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How to Write a Web Review for
The American Archivist Reviews Online

Here are specific guidelines for preparing a web review for *The American Archivist Reviews Online*:

- Reviews should be 500–750 words in length. The Reviews Editor reserves the right to edit for length.
- For standard monographs, the 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.
- For all other materials (software, web pages, or other resources), reviewers must supply as complete a citation as possible, based on guidelines found in the latest edition of *The Chicago Manual of Style*. If you have questions about citing source information, please contact the Reviews Editor.

When reviewing the resource:

- Discuss the author's credentials and background.
- Briefly describe the material, providing a simple overview and summary.
- All reviews are a personal statement. Discuss your reaction to the resource, its strengths and weaknesses.
- Respond to the author's thesis and opinions.
- Discuss the resource within an archival context, its relationship to archives and its significance for the discipline.
- Evaluate the resource as a whole in terms of its usefulness to archivists and users of archives materials.
- Do not focus on minor typographical or factual errors unless the work is significantly compromised.