

composition STUDIES

BOOK REVIEW GUIDELINES

Thank you for your interest in reviewing a book for *Composition Studies*. Please carefully follow these guidelines as you prepare your review.

Scope and Content

Composition Studies publishes three kinds of book reviews:

- Single-authored review of a **current book** that describes the work and its contribution to composition theory, research, and/or practice, and offers a judgment informed both by the writers' background and larger disciplinary concerns. **(1,000-1,500 words)**
- Single-authored review essay of **two-three books** in the field that attempts to draw out intersecting threads among the works, emerging shifts in scholarship and pedagogy, and/or divergent approaches to similar problems or questions. The review essay also features the reviewer's original analysis or viewpoint on the issues under consideration. **(3,000-3,500 words)**
- Dialogue among two to three reviewers about **two-three books** either in the field or beyond it that have bearing on practices or theories in composition studies. Formatted as a conversation, the goal of this review is to document spirited dialogue about major themes, concepts, problems, and/or questions that emerge when current works are read side-by-side. Not a comprehensive review of the books under discussion, this review aims to capture the energy and rhythm of dialogue as it emerges between people who care deeply about a given issue. **(3,000–3,500 words)**

Whatever the review, please avoid digressions and lengthy quotations. To that end, we ask the following: include no more than 150 words of direct citation from the book being reviewed; keep your external sources to a minimum; and avoid using endnotes.

Review of Manuscripts

Decisions to accept or reject a review will be based on the quality of the review and its relevance to composition studies. To ensure clarity and consistency among book reviews, you may be asked to revise your manuscript. Please attend to the word count guidelines. The editorial staff reserves the right to edit any submission as needed, or not publish the review.

Books

You will be sent a copy of the book to be reviewed. It is yours to keep. However, if for any reason you cannot complete your review, return the book immediately so we can send it to another reviewer.

Submission: Please send your review as a Microsoft Word .doc or .docx email attachment. Please label your file accordingly (e.g., "YourName-review.doc").

Please send books for review, completed reviews, offers to review, and inquiries regarding reviews to:

Bryna Siegel Finer
Book Review Editor, *Composition Studies*
Department of English, Indiana University of
Pennsylvania

Email: brynasf@iup.edu
<http://www.uc.edu/journals/composition-studies.html/>

MANUSCRIPT PREPARATION

Preparing your review according to our style guidelines will ensure publication in a timely manner. Any questions not addressed by this style sheet should be answered by reference to the *MLA Handbook* (seventh edition). If you have questions, email **Bryna Siegel Finer at brynasf@iup.edu**.

Typeface, spacing, and punctuation: Use Times New Roman font, 12-point type, and double-spacing throughout (including headings and works cited). Do not justify the text; align text left. Type one space after periods, not two spaces.

Typography: Please make the extra effort to check the accuracy of author names, with special attention to those with diacritic marks (compôsițiõñ stúdiěš). If there are other special features you would like us to preserve, please let us know. Please do not use boldface or other special type anywhere in the body of the review.

Titles and Capitalization: In the body of your review, please *italicize* titles. Make references to “chapter two” or “section three” rather than “Chapter 2” or “Section III” (even if that is how they appear in the book).

Citations: If you refer to external sources, please do so minimally, and prepare a Works Cited that includes only those sources that are directly quoted or paraphrased in the body of your review. Said another way, do not include referenced sources in your Works Cited; naming referenced sources in the body of your review will suffice. Avoid endnotes.

Headings should run in the following order:

Book Title, by Author. City of Publication: Press, Year of Publication. Total book pages.

Reviewed by XXXXX, University XXXX

Body of book review. All but your first paragraph should use standard paragraph indentation. Again, double-space throughout.

City and State

Works Cited

Headings may follow these examples:

Questioning Authority: Stories Told in School, edited by Linda Adler-Kassner and Susanmarie Harrington. Ann Arbor: U Michigan P, 2001. 228 pp.

Reviewed by Rebecca L. Jackson, Texas State University

Demythologizing Language Difference in the Academy: Establishing Discipline-Based Writing Programs, by Mark L. Waldo. Mahwah: Lawrence Erlbaum Associates, 2003. 304 pp.

Reviewed by R. Mark Hall, California State University, Chico

SUBMISSION CHECKLIST

- Use Times New Roman font, 12-point type, and double-spacing throughout (including headings and works cited). Do not justify the text; align text left. Type one space after periods, not two spaces.
- The following Latin abbreviations should be set off in parentheses and be followed by a comma: “(e.g., Harris) and (i.e., rhetoric). Common Latin abbreviations translate as follows: “e.g.”= “for example”; “i.e.” = “that is” or “therefore”; and “et al.” = “and others” (note that et al. is not followed by a comma).
- Dates are inclusive—e.g., 1962–1973. Use all digits in each year designation.
- If using numbers **infrequently**, spell out numbers written in one or two words (e.g., “thirty–three” and “one million” but “2.5 million” or “155”). If using numbers **frequently**, type numerals for measurements (“16 liters”) and for comparisons (or other situations where numbers are presented together and indicate similar things).

EXAMPLE: “In the ten years covered by the study, the number of participating institutions in the United States doubled, reaching 90, and membership in the six-state region rose from 4 to 15.”

Percentages should be numerals (e.g., “2% of students”). Chapters and other book divisions should be **spelled out in lowercase** (e.g., “chapter two,” “part one”).
- Em dashes are created by typing two dashes with no spaces before or after (“composition courses—such as first–year writing—were . . .”). En dashes are used when hyphenating multi–word compounds (e.g., “University of North Carolina–Chapel Hill”). For info on how and when to use em and en dashes, see <http://www.grammarbook.com/punctuation/dashes.asp>.
- In works cited, use abbreviations:
 - SUNY P (rather than State University of New York Press—same with others: Duke UP, U of Alabama P, etc.)
 - CCC (instead of *College Composition and Communication*)
 - JAC (instead of *Journal of Composition Theory*)
 - CCCC (conference, not a publication – no italics – Conference on College Composition and Communication)
 - NCTE (National Council of Teachers of English)
- In works cited, use inclusive page numbers. In a range of numbers, give the second number in full for numbers through ninety–nine (2–3; 10–12; 21–48). For larger numbers, give only the last two digits of the second number, unless more are necessary (96–101; 103–04; 125–30; 145–62; 395–401).
- It is **very important** that you double-check all references for inclusion, spelling, and quotation use. Use <http://www.merriam-webster.com> for spelling.
- Send your book review to brynasf@iup.edu as a .doc or .docx file; please do not send .pdf files. If appropriate, please accept all editor changes made in “track changes” and delete all comments. The editorial team reserves the right to line edit at its discretion, or to delay or forgo publication of reviews that are not sufficiently revised or accurately edited.

Thank you for taking the time to edit your review carefully!
Close attention to detail will allow us to move your submission into production more quickly.