

Reference Reviews Europe: Guidelines for Abstractors and Original Reviewers
(Revised 9/9/02)

1. Suggestions for Good Abstracting

- a. Print out the review and work from the paper copy rather than from the screen.
- b. As you read the abstract, underline/highlight the main points in the review and make sure that these are covered in the abstract.
- c. Please do not simply translate the *IFB* review, especially if it is long. Be selective. A complete translation may serve as a useful starting point, if you wish, but the goal of *RRE* is to provide a digest, a summary, an abstract of the original review, not a verbatim translation of it. Thus, the abstract submitted for *RRE* should include only what you think will be of importance to a non-German-speaking librarian who wishes to acquire materials that might be of interest to a wide range of patrons. Don't include mainly German-audience-oriented information/comments. Be fairly concise, but do include interesting details that illustrate the value (or not) of a work. Try to imagine an English-speaking librarian reading the review with an eye to deciding whether to purchase the title or not.
- d. Avoid wording such as "The reviewer notes that..." or "In the reviewer's opinion..." Instead, summarize the content of the reviewer's opinion, e.g., "The web site is impressive."
- e. Feel free to fill in background information that may be obvious to German librarians or readers proficient in German, but that a non-German reader might not have. For example, if reference is made to "Die Deutsche Bibliothek", you might note that this is the German national library.
- f. After you've finished your abstract, read it a final time against the original review; it's surprising how often minor misunderstandings become apparent (and can be corrected) at this re-reading.

2. Content

- a. Emphasize:
 - the scope of the work
 - its bibliographic history
 - comparisons to other works
 - interesting and informative substantive information conveyed in the review—a telling detail or two about the subject matter, something

- memorable about the author or the sponsoring organization, or other "background" information provided by the review
 - bottom-line recommendation (or lack thereof)
- b. De-emphasize
 - more detailed information regarding the work's organization and formal apparatus, such as chapter and section breakdowns
- c. Please include references to earlier *RRE* reviews, or to *IFB* reviews if an important title was not covered in *RRE* (e.g., U.S. or U.K. university press titles).

3. Mechanics

- a. Defaults: Please use Word if at all possible. Do not right-justify – use left-justification only. In Word, please use the Times New Roman, Regular, 12 pt. type font. Do not use the super/subscript, "curly" quotes or apostrophes, em/en-dashes, ellipsis, symbol characters, and Internet hyperlinks. These special features in Word disrupt the typesetting process. In Word's "AutoCorrect" preferences, turn off all these features in the "AutoCorrect" and "AutoFormat" tabs. Please consult the *RRE* Style Sheet for the use of dash, ellipsis, and ordinal numbers.
- b. Please cut and paste the bibliographic citation from the Web version of *IFB*, so that the basic elements are in place, **and then change to reflect *RRE* citation style – very important!** It is also important to include the *IFB* review number in square brackets (e.g., [96-1-038]) at the end of the bibliographic citation. Please translate the title and place in square brackets (no italics) after the original; capitalize significant words in title translations. Change German abbreviations such as "S." and "Hrsg." to their English equivalents (e.g., "p." and "Ed.", etc.). If you are sending us your reviews as a Word attachment (very desirable!), please italicize the German titles.
- c. Please do not add any html encoding. This, too, will be added later in the editorial process.
- d. *RRE* does not use footnotes. If there is information in a footnote to the review that you think warrants going into the abstract, you should incorporate it into your text. If you include information on a publication that was mentioned in a footnote, please include only the author and title, and, in parentheses (not in brackets), the place of publication and date.
- e. In general, don't give page ranges for sections of a book being reviewed, but, if you think it is warranted, mention the total length, e.g., "a 25-page bibliography" or "More than half the book is devoted to..."
- f. Please use complete sentences. Leave only one space (not two) after all periods.

- g. Remember to add the reviewer's initials and your own in brackets at the end of the abstracted review (e.g., [ed/mrh]). **(Please note that the initials for Klaus Schreiber are "sh", and not "ks".)**
- h. The editors reserve the right to make changes without checking back with the abstractor, as time is sometimes of the essence.

Some examples of good abstracts: 95-1-073 (BD), 95-3-461 (CL), 95-4-524 (AM).

Deutsche Dichter der frühen Neuzeit (1450- 1600) [German Writers of the Early Modern Period]. Ed. Stephan Füssel. Berlin: Erich Schmidt, 1994. 680 p. 23 cm. ISBN 3-503-03040-9: DM 238.00 [95-1-073]

This volume introduces the life and work of 36 early modern writers, including several whose importance has been discovered by recent research or about whom new information has become available, such as Johannes Turmaier, called Aventinus or Hermann Bote. The articles are written by outstanding scholars, and include the broader context as well as extremely readable biographical portraits and analyses of the works. In his brief and clear introduction, the editor provides a description of the characteristics of the period and the most important problems for research. This is a very useful handbook for students as well as a reference book, since all articles include bibliographies of primary texts as well as of recent secondary literature. One quibble—only major editions of the works are cited; the easily accessible editions published by Reclam are not included. [hak/vh]

Bibliografie van in Nederland verschenen kartografische materialen [Bibliography of Cartographic Materials Published in the Netherlands]. Ed. Nederlandse bibliografie bevattende de in Nederland uitgegeven of herdrukte kartografische materialen die werden ontvangen door het Depot van Nederlandse Publikaties van de Koninklijke Bibliotheek te Den Haag. Houten: Bohn, Stafleu, van Loghum. 25 cm. ISSN 0007-0165 [95-3-461]

1991/93 (1995). xii, 645 p. (Brinkman's cumulatieve catalogus van boeken, 149, 1949, Appendix)

The publication of the cartographic section of the Dutch national bibliography, which began in 1975 and temporarily ceased publication after 1983, signals its resumption in the form of a three-year bibliography, of which this is the first (1991-1993). It is published as an appendix to the index of Brinkman's cumulative *Catalogus van boeken*. The missing period of coverage (1984 to 1990) is available only in machine-readable form (CCK). Covered in this bibliography are not only maps, street plans and atlases, but also photo-maps, and remote-reconnaissance based digital maps. The main body of the bibliography is organized, unconventionally but practically, by publisher. It is indexed according to the

CCK standard. One hopes that this three-year bibliography will continue to be published, and, better yet, that it will be published independently (not as an appendix). [sh/mj]

Deutsches Wörterbuch [German Dictionary]. Gerhard Wahrig. New ed. by Renate Wahrig-Burfeind. With "Lexikon der deutschen Sprachlehre" [German Grammar]. Gütersloh : Bertelsmann-Lexikon-Verlag, 1994. 1824 p. ISBN 3-570-10520-2: DM 59.90 [95-4-524]

So numerous are the printings and editions of Wahrig's German dictionary by various presses that it is difficult to differentiate among them. This newest edition contains more than 250,000 entries and is an impressive 371 pages longer than the 1980 edition (München: Mosaik Verlag). The goal of the authors to represent the German language in its present state has been achieved; the volume contains words from the former GDR, as well as many new foreign words and concepts from the natural sciences and computer science. There is currently no comparable work available that can match the variety of headings (from Easy Rider and geokarp to Zapping). Slang and regional dialect terms are included. Many definitions and etymologies are so detailed that they resemble those of a reference book. The supplemental "Grammar" section covers both practical issues (letter-writing, capitalization, and punctuation) and more theoretical ones (case). This new Wahrig belongs in the reference section of every library. [wb/sd]