

BMCR GUIDELINES FOR REVIEWERS (revised October 2010)

<http://bmcr.brynmawr.edu/review.html>

classrev@brynmawr.edu

BMCR accepts any American or European style for references and punctuation. Please italicize all book and journal titles, and please follow the more specific instructions below.

Send your review of no more than 2000 words (including text and footnotes) as an email attachment in .doc, .docx, or .rtf format to classrev@brynmawr.edu. Name the file "your last name on author's last name.doc." Please send your review within four months. If this will be a problem (e.g., the book is not what you expected), let us know and we will reassign it. Once we've received your review, it should be published within two months; if it is not, ask us why.

Rolando Ferri, r.ferri@flcl.unipi.it

Richard Hamilton, rhamilto@brynmawr.edu

Camilla MacKay, cmackay@brynmawr.edu

Heading

- In the heading, please include the information about the book that we published in our monthly Books Received list (search the website if you no longer have that information: <http://bmcr.brynmawr.edu/archive.html>).
- Please give YOUR name, institution, and email address.
- Please check Google Books for a Limited Preview or Full View of the book (not a snippet view). If a preview or full view exists, insert a link in the review (see below for more on URLs):
<u n=[http://books.google.com/books?id=\[etc\]](http://books.google.com/books?id=[etc])>Preview</u>
- If there is no Google Books link, please include the table of contents, in one of the following forms. A table of contents should be included for volumes of collected studies but can be omitted where it provides little information to the reader.
 1. Search the LC catalogue (<http://catalog.loc.gov/>), the Deutsche Nationalbibliothek (<https://portal.d-nb.de/opac.htm>), or other library catalogue to see whether there is a link to an html or PDF table of contents in the book record, which can then be inserted into the BMCR review below the reviewer's name in the form: <u n=<http://www.loc.gov/> [etc.]>Table of Contents</u>.
 2. Insert the table of contents at the end of your review, noting at the beginning of the review: "[Authors and titles are listed at the end of the review.]" (You may be able to copy the TOC from the publisher's website.)

Review body

- Please do not abbreviate names of authors.
- Follow each paragraph with an empty line. DO NOT indent or use tabs.
- DO NOT use italics, boldface, or underlining. Please tag titles or anything else that should appear in italics with <i>...</i>, e.g., <i>nomen</i>. Bold and underlined words are not possible.
- DO NOT use footnotes. Both the note and the reference to the note should be numbered [[1]] [[2]] [[3]] etc. (that is, the number of the note in double square brackets). References in the text must be made *manually*: type [[1]] [[2]] [[3]] etc., where you would otherwise place the footnote marks, e.g. "in the earlier book,[[1]] ..." (i.e., *after* any punctuation, with no space). The notes themselves should go at the end of the text, numbered [[1]] [[2]] [[3]] etc.
- To insert a hyperlink, tag it as follows: <u n=<http://www.brynmawr.edu>>Bryn Mawr College</u>. Links to BMCR reviews *only* should be encoded BMCR 2009.01.01. (In our system, is not code for bold text; rather, it automatically generates a link to the BMCR site.)
- If you wish to indent a *long* quotation (i.e., more than seven lines), please use <q>...</q>. Otherwise use quotation marks.
- Single line breaks must be tagged. Separate lines of verse or any lines that should be single-spaced with <v> before and </v> after each line. (A paragraph return will not work.)
- Superscript and subscript characters are coded ^{...} and _{...} (e.g., IG II²).

Languages, accents, and symbols

Any characters in any language (including Greek) and any symbols can be used in your review, but they must be Unicode.

Please save your file as "[your last name] on [author's last name].doc" (or use .docx, .txt, .rtf) and send it to classrev@brynmawr.edu. We will acknowledge your email within a week. If you don't hear from us, please write us again.

This is what your review should look like. Please use single spacing, left justification, and one blank line (i.e., two paragraph breaks) between each paragraph. Do not use tabs.

Author, Title, City: Publisher, Date. Pages. ISBN. Price.

Please use the bibliographic information we published.

Your name. Your affiliation or location. Your email address.

`<u n=http://books.google.com?id=[12 letters and numbers]>Preview</u>`

Names of authors should not be abbreviated. Separate paragraphs with two paragraph breaks, and do not format your document. Do not use italics, boldface, type, or underlining. Anything that needs to be italicized should be coded with opening (`<i>`) and closing (`</i>`) tags like so: `<i>italicize these words</i>`. Please italicize all titles of books or journals in the text or in the footnotes; otherwise, you may use any American or European style for punctuation and references.

Do not use footnotes or endnotes. If you want to add a footnote, put numbered references in the text with double square brackets—`[[#]]`—where the footnote markers should go, and mark the footnote text with the same numbered references at the end of the review.`[[1]]`

To insert a hyperlink, tag it like this: `<u n=http://www.brynmawr.edu/>Bryn Mawr College</u>`. For links to BMCR reviews, you may use `...` tags (BMCR `2010.10.01`).`[[2]]`

`<v>`To tag single line breaks,`</v>`

`<v>`Use `<v>` and `</v>` tags on each line.`</v>`

`<v>`This is how you would insert a section of single-spaced verse.`</v>`

`<q>`If you have a long quotation (i.e., more than seven lines), please use `<q>...</q>` tags, which will indent the quotation.`</q>`

Superscript and subscript characters must be coded with `^{...}` and `_{...}` codes, for example, IG II`²`.

You may use any characters and any languages, but please make sure that any Greek you include is in Unicode. Most fairly recent word-processing programs are Unicode-compliant. Please contact us if you have any questions.

`[[1]]` The number in square brackets gets converted to a linked reference in the online version of the review, so the reference should go where a normal footnote marker goes (always `<i>`after`</i>` the punctuation).

`[[2]]` In our system, `` is not code for bold text; rather, it generates a link to a BMCR review.

Bryn Mawr Classical Review

Bryn Mawr Classical Review 2010.10.02

Author, *Title*. City: Publisher, Date. Pp. Pages. ISBN ISBN. Price.

This is what the file on the previous page looks like when it's published.

Reviewed by Your name, Your institution (your email address)

Preview

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Notes:

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