Material Culture
-----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. 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.

ISLPMC Membership
It is not required that a reviewer be a member of the International Society of Landscape, Place and Material Culture 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
Reviews should be submitted within 90 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.
Guidelines for Book Reviews in *Material Culture*

**Formatting Guidelines**

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.

All reviews should include the following information in the template below and should follow the specified formatting guidelines. Failure to do comply with these guidelines will result in the review being automatically returned to the author for further work.

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**Title: Subtitle** (14 pt font)

*By Book Author's Name.* (12 pt font)

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.

Reviewed by Jane Doe, doej@somewhere.edu, Department of Some Subject, Somewhere University, City, State, Zip

REVIEW TEXT (see below for formatting guidelines)

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

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In listing the publisher and place of publication, there are four rules:

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
   (unnamed) Ithaca, N.Y.: Cornell University Press.
2. Use postal code abbreviations for states.
3. Generally, if a publisher has U.S. and overseas offices, use the U.S. office.
4. If the city of the publisher is well known, such as New York, it is not necessary to list the state.

**Formatting of review text**

- All submissions should be single-spaced. Please remove the extra space that MS Word puts between paragraphs. (To do this on a PC, highlight all text, right click, choose "paragraph," and check the box that says "Don't add space between paragraphs.")
- One space should appear after all punctuation.
- The text should be 12 point using Times New Roman, Cambria, Calibri, or Arial fonts, and should start at the flush left margin.
- Except for the first paragraph, which should not be indented, the first line of each paragraph should be indented 1 tab space.
- Quotes: Any direct quote longer than 3 lines of text in the manuscript should be in block quote format. *Block quotes* should be single space and indented ½ inch on both the left and right margins. A line space

Revised: June 8, 2015
should separate the block quote from the preceding and proceeding paragraphs. Page numbers of the reviewed book should be supplied for all directly quoted passages.

- Do not use tabs for extra spaces.
- Emphasis in a word document is acceptable, but may be modified by the editors.
- Footnotes are not accepted and Endnotes should be used minimally. If Endnotes are necessary, for example to reference chapters in an edited book, DO NOT use the MS Word automatic Endnote feature. Instead, use a superscript number in the body of the manuscript, and place the Endnotes by number at the end of the review.
- A long title should be spelled out the first time, and an appropriate acronym should follow in parentheses for future reference.
- Numbering from zero through nine should be spelled out while anything after 10 should use numerals in all occurrences. Use numerals in all of the following cases, regardless of the numbers involved:
  - All units of measure (use numerals with American units, although metric conversions can be included in parentheses)
  - All numbers containing a decimal or currency, even if the number is less than 10.
  - Maintain consistency: If a paragraph contains many numbers, use numerals throughout the entire paragraph, even for numbers 0-9.
- Spell out names of centuries; and hyphenate when they are adjectives: “eighteenth-century literature.”
- 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).
- Use “and” and “percent” unless in a quotation since & and % can cause problems in press.
- Use “…” for ellipses, and “periods….” if a quote ends before the end of a sentence.
- 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.

**Reviewers should proofread their text carefully.**

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 International Society for Landscape, Place, and Material Culture website ([http://www.pioneeramerica.org](http://www.pioneeramerica.org)). You will be notified as to publication. Thanks in advance for your input and cooperation.

**If you have any specific questions please contact:**

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Revised: June 8, 2015