

## Book review guidelines

Thank-you for undertaking this review for the *Journal of Alternative and Community Media*. Your insights are appreciated, and provide an important contribution to the study of alternative and community media..

Please follow the guidelines below when writing your review.

### Word count

Book reviews should be 800-1,000 words. For selected works we will accept longer reviews.

### Structure

Manuscripts should contain, in the following order:

- (i) Author, X (year) *Title of book in italics*. Publishing place: Publisher. ISBN or ISSN number; pbk/hdbk/both; pp; RRP.  
Reviewed by [Your Name]
- (iv) up to 10 key words;
- (v) main text with each new paragraph indented;
- (vi) numbered end notes;
- (vii) alphabetical references section using the Harvard system (see attached style requirements).

### Matters to consider

In reviewing the work, please consider some or all of the following:

- (i) What contribution does this work make to our field?
- (ii) Where does it 'fit' – what overarching frameworks or sub-disciplines does it draw upon?
- (iii) Who do you think the work is appropriate for – researchers/scholars, undergraduates, industry?
- (iv) How is it written? For example, is it a dense, theoretical work that requires several readings in key parts or a more accessible narrative?
- (v) If relevant, you might also make comment about the author and their standing, past work, and what this new work signifies in terms of their research contribution and direction.

## **Language**

Please note that JOACM is an international journal that seeks to review books written in English, Spanish and French – and other languages where possible. If your review requires translation, please contact the Managing Editor whose details are listed below.

## **Submitting your review**

Please send an electronic copy in an editable format (eg .doc) to one of the journal's book review editors:

Dr Kerrie Foxwell-Norton [email: [k.foxwell@griffith.edu.au](mailto:k.foxwell@griffith.edu.au)]

Dr Arne Hintz [email: [HintzA@cardiff.ac.uk](mailto:HintzA@cardiff.ac.uk)]

Dr Claudia Magallanes-Blanco [email: [claudia.magallanes@iberopuebla.mx](mailto:claudia.magallanes@iberopuebla.mx)]

with a CC to Managing Editor, Ben Green [email: [editorial@joacm.org](mailto:editorial@joacm.org)].

Thank-you, and we look forward to receiving your review before or on deadline.

## **Ben Green**

Managing Editor

*Journal of Alternative and Community Media*

[b.green@griffith.edu.au](mailto:b.green@griffith.edu.au)

## Specific style requirements

- (i) Manuscripts to be submitted in 10pt Arial font, 1.5 line spacing, all paragraphs justified, with a line break in between paragraphs;
- (ii) UK English spelling (e.g. “-ise”);
- (iii) in-text references in Harvard style (see examples below);
- (iv) quotations exceeding 40 words in indented block form;
- (v) technical terms and acronyms to be defined when first used;
- (vi) acronyms and abbreviations without points (eg USA, Dr);
- (vii) gender-neutral pronouns (“they” instead of “he/she”) unless the intention is to refer to a specific gender;
- (viii) single quotations marks for all in-text quotes, with double quotes inside if required;
- (ix) dates in the form 1 January 2015;
- (x) zero to nine written alphabetically, 10 and above written numerically.

Tables: All tables should have short descriptive captions and sources indicated beneath.

Figures: All graphs, diagrams, photographs and illustrations should be referred to as figures and numbered consecutively (e.g. “Figure 1”). Photographs and illustrations should be provided separately in TIFF format. Short descriptive captions and sources should be provided for all figures. Authors are responsible for obtaining permissions from copyright holders where required and permission letters must be supplied.

## Referencing style

### In-text:

Author (year: page\*)

\*Page numbers must be provided for all quotes and where paraphrasing an idea from a particular page.

Green (2015: 15) claims that...

...or so it has been claimed (Green, 2015: 15).

### References section:

Book:

Bohm A & Chaudhri DP (2000) *Securing Australia's future: An analysis of the international education markets in India*. Sydney: IDP Education Australia.

Book chapter:

Foot JS (1998) Rayburn, the workhorse. In: Dennis EE and Snyder RW (eds) *Covering Congress*. New Brunswick, NJ: Transaction, 139–146.

Journal article:

Leonard V & LeBrasseur R (2008) Individual assignments and academic dishonesty: Exploring the conundrum. *The Australian Educational Researcher*, 35(1): 37-56.

Website:

Sweet M (2010) The shot of PR that could undermine trust in public health policy. *Crikey*, 29 September. Available at: <http://www.crikey.com.au/2010/09/29/the-shot-of-pr-that-could-undermine-trust-in-public-health-policy/>