

## Labor Studies Journal Book Review Style Sheet

In preparing your review, assume that your readers will not have the book, so state clearly what the book is about. Please avoid vague references to the content. Write so that you yourself could decide whether or not to buy the book from reading your review. If appropriate, perhaps include a direct quotation from the book to make a telling point or give it flavor. Do not footnote these citations; instead, please include page numbers following the quote. Indicate when you express a view whether it is yours or the author's. With few exceptions (e.g. AFL-CIO), do not use acronyms.

Indicate if the book is intended for specialists or a broader audience. Please evaluate its use in labor education or labor studies classes and/or its value to professionals working in the field of labor education.

If significant changes are needed in your review, I will contact you via e-mail to identify the revisions I'm looking for. **There is, however, no guarantee that a review, once submitted, will be published.**

Your review will be accepted *only if you follow these guidelines on length and format:*

→ MAXIMUM LENGTH for review of a single book is 650 words; review of two books, 750-850 words. Longer reviews will be returned to you for revision.

→ When typing the review, use Times New Roman, font size 12, and double space.

→ BEGIN THE REVIEW WITH A COMPLETE CITATION ON THE BOOK, FOLLOWING THIS STYLE AND PUNCTUATION:

Author's or Editor's names. *Title of Book* (italics). Place of publication: Name of publisher, year of publication. Number of pages. Price and whether it is hardcover or paperback. Example:

Acuff, Stewart, and Richard A. Levins. <i>Getting America Back to Work</i> . Minneapolis, MN: Tasora Books, 2010. 85 pp. \$12.95 (paper)
--

→ FOLLOWING THE BOOK CITATION, put your name, your organization or institution, and the city & state where you or your organization is located.

Please attach your review to an e-mail message at: [lsjbookreviews@umass.edu](mailto:lsjbookreviews@umass.edu). Please send the attachment in MS Word.

**Our publisher also requires that you sign a Transfer of copyright form.** This 3-page form is available on the LSJ Book Review webpage (<http://uale.org/books-to-review>). After you submit your review to me, please print out the TOC form, on page 1 put the name of the book you've reviewed, sign it on page 3, and email those two pages to me at [lsjbookreviews@umass.edu](mailto:lsjbookreviews@umass.edu).