

CESH INSTRUCTIONS — CHINESE WITH ENGLISH
CESH-INSTRUCTIONS FOR THE PREPARATION
OF CHINESE PAPERS FOR PUBLICATION
欧洲体育史委员会 - 出版文稿准备指南

The maximum number of words for papers (including references and illustrations) is **4000 words** (6000 words for Junior Scholar Award papers). The number of words above must be strictly adhered to. Papers not complying with the prescribed number of words will be sent back to the authors.

文稿的最多字数（包括引文和插图）是四千字（青年学者论文奖是六千字）。上述字数必须严格遵守。不遵守规定字数的手稿将会被退回给作者。

Please send your paper by e-mail (only as an attachment!) to:

请用电子邮件将手稿（只能以附件的形式）寄至：

ywushanley@millersville.edu

The following technical specifications must be strictly adhered to:

必须严格遵守以下技术规格：

1. Kind of type: Tahoma; type size: font 12 and a line spacing 14 pt. Space after each paragraph 6 pt.

文字类型：Tahoma; 尺寸：12 和行距 14 点。每个段落以后间距 6 点。

2. Names of authors/editors or historical persons are **not capitalised** in the text.

作者 / 编辑或历史人物的姓名在文中不用大写。

3. The use of abbreviations must fit the language of the paper. This also applies to abbreviations of bibliographical details in the footnotes.

缩写必须符合手稿的语言。这个要求也适用于注释中书目的缩写。

4. **Quotations** of more than two lines must be set off from the text, **font 11 pt, single spaced**, and indented 1 cm spaces from each margin. Long quotations in languages unfamiliar to most readers should be given in the original in the text; a translation into the language of the paper should be supplied in a note.

超过两行的引文必须与正文分开，用 11 点大小尺寸的字，单倍行距，并从两边往里缩一厘米。大多数读者不熟悉的语言的长段引文应该将原文放在正文中，而在注释里提供该引文的译文。

5. **Notes (font 10 pt, single spaced)** must neither appear in parentheses in the text nor as footnotes on the same page. They are separately compiled **at the end of the paper** and numbered consecutively by the use of the endnote function in your word processing package.

注释 (尺寸 10 点 , 单倍行距) 必须既不以括号的形式出现在正文中也不可以注脚的形式出现在正文的同一页中。注释应该汇集在正文的尾部 , 用文字处理软件的注脚功能将注释按顺序排列。

6. **Important note:** In order not to duplicate bibliographical data and to reduce the printing costs **there will be no bibliography** in alphabetical order at the end of your paper. **All bibliographical information must be given in the note when a source is referred to for the first time.** If the same source is quoted/referred to **for a second and further times the short title only must be used.** This short title consists of the name of the author/editor (colon): first noun of the title (comma), page number (full stop). You have to differentiate very carefully between *books/monographs* (always in *italics*) and articles (always in "inverted commas"). **Do not list the publisher after the place of publication!**

重要提示 : 为了避免重复打印参考书目的内容及节省印刷开支 , 请不要在正文的尾部附加参考书目。所有参考书目的信息必须在第一次引用出处时在注释里写清楚。第二次及以后引用的出处只需在注释里简短标题注明。简短标题包括作者/编者的姓 (冒号) : 标题的第一个名词 (逗号) , 页码 (句号) 。你必须非常谨慎地区分 *书籍/专著* (永远是用斜体) 和文章 (永远是用“引号”) 。务必不要将出版社列在出版地名的后面。

The following guidelines must be strictly adhered to. Please observe the punctuation very carefully. Manuscripts not complying with the regulations will be sent back!

严格遵守如下事项。请细心注意标点符号的使用。不遵守规范的文稿一律退回 !

6.1 Books/Monographs, first reference in a note:

书籍 / 专著 , 在注释中的第一次引用 :

Surname of the author/editor, **given name (written out, not abbreviated!;** colon): *full title* and *subtitle* where appropriate (always in *italics*, separated by a colon; full stop). Place of publication (space) number of edition where appropriate (as a superscript number; no space) followed by the year of publication (comma), page number quoted (with p.). [Cf. example no. 2: ²1968].

作者 / 编者的姓 , 名 (拼出全部 , 不是缩写 ! ; 冒号) : 完整的标题及副题 , 如果有副题话 (永远用斜体 , 用冒号分开 ; 句号) 。出版地点 (空格) 版本序号 , 如有的话 (用标号表明 ; 无空格) 紧随出版年份 (逗号) , 引文页码 (用 p.) [比照 范例 2: ²1968].

Examples: 1. Carter, John Marshall & Krüger, Arnd (eds.): *Ritual and Record: Sports Records and Quantification in Pre-Modern Societies*. Westport, Connecticut 1990, p.21.

→ **Short title for further references in notes:** Carter & Krüger: *Ritual*, p.23.

范例: 1. Carter, John Marshall & Krüger, Arnd (eds.): *Ritual and Record: Sports Records and Quantification in Pre-Modern Societies*. Westport, Connecticut 1990, p.21.

简短标题在注释中的重复引用 : Carter & Krüger: *Ritual*, p.23.

2. McIntosh, Peter C.: *Physical Education in England since 1800*. London 1968, p.30.

→ **Short title for further references in notes**: McIntosh: *Education*, p.35.

简短标题在注释中的重复引用: McIntosh: *Education*, p.35.

6.2 Articles (in a book/monograph), first reference in a note:

章节 (在书籍 / 专著里) , 注释中第一次用引文 :

Surname of the author, **given name (written out, not abbreviated!;** colon): full title of article (always in "inverted commas"; comma), in (colon): [then proceed as outlined under 6.1 and **do not forget to list the beginning and end of the article** (comma), followed by the page number quoted (with p.)].

作者的姓, 名 (拼出全部, 不是缩写! ; 冒号) : 文章的完整的标题 (永远用“引号”; 逗号) , 选自(冒号) : [接下去的部分同 6.1 ; 别忘了列出文章的开头和结尾 (逗号) , 引文的页码随后 (p.)].

Example: Krüger, Arnd: "The Ritual in Modern Sport: A Sociobiological Approach", in: Carter, John Marshall & Krüger, Arnd (eds.): *Ritual and Record: Sports Records and Quantification in Pre-Modern Societies*. Westport, Connecticut 1990, 135-151, p.140.

例如 : Krüger, Arnd: "The Ritual in Modern Sport: A Sociobiological Approach", in: Carter, John Marshall & Krüger, Arnd (eds.): *Ritual and Record: Sports Records and Quantification in Pre-Modern Societies*. Westport, Connecticut 1990, 135-151, p.140.

→ **Short title for further references in notes**: Krüger: "Ritual", p.143.

简短标题在注释中的重复引用 : Krüger: "Ritual", p.143.

6.3 Articles (in a journal), first reference in a note:

文章 (刊物里的) , 注释中第一次用引文 :

[start as outlined under 6.2 until the word **in**: then proceed:] volume number of journal in arabic numbers (space) journal title always in *italics* (space) number (if necessary; space) year of publication in parentheses (comma; space), **beginning and end of the article** (comma), page number quoted (with p.).

[开头按照 6.2 说明的指令进行；到“选自”起如下：] 刊物的卷号用阿拉伯数字（空格）刊物名称永远用斜体（空格）数目（如果必要；空格）出版年份在括号里（逗号；空格），文章的开头和结尾（逗号），引文的页码（用 p.）。

Example: Joyce, Tony: "Canadian Sport and State Control: 1845-86", in: 16 *IJHS* 1 (1999), 22-37, p.31.

例如： Joyce, Tony: "Canadian Sport and State Control: 1845-86", in: 16 *IJHS* 1 (1999), 22-37, p.31.

→ Short title for further references: Joyce: "Sport", p.34.

简短标题在注释中的重复引用： Joyce: "Sport", p.34.

6.4 Articles (in conference proceedings), first reference in a note:

文章（在会刊里的），注释中第一次用引文：

[start as outlined under 6.2 until the word **in:** then proceed:] surname of the editor, **given name (written out, not abbreviated!;** colon): *full title* of conference proceedings (always in *italics*; comma), place (comma), duration of the conference (full stop). Place of publication (space) year of publication (comma; space) **beginning and end of the article** (comma), page quoted (with p.).

[开头按照 6.2 说明的指令进行；到“选自”起如下：] 编者的姓，名（拼出全部，不是缩写！；冒号）：会刊的完整的标题（永远用斜体；逗号），地点（冒号），年会的时间（句号）。出版地点（空格）出版年份（逗号；空格）文章的开头和结尾（逗号），引用点页码（用 p.）。

Example: Vamplew, Wray: "Artefacts, Archives and Analysis: Sports Museums and Sports Historians", in: Krüger, Arnd & Teja, Angela (eds.): *La comune Eredità dello Sport in Europa: Atti del 1^o Seminario Europeo di Storia dello Sport*, Roma, 29 novembre all' 1 dicembre del 1996. Roma 1997, 43-48, p.45.

例如： Vamplew, Wray: "Artefacts, Archives and Analysis: Sports Museums and Sports Historians", in: Krüger, Arnd & Teja, Angela (eds.): *La comune Eredità dello Sport in Europa: Atti del 1^o Seminario Europeo di Storia dello Sport*, Roma, 29 novembre all' 1 dicembre del 1996. Roma 1997, 43-48, p.45.

→ Short title for further references: Vamplew: "Artefacts", p.47.

简短标题在注释中的重复引用： Vamplew: "Artefacts", p.47.

7. If the paper contains **photographs, diagrams or drawings**, they must be sent in a form in which they can be readily reproduced. Where permission to publish (**copyright**) is necessary, it is the **author's obligation** to obtain such a release. Authors must indicate the appropriate position for illustrations in the text (insert here >) and not forget to supply corresponding captions for them. **Photographs etc. should only be included if this is absolutely necessary!** All illustrations must be fitted into the 4000, resp. 6000 words. There is **no additional space available!** Please state the exact number of words at the end of your paper including notes and diagrams by adding: **WORD COUNT:**

enter figure!

7. 如果文稿里含有相片，图表，图画的话，它们必须用能直接复制的形式附上（版权）是必要的话，作者有义务去获取许可。作者必须指出插图在文中的合适位置（在此插入 >）并不要忘记为插图提供相应的文字说明。相片等只有绝对需要是时才可以加入文中！所有插图必须

限制在 4000，或 6000 字里。没有额外的空间可供使用！请在文稿的末尾注明你的文稿的确切数字，包括注释和图表的字数：加入字数！

8. In the entire paper **no underlining, no bold types and no capitalisations are allowed**. *Italics* must be used for all *books/monographs* as outlined above. They may also be used to add emphasis in the text.

8. 在整篇稿子里不得使用下划线，粗体字和大写的字。斜体必须用于如上所述的所有书籍/专著。它们也可以用在文中来强调该部分的重要性。

9. Before you send your manuscript by e-mail (as an attachment only!) please go through the CHECKLIST attached and ensure that you followed all the INSTRUCTIONS properly.

9. 在你用电子邮件发送你的手稿之前（只能以附件的形式！），请核对附上的清单，确保你正确地遵循了所有的指令。

Thank you!

谢谢！

Signed

签名

enclosure: CHECKLIST – CHINESE

附件：清单 - 中文

Chair Scientific Committee

科学委员会主席

CHECKLIST — CHINESE

清单 - 中文

Before you send your paper by e-mail (as an attachment only!) please go through this checklist very meticulously and ensure that you followed **all** the INSTRUCTIONS properly. Thank you!

在你用电子邮件发送你的手稿之前（只能以附件的形式！），请核对附上的清单，确保你正确地遵循了所有的指令。谢谢！

1. Text: 文本

- a kind of type: Tahoma 文体类型：Tahoma
- b type size: font 12 类型尺寸：12
- c line spacing: 14 pt 行间距里：14 点

2. Name of authors/publishers: 作者名字/出版商名称

- a not capitalised 非大写

3. Quotations of more than two lines: 超过两行的引文

- a type size: font 11 类型尺寸：11
- b single spaced 单倍行距
- c 1 cm indented left and right 左右缩进 1 厘米

4. Notes: 注释

- a type size: font 10 类型尺寸：10
- b single spaced 单倍行距
- c at the end of the paper 在文章的最后
- d full bibliographical data at first occurrence 在第一次引用出处时，必须提供

完整的参考书目的信息

- e short title only thereafter 之后用简短标题注明
- f all titles of books/monographs in *italics* 所有书集/专著的标题用斜体
- g all titles of articles in "inverted commas" 所有文章标题都放在“引号”里
- h no publishers listed 不要表明出版商
- i all given names written out, not abbreviated 拼写出所有名字，不得用缩写
- j number of editions as superscript numbers 用标号表明版本序号
- k every note must list the page number(s) quoted/referred to 每一个注释都

必须列出引用 / 参考的页数

- l beginning and end of all articles listed at first occurrence 所有第一次出现得文章必须列出其开头和结尾
- m all volume numbers of journals listed 列出所有刊物的卷编号

5. Photographs, diagrams, drawings: 照片，图表，图画：

INSTRUCTIONS – CHINESE WITH ENGLISH7

- a copyright obtained 获得版权许可
- b position in the text indicated 表明在文中的位置
- c source given and captions supplied 表明出处并提供字幕
- d fit into 4000/6000 words 算在限制的 4000/6000 字里

6. Layout: 形式 :

- a no underlining 没有下划线
- b no bold types 没有粗体字
- c no capitalisations 没有大写的字

7. Word count: 字数 :

- a including notes = 包括注释 = _____ 字