

GUIDELINES FOR BIBLE BOOK REVIEWS APPEARING IN *JETS*

Thank you for agreeing to review the enclosed book. As you work on your review, please note the following items.

1. **TIMELINESS:** By their very nature, book reviews must be timely in order to have maximum impact. I ask you to honor the time frame indicated below. This is normally three to six months. If you cannot fulfill this obligation, please contact me about a possible extension or about returning the book.

2. **FORMAT:**

A. **Book Information.** Please give the complete book information (*double spaced*) in the order and form found in recent issues of *JETS*. Two examples are given below. For more detail, see the "Instructions for Contributors" in *JETS* 44/1 (2001) 153-77.

Zondervan NIV Atlas of the Bible. By Carl G. Rasmussen. Grand Rapids: Zondervan, 1989, 256 pp., \$39.99.

A Grammar of Biblical Hebrew. By Paul Joüon. Translated and revised by T. Muraoka. 2 volumes. Subsidia Biblica 14/1. Rome: Pontifical Biblical Institute, 1991, xxxv + 779 pp., \$35.00 paper.

B. **Layout.** Please write the review in a standard 8½ x 11-inch paper format, *double spaced*. Please use a ragged right margin (i.e. not justified right). Use *italics* for book titles and emphasis.

C. **Name.** Please type your name as you wish it to appear (no titles or degrees) at the end of the review, on *one line*, flush right. On the *second line*, type your institution (school, church, organization) *and* its city and state (abbreviated) (or country). See recent issues of *JETS* for examples.

3. **STYLE AND CONTENT GUIDELINES:** Reviewers will obviously have their own writing styles and special interests to highlight. However, most readers come to reviews with certain minimal expectations that should be met. Please observe the following guidelines.

- (1) The review should give the reader an accurate picture of what a book is about. In other words, its contents should be adequately summarized.
- (2) The review should evaluate the book's strengths and/or weaknesses.
- (3) The review should assess the book's place in its field (i.e. how it fits in with other books on similar topics, what its potential value and impact will be, or what type of audience would benefit from it).
- (4) The review should follow the formatting instructions above. It should be written in good, clear English, following the *JETS* "Instructions for Contributors" available at the etsjets.org website. A good review will not be a mere summary of a book's contents, on the one hand, nor a tendentious platform for the reviewer to advance a personal agenda, on the other. If a review is submitted that is seriously deficient in any of the above areas, it may be returned for revision.

4. **LENGTH:** The length of a review will normally be dictated by the book's significance. I have indicated below a target word count for the review. If you deviate significantly from this word count, it may be returned for shortening (or lengthening).

5. **SUBMISSION:** My preference is that you send your document as an attachment in either Microsoft Word or WordPerfect to my e-mail address. This allows me to edit your review electronically and pass it on in that format for final editing and publishing. If it is not possible for you to send an e-mail attachment, it is also acceptable to mail your review. My address and e-mail address are listed below. Thank you for your contribution to the ministry of *JETS*.

Dr. Mike Naylor
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Title _____
Due Date _____
Length _____