

## Book Review Policies\*

TO: Reviewers of Books for the *Indiana Magazine of History*

FROM: Donald F. Carmony, Editor

We solicit the cooperation of reviewers for the *Indiana Magazine of History* regarding the following points:

1. If unexpected circumstances make it impossible for you to prepare your review by the date scheduled, please let us hear from you indicating when the review may be expected. (Your review has been scheduled to appear in a particular issue.) The review of this book is due \_\_\_\_\_; allotted wordage is \_\_\_\_\_

2. Please attempt to keep the length of your review within the limit suggested. If additional space seems essential, however, please write indicating why and by how much you think review length should be increased.

3. Indicate page references for all quotations except for those quotations from the Preface or some other brief section which you can clearly label in the text of your review.

4. Reproduce the title heading *exactly* as it appears in the letter inviting you to review this book. (If any errors are detected, please indicate them.)

5. Please type review copy using double-spacing and wide margins. By all means give thoughtful and careful attention to the composition and organization of your review. Reviews should be completed at least two weeks ahead of schedule, laid aside for a week or so, then smoothed, pruned, *verified*, and mailed.

6. If we have major revisions to propose in your copy, it will normally be returned to you for review before it is sent to the printer. If relatively minor changes are involved (or time is quite limited), proposed changes may be looked over in first galley. Reviewers are automatically mailed a first galley, which is to be checked and returned immediately to the office of the *Indiana Magazine of History*.

7. Your review should indicate the nature of the book reviewed and its contents, but do not attempt to reproduce the table of contents or chapter headings. Certainly you should evaluate—giving evidence—both weaknesses and merits of the volume. In particular, seek to make clear to readers what *the author proposed to do in writing the book*. An author should be judged—whether favorably or unfavorably—with regard to *the book he actually wrote*. In making evaluations, forthright and courteous statements are nearly always more effective, as well as kinder, than blunt attacks, wisecracks, personal darts, overstatements, and the like. Reviewers should make at least random tests of the author's accuracy concerning basic facts, quotations, citations, etc. If errors indicating bias or poor craftsmanship are located, perhaps a few samples should be noted. A review is no place, however, for a detailed list of errata.

8. Normally 5-10 tear sheets of your review are available and are automatically mailed to you.

Many thanks for reviewing this volume. Let us know if you have suggestions or questions for consideration.

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\* The points enumerated here comprise the policies of the *Indiana Magazine of History* on the reviewing of books for its pages. This list is to be made available to individual book reviewers and is published here for the information of the magazine's readers.