

TEMPLATE

Dear Reviewer:

Thank you for agreeing to review the accompanying book for the CBQ. You are kindly requested to read and follow carefully these instructions. The editors reserve the right to return a review for rewriting, to shorten it, or even to reject it if it departs substantially from these guidelines.

1. Please type the following as the heading of your review. Please do not use small caps or italics, but double and single underline respectively:

Author/Editor, Title (Sigla #; Publisher City: Publisher, Publication Year). Pp. #. Price.

Length __ words. Since our space is limited, it is necessary to stay within this limit.

If you feel that (a) the book deserves more (or less) treatment than the limit assigned; or (b) it does not deserve to be reviewed at all, please communicate with the editor. It is important to the production process that we receive your review no later than

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2. Editorial Policy. Our goal is to publish reviews that are critical, creative and courteous. In general, a review should include an exposition of the positions taken, the methodology employed, and a critical evaluation (positive or negative, as the case may be) of these. The work may be related to other literature in the field. Comments on the quality of translation, typographical errors, etc., should not be given disproportionate attention. Personal polemics should be avoided, and reviews should not be used to promote one's favorite ideas.

In general, two kinds of review are covered:

(a) monographs

(b) essay collections and Festschriften should be reviewed in this manner: all the articles contained in the book should be listed with exact titles (in the original language). You may then comment, as space permits, on the work as a whole or on individual articles for clarification and evaluation.

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3. Style. For points of style not contained below, please refer to a recent issue of CBQ. "Instructions for Contributors" can be found in CBQ 60 (1998) 829-56 or online at: <http://catholicbiblical.org/publications/cbq/cbq-instructions>.

(a) Type double-spaced (not 1 1/2), in 12-point type, and with generous margins.

(b) Use regular spacing. Do not justify the right margin.

(c) The name of the author is always abbreviated except for the first reference or when it appears as the first word of a paragraph.

(d) Page references should be preceded by "p." or "pp." Use the abbreviations found in the CBQ "Instructions for Contributors" for books of the Bible. References should be exact; the abbreviations "f." or "ff." are not to be used. The title of a biblical book is abbreviated only if followed by chapter and verse. Thus, "in Gen 11:1-10 we find 11 but "in Genesis 11 we read also in Jeremiah, Proverbs and Psalms..."

(e) Footnotes are not used in reviews. If you refer to another book or article, GIVE FULL TITLE AND BIBLIOGRAPHICAL DATA (i.e., place, publisher, date, page numbers if needed). Check an issue of CBQ for periodical abbreviations, format examples, etc.

(f) Quotations from foreign languages should normally be translated into English unless the original language is relevant to the point under discussion.

(g) Hebrew, Greek, etc., words occurring in reviews should normally be transliterated. N.B.: When using a font with a straight apostrophe ('), please **specify** whether (`) or (´) is intended. Do not use superscript c for ayin.

(h) At the end of the review, please type your name and address (indented as for a paragraph and underlined once) as follows:

First Name, Last Name, Street Name, City, State, Zip

4. Please send the reviews by e-mail attachment in Microsoft Word. Please keep a copy of your review for insurance against loss of the original.

Thank you.

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