subtitle)
- Author(s) or editors(s)
- Publication location, publisher, copyright year
- Page count and whether an index is included
- Index terms (3-5, alphabetical)
- Reviewer name, IEEE membership status, affiliation, email address
(Membership is not required)
- Review text

Sample Front Matter Format:

Title

Author(s). City, ST: Full Publisher Name. YYYY. ### pages, including index.

Index Terms — lowercase in alphabetical order

Reviewed by — Reviewer, Member or Affiliation (email address).

BOOK COVER INSERTED IN FIRST PARAGRAPH New paragraph: Body Text here

Review Guidelines

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

- **Submission Requirements**
 - Reviews are typically 800–1400 words.
 - Use 12 pt Times New Roman font.
 - Paragraph settings: 0 before, 12 pt after, double spacing.
- **Introduction Section**
 - Identify the book's intended audience and any additional readers who may benefit.
 - State the book's purpose and how it may be used in academics or professional contexts.
 - Assess how well the book achieves its purpose in the opening paragraph.
- **Body Paragraphs**
 - Discuss the book's major claims, arguments, and methods.
 - Situate the book within the relevant area of professional communication.
 - If the topic lies outside the field, explain its relevance to *Transactions* readers.
 - Focus your critique on the work, not the author or publisher; constructive insights are expected.

- **Conclusion/Summary Paragraph**

- Offer suggestions for improvement that are actionable and respectful, avoiding language that could be interpreted as disparaging or dismissive.
- Provide at least two reasons why an academic or practitioner might want to read this book. This can be placed in your opening or concluding paragraph.
- Support your points with examples from the text to ensure feedback is grounded, fair, and helpful.

- **Page Reference Citations**

- Use IEEE-style page citations in parentheses for direct quotations only.
- Do not include citations in parentheses or a reference.

- **AI Usage:**

- Use AI tools **only for light assistance** such as grammar checks or organization. Do not use it for generating analysis or opinions.
- You are responsible for all claims and judgments; they must reflect your own engagement with the book.
- Consult the [IEEE Author Guidelines for Artificial Intelligence \(AI\)-Generated Text](#) for details.

Submit your review as a Word document or shared Google Doc to Dr. Jackie Damrau (jdamrau3@gmail.com).

The Associate Editor for Book Reviews and the Editor-in-Chief may edit for length, style, and clarity. Substantive changes will be returned for your approval.

Reviews not selected for the *Transactions* will appear on the [Book Reviews section](#), which is updated weekly. You may link to published reviews but may not republish them.

Note: If the book appears severely flawed, contact Dr. Damrau before proceeding and provide a 1-3 sentence summary of why you feel the book is not applicable. Dr. Damrau will use this information to inform the publisher and authors why a review will not be forthcoming for the book.