

Formatting Guidelines for JHSEM Book Reviews (revised August 2006)

The **Journal of Homeland Security and Emergency Management** publishes book, film, and video reviews related to the topics of emergency management and homeland security. Reviews may be of varying lengths, but the preferred range is about 2 pages or between 1500 – 2000 words.

Format Guidelines

Since book reviews typically are much less complex in formatting and style than full manuscripts, what follows is a quick overview of how the major issues should be handled. Should you want more details, see the Final Manuscript Preparation Guidelines at:

<http://www.bepress.com/jhsem/styleguide.html>

Citations

Please accompany direct quotations from reviewed books with the appropriate page numbers. You may cite works other than the review book if so doing adds substance to the review. Since JHSEM does not have a copy editor, authors are solely responsible for the complete and accurate preparation of references. Manuscripts with incomplete or improperly presented references will be returned with a request to modify the materials.

Style

We suggest you use “The Chicago Manual of Style” or “The Elements of Style” by William Strunk and E. B. White as references for style, punctuation, and usage. Please check your submission for accuracy and clarity. Reviewers should also bear in mind that the Journal's readership is international and broad-based in terms of discipline and practice. For many English is not their first language. Please avoid jargon and acronyms.

Authors receive a byline for their review and they may keep the books they receive for review. However, we do expect videos and films to be returned.

Formatting

The review should be prepared in a recent version of Microsoft Word. Please do not include page numbers in the submission. If the use of MS Word is not possible, please ask the Book Review Editor in advance for alternative formats.

- **Font:** Times New Roman (or Times Roman) Font Size: 12-point
- **Margins:** 1.5" on all four sides
- **Tab:** .12
- **Spacing:** Single (entire review)

Examples

1) For a book review:

Sanumá Memories: Yanomami Ethnography in Times of Crisis By Alcida Rita Ramos Madison: University of Wisconsin Press, 1995 xx + 312pp., epilogue, notes, bibliography, index, 12 illustrations, 4 maps, 34 figures, 13 tables \$50.00 (cloth) ISBN 0-299-14650-2 \$19.95 (paper) ISBN 0-299-14654-5

Review by Kenneth M. Kensinger Training Director State Department of Homeland Security
Columbus, Ohio 123454

2) For a film or video review:

The First Responder, A video by Bob Paris and Christine Badgley 46 minutes, color. Purchase \$295; Rental \$50 from University of California Extension Media Center, 2176 Shattuck Avenue, CA 94704 (501/642-0460).

Uploading the Review

Your completed review should be uploaded directly into the Bepress system. Go to the homepage: www.bepress.com/jhsem and set up an account for yourself. Then follow the upload instructions. If you prefer, please send the review as an email attachment to Claire B. Rubin, the Managing Editor, at cbrubin@gwu.edu

Content Guidelines

The Journal editors believe that a book review should contain or reflect upon at least four issues: 1) What was the intent of the author in creating the work? 2) What are the major topics covered in the work? 3) Depending on the work, how were the materials created? 4) A critical evaluation.

Our intent is to have reviews that are informative and interesting. The art of a review is professionally balancing the elements of the review against the need to communicate practically and succinctly with the audience. We want the readers to know why this book is of importance to their interests in homeland security and emergency management. We want the reader to be engaged by the review. Tedious, routine overviews of each chapter or segment of the work will not help the reader understand why the work is being evaluated for the Journal's audience.

A critical evaluation is not synonymous with negative criticism. The critical evaluation offers the reviewer a wide degree of latitude for helping the reader learn about the work. Reviewers should discuss how the work stands in relationship to the general literature (e.g., substantial contribution, path-breaking, new paradigm, solid addition to emergent literature). Depending on the book, it important that the readership be told what practical applications the work may have and who would benefit from reading it. Reviewers should also inspect the policies and philosophy of the Journal as stated at: <http://www.bepress.com/jhsem/policies.html>.

THANK YOU!

The Editors of JHSEM want to thank each reviewer for his/her time and effort. This service to the academic and practitioner communities is invaluable.

If you have any questions about the format or content guidelines, please contact the Managing Editor, Claire B. Rubin at: cbrubin@gwu.edu