

Review Template

This template should be used when you submit a book, podcast or other review. If you are writing an article, use the Article Template. Please save this and copy and paste your content into it. Adjust your content to follow the style outlined in this template.

Background information:

Complete the following information and leave it before the main title of your review.

What type of review are you doing? (Delete the options that do not apply):

- **Book review**
- **Podcast review**
- **Other (name)**

Your name as the author (the way you want it to appear in publication):

Are you providing head and shoulders photos with the review? (Delete the options that do not apply.)

- **Yes – one author**
- **Yes – two or more authors**
- **No**

(If you are submitting as an organisation, please give the name of the organisation and the name and email address of the person readers can contact.)

If you are not a member of ARANZ, do you want a print copy to be sent to you if your article is accepted for publication? (Delete the option that does not apply.)

- **Yes**
- **No**

Read and leave the following:

Reminder of things to submit with article:

- Please add your name and organisation (if relevant) at the end of your review in *Times New Roman 14-point italics*.
- Completed *Brief Biography Template*.
- High resolution head and shoulders photo (if photo being submitted).
- High resolution copies of any images, figs. etc. to be added into the review. (All should have appropriate copyright for reproduction in *Archifacts*).

Condition of submission

I understand that by submitting my article to the Editor, I am saying that:

- I have **not** used any content in my review that was generated by Generative AI and LLMs such as ChatGPT.

OR

- I have used Generative AI and/or LLM **only** for the research purposes described in my review and I have clearly and properly documented this in my work.

Review template:

BOOK REVIEW / PODCAST REVIEW [AMEND TO SUIT]

[Title of book, podcast etc.] by [Name of author, editor, organisation etc.] - Times New Roman 18 heading in bold

If book, add the following information:

Place of publication | Publisher | Year of publication | Number of pages (including preliminary pages) | Currency and price (publication format) | ISBN or ISSN number | Format | - Times New Roman 14 heading.

If podcast, add the following information:

Series details | Date range | - Times New Roman 14 heading.

This is the template for a book, podcast or other type of review. Your review should be around 300 to 500 words, although longer reviews will be considered. As a reviewer, you may like to consider the following questions as you write:

- What is the aim of the book / podcast etc. and to what extent the aim has been achieved?
- Who is the author / presenter / and what their background?
- Who is the target audience?
- How does the work compare with others covering similar ground?¹

The content of your review should do more than just summarise the content. It should help the reader think more deeply about what you are reviewing and establish whether they would like to engage in it further. For example, a book review may encourage a reader to read the book for themselves.

Add content relating to the heading here. Please refer to the *Publishing Guidance* for more detailed instructions on how to set out this information, particularly when it comes to adding endnotes and referencing.

¹ Australian Society of Archivists. Author Guidelines.
<https://publications.archivists.org.au/index.php/asa/guidelines>

Add a heading

The heading above shows you how a heading should look within your work. Headings should be left-aligned, 12-point Times New Roman, and in bold.

Add a quote

Quotes under forty words in length can be added within the paragraph text using double quotation marks. For example, “this is a short quote”.

Quotes over forty words in length are to be placed in a new paragraph, and indented as follows:

This is a long quote. This is a long quote. This is a long quote. This is a long quote. This is a long quote. This is a long quote. This is a long quote. This is a long quote. This is a long quote. This is a long quote. This is a long quote. This is a long quote.

Note how the long quote is indented at both ends, and not just on the left. Long quotes do not need double quotation marks.

Page numbers

If you are reviewing a book and include quotes from it, you will need to add a page number after the quote in round brackets. This should be in the format (p.X), where X is the page number. This applies to both short and long quotes. For example, “this is short quote” (p.12). or:

This is a long quote. This is a long quote. This is a long quote. This is a long quote. This is a long quote. This is a long quote. This is a long quote. This is a long quote. This is a long quote. This is a long quote.

long quote. This is a long quote. This is a long quote. This is a long quote. This is a long quote. (p.12).

Note that there is a full-stop after the p., and it is in lower case. This is a fairly common practice in book (and other) reviews.

If you are writing a book review and want to name a source in your review that is not the item you are reviewing, italicise the title of this other source, and use an in-text reference to give reference details. For example:

The secret life of cats: Everything your cat would want you to know (Bessant, 2009).

If you want to quote something that does not come from the source that you are reviewing, quote as per the normal format for short or long quotes but also add an in-text reference. See the *Publishing Guidance* for details on how to use references and Endnotes.

When you have finished your review, add the following information at the end of your review. Note the gap between this last sentence and the following information. These words should be left aligned and italicised in Times New Roman size 14 font.

Review by:

[Your name]- Times New Roman 14 in Italics

[Your organisation (if relevant)] - Times New Roman 14 in Italics

Reference list

Add your reference list here, if in-text references were used. Please refer to the *Publishing Guidance* for links to helpful information on how to do this.

Endnotes

Any endnotes should appear here. Please refer to the *Publishing Guidance* for links to helpful information on how to do this.