

Guidelines for Book Reviewers

Content

Book reviews should be short pieces of critical writing on a particular text. Reviews are expected to outline the contents of the book; however, the review should not be simply a description of the contents and the following guidelines should be observed:

1. The review should comment critically on both the positive and negative aspects of the book.
2. Reviewers should try to assess the book's contribution to current knowledge and its place within previously published literature.
3. Reviewers may wish to comment on the work's analytical techniques, the clarity of exposition and the quality of writing. Some assessment of the book's research base, the strength of the author's case and the value of any theoretical insights, is required.
4. Where relevant reviewers should comment on the book's provenance (for example, if it is the result of a conference).
5. Reviewers may specify if the book raises further research issues; alternatively, it may have overlooked crucial or well-known research questions, interpretations or evidence. The review should emphasize what might have been added to make the book in question offer a stronger contribution to the literature.
6. Reviewers should state whether the book will, in their opinion, be of interest to readers of the journal, academic researchers, university lecturers, teachers or a wider audience.

Style

1. Reviews should be 1000 words of good quality English.
2. Please use UK spelling throughout (e.g. *-ise* not *-ize*, *-our* not *-or*) but use original spelling in quotations.
3. Spell numbers one to nine then use numerical format (10, 11...). Represent percentages as: 15%
4. Tables, figures and images should be embedded within formatted text, include comprehensible titles and be fully referenced if externally sourced.
5. Please do not include footnotes in book reviews. If you wish to include additional references please do so using the Harvard style as follows:

Surname(s), Name(s)/Initial(s), Year, *Book name in Italics* OR 'Article title in single quotation marks', *Journal title in italics*, Place: Publisher, Volume (issue); page numbers (as appropriate).

6. It is the reviewer's responsibility to find out book prices, ISBN numbers and so on. If they do not appear in the book to be reviewed, please check the publisher's website.

Format

1. Include your name and the date of review at the top left hand side of the page in Arial font 10 followed by the publication details as follows:
 - Full title of the book (in bold, centred and 14 point font);
 - Name of the author (as published); series; place of publication; publisher; date; number of forward and text pages (including index); price; ISBN number (justified, bold, 12 point font)
2. Page setup: margins 2.2cm for top and bottom and 2.5cm for left and right
3. Please use the Arial font, choose size 10 for the main text
4. The main body of the text should be justified.
5. Quotes that are 3 lines in length or more should have a 1cm indentation on both sides and no quotation marks.
6. Page references from the book being reviewed should be provided in the following form: (p.16)

Reviews should be emailed to bookreviews@in-spire.org by a deadline personally arranged with the review editor (usually timed to coincide with the editing of our biannual issues). This is a strict deadline which allows us to remain in good standing with publishers; we request that if a reviewer is unable to make the deadline without good reason that they return the book to *In-Spire*.