

## SWAP book review guidelines

### *Purpose:*

Book reviews for SWAP are intended to:

- help teaching staff, particularly those new to teaching, to consider texts that may support their work with students
- provide a critical dialogue on the structure and content of books to facilitate learning and teaching.

Book reviews should focus on the usefulness of the book for teaching and learning purposes. They should also describe in brief the content of the book and its strengths and weaknesses. See below for questions the review should try to address.

You are entitled to keep the review copy, and reviews will be published on the SWAP website. Each reviewer may review up to two books per academic year.

*Length:* approximately 500 words

*Edited books:* In books that contain chapters written by several different authors please try and use the author's names (rather than Chapter 1) when referring to their chapters.

*References:* References should be listed in full at the end of the review. All references should follow the Harvard referencing system. Please see <http://www.soton.ac.uk/library/infoskills/references/index.html#harvard> for information.

*Copyright:* Copyright is reserved by SWAP. However, permission is usually granted for reproduction.

*Editing:* Reviews are subject to editing by SWAP for grammar, style and format.

*Publishing:* SWAP maintains the rights to choose whether to publish the reviews on its website or elsewhere.

## **Content**

Your review should try to answer all or most of the following:

### Learning and Teaching

- Do you/ will you use the book for teaching? What module or programme would you use this book for?
- What level(s) of students would you use this book for?
- Would you include this book (or a chapter of the book) on your reading list?
- In what type of session (e.g. lecture, seminar) do you/would you use this text?
- Would you recommend this book to your colleagues for teaching?
- What is the intended audience (students/staff)? Would a reader need any prior knowledge of the subject matter?

### General

- What are the strengths and weaknesses of the book?
- What do you find particularly helpful or unhelpful about the book?
- How does the book fit into current thinking on the subject (context)?
- Is the book laid out in a logical, user-friendly way, and is it easy to use?
- Are there any omissions or errors that you feel impact on the credibility of the book?
- Is the book well referenced? Are there directions for future reading, and if so, are these useful?