American Catholic Philosophical Quarterly Book Review Guidelines
(Rev. 10/2010)

Book Reviews and Books Received

The ACPQ generally commissions book reviews, but also welcomes proposals to write reviews. In addition, the ACPQ welcomes books from publishers to be included on the list of books received. Books from publishers and proposals to write reviews should be sent to the attention of W. Matthews Grant, by email or standard mail, at:

> *American Catholic Philosophical Quarterly*
> University of St. Thomas - Philosophy Department
> 2115 Summit Avenue, Mail JRC 241
> Saint Paul, MN 55105-1096
> *fax*: 651.962.5340
> *email*: acpq@stthomas.edu

Book Review Submission Instructions

Book reviews are generally 700-1200 words long and ought not exceed 1500 words.

The deadline for submission will be negotiated with the book reviews editor at the time a review is commissioned.

Electronic submission is preferred. In the body of the email and/or a separate document please include your full name, address, phone, email, title and author of the book reviewed, and total word count. Reviews may be sent as email attachments to: acpq@stthomas.edu. If possible, send the review as a Word or RTF file; however, most file formats are acceptable. If you are unable to submit an electronic version, a hard copy should be mailed to the Editorial Office at the address above.

The book reviews editor may edit, return for revision, or reject a completed review. The book reviews editor will notify the reviewer when the review has been accepted and scheduled for publication. Once a review is accepted for publication and edited, the author will receive a publication agreement and proofs, both of which should be returned to the ACPQ office within three working days.

A copy of the review will be sent to the book's publisher.

Formatting and Style Guidelines

Document Formatting

- Text should be double-spaced throughout the review, including block quotations. Leave margins of at least one inch on all sides. Do not justify the right margins of the review. Use only one font and font size (preferably 12-point Times New Roman or similar font). Limit the use of templates to the necessary minimum (such as, one template for the body of the text, one for block quotations, and one for footnotes).

- Book information should be given at the beginning of the review as follows:

> TITLE (all caps). By author's name [first name first]. Number of edition and/or of vols. (if applicable). Edited by editor's name (if applicable). Translated by translator's name (if applicable). Series and vol. no. (if applicable). City: Publisher, date. Pp. (lower case Roman numerals for introductory pages [if applicable]+Arabic numbers). Hard Cover $price, ISBN: number; Paper $price, ISBN: number.

> *Example:*
> PHILOSOPHY BETWEEN FAITH AND THEOLOGY: ADDRESSES TO CATHOLIC INTEL-
>
> LECTUALS. By Adriaan Theodoor Peperzak. Notre Dame: University of Notre Dame Press, 2005.
>
> Pp. xiv+214. Hard Cover $46.00, ISBN: 978-0-268-03886-7; Paper $22.00, ISBN: 978-0-286-
>
> 03887-6.

- The reviewer's name and institution should appear at the END of the review as follows:

  REVIEWER'S NAME (first name first, all caps)

  Reviewer's institution

  Example:
  DAVID CLEMENSON

  University of St. Thomas

- All bibliographical references must be given parenthetically within the text of the review. Please do not use a Works Cited list, a bibliography, footnotes, or endnotes.

- Non-electronic submissions should be printed on one side of 8 ½" x 11" paper (A4 for European contributors).

- Use only *one single* space after any and all punctuation; do not use two spaces at the end of a sentence.

- Spell out and lowercase common titles, e.g., preface, introduction, appendix, etc., for passing references in your text. Additionally, give Arabic numbers for chapters (even when the book does not), e.g., "In chapter four, the author comments . . ."

- Use a tab (not multiple spaces) to indent paragraphs. Do not use the space bar to position text in any way; instead, use the specific computer command that will place text where you want it (e.g., center, flush right, flush left).

- Hard returns (the equivalent of a typewriter's carriage return) and tabs should never be used within a sentence or paragraph. Use hard returns only to end paragraphs, block quotations, titles, and headings.

- Minimize the use of italics and avoid use of bold characters. Only foreign words should be italicized consistently.

- ACPQ does not generally print pictures or diagrams.

Punctuation
- American practice for punctuation at the end of quotations is used; therefore, all punctuation precedes the closing quotation marks, with the exception of colon, semicolon, and question mark (unless the latter is part of the quotation).

- House style mandates the use of double quotation marks, with single quotations used exclusively for the second level of quotation.

- Long dashes (EM dashes)—like these—should be used to set off phrases. Between all numbers use EN dashes by entering CTRL + the character "dash" on the number keypad. If you are unable to enter EN or EM dashes, type EN dashes as single hyphens and EM dashes as two hyphens with no space on either side.

- Ellipses should be generated in MS Word by means of the command CTRL/ALT + the character "period."

- Never insert hyphens manually at the end of lines.

General

- Spell-check the final draft of your manuscript. Go through your electronic file and look for any extra spaces between words, stray tabs, undesired line breaks, errant font notations, or anything else that may alter how the text looks when printed.

- For matters not covered here, please consult *The Chicago Manual of Style,* 16th ed. (Chicago/London: University of Chicago Press, 2010).

Editorial Office

Please refer questions to the ACPQ Editorial Office:

> ***American Catholic Philosophical Quarterly***
> University of St. Thomas - Philosophy Department
> 2115 Summit Avenue, Mail JRC 241
> Saint Paul, MN 55105-1096
> (651) 962-5000   fax: (651) 962-5340
> acpq@stthomas.edu
>
> David Clemenson, Editor
> W. Matthews Grant, Associate Editor (Book Reviews)
> Christopher Toner, Associate Editor
> Ann M. Hale, Managing Editor
> Gloria Frost, Assistant Editor
> Jennifer Rosato, Assistant Editor