

Journal of International Agricultural and Extension Education **Book Review Policies and Guidelines**

A book review in a professional journal is a service to the readers. It brings to the reader's attention new publications in the field that the reader might want to add to his/her personal library or use in the work setting. Thus, the purpose of the review is to help the reader decide whether the new book is worth acquiring. The review, therefore, must simultaneously convey the subject matter of the book and assess its quality and its usefulness for various audiences.

The *Journal of International Agricultural and Extension Education* is the official refereed publication of the Association for International Agricultural and Extension Education. The purpose is to enhance the research and knowledge base of agricultural and extension education from an international perspective. The types of books that are appropriate to be reviewed in the *Journal*, therefore, are those that are directly related to international agricultural education and/or international extension education. Books focusing on current or emerging issues within the field, specific techniques, philosophical and theoretical presentations, or technologies useful to agricultural and extension educators in a global context and/or in a country/region would be welcome.

An effort will be made to publish reviews that truly evaluate a book as well as summarize its content. It is anticipated that on occasion a generally positive review will be counterbalanced by a generally negative review of the same book, that the same book might be reviewed from totally different (but stated) perspectives, or that several books on the same topic will be reviewed in the same journal issue. Decisions on these and other variations from standard procedure will be made by the book review editor in consultation with the Editor of the *Journal of International Agricultural and Extension Education*.

Book reviews for the *Journal of International Agricultural and Extension Education* will be solicited by the Journal's book review editor according to the following procedures:

1. The book review editor will invite individuals to review books of interest to the field of agricultural and extension education.
2. Alternatively, individuals interested in reviewing a book may approach the book review editor and arrange to review the book in question. In this case, the book review editor will supply a copy of these "Book Review Policies and Guidelines" for the development of the review.
3. After the review is submitted to the book review editor, he/she will determine whether it is in accordance with the guidelines. If it is, it will be edited as necessary and forwarded to the Journal Editor for consideration and publication. If the review does not meet the guidelines and/or requires other than minor editing, it will be returned to the author for revisions or may be considered inappropriate for publication at any time.
4. The book review editor and reviewer will decide when the review is due. The Editor has the option of not considering reviews received after the agreed-upon date.
5. Unsolicited reviews will be considered by the book review editor in accordance with the above procedures. If an unsolicited and a solicited review of the same book are received by the book review editor, the solicited book review will receive preference.

Submitting Process

Submit first drafts online at <http://agbio1.missouri.edu/~jiaee/login.php>

Revisions may be required by the book review editor or by the Editor of the *Journal of International Agricultural and Extension Education*. Any required revisions must conform to the agreed-upon deadline as set by the book review editor. Final revisions should be submitted in hard copy and on computer disk. MS Word or Word Perfect formats are acceptable. If using other software, please save in an IBM compatible format. Please include name of the file on the disk. The final hard copy and disk will be forwarded for *Journal of International Agricultural and Extension Education* editorial consideration.

Guidelines

A critical book review should contain three types of information

1. An overview of the content.
2. An evaluation of the book.
3. A recommendation about the book.

Overview

The content overview should briefly describe the book's purpose, the author's viewpoint and the general content. This information should be kept to a minimum.

Evaluation

Evaluation of the book is the heart of the book review and should be given considerable thought. In evaluating the book, the reviewer might consider the following questions:

- How successfully did the author accomplish his/her objectives?
- Are the major themes or ideas well developed?
- What are the book's strengths and weaknesses?
- Is the subject matter approached in an unusual or unique fashion?
- What is the quality of the scholarship?
- Is the material well documented?
- Are generalizations well supported?
- How well written is the book?
- Is the book organized in a logical manner?
- How does it compare with other well-known treatments of the same subject?

Recommendations

This section should focus on the following questions:

- To whom (if at all) would you recommend this book and why?
- In what way(s) would you suggest the book be used?
- What relevance does the book have for the field of agricultural and/or extension education, either in terms of theory or practice?

Aspects of content, evaluation and recommendation might be treated separately or interwoven throughout the narrative review. Do not use the book review as a forum for personal biases or research interests. Finally, avoid dwelling upon extraneous or peripheral concerns, minor points in the text, or technical printing errors.

Mechanics

- The review should be approximately 4-5 pages in length, double-spaced, in Times Roman 11 point font.
- If quoting directly from the book, put a page number in parentheses after the quote.
- If quoting from a source other than the book itself, use the most current edition of the *American Psychological Association (APA) Publication Manual* as reference.
- At the top of the review include author, title, publisher, city/state/country, date of publication, number of pages, and price.
- At the end of the review, list your name and institutional affiliation as you want it to appear when the review is published.