



# Work, Employment and Society

## Instructions for Book Reviews

### About Book Reviews

*Work, employment and society* (WES) is pleased to receive requests to review recently published books (usually within 18 months of publication) that may be of interest or relevance to the readership of the journal. Potential reviewers should contact the Book Reviews Editor directly with requests to review any titles that have caught their attention. However, sometimes a list of books we are particularly keen to have reviewed will be available on <http://wes.sagepub.com/>

Please note that when requesting a book for review it is always helpful 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. WES accepts requests for Single and Joint Book Reviews and Book Review Essays. WES also publishes Book Review Symposia; however these reviews are normally invited.

Please send all requests to the Reviews Editors, Dr Vanessa Beck ([vab9@leicester.ac.uk](mailto:vab9@leicester.ac.uk)) and Dr Nikolaus Hammer ([nh80@le.ac.uk](mailto:nh80@le.ac.uk)).

If your review offer is accepted, we will contact the publishers and ask them to post the book(s) to you directly. 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.
- Whilst humour is acceptable in book reviewing, personal abuse is not.
- We ask that reviews be completed within the negotiated time, although extensions can sometimes be agreed. We ask for books to be returned if the review is not completed.
- The Reviews Editor reserves the right to edit, request revisions or reject a review.



- We ask all reviewers to take account of the BSA guidelines on the use of disablist, sexist and racist language (see [www.britsoc.co.uk/equality/](http://www.britsoc.co.uk/equality/)).

### Notes on Joint Reviews & Review Essays

Joint book reviews and review essays are a more substantial review of two books or several books taken together to provide an overview and evaluation of a topic or theme of work and employment. They are a great service to *Work, Employment and Society* (WES) readership and we particularly welcome requests to take on a joint book review or review essay. For review essays, there is no restriction on the number of books that can be reviewed, though the usual number is three. When writing a joint book review or a review essay, please consider all of the following:

- Provide reasonable coverage of **all books** to be included in the review.
- Feel free to develop your own perspective on the issues raised in the literature.
- Give review essays 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 WES Editor.
- When writing a Review Symposium, please treat it as a single book review.

## Word limits and timeframe

- |                                 |                |          |
|---------------------------------|----------------|----------|
| • Single Book Reviews           | 800 words      | 2 months |
| • Joint Reviews                 | 1500 words     | 3 months |
| • Review Essays                 | 3000 words     | 4 months |
| • Review Symposium Contribution | 800-1000 words | 2 months |

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

## Style Conventions

- Reviews should be typed in a word processing package with double-spacing.
- References should follow the WES house style, which is based on Harvard style.
- Quotations in the text should be enclosed in single quotation marks (double within). Please ensure you provide details of the page number/s. 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 Review Essays**

1. Essay title
2. Reviewer name and affiliation
3. List of books reviewed (as laid out below)
4. Main Text

#### **For Joint and Single Book Reviews**

1. Title of the book(s) reviewed (as laid out below)
2. Reviewer name and affiliation
3. 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.

## **Your contacts**

**Please address all initial correspondence to the Book Reviews Administrator:**

Sophie Jaques (BSA Publications Assistant): [bookreviews@britsoc.org.uk](mailto:bookreviews@britsoc.org.uk)

## **Submitting a book review via Manuscript Central**

WES uses an electronic manuscript submission system. We ask all those completing book reviews to upload their final files through this system. If you have any trouble uploading your review, please contact Chris Grieves on the email address above.

We will send you an invitation email with deadline and details of how to submit your review via ScholarOne Manuscripts™. Please ensure that your file is formatted according to the template (attached to the invitation email) as this speeds up the processing of your review.

After you have submitted, your review will go directly to the Editors who will review your manuscript. We do not accept reviews unconditionally. You will receive an email from the Editors in due course.