

GUIDELINES FOR BOOK REVIEWS

- Length:** 800-1200 words—three to four pages, main text double-spaced
- Form:** See Turabian, current edition, for page set-up, margins, pagination
Typescript: Times New Roman, size 11 or 12 font
- Format:** Title page (with no page number)
Do not insert a blank page after the title page
Page 1
- Top margin 2", other margins 1"
 - Page number centered at bottom
 - First entry: heading, single-spaced, aligned on left margin
 - Double-space after heading
 - Main text double-spaced
- Subsequent pages
- All margins 1"
 - Page numbers in upper right corner
 - No footnotes except one for the source of information provided in your biographical summary of author(s)' qualifications. See details given below.
 - No bibliography
- At the end: name of the reviewer, aligned on right margin
- Heading:** Type in this order:
In bold italics—title and (if applicable) edition
In regular typescript:
Author(s)—note if editor(s) or translator(s)
Series and volume in series (if applicable)
Publisher's information—location, publisher, date
Number of pages
Type of book—hardbound or paperback
List price

Header Examples:

How to Read a Book: The Classic Guide to Intelligent Reading, rev. ed. By Mortimer J. Adler and Charles Van Doren. New York, NY: Touchstone, 2011. 449 pages. Paperback. \$13.99.

The Craft of Research, 4th edition. By Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, and William T. FitzGerald. Chicago, IL: The University of Chicago Press, 2016. 336 pages. Paperback. \$10.49.

Book Review Content: There are three key parts to the review: 1) Biographical Sketch, 2) Synopsis, 3) Critique/Recommendation.

Biographical Sketch – The review should contain brief biographical information about the author(s), a synopsis of its content, and a critique of its worth. Keep the biographical note brief and focus on the qualifications of the author(s). In the biographical information footnote, give the source of your information. Alternative to a footnote, you may use a parenthetical citation, if the biographical information comes from the book being reviewed. No other footnotes should be used, but direct quotes from the book being review should be cited parenthetically as specified in Turabian 16.4.3.2 using page numbers only.

Synopsis – The synopsis can be approached many ways. Some reviewers focus on the organizational structure of the book, others highlight the most important parts, and others illustrate their points with brief, sparing quotes from the book. The goal of the synopsis should be to inform the reader of its content.

Critique/Recommendation – The critique should evaluate the strength(s) and/or weakness(es) of the book and assess its value/contribution and recommend who should read it.

Book Review Template: A book review template is provided in the classroom files and can be used as a template for developing your book review.

Sample Book Review: A sample book review is provided in the classroom files to give you an example of a proper formatted book review and the level of content required. The sample book review can also be used as a template for developing your book review.