



# CATHOLIC LIBRARY ASSOCIATION

*The international community of choice for today's librarians*

## PROCEDURES FOR SUBMITTING REVIEWS TO *Catholic Library World*

Please follow these steps and adhere to *The Chicago Manual of Style*: [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)

- Include only one review per document
- Use **first few words of the book title** for the **file name**
- Reviews should be 150 to 300 words, unless there is a compelling reason for a longer review
- Send reviews as a Word document email attachment  
*If not possible, use the Baton Rouge address in the footer below, attention Review Editor*
- Use the review name as the email **subject** when sending the review to [skelsey@lsu.edu](mailto:skelsey@lsu.edu)
- Suggest a category for the book review (refer to *CLW* for categories)
- Mention type of library for which it is best suited
- Sign each review with your name and affiliation, if appropriate, and city & state:

Mary D. Smith (no titles or degree initials; use initials only for those in religious communities)  
Blue Sky School  
Antytown, Mass. (We have changed from USPS abbreviations to those used by the AP)

- Follow format below for citations:

### ***What a Happy Day***

By Joy Jones, Sunshine Books, 2010, 128 pp., ISBN 978-x-xxxx-xxxx-x, \$16.95 (paper).

- Note capitalization, italics punctuation, and the linear arrangement of the citation
- Full names are unnecessary for better-known publishers like Crabtree, Enslow, Orbis, etc.
- Separate each segment of the citation with a comma
- Use the 13-digit ISBN. No colon after "ISBN"
- If a soft cover, indicate by (paper) after the price. Hardbound does not need a label.
- End the citation with a period
- Include both imprint and publisher (i.e. Greenwillow/HarperCollins)

### *For Juvenile Works:*

- The plot/content summary should be brief, with the emphasis on critical evaluation of content, physical format, organization, illustrations, or other appropriate features
- Alert readers to unexpected surprises or controversial material
- Include the number of pages (including for books with unnumbered pages)
- On a separate line at the end of the review, mention approximate age range for readership
- Indicate children's (age 0-13) or young adult (age 14-21)
- For children's books, indicate an NCEA value/s (if applicable) represented by the book: faith, hope, charity, justice, courage, forgiveness, and service

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