

The Orff Echo

Guidelines for Children's Book Reviews

This column is designed to acquaint readers with children's books—both old and new. *The Orff Echo* intends to provide information on valuable educational resources and prints only reviews that meet the coordinator's standards. If reviewers have any doubts about the materials sent for consideration, please contact the coordinator.

Questions to consider include:

1. Who chooses the book for review?

The Orff Echo issue coordinator or the writer may select the book. Readers may also submit book titles to the coordinator for possible review. Current books (published during the last three years) are preferred.

2. How long does the review need to be?

Please aim for 400-600 words. If using a direct quote in the review, please DOUBLE-CHECK for accuracy, including punctuation, spelling, and page number from which the quote was taken.

3. What information about the book should be included with the review?

Include the title, author/producer, publisher, and price at the beginning of the review. If the reviewer needs more information about the book or resource, please contact the coordinator—do not contact the author or publisher directly.

4. Is there a time limit for finishing a review?

There is no specific time frame for finishing a review, but *The Echo* editor does like to keep several reviews ready in case an extra review is needed for an issue. One month is generally a good timeline.

5. Can a writer submit several reviews on different books?

Absolutely!

6. When will the review be published?

Reviews are selected by the editor for inclusion based on available space in a given issue and/or pertinence to the focus of the issue. Reviews may be held in reserve by the editor for use in future issues.

The Orff Echo does not knowingly make review assignments that might involve a conflict of interest. Please inform the coordinator if the writer has a personal or professional relationship with the author or publisher of a book or other resource.

Please email your completed review to the children's book coordinator.

• Include the reviewer's full name, address, phone number, e-mail address and a short bio of 50-100 words.

Children's Book Review Coordinator:

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