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SHORTER NOTICES GUIDELINES

Length: 250–350 words

Deadline:

FOR BETTER NOTICES, 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. 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 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.
- **Tone:** Our policy is to maintain a courteous tone, even when expressing differences of opinion or pointing out errors of fact.
- We follow the *Chicago Manual of Style*, with some modifications, and *Webster's Third International Dictionary* for spelling, hyphenation, and so on. Please see <https://theologicalstudies.net/style-and-formatting-guide/> . Please also consult our spelling guide at <https://theologicalstudies.net/spelling-and-abbreviations-guide/> .
- **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. 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, in this order and form: *Title: Subtitle. Author. Editor. Translator. Series. Number of volumes. Edition. Place of publication: publisher; year. Number of pages. Price for hardback (use the abbrev., hb); paperback, if available (ppb); ebook, if available (eb). Use a sans serif font, 12 pt, such as Arial.. 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, 1993. Pp. xv + 678. \$70 (hb); \$29.50 (ppb).
- **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 "f." and "ff." Do not separate and indent quotes.
- **Length:** Notices that go too far over the limit of 350 words cannot be used and will be returned for shortening. They should not be less than 250 words in length.
- **Conclusion:** At the end of the notice, 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 notice within a reasonable time, please return the book to us.
- **Sending your review:** If you can, please send your notice **by e-mail attachment** to tsreviewseditor@gmail.com. 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 email communications, **in the subject window please include the last name of the book's author.**
- **Editing:** Your review 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!