

INSTRUCTIONS FOR CONTRIBUTORS

These instructions **must** be followed precisely.

All manuscripts must be submitted typewritten on one side of normal weight and normal size A4 paper; **double-spaced** throughout; with wide margins (at least 5cm on the left); and be submitted complete with tables, illustrations, legends and references.

Papers should be sent (i) by e-mail (as UUencoded attachments) or (ii) on **IBM compatible disks**, written in MS Word, Word Perfect or Word for Windows only. In exceptional cases, clearly typed manuscripts will be accepted.

The pages must be numbered consecutively. The **title of the paper shall be written in capital letters**. Below the title follow the first name(s), abbreviated, and family name(s) of the author(s) - see example below.

The Institute, University or city and country should be indicated below the author's name(s). Example:

THE CONTROL OF SPACE AND THE DEVELOPMENT OF SPORT

A Case Study

Alan Metcalfe

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The following technical specifications must be followed.

1. Notes should not appear in parentheses in the text or as footnotes on the same page. Notes should be compiled separately at the end of the text and numbered consecutively.
 - 1.1 For both citations and references, the bibliographic information for books, periodical literature, etc. should include only the author's surname, the year of publication, and page reference.
Examples: Guttman, 1990, p.33; Metcalfe, 1988, pp.1-4, 7-8.

2. List of references:

The titles should be listed alphabetically by author or, where appropriate, by editor. Where there is more than one work by a particular author, they should be listed chronologically by date of publication and the author's name written each time (do not use short forms as *idem*, etc). When more than one title appears in a given year they should be distinguished as a,b,c, etc.

2.1 Books:

Surname of the author or editor, first name(s), , full title *in italics*, subtitle where appropriate (separated by a colon), edition where appropriate (use the abbreviation edn.), place of publication, name of publisher, year of publication (in brackets).

Examples:

Holt, Richard (ed.) *Sport and the Working Class in Modern Britain* (Manchester: Manchester University Press 1990)

Wigglesworth, Neil, *A Social History of English Rowing* (London: Frank Cass, 1992)

2.2 Articles:

Author's surname, first name(s), complete title, journal title in full (*in italics*), volume (in Arabic numbers), series number (in brackets, if any), year (in brackets), page numbers.

Example:

Tozer, Malcolm, H. H. Stephenson: The first of the Great School Coaches, *The Sports Historian*, 15 (1995), pp. 54-64

2.3 Articles in edited collections:

Articles from edited collections (commemorative volumes, collected essays, conference proceedings, etc.) should be listed as follows:

Renson, Roland and De Vroede, Erik, Folk games at the fair. Kermis scenes in the work of Pieter Bruegel the Elder, in: Lämmer, Manfred; Renson, Roland and Riordan, James (eds.). *Proceedings of the XIIth HISPANIC Congress*, Gubbio (Italy), 26 May - 1 June 1987, (St. Augustin: Academia Veriag, 1989), pp. 87-99.

3. Photos, diagrams, drawing

If the paper contains photographs, diagrams or drawings, they should be sent in a form in which they can be readily reproduced. If the file is in machine readable form, tif format is preferred. Where permission to publish is necessary, the author must obtain such a release. The author should note the appropriate location for the photos, drawings or diagrams in the text and supply captions for them.

Manuscripts should be sent to:

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