

# THE TITLE OF THE BOOK REVIEW

**Book Title.** By/Edited by Author's/Editor's First and Last Name. Place of publication: Publishing House, year of publication. Pp. number of pages. ISBN  
XXXXXXXXXXXXXX.

Reviewed by Author's First and Last Name  
corresponding author's email-address

## 1 Title, Book Details and Author Information

This brief style guide is formatted in accordance with itself. The title of your book review appears on the first line. It is in 16 pt small capitals, centred, single-spaced, and capitalised headline-style. If there is a subtitle, the main title is followed by a colon, unless a different punctuation mark, such as a question mark, is part of the main title. The subtitle should be immediately below the main title, formatted the same way as the main title.

The title is followed by a single blank line in 14 pt, centred, single-spaced. Next, the full bibliographical details of the reviewed volume are provided in a single-spaced justified paragraph in 12 pt, indented 1.00 cm left and right. **Only the title of the book is bold** and capitalised headline-style. This paragraph is followed by another blank line, this time in 12 pt (single-spaced).

The author's name appears below in a right-aligned single-spaced line in 12 pt and it is introduced as "Reviewed by." It is followed by the author's email-address formatted similarly, except in 11 pt. If there is more than one author, we need only one corresponding author's email address. This information is followed by two blank lines, which are formatted the same way as the line with the email-address – and so is the main text of your book review.

## 2 The Main Text

The first paragraph of the main text is without first-line indent. The first line of all other paragraphs in the main text should be indented 0.5 cm. All paragraphs of the main text are in Times New Roman 11 pt, single-spaced and justified. Please use Times New Roman throughout the text, including section headings (if you have any) and notes.

Please use only one level of heading, if at all. **Section headings are bold**, left-aligned, Times New Roman 12 pt, single-spaced with line spacing set at 14 pt before and 6 pt after, and are capitalised headline-style. Section headings are also numbered. Please employ legal numbering without a trailing period, with the number flush left. Please note that the first paragraph under a section heading is never indented.

## 3 Short Title

Please send us a short title of your review, which does not exceed 50 characters in length (without spaces), to be used in the page header. If your full title is shorter than 50 characters and you are happy to have it in the page header, please also let us know.