

Guidelines for Book Review Submissions ***IEEE Transactions on Professional Communication***

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 this 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, 14 Loew Hall, Box 352195, 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 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. Submit your review as an attached Word or .rtf document by email to rothsjm@auburn.edu. Begin the file title with your last name (e.g., smith review of book title.doc).
3. Submit a signed copyright form by fax, attention Joyce Rothschild, at +1 334-844-9027, or sign the copyright form, scan it, and email the **PDF document or image file** to rothsjm@auburn.edu.
4. The Book Review Editor and Associate Book Review Editor reserve the right to edit for length, style, or clarity. If substantive changes are need, the review will be referred back to the review author.

Other Guidelines

1. Length: A review of a single book generally runs **1000–2000** words.
2. Content:
 - Explicitly state the audience for the book—the one the author intends as well as any other audiences you think the book might interest or help. Remember that *IEEE Transactions on Professional Communication* readers comprise an international, interdisciplinary group of readers, including both academic and industry readers in a variety of institutions and organizations.
 - State the purpose of the book. 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.**
 - If the book is one that falls outside the field of professional communication, explain how its content will interest *IEEE-TPC* readers.
 - (if applicable) Note any ways that the book fails to achieve its purpose and/or fails to contribute to the field of professional communication.
3. In-text page citations: Following IEEE style, use square brackets [] 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].