



## EDITORIAL GUIDELINES

**Thank you** for agreeing to review this title for Doody Enterprises and your Editorial Review Group (ERG) Chair. When accepted for publication, your review will appear on all of Doody Enterprises' websites and in our weekly email bulletins serving health sciences librarians around the world. Our objective is to publish original reviews known for their objectivity and intellectual integrity. If you are assigned a title that may present a conflict of interest we ask you to excuse yourself as the reviewer of that title and return the title to your ERG Chair.

### Completing the Review

Please honor the 30-day deadline for completing this review. The review due date is contained on the sheet that you received with the title. The purpose of the Questionnaire and the Review Form is to make the process of writing your review as easy and as time efficient as possible in order to meet our stringent deadlines and to provide a uniform presentation for all our reviews. Please follow the instructions provided on each of the subsequent screens and these general guidelines:

The amount of time you spend reviewing the title should be about three to five hours, depending on the length and complexity of the title.

- Read the Preface, review the Table of Contents and, if edited, review the list of contributors.
- If applicable, note what features are available online at an accompanying website.
- Read/scan the entire title in about one hour, noting key features.
- Read at least two chapters carefully. One chapter should cover an area you know quite well; the second chapter should cover an area you don't know very well.
- Complete the review according to the explicit directions on each page. The ratings you provide in the Questionnaire are used to calculate an overall numerical rating for the title.
- Follow the instructions for submitting the Copyright Release Form at the end of the review process.

To make your review effective, interesting, and easy to comprehend, we ask that you follow some basic style principles:

- Your review should be 300-400 words long.
- Write your review in complete sentences.
- Use the active voice. Use the present tense when referring to the title and its features.
- Be objective and appropriately critical.
- The most important part of the review, from the reader's standpoint, is the final section, "Assessment/Comparison."

When you submit your review to Doody Publishing, a copy is automatically emailed to your Editorial Review Group Chair. Your review will be edited by Doody Publishing staff for grammar, style, and

consistency of terminology and presentation. When your review is added to our database, you will receive a copy of your review via email.

If you have any questions about the guidelines or completing the review, please contact us at [editorial@doody.com](mailto:editorial@doody.com).