[The title of book being reviewed]

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A Book Review

Presented to

Dr. [Professor’s Name]

[The Southern Baptist Theological Seminary OR Boyce College]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In Partial Fulfillment

of the Requirements for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

by

[First Middle Last Name]

[SBTS Email Address]

[Date of Submission]

\*I affirm the honor code.

[Last Name, First Name. *Book Title: Subtitle*. Publication City: Publisher Name, 2022.]

This sample book review has been formatted according to [*The Southern Seminary Manual of Style*, 5th edition](https://sbtswriting.squarespace.com/resources/). The body of your text should be formatted to 12 point Times New Roman font, exactly 24 point leading (see *Manual of Style* 1.2 “Font” and 1.3 “Line Spacing”). For more information what is expected in a book review, see *Manual of Style* chapter 3 “Book Review Style Guidelines” and the [Book Review Guide](https://sbtswriting.squarespace.com/resources/). If you need help using this template, you can view the [Template Tutorial Video](https://www.youtube.com/watch?v=bU_EcheH_Kw&feature=youtu.be).

This is an example of a block quotation (see *Manual of Style* 2.8 “Indentations”). A quote must be 5 lines or longer to qualify as a block quotation. Indent the left margin of a block quotation 0.35 inch, and continue to use 12 point font. Do not italicize block quotations unless the original is italicized. The block quotation is automatically formatted via the style “Block Quotation” on the “Styles” menu (on the “Home” tab). Do not indent the first line of a block quotation unless it is indented in the original text. If the text you are quoting is indented, add an additional 0.35 inch indentation to the first line. Leave one blank line both before and after the block quotation. When you hit enter, you will return to “Body of Text” style.[[1]](#footnote-2)

Hit “backspace” if you are continuing your paragraph from above, otherwise the style will automatically indent following a block quotation and you will begin a new paragraph. Continuing the previous paragraph may cause the cursor to start at the left margin for the next paragraph. Select the “Body of Text” style to resume proper formatting.

# First-Level Subheading

First-level subheadings should have two empty lines before them and one empty line after them. Spacing *before* = 12 point, “line spacing” = “exactly 24 point leading,” and “Left” and “Right” indentation = 1.25 inch. When you want to create a first-level subheading, go to the ribbon, click “Home,” go to the “Styles” portion of the ribbon, and locate “First-Level Subheading” style. Click it and type your subheading. Once you hit enter, you will automatically switch to “Body of Text” style. See *Manual of Style* 2.7.1 “First-Level Subheading.”

## Second-Level Subheading

THESE SHOULD RARELY APPEAR IN A STANDARD BOOK REVIEW. Like first-level subheading, second-level subheadings should have two empty lines before them and one empty line after them. Spacing *before* = 12 point, “line spacing” = “exactly 24 point leading,” “Left” indentation = 0, and “Right” indentation = 3.5 inch. When you want to create a second-level subheading, go to the ribbon, click “Home,” go to the “Styles” portion of the ribbon, and locate “Second-Level Subheading” style. Click it and type your subheading. Once you hit enter, you will automatically switch to “Body of Text” style. See *Manual of Style* 2.7.2 “Second-Level Subheading.”

### Third-level subheading. THESE SHOULD NEVER APPEAR IN A STANDARD BOOK REVIEW! When you want to create a third-level subheading, go to the ribbon, click “Home,” go to the “Styles” portion of the ribbon, and locate “Third-Level Subheading” style. Click it and type your subheading. Once you have completed the subhead, click the “Bold” button to turn it off and continue with your paragraph. Once you hit enter to create a new paragraph, it will automatically switch to “Body of Text” style.

1. Footnotes should be 10 or 12 point font, indented 0.7 inch, single-spaced (i.e., 10 or 12 point leading), and have a blank line before the text (see *Manual of Style* 2.9 “Footnotes”). Footnotes are automatically formatted via the style “Footnote Text” on the “Styles” menu (on the “Home” tab). For footnote citation style requirements, see *Manual of Style* chapter 5 “Footnote and Bibliographic Forms” and the [SBTS Citation Quick Guide](https://sbtswriting.squarespace.com/resources/). [↑](#footnote-ref-2)