



Sociology

Guidance on Book Reviewing

Thank you for your interest in submitting to *Sociology* (SOC). We welcome manuscripts covering the full range of the journal's remit from any locality.

Please take five minutes to read the notes below so that the submission process will be smooth and speedy. All submissions to SOC should be prepared according to the Notes to Contributors and then submitted online through ScholarOne Manuscripts™. This applies to ALL manuscript types.

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About Book Reviews

The Editors of *Sociology* (SOC) are pleased to receive requests to review recently published books (usually within 18 months of publication) in the field of sociology and likely to be of interest and relevance to the readership. Potential reviewers should contact the editorial office (sociology.journal@britsoc.org.uk) with requests to review any titles that have caught their attention. The editors may also commission reviews for particular titles we regard as suitable for review.

Please note that when requesting a book for review it always helps if you are able to set out briefly why you think a review of the book would be appropriate for the journal, and why you might make a useful reviewer. SOC accepts requests for single book reviews and review essays. If you are author of a book you would like considered for review, feel free to contact us.

Please bear in mind that we have a long list of suggested books to review and are not able to review all books proposed. Completion of reviews is dependent on suitability, capacity, editorial judgement and reviewer availability. The journal also publishes review symposia; however, these are normally invited.

If it is agreed that a review will go ahead, we will ask you to fill out an online form including your details and those of the book. We will contact the publishers and ask them to make the book available to you. Bear in mind that some publishers make electronic copies available rather than sending out printed versions. An



invitation email with deadline, templates and details about submitting your manuscript via ScholarOne Manuscript™ will be sent to you.

General Guidelines for Book Reviews

Once you have been commissioned to write a review, we ask you to consider the following points:

- Reviews should be comprehensible to anyone with a reasonable level of sociological education, but not at the expense of serious critical evaluation.
- A review should provide a clear idea of the content of the book and critical comment, keeping within the word limit.
- We ask reviewers to bear in mind both the author's objectives and the readership at which the book is aimed.
- We ask that reviews are written in a spirit of critical generosity. Editors may request revisions if they deem the tone of reviews to be unduly harsh, dismissive or personal.
- We ask that reviews be completed within the given deadline, although extensions can sometimes be agreed. If printed copies of books are sent to you, we ask for these to be returned if the review is not completed.
- All book reviews go through editorial review, and editors reserve the right to edit, request revisions or reject.
- We ask all reviewers to take account of the BSA guidelines on the use of disablist, sexist and racist language (see www.britisoc.co.uk/equality/).

Notes on Review Essays

A review essay is a more substantial review and provides an overview and evaluation of a topic or theme of (often emergent) sociological interest. Review essays are a real service to the readership and we particularly welcome requests to take on a review essay. We would normally expect review essays to include commentary on a minimum of three books on the subject. When writing a review essay, please consider all the following:

- Provide reasonable coverage of all books included.
- Feel free to develop your own perspective on the issues raised in the literature.
- Give your essay a title.

Notes on Symposia

- A symposium is a review of a single book by several reviewers. It may also include a response to the critiques/comments of the reviewers by the author of the book.
- Review symposia contributions are normally invited/commissioned by the *Sociology* Editors.
- When writing a review symposium, please treat it as a single book review.



Word Limits and Timeframe

Single Book Reviews:	800 words	2 months
Book Review Essays:	2500 - 4000 words	4 months
Review Symposium Contributions:	800 – 1000 words	3 months

All deadlines date from receipt of the book(s). We are happy to renegotiate the deadline if the book's arrival is delayed.

Style Conventions

Please take the following notes into consideration when preparing your book reviews:

- Reviews should be typed in a word processing package with single spacing.
- References should be used sparingly;. Where they are essential, they should follow the Harvard style.
- Quotations in the text should be enclosed in single quotation marks (double within). Please ensure you provide details of the page numbers. Large quotations (40 words or more) should be set out as extracts.
- At the beginning of the review, the following information should be given, using the format shown:

For Single Book Reviews and Review Symposium Contributions

Book details (as laid out below)
Reviewer name and affiliation
Main Text

For Review Essays

Essay title
Reviewer name and affiliation
Book details (as laid out below)
Main Text

Book details

Author
Title: Subtitle
Place of publication: publisher, year of publication, price, (ISBN:) number of pages.

For example:

J. Maxwell Atkinson and Paul Drew
Order in Court: The Organisation of Verbal Interaction in Judicial Settings
London: Macmillan, 1979, £35 pbk, (ISBN: 9781443831741), 225 pp.



Submitting a Book Review via ScholarOne Manuscripts™

We ask all those completing book reviews to upload their final files through ScholarOne Manuscripts™. After you have submitted, you will ordinarily hear from the journal within a month.

The Submission Process

- a) Once you are ready to submit, please go to
<http://mc.manuscriptcentral.com/soc>

ScholarOne Manuscript™ will require you to enter your username and password in order to log in. This information can be found in the **Sociology book review - details** email you receive when you are commissioned to write a review.

- b) Once you are logged on, choose the **Author Centre**.

Please note that an invitation record with details of the book will have been created on ScholarOne Manuscripts™ for you. Therefore, on the Author Dashboard, click on the green button which says **Click here to complete an invited manuscript** under Author Resources menu. Alternatively, click on the **Invited Manuscripts** option at the bottom of the My Manuscripts menu; you will find the record of the book at the bottom of the page.

Then click the **Continue Submission** button on the right to complete the manuscript submission.

- c) You will need to following five steps in order to submit. Please ensure that all required fields (denoted **req**) are completed.

Step 1: Type, Title and Abstract

Since a record of your review has already been created for you, these fields will normally be complete. Please click **Save and Continue** to proceed to the next step.

Step 2: Authors and Institutions

Here you will find your personal details (e.g. name, institution, email address etc). If any of this information is inaccurate, please edit.

Click **Save and Continue**.

Step 3: Details and Comments

These are important questions that we ask of all book reviewers. Please tick the appropriate boxes. Click **Save and Continue**.

Step 4: File Upload

Click on the **Browse** button and select the file you want to upload. Then choose file designation **Book Review**.

Click **Save and Continue**.

Step 5: Review and Submit



Please take a minute to look at all the details of your review again. Go back and edit if necessary. Click on the green **PDF** button at the bottom of the page to view the PDF proof. Once you are happy with your review, click **Submit**. Your review will now be sent to the Editors.

Contact Information

For all matters related to book reviews, including the processing of book reviews on ScholarOne Manuscripts™, please contact the editorial office at sociology.journal@britsoc.org.uk.