FOR BETTER NOTICES, PLEASE FOLLOW THESE GUIDELINES:

1. **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 it 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.

2. **Content**: Describe the book’s content in brisk, summary fashion; avoid excessive detail or a plodding chapter-by-chapter précis. Above all, do not include what readers can find by visiting the publisher’s website or Amazon, e.g., the table of contents. Evaluate the work critically, indicating its strengths and weaknesses. At least 50% of the notice should be devoted to evaluation; the ideal is to include most of the description within the evaluation.

3. **Tone**: Our policy is to maintain a courteous tone, even when expressing differences of opinion or pointing out errors of fact.


5. **Format**: Doublespace all text. Indent the first line of every paragraph ½ inch. It will be helpful to avoid **boldface** and **underline** typefaces completely, but when you need to highlight text (such as for the book title), use **italics** [Note: this use of italics is a new policy]. After the initial mention of the author’s name, all subsequent mentions are to be by initial only, e.g., S. or S.’s.

6. **Heading**: Give the following information, doublespaced, in this order and form. **TITLE** (small caps): **SUBTITLE** (small caps). **Author.** **Editor.** **Translator.** **Series.** **Number of volumes.** **Edition.** **Place of publication:** publisher, year. **Number of pages.** **Price (cloth; paper).** Thus:


7. **Citations**: If you cite directly from the book, indicate the page(s) cited in parentheses by bare numbers only; **no “p.” or “pp.”** Avoid the vague “ff.” Do not specially indent quotes.

8. **Length**: Shorter notices should not be less than 250 words nor exceed 350 words.

9. **Conclusion**: At bottom right of the notice, type YOUR NAME IN SMALL CAPS; two lines below that, the name and location of your institution in normal type.

10. **Deadline**: Try to meet the deadline agreed on. If you need an extension, please contact us as soon as you note the need. If you cannot complete the notice within a reasonable time, please return the book to us.

11. **Sending your review**: If you can, please send your notice by e-mail attachment to Daniel Kendall, tsbookreviews@usfca.edu. We can handle most formats. Otherwise, you may mail your notice on floppy disk or as a hard copy. Please do not fax it. In all email communications, in the subject window please include the last name of the book’s author.

12. **Editing**: Your review may be edited for length, clarity, style, and tone.
13. **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!*