BOOK REVIEW GUIDELINES
FOR REVIEWERS

Thank you for considering *Andrews University Seminary Studies* (*AUSS*) as a potential publishing outlet for your book review. *AUSS* strives for the highest quality in publishing content. Therefore, please take a few moments to review the following publishing guidelines. Book reviews that do not conform to these guidelines will be returned to the reviewer for corrections. Books received in the areas of *AUSS* interest (see masthead) may be assigned for review by the editorial team. Interested persons may contact the Book Review Manager to request or recommend books for review.

Content and Method

A book review should summarize the main content of the book and provide a critique, the latter usually being given the larger amount of space. Brief reference to the author's background and qualifications is also useful.

The review should be evaluative. It may compare the book with others of similar topic, as well as with other books written by the author. Footnotes are not to be used; any needed references are to be incorporated into the text in parentheses. Long quotations from the book are discouraged. All quotations must be followed by the exact page reference in parentheses and should not include the abbreviation p(p). before it. Reviews must maintain courteous language, free from invectives of any kind. The basic outline for a review should contain the following sections: introduction, evaluation, and conclusion.

The introduction should begin with a full bibliographical reference. Author (last name first). *Title*. Place of publication: Publisher, Date of publication. Number of pages (Roman numerals + Arabic numerals). Hard (or soft) cover. Price. Identify the author, and place both the author and the title in the context of earlier works in the same field of study. State the author's main argument briefly in very specific terms.

In the evaluation section, describe and evaluate the sources from which the author derived his/her information (primary or secondary, many or few). Then evaluate the development of the author's argument. How well does the author succeed in carrying out the stated purpose of the book? List and comment on the book's strengths and weaknesses.

The conclusion should give your judgment on the general value of the book and the type of reader who will likely find it useful.

Book reviews of symposia, *Festschriften*, and collected essays can be treated within the prescribed length limits by listing the titles of the articles and selecting for special treatment a few articles in which the reviewer is specifically interested or that fall into the specialty area of her/his expertise.

Preferred Length

AUSS prefers book reviews with 800–1,500 words. No more than half of the review should be used to describe the contents of the book; the rest should be used for evaluation and comment. Reviewers should use precise language, clear syntax, and avoid unreasonably long and complex sentences.

Style Manual

For style matters and scholarly abbreviations, *AUSS* uses Patrick H. Alexander et al., eds., *The SBL Handbook of Style: For Biblical Studies and Related Disciplines*, 2nd ed. (Atlanta: SBL Press, 2014). For cases of ambiguity or those not covered in *SBL Handbook of Style*, follow University of Chicago, *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*, 16th ed. (Chicago: University of Chicago Press, 2010) and Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th ed., rev. Wayne C. Booth et al. (Chicago: University of Chicago Press, 2013). For spelling, authors may refer to Philip Babcock Gove, ed., *Webster's Third New International Dictionary of the English Language Unabridged* (Springfield, MA: Merriam-Webster, 2002).

Style and Formatting

Manuscripts for book reviews should be double-spaced, have one-inch margins, and be left-justified. Excessive formatting should be avoided, with only block quotations, tables, figures, headings, and subheadings included. Tabs should be used rather than single spacing or first-line indentation. Sentences should have only a single space between them. Tables should be formed using standardized table templates provided in the author's word-processing software. The motto for formatting is, "Keep it simple!" Please note the formatting techniques that follow.

Quotations

Quotations longer than five lines are to be indented and single-spaced. Spelling, capitalization, punctuation, and abbreviations must be reproduced exactly as in the original and care should be taken to preserve the original author's intent. When making omissions in quotations, the use of ellipses should follow *SBL Handbook of Style*, 2nd ed., 4.1.3. However, the format of the ellipses themselves should *not* follow the handbook but instead include one space before and after each period (e.g., . . . , rather than ...). A space should also be placed between ellipses and original punctuation. Ellipses normally should not be used at the beginning or end of a quotation.

Citations and Abbreviations

Citations and abbreviations for all biblical, classical, and patristic literature, Dead Sea Scrolls and related texts, Targumic material, Mishnaic and Rabbinic

literature, Nag Hammadi Tractates, and journals, periodicals, and major reference works should follow *SBL Handbook of Style*, 2nd ed., 8.2–8.4.

For biblical references, no period is used following the abbreviations; a colon is used between chapter and verse. Biblical references should be placed in parentheses in the text of the article, rather than in footnotes (see *SBL Handbook of Style*, 2nd ed., 4.1.8.3, 8.2–8.3.1). Citations of classical and patristic literature should follow *SBL Handbook of Style*, 2nd ed.

The following abbreviations should be used in parenthetical or footnote references. The terms should be spelled out when they occur in the text.

ch(s).	chapter(s)	n(n).	note(s)
col(s).	column(s)	pl(s).	plate(s)
frag(s).	fragment(s)	v(v).	verse(s)

Biblical Languages

Greek and Hebrew fonts are generally preferred rather than transliteration. Transliteration should be used primarily for ancient nonbiblical languages. Due to the problem of font compatibility, *AUSS* accepts only unicode fonts. Before submitting Greek and Hebrew in other fonts or transliterations, please query the editors for directions.

Dates

The format of dates in footnotes should follow the day-month-year system with the name of the month spelled out (e.g., 23 September 2016; see *SBL Handbook of Style*, 2nd ed., 4.3.7.1). Inclusive dates should use all digits for all years (e.g., 1857–1868, rather than 1857–68; see *SBL Handbook of Style*, 2nd ed., 4.2.5). Abbreviations for chronological eras should follow *SBL Handbook of Style*, 2nd ed., 8.1.2 (e.g., 457 BC or AD 325).

Hyphens and Dashes

SBL Handbook of Style, 2nd ed., 2.1.3.4, should be followed when using hyphens and dashes. Hyphens (-) are generally used to form certain compound terms, especially compound adjectives. En dashes (–) should be used when representing a span or range of numbers (i.e., page numbers [e.g., 36–42] or textual references [e.g., John 1:1–3]) and dates (e.g., 1963–2016) and also can be used between words to represent conflict, connection, or direction (e.g., "liberal–conservative debate"). Em dashes (—) can be used for phrases or clauses that interrupt the flow of a sentence and are normally set apart by commas, parentheses, or colons. Spaces should not be placed between the hyphen or dash and the words or numbers that they connect.

Numbers

When used in nontechnical contexts, whole numbers zero through one hundred and ordinal numbers that are used in sentences should be spelled out

and follow *SBL Handbook of Style*, 2nd ed., 4.2.1–4.2.2. Ordinal numbers that are used in citations of sources with more than one edition, reprints, etc. should not have superscripted letters (e.g., 2nd ed., rather than 2nd ed.; see *SBL Handbook of Style*, 2nd ed., 8.4). Arabic numbers (1, 10) are preferred over Roman numerals (I, X). For exceptions, see *SBL Handbook of Style*, 2nd ed., 4.2.2. Number ranges should be all-inclusive (e.g., 234–239; 1964–1967, rather than 234–39; 1964–67).

Submission

After the reviewer has agreed to review a book, the book review should be submitted within three months. Book reviews should be prepared in Microsoft Word and may be submitted by uploading them onto the submission webpage on the *AUSS* website (www.andrews.edu/auss). The "Submit Manuscript" link in the sidebar directs to the submission webpage. Please note that you will be prompted to create an online account (e-mail address and password) with *AUSS*, if you do not have one already.

Editorial Modification

AUSS reserves the right to make necessary modifications to book reviews that have been submitted in order to comply with the journal's content and style. Reviewers of book reviews edited for publication will receive an electronic copy (PDF) in pages, as it is intended to be published. Reviewers will carefully read the book review and provide a prompt formal response accepting it "as-is" or detailing any necessary changes and corrections (making sure to reference a page and line number for each change).

Publication Follow-up

Following the publication of a book review, *AUSS* sends electronic copies (PDF) to the reviewer and to the publisher of the book.

Submission Preparation Checklist for Book Reviews

As part of the submission process, reviewers are required to check off their submission's compliance with all of the following items. Submissions that do not adhere to these guidelines may be returned to the reviewers.
- The submission is in Microsoft Word format.
- The text is doubled-spaced; single-spaced between sentences; uses a twelve-point font; and employs italics, rather than underlining.
- The text adheres to the stylistic and bibliographic requirements outlined in these guidelines.