



Religious Studies Review

A publication of Rice University, Department of Religious Studies

STYLE SHEET FOR REVIEW ESSAYS

A long review essay by a single author should not normally exceed 6,000 words; if two persons write essays on a single topic or body of work, the individual essays should not normally exceed 3,500 words. Depending on the review commissioned, however, acceptable essay lengths can vary, and essay lengths must be approved by the area editor (in consultation with the executive editor) in advance. Essays must be submitted as an MSWord file and should be sent to the area editor who solicited it. That person will review the essay before sending it on to the journal's review editor for copy editing. Please include a cover page with author's name, full address, and email address, for use in correspondence and in sending galleys for proofreading. For more information, please see the journal's website at (<http://rsr.rice.edu/Content.aspx?id=757>).

This guide deals only with matters distinctive of or important for *RSR*. For other matters, please consult the latest edition of *The Chicago Manual of Style*

PREPARATION OF MANUSCRIPTS

Manuscripts should be submitted with margins at 1 to 1.5 inches.

Double-spacing should be used throughout, including notes at the end of the essay, indented quotations, and any bibliographical references.

Any editorial corrections or queries will be made using the comment feature of MSWord.

TITLES

All essays should have titles, with the exception of those that review single works. Please avoid the word "recent," if possible. All titles are to be in bold, title case and centered.

WORKS UNDER REVIEW

After the title should come a list of books reviewed in the essay, ordered chronologically by date of publication, alphabetically by title or author, or in order of their review in the essay, according to the choice of the author.

Please follow this order:

1. Full title of work, in capital letters. Include any subtitle(s), separated from the main title by a colon. Titles in languages other than English should also follow this style.
2. Name(s) of author(s) preceded by "By."
3. Editor's or editors' name(s) preceded by "Edited by." Editors or translators of modern editions of older works should also be listed here.
4. In the case of joint authorship or editorship, record both names where there are only two persons; where there are more, use your discretion in deciding whether to list names beyond the first or use "et al."
5. Edition number, if any. Use abbreviations if possible (e.g., 2d ed.).
6. Number of volumes, if a multivolumed work.
7. Primary place of publication, followed by a colon, the name of the publisher, and the year.
8. The number of pages (including Roman numerals), preceded by "Pp."
9. The price of the work, given in US\$ if possible. If no price is available, write "N.p."

10. Treat a volume of a multivolumed work with separate volume titles as follows:

GESCHICHTE DER GRIECHISCHEN RELIGION

By Martin P. Nilsson

Handbuch der Altertumswissenschaft, 5/2/1 and 5/2/2

Vol. 1, DIE RELIGION GRIECHENLANDS BIS AUF DIE GRIECHISCHE WELTHERRSCHAFT

3d ed., Munich: C. H. Beck, 1967

Pp. xxiii + 892. DM 85.

Vol. 2, DIE HELLENISTISCHE UND RÖMISCHE ZEIT

2d ed., Beck, 1961

Pp. xx + 746. DM 62.

NAME OF REVIEWER

After the word "Reviewer:" put reviewer's name, followed by the person's institution, location, and postal code, on successive lines (all this in italics), after the list of works being reviewed.

Reviewer: *Erin McCarthy*
St. Lawrence University
Canton, NY 13617

BODY OF THE ESSAY

The essay proper follows the author's name and information. A number of important style matters deserve special attention:

USE OF SUBHEADS

The titles of subheads should be title case, flush left. The first sentence following a subheading should not be indented.

QUOTATIONS

1. Longer quotations (five or more typed lines) should be typed double-spaced, indented on the left (but not on the right) and with no quotation marks.

2. Quotations should be reproduced exactly as in the source, with errors indicated by *[sic]*.

3. Use brackets [], not parentheses (), to enclose material interpolated into a quotation.

4. Use three connected periods (...) to indicate omissions within a sentence, four connected periods (....) for omissions that include a sentence period. For a lengthy omission, use three asterisks (***)

5. Translations of biblical quotations should be identified if other than NRSV or if copyrighted material is used.

ITALICS IN THE TEXT

1. Place titles of books and periodicals in italics, but not series titles (e.g., Anchor Bible, Oriental Institute Publications).

2. Do not italicize books of the Bible, but do italicize titles of other ancient works.

3. Do not italicize foreign words or abbreviations now in common English usage or familiar in the field of religion (e.g., et al., inter alia, kerygma), but do italicize unfamiliar foreign words and phrases.

4. Use italics for emphasis sparingly.

ABBREVIATIONS

1. Common abbreviations may be used (e.g., viz., cf., ibid.). See the lists in *The Chicago Manual of Style*, chapter fifteen.
2. Omit periods between capital letter abbreviations (e.g., US, not U.S.; CE, not C.E.; BCE, not B.C.E.).
3. In deciding whether to abbreviate titles of other common or ancient works, keep in mind that *RSR* is an interdisciplinary journal. What is common knowledge in one field may not be in another.
4. The initial reference to contemporary works, including books under review, should give the full title. Subsequently, a shortened form of the title will suffice.
5. *RSR* spells out words in a few cases (e.g., numbers up to one hundred; percent instead of %; eighteenth instead of 18th).

TRANSLITERATIONS

Transliterate words in other alphabets, following whatever system is prevalent in your discipline. Transliterated words and phrases should be accompanied by English translations, at least at their first occurrence.

CAPITALIZATION

In general, follow *The Chicago Manual of Style* for the rules and exceptions in capitalizations. Many words that are often written upper case can and should be written lower case. Examples: biblical, christological, church, etc.

MISCELLANEOUS

*When mentioning authors of the books reviewed in the text, there is no need to give the full names; only surnames will suffice. E.g., In this publication, Jane Richards explores three relatively well-recorded nonelite cemeteries...

*Numbered list: 1) ...; 2) ...; 3) ...

*African American (not hyphenated)

*US states should be abbreviated as two-letter states.

CITATION WITHIN THE ESSAY

A. Page references to books under review should be inserted parenthetically in the body of the text, normally after the closing quotation mark but before the period (but after the period in block quotations). *Do not include p. or pp.* There is no need for further documentation since bibliographical information is given at the beginning of the essay. If it is unclear from context which book under review is being cited, include the author's last name followed by the page reference without additional punctuation.

e.g. The point is made clear by one of the books this essay considers (Johnson 399).

B. At the point where the documentation is desired, enclose in parentheses the last name(s) of the author(s) or editor(s), the year of publication, and any page reference(s). The author's name should not be used if it is obvious from the text. No comma should appear between author and year.

EXAMPLES: This has been argued again (Smith 1995, 36-50); or, This has been argued recently by Joan Smith (1995, 36-50).

C. Separate multiple references within parentheses by a semicolon when commas are also used within a reference.

EXAMPLES: Other authors make this point (see Jones 1992, 28-40; Smith 1995, 72-82; Evans 1996, 12-15).

D. Do not use op. cit., loc. cit., or art. cit.; instead follow the form specified above in initial and subsequent references.

E. Documentation for brief comments should be enclosed in parentheses and included in the text.

EXAMPLE: Via argued thus in 1966 (more recently see Via 1974a and Peterson's assessment, 1974).

ENDNOTES

Endnotes should be used sparingly, and then only for substantive comments, not for documentation. They should be signaled in the text by an Arabic number placed as a superscript after the punctuation (if any). Numbered consecutively in the manuscript, the notes themselves should appear at the end of the manuscript before the references (if any). *Please do not use a footnote or endnote program on your software; notes must be typed as regular text at the end of the manuscript, following the centered heading, "Notes".*

REFERENCES

If works other than the books under review are cited, the essay should end with a list of references, following the left-aligned heading "REFERENCES" Documentation should follow *The Chicago Manual of Style* author-date system. The name(s) of the author(s) or editor(s), year of publication, and page(s), if needed, are to be enclosed in parentheses in the text of the essay at the point of reference, while the work thus cited is listed at the end of the article under "References," as indicated below.

A. After endnotes (if any), under the heading "References," list in alphabetical order the authors of works cited in the text as documentation, giving for each entry the author(s) or editor(s) in upper/lower case, followed on the next line by year of publication, full title of publication, edition (if other than first), number of volumes (if more than one), series (if any; if so, provide number in series), place of publication (followed by a colon), publisher (omitting words such as "Co.," "Inc.," etc.—"Press" is not normally included, save for university presses).

B. To distinguish two or more works published by the same author in a single year add "a," "b," "c," etc., after the year of publication both in the References and in the documentation in the text.

EXAMPLES (NB: in the printed journal, a "small caps" font is used for authors' names, which requires that submitted copy use upper/lower case):

1. Book, single volume:
Wilensky, Mordecai
1991 *Hasidim and Mitnagedim*. Jerusalem: Mosad Bialik.
2. Multivolume work:
Chadwick, Owen
1966, 1970 *The Victorian Church*. 2 vols. Oxford University Press.
3. Book in translation and in a series:
Rendtorff, Rolf
1990 ET *The Problem of the Process of Transmission in the Pentateuch*. Trans. by J. J. Scullion. JSOT Supplement Series, 89. Sheffield: JSOT Press.
4. Works by the same author appearing in the same year:
Cort, John E.
1995a *Defining Jainism: Reform in the Jain Tradition*. University of Toronto, Centre for South Asian Studies.

1995b "The Rite of Veneration of the Jina Images." In Donald S. Lopez, Jr. (ed.), *Religions of India in Practice*, 326-32. Princeton University Press.
5. Article in a periodical:
Henking, Susan E.
1993 "Placing the Social Sciences: Cases at the Intersection of the Histories of Disciplines and Religion." *Religious Studies Review* 19:2, 116-24.
6. Article in a volume:
Ruether, Rosemary
1992 "Motherearth and the Megamachine." In C. P. Christ and J. Plaskow (eds.), *Womanspirit Rising: A*

Feminist Reader in Religion, 43-52. HarperSanFrancisco.

7. Source on the Internet: Last Name, First Name. Date of Publication (If available), "Page Title." Website Title. Web Address (retrieved Date Accessed).

Fitzherbert, Solomon G.

2015. "L'épopée tibétaine de Gesar à la fin du XVIII siècle: Les lettres de sum-pa mkhan-po au 6th pan-chen lama." *Études Mongoles & Sibériennes, Centrasiatiques & Tibétaines*.
<http://emscat.revues.org/2602> (accessed December 11, 2015).