

## Guidelines for Writing Academic Reviews

**Date: January 2024**

With an academic review, you provide information about a newly published work. Please offer a concise summary, detailing the intention, research question, structure, and outcomes of the presented book. Situate the work within the research context. An independent evaluation of the book's strengths and weaknesses is desired, but it should always be supported and justified with reasoning. In the case of collected works, we kindly ask you to identify the collection's purpose, relevant themes of the volume, or focal points and discuss individual contributions as examples. An overview of the content of the volume can follow the review. The conclusion of the review should provide a summarizing appreciation of the work. The readability of your text on the screen is enhanced by short sentences and well-structured paragraphs. Please ensure that your explanations are comprehensible and coherent for a broader academic audience. Make sure to maintain a professional distance from the work being reviewed.

After submission via email, your review will be edited by our editorial team (possibly with input from external experts). The editorial team might reach out to you with suggested changes if necessary. Once the review is ready for publication, you will receive a preview and the intended publication date via email. Typically, we accept only original submissions. In exceptional cases, please first contact the editorial team with an inquiry.

We are open to review proposals. The editorial team will send you the review copy and generally expects a review within two months.

Contact: [gestern-romantik-heute@uni-jena.de](mailto:gestern-romantik-heute@uni-jena.de)

## Text Entry Guidelines

The **length** of a review should not exceed **1,500 words**.

The bibliographic description of the work precedes the review: author, title, publisher, place and date of publication, page count, specific elements like tables, figures, ISBN, price.

Include your name (without academic title), email address, and institutional affiliation in an author's line below your review.

## 1. Spelling

- The new spelling rules apply; quotations are, of course, to be presented in their original spelling.

## 2. Review Text

- Please input the **main text** as **justified text** and without hyphenation; no extra space between regular paragraphs. Do not use tabs, spaces, or similar at the beginning of paragraphs. Avoid varying font sizes and subheadings. Do not include footnotes.
- Do not indent or set off **quotes**; integrate them within the text. Place quotes in double quotation marks. Within quotes, use single quotation marks.
- **Titles** of works should be italicized. **Italics** are also used to highlight important terms and concepts.

## 3. Minor Details of Importance

- **Hyphens**: Short (e. g., Viardot-Garcia), en dash (e. g., 1833–1897), or em dash: – (typed as ALT 0150).
- **Musical note letters**: italic: *a, h, C*; **pitch indication**: superscript number instead of hyphen: *c*<sup>2</sup>; **keys**: straight: A major, C minor.
- Non-breaking **space** (hold down Ctrl or Ctrl + Shift, then press space) after p., vol., vols., pt., and between abbreviations like e. g., i. e. ...
- **Apostrophe**: ' instead of ´ or `! (Pay attention to the direction of the curve.)
- **Abbreviation** principles: Please generally use few and common abbreviations in the text. For institutions, spell out the full name at the first mention and add the abbreviation in parentheses. For universities (FU Berlin = Free University of Berlin) and place names (Frankfurt am Main), please spell out. Special characters like %, € should be spelled out in the text.