

## **INSTRUCTIONS FOR WRITING PUBLICATION REVIEWS FOR THE *JAO***

Please send the completed review no more than 6 weeks after receiving the book.

Please submit reviews as Microsoft Word files to Celeste Brewer at  
clb2195@columbia.edu

Please include in your review:

1. A complete citation that provides:
    - Author(s) or editor(s)
    - Title
    - Series
    - Place, publisher, date
    - Number of pages
    - ISBN
    - Price
  2. Description of contents – bibliography, index, illustrations, etc.?
  3. Critique of the book, answering such questions as:
    - Is the coverage complete, accurate and up to date?
    - Is the writing clear and understandable?
    - Are there gaps in coverage, poor editing or other problems?
    - How can readers use this book? Why would they read it?
    - How does this book compare with others on the same topic?
  4. Description of the author(s)/editor(s) and his/her/their expertise on the topic.
  5. Evaluation of the layout, print quality, etc.
  6. Who should buy the book?
  7. Brief statement of your qualifications as a reviewer.
  8. Your name as it will appear in the publication, followed by your job title and the full name of the institution where you work.
- The total word count should be between 500 and 1,000 words.
  - Please sign and date the form giving JAO permission to print your review.