

Book Review Guidelines for www.JobToJoy.us

The purpose of the Job To Joy web site is to encourage people through job or career transitions. Book reviews need to be relevant to this audience.

Selecting A Book to Review

1. Refer to our “Book Reviews Wanted List” for books that are already assigned, and book queries that will receive a quick “Yes” with an assignment to write a review of that book.
2. You may also propose another book that may fit into one our topical categories.
3. E-mail a Query before submitting a book review; include: the book’s title and subtitle, author or authors, and a one paragraph synopsis.

Writing a Book Review (think “essay”) Tips

1. Begin your review with a hook – something that will capture your reader’s attention.
2. Include the reference details: title, author, publisher, date, and ISBN.
3. In your second paragraph, provide further insights about the book’s topic and value.
4. Describe some of the main points the author made about the subject, fully cite all quotations. Quotations should not exceed 15% of your review; you may paraphrase.
5. Avoid a string of thoughts that seem more like a list of excerpts than a book review.
6. About one-third of your review should be your reactions to the book. Such as:
 - a. What appeared to be the author’s main reason for writing the book?
 - b. Why was it interesting or useful for you? Be specific about the book’s benefits.
 - c. How was the subject presented, such as: Did it hold your interest? Easy to read?
7. Summarize. What did it mean to you? Why do you recommend this book to people in a job transition? Use a positive tone (or choose a better book).

Basic Mechanics

- ✓ Electronic submissions only, as an attachment or in the body of your e-mail.
- ✓ Book Reviews should be between 400-800 words long (with an appropriate title).
- ✓ Put your contact information in the header (see example above) or e-mail message.
- ✓ Put your author’s/speaker’s BIO in the footer (see example below).
- ✓ Attach a photo of yourself to your e-mail; JPG file types are preferred, small files please.
- ✓ If possible, attach a picture of the book’s cover. JPG files are preferred.
- ✓ Cite quotations/paraphrases by www.APASTyle.org, in endnotes (see our “APA Primer”).

EXAMPLE Writer’s BIO: **Jeanetta Chrystie** is a freelance writer and speaker. She has sold more than 500 articles, 200 newspaper and newsletter columns, and several poems. She also teaches online college courses for Southwest Minnesota State University. She and her husband enjoy gardening, Skype with their grandchildren, and snuggling by the fireplace & on the porch swing.