|  |  |
| --- | --- |
| **JOURNAL OF RELIGIOUS HISTORY**  **Book Review: GENERAL GUIDELINES and STYLE GUIDE** | |
| **General guidelines**  Reviews should be approximately 1000 words.  Please aim to bring out the central arguments or insights of the text. Provide some context for the work and identify its contribution to the relevant literature. Cite a few concrete examples from the text and provide the page number/s or chapter/s in parentheses.  Short quotations can be included, but not long block quotes. Do not include footnotes or endnotes. Do not give a mere list of chapter summaries or chapter titles. Polemics are to be avoided, as well as outright dismissals of the whole project. This does not mean that you cannot criticise the work or disagree with the argument, but you should aim to give the book a fair hearing. You do not need to identify small errors or typos.  In general, you should aim for balance, fairness, and appropriate criticism. | |
| **STYLE GUIDE** | |
| Headings | Flush left. Second (and following) lines of heading to be indented.  Author name to be formatted in “Small Caps” (Go to Format menu, choose Font, select Small Caps), followed by colon. If book has more than one author, “and” should be in regular text (i.e. not in Small Caps).  Title of reviewed book to be italicised.  Include publishing information and year of publication, followed by semi-colon. Indicate page numbers as such: pp. [introductory pages] + [number of pages].  Consult previously published reviews for guides for how to cite additional information (i.e., translated texts, etc.)  Examples:  John Smith: *Imagining the Pagan Past: Gods and goddesses in literature and history since the Dark Ages.* London and New York: Routledge, 2013; pp. ix + 257.  Mary Blogs, Introduction. In John Smith *Liang A-Fa, China’s First Preacher 1789–1855*. Eugene, OR: Pickwick Publications, 2014; pp. xliii + 129. |
| **Main text** | **Font: Times New Roman, 12pt. Justified.** |
| Author affiliation | At bottom of review, flush right.  Reviewer’s name in Small Caps. No titles used.  On a new line note the reviewer’s institution in Italics. Departments/Schools are not listed – however, if the author is from a college attached to a larger institution, note this.  Examples:  John Blog  *Booth College, Sydney College of Divinity*  Jane Doe  *Homerton College, Cambridge University* |
| Paragraphs | First paragraph following heading is flush left, the following are indented. |
| Layout | Single space  Word “Normal” margin settings |
| Spelling preferences | Australian spelling used, unless in quoted material. |
| Abbreviations | Full stops used for all acronyms *except* BC/CE. |
| Punctuation | Double quotation marks. Punctuation inside quotation marks. |
| Dashes | Use em-dashes with spaces before and after.  In regards to a range of numbers (page numbers, years etc.), use en-dashes with *no spaces.* |
| References in Text | No footnotes/endnotes used. If reviewer has used footnotes, try to incorporate footnoted material into the body of the text (within reason), or delete. (This is the only editing of content that I do – the reviewer’s voice should be maintained.)  If reviewer quotes from the text, page numbers should be cited as such: “quoted text” (p. 1). OR “quoted text” (pp. 123–24).  Long quotations (over four lines) should be 10pt, indented.  When naming chapters, parts etc., “Chapter” should be capitalised and the chapter number should be in numerical form. Names of chapters are indicated in double quotation marks, with any punctuation (if necessary) placed *inside* punctuation marks.  Example:  … lead into Chapter 4, Adam G. Cooper’s “The Gift of Receptivity: St Athanasius on the Security of Salvation,” which analyses…  If reviewer cites another book title, title should be italicised followed by the year of publication in parentheses. No other information is given (i.e. publisher, location of publisher etc.). |
| *General Note: If there is any confusion over how to format reviews, consult published reviews in the journal as a guide.* | |