



## Guidelines for submitting a book review

---

Book reviews are invited to be submitted for the book review page on the ISME website. The book must be published by an ISME member and the review must be conducted by an ISME member. Reviews from the author or contributor will not be accepted.

The book does not need to be new, but it must be relevant to music education and music educators. Any book can only be reviewed once. If the book has already been reviewed, further reviews can not be accepted.

### Guidelines for the content of the review

- A. Each review should contain an extended description and critical discussion of the book, between 1000-2000 words. For reviews of edited volumes, the word count can be extended.
- B. Indicative questions that would help reviewers address similar points in each book are:
  1. Title, author/editor(s), publisher, date. Number of chapters.
  2. What is the specific topic that the book deals with? What area of music education is covered? What, if any, specific issues are addressed? (a short synopsis)
  3. Description of each chapter
  4. Does the author state an explicit thesis or theme?
  5. What are the theoretical assumptions?
  6. From what point of view is it written?
  7. Who is it for? What is the target audience?
  8. What is the style of the author?
  9. What are some of the strengths of the book? What did you like best?
  10. What, if anything, is missing?
  11. What does the reader stand to gain by reading this book?

12. What, if any, personal value did the book have for you?
  13. Would you recommend this book and why?
- C. Provide 3-5 key words as well as a suggestion of the Commission(s) or Forum that this Book is most relevant to. Each Book Review received will be sent to the appropriate Commission for review.

## **Guidelines for the technical requirements of the review**

1. Use English (United Kingdom). Not English (United States) or any other form of English.
2. Send your review as a Word document file (do not send as a PDF or any other format).
3. Footnotes cannot be easily managed in the website, so they are best avoided if possible. Otherwise they will be shown as (1) in the copy (no superscript) with footnotes at the end. There is no provision for a link from the (1) to the footnote.
4. Any graphics should be provided as separate documents, such as a jpg or png file. This includes tables, photographs, diagrams, charts and any non-word insertions. You are welcome to embed a copy in the document so show where they should appear, but they should also be provided as a separate file in a good quality resolution.
5. Biography of the reviewer: a short biography (50-100 words) and good quality photo of the reviewer should be provided.
6. A good quality photo (jpg or png) of the front cover of the book should be provided.
7. Provide an APA-style reference. For example:  
Kerchner, J. (2014). *Music Across the Senses: Listening, Learning and Making Meaning*. Oxford: Oxford University Press.

## **How to submit your review**

Send your review, a good quality jpg or png of the book cover (if possible) and a good quality jpg or png photograph of the reviewer to the Chair of the Publications Committee at [bookreviews@isme.org](mailto:bookreviews@isme.org)

## **Assessment process**

The book review is then forwarded to the chair of the Commission or Forum to ask them to assess the review as suitable for publication. The reviewer will be advised once that process has been completed. The review will be accepted as submitted, declined or edits may be asked for.

*May 2018*