

Checklist: Most Important Items for Book Review Evaluation

	Below Expectations	Meets Expectations	Exceeds Expectations
Tone & Substance			
Contribution to Scholarship (provides new insights / interpretations)			
Demonstrates Knowledge of Field			
Fulfills Objectives			
Balance			
Quality of Editing			
References / Bibliography			
Accuracy & Appropriate Citations			
Illustrations / Charts, etc.			
Overall Recommendation to Readers			

Addressing all of the categories in the table above is critical to writing a respected book review that ensures your professional reputation. At the same time, make sure that you conform to the journal's length limitation and meet the deadline for submitting your review. Someone's career may hinge in the balance based on your review, so the sooner you get it done, the better.

Timeliness is also of the essence as to the book's publication and the review's appearance. Keep it fresh since the review will very often determine its true value to scholarship. An outdated review is a disservice to the author and readers. Just remember that writing a good book review requires that you think, reflect, and then act so that the substance of your thoughts will ultimately live in ink.