

**CESH INSTRUCTIONS FOR THE PREPARATION
OF PAPERS FOR PUBLICATION
– ENGLISH –**

The maximum number of words for papers (**including** references and illustrations) is **4000 words**. For papers handed in for the Junior Scholar Award the limit is **6000 words**. 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.**

The following technical specifications must be strictly adhered to:

1. **Kind of type: Tahoma; type size: font 12** and a **line spacing 14 pt**. Space after each paragraph **6 pt**.
2. Names of authors/editors or historical persons are **not capitalised** in the text.
3. The use of abbreviations must fit the language of the paper. This also applies to abbreviations of bibliographical details in the footnotes.
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.
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.
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!**

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

6.1 Books/Monographs, first reference in a note:

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].

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.

2. McIntosh, Peter C.: *Physical Education in England since 1800*. London ²1968, p.30.

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

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

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.)].

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.

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

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

[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.).

Example: 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.

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

[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.).

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.

→**Short title for further references:** 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:**

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.

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

Thank you!

signed Laurent Daniel
Chair Scientific Committee

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CESH CHECKLIST – ENGLISH

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 CESH-INSTRUCTIONS properly.

Thank you!

1. Text:

- a kind of type: Tahoma
- b type size: font 12
- c line spacing: 14 pt

2. Name of authors/publishers:

- a not capitalised

3. Quotations of more than two lines:

- a type size: font 11
- b single spaced
- c 1 cm indented left and right

4. Notes:

- a type size: font 10
- b single spaced
- c at the end of the paper
- d full bibliographical data at first occurrence
- e short title only thereafter
- f all titles of books/monographs in *italics*
- g all titles of articles in "inverted commas"
- h no publishers listed
- i all given names written out, not abbreviated
- j number of editions as superscript numbers
- k every note must list the page number(s) quoted/referred to
- l beginning and end of all articles listed at first occurrence
- m all volume numbers of journals listed

5. Photographs, diagrams, drawings:

- a copyright obtained
- b position in the text indicated
- c source given and captions supplied
- d fit into 4000/6000 words

6. Layout:

- a no underlining
- b no bold types
- c no capitalisations

7. Word count:

- a including notes = words