



EDITORIAL & SUBMISSION GUIDELINES

Thank you for agreeing to review this title for Doody Enterprises and your Editorial Review Group (ERG) Chair. If this is your first review with us, please take a few minutes to study these guidelines closely.

Executive Summary

The goal is to write an objective, expert book review in accordance with Doody's review format in the service of health sciences librarians. Reviews should...

- Take three to five hours to complete
- Be completed within 30 days upon receiving the book
- **Comprise 300-400 words**
- Be written in complete sentences and paragraphs
- Use active voice and present tense
- Avoid first person

Editorial Guidelines

Reading strategy: Below is a guided reading process you may use to streamline your reviewing experience:

1. Read the book's preface, review the table of contents, and review the list of contributors.
2. If applicable, note what features are available online at the accompanying website.
3. Read/scan the entire title in about one hour, noting key features.
4. 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.
5. Examine the Questionnaire and Narrative Review templates on the next page to determine your readiness to complete the review. If you can confidently respond to the Questionnaire, you may proceed. If you cannot, repeat steps 3 and 4 above until you feel ready.

Word count: 300-400 words

Sections: Each Narrative Review section should be written as one paragraph in full sentences with no breaks. While some guiding questions may be yes/no in nature, your responses should be written in complete sentences that flow logically from one to the next.

Voice: Please use present tense and active voice. For example, the sentence "Glossary terms were defined at the end of each chapter" is better written as "The book includes glossary terms at the end of each chapter." Avoid using first person unless sharing a personal endorsement or narrative. For example, "I really enjoy this book" is better written as "This book is a great introduction to cardiac arrhythmias." An example of an acceptable use of first person is "I highly recommend this book for undergraduate nursing fundamentals courses"; this sort of language should be limited to the final Assessment/Comparison section.

Objectivity & evaluation: Most of the Narrative Review sections and guiding questions ask you to objectively report on the book's purpose, audience, and features. When asked for your professional evaluation of certain book elements, please be appropriately critical. While you are

welcome to cite personal/professional experiences that are relevant and shape your opinion, it is important that the focus of the review remains the book. Remember, reviews need to keep around 300-400 words. As your name and credentials are published along with the review, it is never appropriate to introduce an evaluation using your professional status, e.g. “As a clinician with 20+ years of emergency room experience, this book...” The most important part of the review, from the reader’s standpoint, is the final section, Assessment/Comparison, in which you will take a stand on the book’s value in relation to other books on the topic.

Artificial intelligence (AI): The use of AI tools to write or edit any part of your review is strictly prohibited. Doody Enterprises reserves the right to stop the publication of any review suspected of being written or edited, in part or in whole, using AI tools.

Submission Guidelines

Objective: Our objective is to publish original reviews known for their objectivity and intellectual integrity written by experts in the field. Each review comprises a Questionnaire and Narrative Review; both components must be completed in their entirety for the review to be considered complete.

Conflicts of interest: A conflict of interest includes, but is not limited to, serving as the author of, editor of, contributor to, or peer reviewer for the book you are assigned to review. If you are assigned a book that presents this or another potential conflict, we ask that you raise your concern with your Editorial Chair or contact us at editorial@doody.com.

Timeline: We ask that reviews are completed by the date listed on the instruction sheet that accompanied the book. Your Editorial Chair may provide you with a different approved submission deadline. In the lieu of a sheet or other guidance, please submit the review within 30 days upon receiving the book.

Time commitment: 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. It is important to us that completing the review is a time-effective activity for reviewers. Unless you are electively spending additional time to read the book cover-to-cover, we ask that you contact us or your Editorial Chair should the time needed to complete steps 1-5 above exceed five hours.

Submission: The final step prior to submitting your review is to complete a Copyright Release Agreement. When you submit your review to Doody Enterprises, a copy of your review and the copyright release is automatically emailed to you. Your Editorial Chair will also receive a copy of your review. Your review will be edited by Doody Enterprises staff for grammar, style, and consistency of terminology and presentation. If your review requires clarification or additional development prior to publication, a member of our Editorial Team may be in touch with you directly. When your review is published, you will receive a copy of your edited review via email.

By clicking “Continue” below, you agree that you understand and will adhere to these Editorial Guidelines. If you have any questions, please contact us at editorial@doody.com.