

Theological Studies Book Review Editor
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BOOK REVIEW GUIDELINES

Length: 700-800 words

Deadline: _____

FOR BETTER REVIEWS, PLEASE FOLLOW THESE GUIDELINES:

- **Overall Judgment:** We give books an initial screening but rely on you for an informed judgment. If you cannot recommend a book to readers, please notify us and return the book without writing a notice. Since we have space for only a sampling of the books we receive, we do not wish to devote space to an inferior book, except for a particular and cogent reason.
- **Content:** Describe the content of the work in brisk, summary fashion. Avoid excessive detail or a plodding chapter-by-chapter précis. Above all, evaluate the work critically, judging its strengths and weaknesses. At least 50% of the review should be devoted to evaluation; the ideal is to include most of the description within the evaluation.
- **Tone:** Our policy is to maintain a courteous tone, even when expressing differences of opinion or pointing out errors of fact.
 - **General Stylistic Guidelines:** We follow the *Chicago Manual of Style*, but modify it; find it here: <http://theologicalstudies.net/writers/style-and-formatting-guide/>
 - please also consult our spelling guide at <http://theologicalstudies.net/writers/spelling-and-abbreviations/>
- **Format:** Use 12-pt Times New Roman. Double-space all text. Indent the first line of every paragraph ½ inch, except for the first paragraph under the book title. For emphasis, do not **bold** or underline text, but when you need to highlight text (e.g., for book titles cited within your text), use *italics*. After the initial mention of the author's name, all subsequent mentions are to be by initial only, e.g., S. or S.'s.
- **Heading:** Give the following information, double-spaced and **bolded**, in this order and form: *Title: Subtitle*. Author. Editor. Translator. Series. Number of volumes. Edition. Place of publication: publisher, year. Number of pages. Price (cloth; paper). Use a sans serif font, 12 pt, such as Arial. Thus:
Moses: A Life. By John R. Forest, C.M. Translated from the French by James Jones.

Ancient Bibliographies. New York: Macmillan, 2014. Pp. xv + 678. \$70; \$29.50.

- **Citations:** If you cite directly from the book, indicate in parentheses the page(s) you cite. Use the bare number only, **no** "p." or "pp." Avoid using the vague "?" and "ff." Do not separate and indent quotes.
- **Length:** If your review goes beyond the maximum length assigned, we will not be able to use it as is. But if you judge that a book sent for a full review can be sufficiently handled in a shorter notice (250–350 words), please inform us and write a shorter notice instead.
- **Conclusion:** At the end of the review, double-double space and type your name, right justified; under your name type your institution and its location. Use a 12-pt sans serif font, such as Arial.
- **Deadline:** Try to meet the deadline. If you need an extension, contact us as soon as you note the need. If you cannot complete the review within a reasonable time, please return the book to us.
- **Sending your review:** Please send your review by e-mail attachment to tsbookreviews@usfca.edu. We can handle most formats. Or simply paste your review into the body of an e-mail message. Please do not fax it. In all e-mail communications, **in the subject window, please include the last name of the book's author.**

- ***Editing:*** Copy may be edited for length, clarity, style, and tone.
- ***Requests:*** We occasionally accept requests to review forthcoming books. If you request a book for review, please supply complete bibliographical data.

We are deeply indebted to our reviewers. Thank you for your generous assistance!