

Ready your manuscript | JCE STYLE CHECKLIST

- Suggested **word counts** for each type of submission are as follows:
 - BOOK REVIEW [1-2000 words, one text under review]
 - REVIEW ESSAY [3-4000 words, multiple texts under review]
 - COMMENTARY [flexible word count, please confer with the Reviews Editor directly]
 - REVIEW SYMPOSIUM [1-2000 words/review, 1-2000 words for the author's response]
- A section **heading**, in all caps, should be included in the top left corner for each manuscript type. The heading should read:
 - BOOK REVIEW
 - REVIEW ESSAY
 - COMMENTARY
 - REVIEW SYMPOSIUM
- Authors of **review essays, commentaries, and symposia contributions** must provide their **own title**, placed between the section heading and the details of the book under review. Standard **book reviews** should not have a title (skip to book information).
- All review manuscripts should include book information formatted according to JCE house style directly below the section heading or title (as appropriate) at the top of the manuscript.
 - E.g.
 - Book Title: All Bold**, by Author, Lanham MD, Lexington Books, 2008, 542 pp., £59.95 (hardback), ISBN 978-0-739-11434-6 / £27.95 (paperback), ISBN 978-0-739-11435-3
 - Book Title**, by Author and Author / edited by Editor, Cambridge, Harvard University Press, 2003, xliii +584 pp., US\$28.95 (paperback), ISBN 0-95-445440-6
 - Book Title**, edited by Editor, Editor, and Editor, Abingdon, Routledge, 2009, xvi + 360 pp., US\$170 (hardback), ISBN 978-0-415-56085-9 / \$44.95 (paperback), ISBN 978-0-415-56086-6 / \$35.96 (e-book), ISBN 978-0-415-46087-3
- Author information (name, affiliation, email address, ORCID ID if applicable) should be inserted below the book information and before the manuscript text.
- Style checklist for manuscript body:
 - Insert commas before coordinating conjunctions like 'and' or 'or' (the **serial or Oxford comma**). Do not use a comma after e.g. or i.e.
 - Punctuation goes 'inside quotation marks,' like this.
 - Use single quotation marks, except where 'a quotation is "within" a quotation.'
 - Abbreviations: Use full points in i.e. and e.g., but not in acronyms (USA, BBC).
 - For all other style questions, [see here](#).

- ❑ **References section** should be titled REFERENCES and should conform to the [Taylor & Francis Reference Style V \(Harvard B\) style](#).
 - The book under review should NOT be included in the References section.
 - The **year of the book under review** should NOT be referenced in the text. Citations should be simply: As Smith (26) argues, ‘...’ or Smith suggests that ‘...’ (57-58). All other in-text citations are as follows: (Stark 2009, 34; Jones and White 2010; Hall et al. 1970).
- ❑ A short **author bio**, under the heading NOTES ON CONTRIBUTOR(S), should be included at the end of the manuscript following the REFERENCES section.
- ❑ [Word Templates and Endnote output styles are available to assist you here](#).

Submitting your manuscript | UPLOAD TO SCHOLARONE

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- ❑ New users should first create an account. Once a user is logged onto the site, submissions should be made via the Author Centre.
- ❑ When prompted to select **Manuscript Type**, choose accordingly:
 - For standard book reviews, select Book Review
 - For review essays or commentaries, select Review Article
- ❑ When prompted to enter manuscript details:
 - For **review essays, symposia contributions, or commentaries**, enter the title and abstract as written.
 - For standard **book reviews**, enter “BOOK REVIEW” for title and the house style book citation as the abstract.
 - Do not select a “section,” or designate your manuscript for a special issue/collection, unless instructed to do so by editor.
- ❑ When prompted to **upload the manuscript**, include all sections (heading/title, review, references, notes on contributor(s)) as a single document where file upload is requested. Manuscripts may be submitted in any standard editable format, including Microsoft Word (files will be converted to .pdf upon submission). [Further information on file guidelines may be found here \(requires login\)](#).
 - Select book review* as your **file category**.
- ❑ Navigate through additional prompts for Declarations, Consents, Acknowledgements, Permissions, Corresponding Author(s), and Competing Interests (as applicable).
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