

Material Culture

The Journal of the Pioneer America Society:

Association for the Preservation of Artifact and Landscapes

-----Guidelines for Book Reviewers-----

Nature of the Book Review

Reviewing books is an integral part to furthering the scholarly dialogue about their respective topics. For *Material Culture*, reviews should focus on the representation and/or discussion of material culture or landscape/preservation within the book's broader context (if it is not the explicit focus). They must also approach important and critical questions about the conceptual nature of the author's work and its empirical and methodological contributions. While no scholarly writer wants to be undeservingly criticized for their product, s/he also wants readers to be honest in their assessment. It is only fair that our reviews do more than summarize the content of a publication chapter-by-chapter. We should probe deeper into the objectives, methods, and interpretations of the books. Only books that promise to contribute to our knowledge of material culture are chosen for review, so we know they have already been well received to some extent.

PAS Membership

It is not required that a reviewer be a member of the Pioneer America Society at the time he or she submits a book review for consideration, though it is encouraged. Complimentary copies of the issue contributed are not made available to nonmembers.

Reviews per Issue

Reviewers may publish only one (1) review per issue.

Length of Reviews

Length of reviews should be approximately 900-1200 words.

Deadlines for Review Submissions

It is hoped reviews will be submitted within **60 days** of receipt of the book. Consult the book review editor if you have any questions or if you need extra time.

Editing of Review

The book review editor and journal editor reserve the right to edit content for formatting, grammar, organization, and spelling. Otherwise, reviews will be considered "print ready."

Submission of Review to Publisher

Please submit a copy of your *accepted* review, either via electronic mail or hard copy by regular mail, to the publisher of the book you have reviewed.

Submission of Reviewer's Biographical Information

Authors of reviews are asked to provide the book review editor with a two to three sentence autobiography stating the author's areas of interest and expertise, your job title, and affiliation.

Format

All reviews should include the following information in **the** format below. Failure to do comply with these guidelines will result in the review being automatically returned to the author for

further work:

TITLE: Subtitle (bold and in caps before the colon, lower case bold after the colon), then hard return.

By *Book Author's Name* (in italics). Hard return twice.

Place of Publication: Publishing Company, YEAR. x + 330pp. Tables, maps, notes, bibliography, and index. \$Hardcover Price.00 (cloth, if necessary), ISBN; \$Softcover Price.00 (paper, if necessary), ISBN. Hard return twice.

Reviewed for *Material Culture* by Jane Doe, doej@somewhere.edu, Department of Some Subject, Somewhere University, City, State, Zip. (all of that should be bold).

REVIEW TEXT

* Do not indent paragraphs.

Bios should be in italics after the review text. Review author's name in bio should be **bold** when first mentioned.

Submissions

Reviews should be submitted as a Word attachment to email, or, a CD can be sent to the book review editor. All images and illustrations can be sent via email as well, and is the preferred method. Otherwise, we will have to scan original documents.

General Information

* All reviews should be singled spaced between lines AND sentences. It is fine to skip a line between paragraphs.

* One space should appear after all punctuation.

* The text should be 12 point sans serif characters, and should start at the flush left margin.

* Do not use tabs for extra spaces. Nearly anything you do to optimize the look of the review in your own e-mail program will be lost in ASCII, and sometimes it will cause garbled text or added characters. Emphasis in a word document is acceptable, but may be modified by the editors. In listing the publisher and place of publication, there are four rules:

Listing the Book's Information

1. If the state is named in the name of the publisher, it is not included in the place. Examples: (named) Lexington: University Press of Kentucky or (unnamed) Ithaca, N.Y.: Cornell University Press.

2. Use postal code abbreviations for states.
3. Generally, if a publisher has a U.S. and overseas offices, just use the U.S.
4. If the city of the publisher is well known, such as New York, it is not necessary to list the state.
5. Please include information about bibliography, notes, tables, etc. All graphics—tables, figures, photos, etc.—are usually lumped by the cataloguers as “illustrations.” Notes or bibliography, or both, are usually listed as “bibliographical references” without elaboration.
6. Price is given in U.S. dollars unless otherwise noted.
7. The “N” in ISBN stands for Number, please don’t say “ISBN #”.

Notes/References

* Scientific notation is the preferred citation style. For a paraphrased statement simply put author and year (Jones 1991). “A direct quote should be set off in quotation marks with page numbers supplied” (Jones 1991, 56). Supply a reference list *in Chicago style* at the end if necessary. If needed, reviewers should use endnotes rather than footnotes. Do not use any automated footnote function. Simply the number the note at the end of the sentence and between the review text and the author bio.

* Page numbers of the reviewed book should be supplied for all directly quoted passages. Please use the following standard:

1. “...does not really answer the question” (pp. 235-36); or “...if he had thought of it” (p.xv).
* Note that the punctuation goes after the citation.
2. ...in a recently published article. [2] (please use subscript)
--is how to designate an endnote. Then, for the note itself:
[2]. James Smith, “Article.” Etc.

Reviewers should proofread their text carefully. Please consult the following minimal style guide:

1. Use U.S. as an adjective; United States as a noun.
2. Please remember that books have “Forewords”—not Forwards.
3. Spell out names of centuries; and hyphenate when they are adjectives: “eighteenth-century literature.”
4. Spell out all chapter numbers between one and nineteen. Capitalize chapters when they are represented as a title (Chapter One, Chapter Seven, Chapter Fourteen, etc.), but use lower-

case letters in other instances (first chapter, seventh chapter, fourteenth chapter).

5. Use “and” and “percent” unless in a quotation since & and % can cause problems in attachment conversion.
6. Numbering from one to ten should be spelled out while anything (including centuries) after 11 should use numerals in all occurrences. BUT use Arabic numerals in “100 percent.”
7. Use “...” for ellipses, and “periods....” if a quote ends before the end of a sentence.

Finally, if you have any questions please contact the book review editor who commissioned your review.

Please make sure the book sent to you is the one you have requested to review and that a set of review guidelines is included or you have received them as an email attachment. The guidelines can also be found at the PAS website (pas.org). You will be notified as to publication. Thanks in advance for your input and cooperation.

If you have any specific questions please contact:

Chris Post, Ph.D.

Book Review Editor
Assistant Professor of Geography
Kent State University – Stark Campus
427 Main Hall
6000 Frank Ave. NW
North Canton, OH 44720
cpost2@kent.edu
330.244.3427

Sara Beth Keough, Ph.D.

Editor
Department of History and Geography
340 Brown Hall
Saginaw Valley State University
7400 Bay Road
University Center, MI 48710
Office: 989-964-2195
sbkeough@svsu.edu

Revised 07/08