

STYLE GUIDE FOR BOOK REVIEWS

Format

Please email a copy of your final manuscript in double spacing throughout, to Ken Lestrangle at blar@liverpool.ac.uk

Books for review are allocated to a single reviewer only.

Your review should be a maximum of **800** words which includes title, affiliation and any references. Title details to be as follows:

Bloggs, Francis (2000) *Latin America: A Reader*. The Publisher (Somewhere), xiv + 237 pp. £45.00 hbk., £13.95 pbk.

(Please note title case for English language titles and sentence case for Spanish language titles, e.g. Mariátegui, J. C. (1970) *Temas de educación*. Empresa Editora Amauta: Lima.)

Style

Numbers: For numbers one to twenty - use words; numbers 21 upwards – use figures.

Per cent: Please use 'percent' not '%'.

Spelling: Please use standard British spelling, e.g. use 'ise' not 'ize', 'labour' not 'labor', 'and' not '&'.

Dates: Please use the full form: 1986-1987; and the following style for particular dates: 1 January 1989; twentieth century, not 20th century.

Quotations: Use 'single' quotation marks (with "double" ones for quotations within quotations).

Italics: Please use italics, rather than underlining.

Paragraphs: Indent the first line of new paragraphs; do not leave a blank line between paragraphs.

Abbreviations: Do not put full stops in acronyms; use UNESCO, ILO, USA, etc.

Page quotes: If you quote book page numbers in the review text, please use the format '(p. 45)' or '(pp.45-63)'

Footnotes: Please do not use footnotes or endnotes.

References: Please ensure that all works referred to, other than the book being reviewed, are referenced in the text using the Harvard System and added in a References section after your name and affiliation. (see <http://liv.ac.uk/library/ohecampus/referencing/referencing.htm> for full details).

Affiliations: Please add your full name and affiliation at the end of the review, e.g.

Boris Vermont
University of Edinburgh

Non-English words and text

Single words and short phrases in non-English languages should be italicised, but please note that proper nouns, *even in foreign languages*, are not underlined, e.g. 'Frente Nacional de Prefeitos' should not be italicised. Longer non-English quotations should not be underlined. All

non-English text should be supplied with an English translation. For single words and short phrases, this should follow in parentheses. For longer quotations, it should follow after the non-English text.