

American Indian Culture and Research Journal Style Sheet for Single Book Reviews

Official Submission Guidelines

1. Do not add a separate cover sheet to your review. Begin the review with the bibliographic format given below, and then begin the review on the same page:

Book Title. By John Author. Los Angeles: UCLA American Indian Studies Center, 2000. 345 pages. \$19.99 cloth; \$12.00 paper; \$12.00 ebook.

BODY OF REVIEW

Your Name

Institutional Affiliation

2. When you receive the emailed copyright agreement, print it, sign it in blue ink, scan it, and email it to the Book Review Editor at review-ed@aisc.ucla.edu.
3. Format
 - a. Use Microsoft Word (or similarly universal word processing program).
 - b. Use ragged right margins; don't justify your margins.
 - c. Don't use automatic hyphenation and don't manually hyphenate words at the ends of lines. Put hyphens in the text only where you intend them to be kept (e.g., ten-mile hike).
 - d. Book reviews should run 1,100 words. We prefer that you avoid the use of long quotations from works under review. **If you use brief quotes, please provide page numbers in parentheses (35).**
 - e. Please do not use footnotes or bibliographic references. If a reference is unavoidable, **it should be incorporated into the text** (Sherman Alexie, *Old Shirts & New Skins*, 1990, 61). If you refer to a text other than the one up for review, simply state the publication year in parentheses after the reference: For more information on Public Law 280, see Carole Goldberg-Ambrose's *Planting Tail Feathers* (1997).

4. Content

- a. Please make several comparative comments regarding other works of the same genre and include suggestions for further research. Good reviews use basic and specific information about a book to critique or praise it. Remember that readers probably have not read the book. Be sure to explain any complex ideas that may arise.
- b. Edited works can present an organizational hazard for the reviewer. In a brief review, it is usually not possible to discuss more than a few contributions in detail. While some aspects of the book may be singled out, most of the review should deal with the book as a whole.
- c. Please organize your review around the issues or arguments presented in the book rather than around the table of contents.
- d. Please proofread the final draft carefully for concision and lucidity, avoiding plot and biographical summaries, long citations, repetition of information in the heading, and errors in names and technical terms. If substantive revision seems necessary and time permits, we will consult with the reviewer about changes.

5. General Instructions

- a. No page proofs will be forwarded to you. The *Journal* reserves the right to edit reviews for style, clarity, consistency, punctuation, and racist or sexist language. If extensive editing or revision is necessary, we will consult with you.
- b. If you decide that you are not an appropriate reviewer, please notify us immediately.

E-mail or mail the completed review and copyright agreement to:

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