

## WRITING BOOK REVIEWS FOR *DEFENDER*

### Introduction

This guidance is designed to assist you in writing a book review for the journal, *Defender*, and is generally advisory not prescriptive. A secondary intention is to reduce time and effort in the subsequent editing and copy-editing processes through the elimination of unnecessary differences of format or problems in translating software.

The advice in this guide covers four areas:

- format (including the page layout for book reviews in *Defender*);
- word-length constraints;
- conventions of expression and punctuation (the journal's house style); and
- content (what should be included in the text of a review where relevant).

### Format

**Software.** You should submit your review in *Microsoft Word* so it does not require extensive reformatting on conversion for layout and printing.

**Document Format, Font and Text Size.** Your review should be submitted as a normal (single-spaced, single-column, fully justified) word-processed document in Arial font, size-12 point (including the heading). The title heading and paragraphs are spaced by one return only. Do not use automatic paragraph spacing or other automatic formatting as this is lost when the software is converted for printing.

**Headings.** The only heading needed is the full title of the book reviewed (including any sub-title). This centred title is followed by the name of the author and your name as the reviewer on right-justified succeeding lines. Names are set out in the order first name then family name. All three lines in the review title are boldened.

**Publication Details.** At the end of the text of your review the publication details of the book are to be included in a separate, single block of text in italics, and separated by commas. No abbreviations except 'pp' and 'RRP' are used. These details include, in the following order:

- author's name in the order of first then family name, ie. *Frank Furphy*;
- title of the book, and (following a colon) any subtitle where applicable;
- publisher, ie. *Pickwick&Gradgrind*;
- place of publication, ie. *Melbourne*;
- year of publication in full, ie. *2007*;
- type of publication, ie. *softback*, *casebound*, or *casebound and jacketed* (for a hardback book with a separate paper jacket), etc;
- number of pages, ie. *352pp.*, ; and
- recommended retail price (RRP) in Australian dollars (plus postage costs, if any, if the book is distributed direct by the publisher), and any contact details for boutique publishers or self-published books.

**Final Layout.** As shown at Annex A, each book review generally occupies one whole page in the journal. This layout will be set by the copy editor using the text from your normal word-processed document. The edited layout normally includes two columns of text, with headings detailing the title, author and reviewer at the top of the left-hand column. The top of the right-hand column includes a small, high resolution, photograph of the book's cover. The book's publication details (in italics) are at the bottom of this column.

### **Word Length**

Word lengths are dictated by the journal's page layout. If your review does not fit the word limits set below it will be pruned in order to do so. It is better if such pruning is done by you as the expert reviewer in the first place rather than subsequently by the copy editor. You will be told the word length needed.

- 850-880 words – one-page review for single books); and
- 1650-1750 words – two-page review essays for very large or important books, multi-volume works or books with related themes or topics.

### **Conventions and House Style**

In general, *Defender* employs the conventions of expression and punctuation detailed in the *Commonwealth Style Guide*. Your attention is drawn to the following specific points of *Defender's* house style:

- the only heading in your review is the title of the book concerned;
- the author's academic title or military rank is included in the title of the review only if it so used on the title page of the book;
- the reviewer's academic or military title may be used at the reviewer's discretion;
- world wars are referred to as *World War I* and *World War II* respectively;
- wars fought in the Persian/Arabian Gulf area are referred to only in neutral geographic and culture-centric terms using their dates, ie. *1980-88 Gulf War*, *1991 Gulf War*, and the *2003-08 Iraq War*;
- *Al Qa'eda*, *Jemaah Islamiyah*, *Hezbollah* , *Osama bin Laden*, *Abu Bakar Bashir* and *Oruzgan Province* are spelled as such;
- all quotations not indented as separate passages employ single quotation marks with double quotation marks used only for a quotation within a quotation;
- titles of books, articles, films or television programs are italicised but not boldened, underlined, included in quotation marks or otherwise marked;
- full dates are preferred and are written in day-month-year format, ie. *12 December 2007*;
- abbreviated dates should be avoided but where used are written in dd-mmm-yy format, ie. *12 Dec 07*; and
- footnotes and endnotes are not used.

### **Points to Consider in Writing a Book Review**

*Defender* chooses its reviewers based on their expertise on the subject involved and their general felicity with words. The general content of the review is up to you as the reviewer but, where possible and relevant, you should cover the following points in approximate order:

- introduce the topic of the book and briefly include any personal knowledge you have of the author or subject if it helps you to describe the overall relevance or worth of the book;
- outline where the book and/or its author fit into historical, academic, military, political or other coverage of this topic (including comparisons with other books on the same or related subjects);
- outline the overall qualifications or other authority of the author to write the book including any relevant academic or technical qualifications, or military, diplomatic, intelligence, political or governmental experience;
- summarise the 'story' the book tells, its key themes and anything different or especially interesting about the book or its author;
- note how well researched, well argued and/or well written the book is, or is not – including any significant omissions or research failures, and particular difficulties, triumphs or amusing incidents involving the author;
- outline the general structure of the book (chronological, thematic or random layout of chapters, annexes, etc);
- describe succinctly the quality and relevance of any maps, charts and photographs, and especially whether the maps are readable and do or do not include important places mentioned in the text;
- note any improvements that should be made for future editions, for example, the nature and whereabouts of additional source material, other experts worth interview, better indexing, clearer maps, more relevant photographs, etc;
- compliment or criticise the editor and/or publisher if justified; and
- conclude with a very succinct overall description of the book, including its strengths and weaknesses, and a recommendation as to whether it is worth reading.

### **Conclusion**

This guide is intended to assist you to write a book review suitable for use in *Defender*, the national journal of the Australia Defence Association. It is a general guide only and is not intended to inhibit your overall approach and personal style.

### **Annex:**

#### **A. Example Book Review**

# A Man of Intelligence: The Life of Captain Eric Nave - Australian Codebreaker Extraordinary

Ian Pfennigwerth

Reviewed by Ron Bonighton

Much has been written about the Allied effort to break enemy codes before and during World War II. Most accounts focus on the successes against German codes or, if dealing with the Pacific, on American efforts to exploit Japanese diplomatic and military codes. Ian Pfennigwerth's biography of Captain Eric Nave is therefore particularly welcome as it is one of very few books which provide insight into the considerable success achieved by Australians in the breaking of Japanese codes.

Dr Pfennigwerth is well qualified to write this account of Australia's pre-eminent cryptanalyst. A former naval officer himself, he brings a depth of understanding to the twists and turns of Captain Nave's own naval career, while his extensive work in the intelligence sphere provides him with clear insight into the value of Nave's work. It also enables him to shepherd the reader through lucid explanations of the often complex art of the cryptanalyst.

The author has taken advantage of the many accounts now available on codebreaking, but has also carried out extensive archival research and interviewed Nave's family and old comrades. He also had access to Nave's memoirs, although as these were written when Nave was 87 and without access to official records, they apparently proved not altogether reliable. The book is well footnoted, has an extensive index and bibliography, and contains some interesting photographs.

Writing on sensitive intelligence matters is always a difficult task and none more so than when discussing signals intelligence and the intricate details of codebreaking in particular. It was only in the 1970s that the extent and success of such activities during World War II came into the public domain: even then, interest tended to be focused on its role in particular incidents – the aerial ambush of Admiral Yamamoto, for example. Much material remained off-limits even then, and much was lost or destroyed, making the task of the researcher a difficult one.

This book sets out very clearly the sheer slog involved in codebreaking, its reliance (pre-computers) on a few gifted amateurs to make the critical breakthroughs, and the need for close co-operation across Allies and Services to intercept, process and distribute the material. *A Man of Intelligence* also explores the often misguided attempts – usually in the name of security – to limit access to such intelligence and separate control of the signals intelligence system from wider intelligence processes. All of these themes are, of course, directly relevant to the intelligence challenges of today.

Eric Nave joined the RAN as a Paymaster Clerk in 1917 after a series of fortunate events. The monetary aspects of learning Japanese, chiefly the extra five shillings a day in pay, attracted him to the language. His natural linguistic flair

resulted in him becoming the first RAN officer to undertake studies in Japan.

On returning to Australia, he began to take an interest in the intercept and deciphering of Japanese codes (from 1921 the RAN had instructed its vessels to copy Japanese naval traffic). Nave had come to British attention as a highly talented linguist during his stay in Japan and the Admiralty requested his attachment to the China

Fleet on that basis. Eventually, in 1930, the Admiralty sought his permanent transfer to the Royal Navy and he spent the next 19 years as an RN officer, a most unusual scenario as, until then, the traffic in navy officers had been from the RN to the RAN. Dr Pfennigwerth does a first rate job of setting Nave's role against the backdrop of Great Power manoeuvring in the Pacific between the two world wars.

As a key expert in the attack on Japanese coded traffic, Nave was highly prized by the UK, spending much of his time either in the China Fleet or at the top secret Government Code and Cypher School – the iconic Bletchley Park. However his health was ruined by his time in Asia and he returned to Australia in 1940 to recuperate. Here he played a key role – still as an RN officer – in developing the Australian war-time signals intelligence organisation.

This was by no means an easy task. Not only were Australian military commanders generally unaware of the value of such work and the effort involved in its successful and secure execution, but elements – particularly in the US Navy – were determined to thwart any pretensions or independent capacity Australia might have in this field. Indeed, following an agreement between the Admiralty and the US Navy on the division of cryptanalytic effort against Japan, Nave was left without a meaningful role, until recruited into Central Bureau (the forerunner of today's Defence Signals Directorate) by another legendary Australian Siginter, Mic Sandford. After playing a key role in setting up Australia's post-war signals intelligence organisation, Nave went on to help establish ASIO in 1949, serving until his retirement in 1959. His subsequent work with ex-Service personnel continued into the 1970s. He died in 1993.

This is a well-researched and easily accessible account of a career at once unusual and arcane. While Dr Pfennigwerth has a firm grasp of Nave in his professional role, his efforts to come to grips with Nave, the man, is less sure. Nonetheless, this is a 'must read' for the Australian intelligence enthusiast, and a worthwhile investment for the general reader. ♦

Ian Pfennigwerth, *'A Man of Intelligence: The Life of Captain Eric Nave - Australian Codebreaker Extraordinary, Rosenberg, Dural NSW, 2006, Softback, 304pp., RRP \$A29.95.*

