



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. A regularly updated list of books we are particularly keen to have reviewed is available at <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.

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 **as well as** 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/).



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. In order to do justice to specialist themes and to ensure appropriate critical comment the Book Reviews Editors may ask a reviewer for brief feedback on submitted manuscripts. 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 book review as part of a Review Symposium, please make explicit how your approach shapes the review's critical comment.

Word limits and timeframe

• Single Book Reviews	800 words	2 months
• Joint Reviews	1500 words	3 months
• Review Essays	2500-4000 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 book(s) is delayed in reaching you.

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.

Submitting a book review via ScholarOne Manuscripts™

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.

Your contacts

Please send correspondence to wes.journal@britsoc.org.uk