

Preparing your book review for submission

These guidelines are designed to help potential reviewers when writing their reviews for the *Italian Political Science Review*. If you have any additional questions, please contact the Book Reviews Editor, Dr Michele Fenzl, at fenzl@ipz.uzh.ch.

Format and contents

The primary function of the Book Review is to offer informative, critical and fair discussion of important newly-published books in political science. Such discussion requires that reviews be clearly written for a general audience of political scientists, including students at various levels of study, academics, policymakers, journalists and members of the public. Book reviews should not simply describe books. They should explain to readers how the books in question address serious theoretical debates within political science, and speak to broad questions of interest to political science and social science more generally. All reviews should say something about the way the books purport to contribute to scholarly knowledge and how successful the books are in comparison to other relevant research. Critical reviews should clearly identify the main themes or theses of the book in question before proceeding to criticize it. It is important that criticism of books centres on the principal scholarly purposes, as well as merits or demerits, of the books.

Opening paragraphs

- Use these paragraphs to draw your reader in and convince them that the review is important and relevant.
- Introduce the book, its aims and any special relevance the author may have. For example, are they an academic or a prolific economist or writer? Has the author previously written an influential textbook? Is the author well known in the field?
- Does the book relate to a 'hot topic' on which you can draw?
- Key definitions and themes should also be included here.

Body of the review

- Rather than go through the book chapter-by-chapter, choose two or three chapters to analyse and discuss in detail.
- Aim to give your readers a good understanding of the arguments presented in these chapters, using key quotes, statistics, anecdotes or other examples from the book.

- After introducing the arguments, comment on any strengths and weaknesses. Did you agree with the arguments the author made? Why or why not? Have other authors made a stronger case?
- Reviews need to be honest and all your own work, although it is fine to comment on how books have been received.
- Reviews also need to be fair and constructive: authors and publishers want to see balanced assessments of their output, but if a book is truly bad then do express this. Reviews may be rejected if they include ad hominem attacks or critiques that tip over into point-scoring.

Final comments

- Use the final paragraph to sum up the book in a couple of lines, commenting on the intended target audience, whether you would recommend the books or some concluding thoughts on what it might lack. You may also want to reflect on where the book fits into the current literature on the topic.

Format

- Your review must include the title, author name, publisher and location, date of publication, number of pages, and price of the book. Your name and institutional affiliation should appear, right-justified. The following are examples of the proper format:

The New American Politics: Reflections on Political Change and the Clinton Administration. Edited by Bryan D. Jones. Boulder, CO: Westview Press, 1995. 316p. \$65.00 cloth, \$24.95 paper.

Nicol C. Rae, Florida International University

- No footnotes/endnotes are permitted in the book reviews.
- No end-of text references are permitted in the book reviews.
- Extensive quotations should be avoided.
- All quotations from the book(s) under review must be accompanied by the page numbers. You should avoid excessive citations of other works within your book review. If you do cite other books, provide the title, author name, and date of publication in the text. If citing articles, please provide enough information in the citation to identify the work, including the author first and last name; journal title; season/month/number; and year of publication.

Length

We ask for reviews to be between 1,000-1,200 words in length. This typically equates to around 8 to 10 short paragraphs.

Please send completed reviews in a Word document, on or before your deadline, via [ScholarOne](#). The Authors should just check/choose the "Book Review" article type when submitting their Reviews through the *Italian Political Science Review's* online system on the ScholarOne platform. Please remember to include the full publication details of the book under review.

Editing Process and Publication

- Quality control is the Author's responsibility. Reviews may be returned to Authors if English prose is not correct. Authors, particularly those whose first language is not English, may wish to have their English-language manuscripts checked by a native speaker before submission. Authors are thus responsible for copy-editing their own review from grammar and syntax.
- Reviewers are responsible for correct presentation of factual material (including correct spelling of proper names, accurate page numbers for quotes, etc.).
- You will then be sent feedback and a copy-edited version of the essay. You will be given the opportunity to respond to comments and to undertake any further edits before a final version is agreed.
- Minor edits are made to nearly all submitted reviews and essays. Typically, these are made for stylistic reasons; however, you may be asked to provide more detail on a particular argument, to double-check factual claims or to provide additional links to supporting information. All substantial changes will be agreed with authors before publication.
- *Italian Political Science Review* regards submission of your review as confirmation that your review has not appeared nor will appear elsewhere in published form.