

Guidance Notes for Reviewers



Thank you for agreeing to review for the *BAVS Newsletter*. Single reviews should be no longer than 750 words and reviews of two or more titles should be limited to 1250 words. Formatting guidelines are printed overleaf.

Reviews should offer a description of the book or resource as well as analysis of its achievements and its place within current scholarship. Criticism should remain constructive, such that strengths are weighed against weaknesses.

Do please make contact if you are struggling to meet the deadline. Our aim is to make reviewing as accessible as possible and we will therefore accommodate unforeseen circumstances that delay the process (e.g. illness, family duties).

Otherwise, please email bavsnews@gmail.com on or before the agreed deadline with your completed review attached as a word document. Submissions will be checked by the Editor before a copy-edited version with any suggested changes is returned for your consideration.

Format

The *BAVS Newsletter* follows MHRA guidelines for spelling, grammar, and bibliographical references. This includes UK spelling (e.g. 'organisation' rather than 'organization') and single rather than double quotation marks. The third and latest edition of the *MHRA Style Guide* is freely available online as a PDF.

Book titles should be given in full when first referred to in the review. Subsequently, shortened titles can be used.

If a quotation is taken from the title under review, page numbers (including 'p.' or 'pp.')

 should be included in parentheses.

Other works are to be referred to by their full title, original author, and year of publication. If such works are quoted directly, a full MHRA reference should be provided in parentheses.

No footnotes, endnotes, or bibliographies should appear in the review.

The heading of the review should appear as follows:

Book Title, by Author (Place of Publication: Publisher, Year), XXpp., £XX
(paperback/hardback), ISBN XXX-X-XXXX-XXXX-X

Your name and affiliation (in parentheses) are to be included at the end of the review. Many reviewers are not associated with an institution: 'Independent Researcher' is a suitable affiliation in such cases.

Reviews from recent issues are archived on our website and should be consulted as examples.