Archaeological Review from Cambridge
Guidelines for Book Reviewers

Why should I review a book for ARC?

Book reviews are often the first opportunity a graduate student has to publish his or her work. For the more experienced, they offer an opportunity to engage in current debate in your discipline. In addition, they are great CV builders, and you may keep the review copy of the book.

How do I choose a book to review?

The Book Reviews Editor, Penny Jones, will circulate a list of available books for review periodically, or you may contact her (pjj25@cam.ac.uk) at any time for current information. In addition, if there is a book published in the last two years which is of particular interest to you, the Book Reviews Editor may be able to make a request for a review copy from the publishers for you. We are always interested in suggestions, and all are encouraged to make specific or general requests. Under no circumstances should reviews be submitted without prior consultation with the Book Reviews Editor.

What is the required length of a review?

Reviews may vary in length and analytical depth. Based on their length and depth, reviews may be categorised as a 'Book Note,' 'Book Review' or 'Review Article' (see below). *ARC* accepts all of these forms, although the majority of contributions are of the Book Review variety. When discussing the possibility of a review, reviewers should establish the type of contribution with the Book Reviews Editor.

A *Book Note* is approximately 750 words long. This form should be used in situations in which the subject publication itself is short.

A *Book Review* must not exceed 1500 words. The passage should outline the contents or thesis of the volume, place it within its academic context, and critique it in terms of content, editing, presentation and contribution.

A *Review Article* must not exceed 3000 words. In addition to the contents of the Book Review (above), the discussion is expected to be more comprehensive.

In what form should the review be submitted?

Electronic Word document submissions are required. These should be submitted by email to the Book Reviews Editor.

When is the due date?

The deadline for the first and subsequent drafts of the review will be set by the Reviews Editor. For the April issue, the due date for the first draft is normally in December; for the November issue, the due date for the first draft is normally in May.

In what style should the review be written?

All reviews must conform to the *ARC* style guide, available on the *ARC* website. More generally, authors are expected to use a clear, readable style, avoiding unnecessary jargon.

Please begin your review by giving all the details of the book in the following style:

Written in Stone: Evolution, the Fossil Record, and Our Place in Nature
By Brian Switek

2010. New York: Bellevue Literary Press
Pbk. 320 pp. 93 B/w illus.
ISBN: 978-934137-29-1.

Reviewed by Suzanne E. Pilaar Birch
Department of Archaeology, University of Cambridge

What are the requirements for citations and references?
ARC requires correct citations in all reviews. Expressions such as *Ibid., op. cit.* and similar are not allowed.

When citing from the book under review, simply use the page number, e.g. (page 9). All other citations should follow the guidelines in the *ARC* style guide.

At the end of the review article, references must be grouped in author-alphabetical order. Requirements for reference formats are detailed in the *ARC* style guide.

Where relevant, chapters should be referenced/discussed using the following system: 'Chapter' with a capital 'C' and the chapter number written in full, e.g. 'Chapter Three'. Chapters from One to Ten are spelled out, and after that the number must be used, i.e. Chapter 11.

I have further questions regarding book reviews. Whom should I contact?
The current Book Reviews Editor, Penny Jones, can be contacted via email at
pjj25@cam.ac.uk