

## Archa Verbi – Author Guidelines for Book Reviews

(22.04.2020)

1. In the headline of the review, please give the complete bibliographical information in this order:
  - AUTHOR'S FIRST NAME AND LAST NAME (small caps, followed by a colon)
  - *Title and subtitle of the book* (in *italics*, separated by a full stop)
  - Series, volume number (in parentheses, separated by a comma, without "vol." or "Bd." before the volume number)
  - Place of publication (followed by a colon); publishing company (followed by a comma); year of publication (followed by a full stop, a space and a dash: ". – ")
  - Number of pages (Roman numerals and Arabic numerals, followed by "p." (regardless of the language in which the book or the review are written; i.e. no "S." or "pp."))
  - ISBN number
  - Store price of the book (comma before the cent amount), followed by the currency code and a full stop

### *Example for monographs*

ANNE HUIJBERS: *Zealots for Souls. Dominican Narratives of Self-Understanding During Observant Reforms, c. 1388-1517* (Quellen und Forschungen zur Geschichte des Dominikanerordens, N.F. 22), Berlin: De Gruyter, 2018. – XIV, 388 p. – ISBN 978-3-11-049525-6. – 99,95 €.

For collective volumes, the editor's name is followed by "(ed.)" or "(eds.)" in case of more than one editor. Regardless of the language of either the book or the review, the abbreviation is always "ed./eds.". (Please do not use "Hrsg.", "Hg.", "éd.", "a cura di" etc.). If there are several editors, their names should be separated by commas.

### *Example for collective volumes*

PETER COSS, CHRIST DENNIS, MELISSA JULIAN-JONES, ANGELO SILVESTRI (eds.): *Episcopal Power and Local Society in Medieval Europe, 900-1400* (Medieval Church Studies, 38), Turnhout: Brepols, 2017. – XII, 293 p. – ISBN 978-2-503-57340-3. – 80,00 €.

2. Please, leave an empty line between the bibliographical data and the begin of the review text. At the end of the review, leave also an empty line, followed by the author's name and the place of their institutional affiliation or place of residence.

3. The whole text should be formatted in Times New Roman 12pt, with 1,5 line spacing, left-aligned and without paragraph indents. No additional formatting codes should be used (e.g. one font only, no hyphenation, no bold print, no underlining, no automatic numeration or bullet points, etc.).
4. In the review text, no dashes (" – ") should be used. Please use the short hyphen instead, preceded and followed by a space: " - ".
5. Quotations should be placed within plain "quotation marks." Do not use “typographic marks” or *italics* for quotations.
6. Highlighted terms should be put within 'simple inverted commas'; technical terms in foreign languages may be set in *italics*.