

**A full book review** may concern one book or monograph **or** several works (as arranged). Length – 250 words excluding quotes; 500-600 words including quotes. The review should locate the author (NZ or other background; and indicate whether they are established and prolific or a 'beginner'). Previous publications and awards are often instructive. The review should, in broad strokes, initially **indicate** and subsequently **develop** whether the writer's intention has been realised.

One of the most important points in developing a book review is to address the journal's readership: NZ / Pacific and international. Towards this end, the review should **consider**:

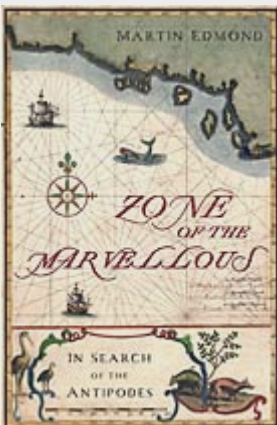
- the **intended audience** for the book;
- the **main ideas and major objectives** of the book, how effectively these are accomplished and where the publication sits in relation to others by the same author;
- the **soundness of methods** (use of language and communicative content) used;
- the **context or impetus** for the book;
- a **comparison** with other works on this subject;
- constructive comments about the **strength and/or weaknesses** of the book;
- for edited books: dominant themes with reference to specific chapters as appropriate;
- comment on whether the design and layout of the work adds or subtracts. Such comments (including legibility & errors) serve both the writer and publisher;
- where **shortcomings** are perceived, back these up with **evidence**;
- a thoughtful critique requires time and effort. If, for any reason, you cannot undertake a review, please email us and we will arrange for an alternative reviewer.

## *Style Guidelines*

**THE HEADER** : should be **emboldened** and include:

- **Title** of book in *italics* (except numerals) – **eg. 3 from Hutt**
- **Author(s)** or **editor(s)** first and last name(s) (please indicate if it is an edited book)
- **Place** of publication
- **Publisher**
- **Year** of publication in brackets
- Number of **pages**, **eg. pp 305**
- **Price: NZ RRP \$** (please indicate whether paper or hardback cover: **pb, hb**)
- **ISBN**, **eg. ISBN 9780958283502. N.B. No hyphens between numbers**
- **Reviewed by ...**

**Example Header:**



***Zone of the Marvellous: In Search of the Antipodes* by Martin Edmond, Auckland: Auckland University Press (2009) 242 pp. RRP NZ\$34.99. ISBN: 1869404475. Reviewed by Brenda Allen.**

## **THE REVIEW :**

- Reviews should be in *TAKAHĒ* **house style** (as outlined; please see website: <http://www.TAKAHĒ.org.nz>) and **with English**, not American English **spelling**.<sup>1</sup>
- **The first time an author and title** are mentioned, please embolden them.
- **eg.** In **Isa Moynihan's *The Rashomon Factor***, Agatha Christie meets her modern-day match says Sarah Quigley.
- **Titles** of separate chapters, essays, stories or poems within a book should appear in ordinary font enclosed inside **double quotes**.
- Copy should be in **single-line spacing** and **not right-hand justified**.
- **Block** the first paragraph and indent all subsequent ones (**as per house style**).
- In general, **all references** should be made in-text, rather than as endnotes. **Reference eg.:** (Moynihan, 1999) or with page numbers: (Moynihan, 1999, 27-38).
- Extended references should be included in **endnotes**.

**ENDNOTE eg.:** See also Norcliffe's short story "Belinda" which considers the same themes but from the perspective of a disabled child with aged parents in ***Our Geographies***, Williams, Sarah and Gill Salentino, eds. Dunedin: Edge Publications (2009) pp13-15.

- If possible, send a **jpeg** of the book **cover** (min. 300 pixel wide), often available on the web.
- At the end of **your review**, please include a **brief biographical note** (40-60 words, including any institutional affiliation), **eg.** 'Marie Bell (b. 1948) received her (degree) in (field) from.... She is currently living and working in ... where she teaches/is studying ...'. Please also send a high resolution 'head and shoulders' photograph that can be reproduced in black and white.

*TAKAHĒ* is an interdisciplinary journal (prose/poetry/cultural studies/arts). Reviewers must communicate to a wide audience. Language must, therefore, be direct and void of unnecessary jargon and technical terms. Use the active voice as much as possible.

Due to limited space, only selected reviews will appear in the actual journal. All reviews accepted for publication will appear on our web site. We are hoping that this facility will prove both popular and useful to readers, writers and publishers alike.

We regret that due to limited finances we can make only a token payment for your time and critical efforts – plus the review book and a copy of the *TAKAHĒ* in which your review appears or is referred to.

Unless arranged otherwise, please send reviews (*following the format examples above*) together with your name, postal and email addresses, biographical note and photograph to:

**Reviews Editors**  
**Brenda Allen and Cassandra Fusco**  
**TAKAHĒ**  
**PO Box 13 335**  
**Christchurch 8141**

We will respond by email informing you of any edits that may be required, and the issue in which the review will appear.

*Brenda Allen* and *Cassandra Fusco*

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<sup>1</sup> To change the language in an MS Word document, first "select all" (ctrl-a) of your text, then choose "Language" and "Set Language" from the Tools pull-down menu. Choose "English" or "NZ English" from the available list.