

ANGLICAN AND EPISCOPAL HISTORY
Style Sheet for Book Reviewers – January 2022

In preparing your review, please utilize the style of the following examples for your heading:

Religions and Missionaries around the Pacific, 1500-1900. Edited by Tanya Storch. The Pacific World, vol. 17. (Aldershot, Hampshire, England: Ashgate, 2006, Pp. xxxvii, 415. \$154.95.)

John Jewel and the English National Church: The Dilemmas of an Erastian Reformer. By Gary W. Jenkins. (Aldershot, Hampshire, England: Ashgate, 2006, Pp. viii, 293. \$99.95.)

Anglican Approaches to Scripture: From the Reformation to the Present. By Rowan A. Greer. (New York: The Crossroad Publishing Company, 2006, Pp. xxxiii, 244. \$29.95, paper.)

Reviews that do not provide all the heading information will be delayed. The journal uses the latest edition of the *Chicago Manual of Style* throughout.

Spacing of copy, font, and style

Please double-space throughout, with approximately one-inch margins. Please submit reviews in 12 pt. Times New Roman. The journal uses the English spelling and punctuation of the United States. Set tabs/indent 3 spaces.

First and subsequent references to author

When referring to an author, avoid the use of titles. On the first mention of the author or editor use his or her first name (and/or initials) and surname, and on all subsequent references use the surname alone.

Citation and Quotation

When quoting or otherwise referring to a specific passage in the volume under review, **please provide a page number in parentheses and then the punctuation at the end of the sentence**, for example, (10). If you refer to another book, **please provide the city, publisher, and publication date in parentheses**. Avoid block quotations in reviews. No footnotes or endnotes in the reviews.

Numbers

In general, numbers zero through one hundred should be spelled out, as should whole numbers have followed by *hundred, thousand, million, etc.* We use numerals for numbers larger than one hundred and complex large numbers. Dates should be listed in the following format: January 1, 2022.

Capitalization

The journal uses capitalization sparingly, also known as the “down” style. Proper nouns are capitalized. For example, “Church” is capitalized only when it is a proper noun and referring to the universal, such as “the Church,” or the “Episcopal Church,” but not as an adjective, such as “church meetings.” The “Bible” is capitalized, but the adjective “biblical” is not, nor is scripture. When referring to “the Gospel” it is capitalized, otherwise use the lower case “gospel.” The word “diocese” is lower case unless a proper name, such as the “Diocese of Los Angeles.” Titles such as “king,” “queen,” “rector,” “bishop,” “pope,” are lower case unless part of a proper name, “Queen Elizabeth II.” The Book of Common Prayer is capitalized and not italicized, but when repeated throughout the article “prayer book” is used and is lower case.

Abbreviations and Acronyms

Keep the number of abbreviations to a minimum, as they are difficult for readers to track while reading the text. Spell out the less common abbreviations; if used throughout the text, follow the first instance of the full term with the abbreviation in parenthesis. For example: World Council of Churches (WCC).

Italics

Book titles within the text are italicized, with the full citation in the corresponding footnote.

Word Count

600-750 words is the suggested length for most reviews. For reviews of more than one book, additional space will be provided at the editors’ discretion.

Signature

Please type your name, as you wish it to appear, two lines down, flush left, and on the same line, flush with the right margin, type your institution or place of residence.

Due Date

We request that all reviews be submitted by the date specified by the editor. Schedule changes should be discussed with the editor.

The purpose of the reviews in AEH is for constructive and balance critique. So, if you find that your review of a book will be wholly negative, consult the editor before completing the review.

**PLEASE SEND COMPLETED REVIEWs AS A WORD ATTACHMENT VIA
EMAIL:AEHBOOKREVIEWS@gmail.com.**