



SOCIETY OF
**American
Archivists**

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How to Write a Book Review for *The American Archivist*

Specific guidelines for book reviews for *The American Archivist* include the following:

- Reviews should be approximately 1,500 words in length
- Reviewer must identify title, author or editor(s), city of publication, publisher, date of publication, number of pages, ISBN number (properly formatted), cloth or paper, and price.
- Discuss the author's credentials and background.
- Briefly describe the contents of the book. Do not retell the story but provide an overview and summary.
- A book review is a personal statement. Discuss your reaction to the book.
- Evaluate the book's strengths and weaknesses.
- Discuss the book within an archival context, its relationship to archives and its significance for the discipline.
- Compare the book to similar works
- Respond to the author's thesis and opinions.
- Do not focus on minor typographical or factual errors unless the work is significantly compromised.
- Evaluate the book as a whole in terms of its usefulness to archivists and users of archives materials.