Journal of Applied Christian Leadership

Book Review Guidelines

April 2012

**Standard Book Review Requirements:**

1. Formatting should be minimal
   1. Paragraphs left justified with no indents
   2. Paragraphs separated by one line space
   3. Page numbers centered at the bottom of each page
   4. Cited references inserted as endnotes
   5. Left justified heading as follows:
      1. BOOK REVIEW

*Title and subtitle*

By Author (last), (first and middle initial)

New York: McGraw-Hill, 2011.

ISBN: 9780071773065, 229 pp., (alk. paper) $25.00.

* + 1. Reviewed by your name
    2. Byline: One-sentence that provide pertinent information that identifies you as book review author

1.       The books need to have been published within the last 3 years

2.       Length limited to 650-1200 words

3.       Contents

a.       Restate the basic thesis of the book

b.      How the book contributes to the understanding of leadership

c.       Specific ways in which the book positively impacted you professionally or personally

d.      Areas where the book fell short

e.      Analysis of how well the book addressed the issues of its thesis

f.        Conclusion

4.       Provide a brief byline that introduces you

5.       Provide bibliography info including ISBN number

**A longer form is the Book Essay which would be as follows:**

1. 1,200-1,500 word essay drawn from a recent book that contributes to the understanding of leadership. This submission would be treated as an article and would require literature review comparison as part of the analysis and reflection on the book.

**A shorter form is the Book Note which would be as follows:**

150-200 word summary of the book following the same content format as described for the Standard Book Review above.