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Length
Generally about 1,500 words. If two books are under review, up to 2,500 words should be sufficient. This, of course, is flexible.

Format
Please use a standard word-processing program such as Microsoft Word. You may use italics, boldface, and diacritics, but do not use HTML tags (such as `<p>` or `<i>`). It is best to send the review as an e-mail attachment in Microsoft Word. Please do not cut and paste the review into the body of an email, as formatting may be lost or changed in the e-mail transmission.

Style
For general questions of style, see The Chicago Manual of Style, 16th ed. (Chicago: University of Chicago Press, 2003). For spelling, refer to Webster’s Third New International Dictionary or Webster’s New Collegiate Dictionary. CAA house style is based on these authorities, with some variations.

The following information must be provided at the beginning of the review: 1) your name, affiliation, and e-mail address with the total number of words. If you would prefer not to list your e-mail address in your byline, please let the CAA staff editor know, but do include it in your manuscript for contact purposes; 2) the total number of words; 3) author’s name and complete title of book, with a colon between the main title and the subtitle; 4) place of publication (if multiple places are listed, the U.S. location is preferred); 5) publisher; 6) date of publication; 7) total number of pages in the book, including all front matter and illustrations that do not carry page numbers. If this cannot be found in the book or on the jacket flap, the publisher’s website often has this information; 8) number of illustrations (black-and-white and color); 9) price (in U.S. dollars, euros, or other currency); 10) cloth or paper binding; and 11) ISBN number. The format is as follows:

Mary Phillips, Assistant Professor, Department of Art and Archaeology, Princeton University, mphillips@princeton.edu

1,476 words

If you are reviewing an exhibition catalogue, please provide the complete exhibition schedule, including the institution name, location (city and state or city and country), and complete dates. The format is as follows:

Metropolitan Museum of Art, New York, March 4–June 8, 2003

Please also provide Internet addresses for any links you would like incorporated in the text (e.g., museum, academic, or educational sites).

Because of the nature of the Web medium and the brief format of these reviews, footnotes and endnotes are discouraged. Instead, please provide the city, publisher, and date in parentheses when citing a book or quoting a text other than the book or catalogue under review, following the citation.

Full names should be provided for people the first time they are mentioned in the text (e.g., Marcel Duchamp, then Duchamp).

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A review should be written within three months after receipt of a book. CAA asks that you return any book you decide not to review so that it may be reassigned.

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