INFORMATION MANAGEMENT | "In Review" Guidelines

The Purpose

"In Review" supports *IM*'s purpose of satisfying the growing information, educational, and intellectual needs and interests of information professionals by providing readers useful, descriptive, informative, objective, and balanced evaluations of new and currently available published works.

"In Review" is diverse in both the nature and variety of materials reviewed. Efforts will be made in each issue of *IM* to provide reviews of several types of materials reviewed by a different contributor, including:

- Published material, which includes books, technical reports, videos, white papers, industry studies, guides, and trade publications. "Books" may include monographs (a book-length study of a single subject) and reference books (volumes not meant to be read cover to cover, e.g., dictionaries or encyclopedias).
- Products, including online databases, CD-ROMs, DVDs, and equipment
- Electronic reference sites, which include websites and list services

Accuracy, balance, and fairness are important elements of reviews found in "In Review." Non-critical, or glowing, reviews are actively discouraged, as are hatchet jobs. However effective a resource may be, each review should focus on one or more weak or ineffective elements. Each review will strive to offer a balance of positive and negative perspectives.

Contributor Qualifications

Each contributor should be sufficiently knowledgeable in and comfortable about writing an informative and objective review. Contributors are encouraged to pursue resources that interest them and are about topics that will have a wide interest among *IM*'s audience. A potential contributor may turn down a review request for any reason with no prejudice attached by *IM*'s editors.

The Introduction should include the following:
- A short, creative title that describes the nature of the item under review
- The author's name or corporation, title of work, frequency of publication or conference, place of publication, name of publisher, year of publication and copyright date, ISBN or ISSN or other identifier, price of published work, and ordering information

The Body should include the following:
- An introductory sentence or paragraph that engages the reader and introduces the topic and addressing the specific scope of the published work (e.g., records retention, electronic records retention, or retention of electronic images). Consider opening with a striking or thought-provoking remark, a quotation from the published work, or a personal reflection.
- Include who is the intended audience (e.g., archivists only or all information managers) and who will find it beneficial
- Include strengths and weaknesses within the published work with examples
- Include statement on the effectiveness of the author's introduction (e.g., does the author explain the inclusion and exclusion of content you think is important?) *Continued ...*

Contributor Compensation

"In Review" submissions will include a contributor's byline, e-mail address, and will receive a copy of the published item reviewed (e.g., book, white paper, or technical report), and a $50 honorarium upon publication. *(Reviews published in IM **may also** receive CRM maintenance credit based on policies and procedures established by the ICRM Board.)*

Contributors must include their company affiliation, position title, mailing address, e-mail address, and fax number.

Content of Reviews

"In Review" submissions are 650 to 750 words in length, or four double-spaced pages. The reviews add value to the published works by evaluating them with information management in mind. Each draft review submitted will meet editorial standards for objectivity, balance, and clarity.

Traps to Avoid

IM's editors will work with contributors to avoid the following:

- Articles that represent an actual or perceived conflict of interest (e.g., a direct competitor of a person reviewing the competitor's book or a contributor to a work)
- Use of either praise or reproach without clear and specific substantiation
- Use of inflammatory, abusive, or obtuse language (e.g., jargon or cryptic acronyms)
- Lengthy personal anecdotes
- Writing a *report* when a *review* is needed

Submission Procedures

"In Review" articles need to be submitted in Word format to *editor@armaintl.org* or by mail to:

> Managing Editor
> ARMA International
> 11880 College Blvd., Suite 450
> Overland Park, KS 66210

The Body continued …

- Use of resources and their documentation (e.g., citations in footnotes/endnotes) to support assertions and factual information (rather just based on the author's opinion or experience)
- Value of the published work to *IM's* readership (e.g., does the work or event provide new and useful knowledge, or does it provide useful interpretation and repackaging of existing knowledge?)

The Conclusion should include
- A statement about the recommendation of the published work. This should include any qualifications or reservations (e.g., as to cost, as to complexity of the item, or as to usefulness to a wide information-management audience)
- The contributor's name, any honorifics, and affiliation (e.g.: John R. Jones, CRM, ZooStor, Inc.)

Sample – A sample review is available on the *Information Management* website at *http://tinyurl.com/kkkl3pj*.

Style Issues – A general "Author Guidelines" document is available on the *Information Management* website at *http://tinyurl.com/k36jbt8*.

Themes and Deadlines – When a particular theme is targeted for a given issue of IM, published works for "In Review" will focus on the theme, if possible. E-mail *editor@armaintl.org* for the latest editorial calendar and deadlines.