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- **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. Doublespace 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.**


- **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.

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