

CONTEXT: Notes for book reviewers

PURPOSE

- *Context* publishes book reviews to help readers decide whether books are worth buying. Please resist the temptation to express your own views on the subjects covered by the books – or indeed your own views on unrelated subjects. Do though express views on what the authors have to say, and feel free to disagree with them if you wish.

STYLE

- *Context* uses modern, generally accepted journalistic practice in its written presentation. *The Guardian* styleguide (www.guardianunlimited.co.uk/styleguide) provides useful details.
- Capitals are used for names of people and the full names of organisations, but little else. If in doubt, don't capitalise.
- Use double inverted commas when quoting from documents or books, single inverted commas for quotes within quotes and very short quotes.
- Use italics for titles of publications and foreign words.

CONTENT

- Aim to give the reader an idea of the usefulness of the book, rather than simply listing the contents. If the book is not aimed at the conservation professional, indicate the intended reader.
- It may be helpful to compare the publication with earlier books on the subject, and to indicate the credentials of the author.
- If there are illustrations, try to give an idea of their scope, quality and fit.
- If there are factual appendices, try to indicate their value.

LENGTH OF REVIEWS

- Reviews should generally not exceed 500 words. Should you feel more than this is needed, contact the reviews editor and explain why before proceeding.

TITLE AND CREDITS

- The review should begin with the publication details as follows:
Medieval Grouting, Tom Smith, *Building Publishers*, 2001, 730pp, 22 B&W and 8 colour ills, ISBN 0 2345 6789 9, £45.00
- If the publisher is not well known, give a tel. number or address for ordering direct.
- At the end, reviewers should provide a short biography mentioning where they are based and any special expertise in the subject matter of the publication, eg: Sarah Jones, professor of conservation, University of Detroit and editor of *The Grouters' Almanac*.

ILLUSTRATIONS

- Reviews are normally accompanied by an illustration (sometimes two). If you feel that either the book jacket or another illustration would make a useful contribution, contact the reviews editor with precise details, as these can generally be ordered from the publisher.

FORMAT

- Reviews should be submitted to the reviews editor as an e-mail attachment. Please save as a Word Document.

DEADLINE

- When commissioning the review, the reviews editor will set a deadline for submission. If you are unable to meet this, please give advance warning.
- On receiving the book, if you feel unable to write a review, please return the book to the reviews editor who will find an alternative reviewer.

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