

STYLE GUIDE FOR ASSH PUBLICATIONS

Compiled and updated by Rob Hess and Ian Warren: November 2003, January 2006
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November 2023 revisions shown in this font.

1. Submission of Manuscripts for Sporting Traditions and ASSH Bulletin

All editorial correspondence should be directed to the respective members of the Australian Society for Sports History (ASSH) Publications Committee:

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2. *Sporting Traditions*

Sporting Traditions is the scholarly journal of the Australian Society for Sports History (ASSH). It publishes original historically oriented research articles on the economic, political, social, cultural, legal or philosophical significance of sporting activity. While most articles in the past have been on Australian sport and have had a strong historical focus, material on other societies and on contemporary sport may be submitted. Papers are accepted on the basis of the quality and originality of the research and its significance to our readership.

For full details of the journal's aims and scope, editorial team, submission requirements, peer review process, and policies relating to copyright and licencing, publication ethics, complaints and appeals and post-publication discussion and corrections, see:

<https://sporthistory.net.au/sporting-traditions/>

All manuscripts submitted to *Sporting Traditions* must comply with the instructions below. Failure to do so will result in return of the manuscript, and may delay publication of an accepted paper.

2.1 Copyright

Authors of manuscripts accepted for publication must transfer copyright to ASSH, and will be asked to sign an exclusive licence form. In signing the form it is assumed that authors have obtained all permissions needed to use any copyright or previously published material. In the case of multiple authors, all must sign the form. Articles cannot be published until a signed form has been received by the Editor(s).

2.2 Submission and review process

Manuscripts are (double blind) peer reviewed by at least two reviewers and one Editor. Final acceptance or rejection rests with the Editor(s), who reserve the right to refuse any material for publication.

Papers are accepted for publication in *Sporting Traditions* on the understanding that the content has not been published or submitted elsewhere. In a covering letter accompanying submission, authors must declare any financial support or relationships that may pose a conflict of interest.

Manuscripts should be written in a clear and direct style, and are intelligible to the reader who has no specialist knowledge of the sporting activity and its context. When a paper is accepted for publication, the Editor(s) reserves the right to modify papers to eliminate ambiguity, repetition, unnecessary words, and improve communication between author and reader.

Manuscripts submitted must be in Word format, emailed to the editors. PDFs are not acceptable for refereeing and editing purposes.

All graphics must also be supplied as separate files, in high quality, 300 dpi, jpeg, tiff or eps format. Authors are responsible for obtaining (and paying for, if applicable) permissions for the use of any images if their manuscript is accepted for publication.

All articles appearing in *Sporting Traditions* are initially refereed by two anonymous reviewers. Manuscripts should normally range from 7-10,000 words in length, including footnotes. Papers that are more than 11,000 words in length, or less than 5000 words in length, are unlikely to be accepted for publication.

In normal circumstances, the editors aim to complete the review process in 4-6 weeks.

The submission of reviews and review essays should be negotiated beforehand with the Reviews Editor. Shorter items of topical interest, reviews or notices should be submitted for publication in the ASSH Bulletin. The submission of material for publication on the Society's website should also be negotiated with the ASSH Website Editor.

2.3 Style Guide for Publications

Material submitted for publication should be written in clear English, free from errors, and formatted in a consistent style. While original manuscripts may be submitted in a style of the author's choosing, **the final version of an accepted paper must conform exactly to the house style below.**

Titles should give clear information as to what the paper is about, and not exceed 75 characters in length.

A concise, factual and unstructured abstract of no more than 150 words, with up to six key words (including a geographic identifier) is required at submission. The abstract should include all of the key words, and convey succinctly to the reader the topic, method, data, and significance of the findings. It should state briefly the purpose of the research, the principal results, and major conclusions. The abstract must not be simply a shortened (or replicated) version of the introduction or conclusion. It must not contain abbreviations or footnotes.

The use of headings to assist the reader is encouraged. Headings are not to be numbered. First level headings should be presented in lower case, bold text. Second level headings may be used, in lower case, italicised text. Papers should begin with an 'Introduction' that conveys the background and purpose of the paper; a 'Conclusion' should be provided.

Email addresses, and the institutional affiliation(s) of the author(s) at the time the manuscript was completed must be included on a separate title page. The standard term for an author with no current institutional affiliation is 'independent scholar'. **Biographical statements for authors are not required and will not be published.**

The paper itself (including abstract and keywords) must be contained in a separate file, with no information to identify the author(s), to allow for anonymous review.

2.3.1 House style guide

- All text, including titles, abstracts, footnote references, indented quotes, and material in tables, should be double-spaced and left-aligned (not justified) in 12 point font.
- Leave only one space after every full stop.
- Indent the beginning of paragraphs, except directly after a heading or sub-heading. **Do not leave a blank line at the end of paragraphs.**
- Use single tabs only between columns and/or tables.

- **When citing a quotation that is 40 words or longer, the quote is to be formatted as a free-standing block without quotation marks**, with the footnote number at the end of the quotation.
- Use single quotation marks, except where ‘a quotation is “within” a quotation’ for quotations titles of articles and chapters. **Quotation marks are placed before a full stop, not after. In other words, we use the convention of British publications, not American ones.**
- Use endings with ‘ise’, rather than ‘ize’ **(unless quoting directly)**.
- Use ‘per cent’, not ‘percent’ or ‘%’. In tables and footnotes, ‘%’ may be used.
- Dates should be given as follows in both footnotes and within the text of any work: 20 November 2003; 1939-45; 1970s.
- Use ‘World War I’, not ‘First World War’ or ‘WWI’.
- Numbers up to ten should appear in words, while numbers greater than ten should appear as numerals (for example, 50, 500, 5,000, 50,000).
- When using acronyms, spell these out in first use, followed by the acronym: e.g. Melbourne Cricket Ground (MCG).
- Do not use acronyms for state names: use ‘New South Wales’, not NSW (unless the acronym is itself part of an abbreviation, correctly specified – e.g. New South Wales Cricket Association (NSWCA). Acronyms may be used in tables).
- **Unless quoting, avoid the use of informal contractions. Use ‘do not’, rather than don’t.**
- Footnotes should be kept to a minimum, and used to identify sources and provide clarifying information. The use of footnotes for lengthy and discursive discussion is discouraged – generally, if information is important enough to warrant inclusion in an article, it should appear in the main text. Use the footnote function of Word, and place these at the bottom of the page. **Always end footnotes with a full stop.**
- **Footnote numbers must appear at the end of each sentence, with multiple references consolidated in one footnote. No more than one footnote number per sentence is permitted.**
- Initial references to a book must adhere to the following format: Author (first name and surname), title (in italics, with major words in the title capitalised – all words of four letters or more are considered major words), place of publication, publisher, and year. Note that place of publication is a city (e.g. Melbourne), rather than a suburb within that city (e.g. Carlton or Parkville). Always include the two-letter state or province abbreviation for US and Canadian cities. Include the country name for other countries only where this is necessary to avoid ambiguity, e.g. Cambridge, UK; Cambridge, MA. If more than one place of publication is given, use the first one listed.
- Initial references to a journal articles or book chapter must adhere to the format in 2.3.2 below. Only the first word of the title and proper nouns are to be capitalised. The title of the journal itself conforms to the same rule as book titles.
- For subsequent references, provide only the author(s) surname, brief abbreviated title (normally to the colon in books), and page number(s) if referring to a specific passage. If the same work is cited in the next footnote, repeat the abbreviated citation. Latin terms such as *ibid.* and *op. cit.* are not to be used.

- If there are four or more authors/editors, use only the first-named author, followed by *et al.* in subsequent references. Use ‘and’, not ‘&’, e.g. Dunning and Sheard, not Dunning & Sheard.
- **End-of-article bibliographies are not required and will not be published.**

2.3.2 Examples of Citations:

Books and monographs

Eric Dunning and Kenneth Sheard, *Barbarians, Gentlemen and Players: A Sociological Study of the Development of Rugby Football* (London: Routledge, 1979).

Journal articles and chapters in a book

Gary Osmond, ‘Sport and the Torres Strait: Thursday Island, Island Studies, the Archipelagic turn, and identity’, *The International Journal of the History of Sport* 37 (2020): 651-69.

Do not provide an issue number if the particular journal cited is paginated consecutively through the volume. If pages are not numbered consecutively through a volume, provide the issue number after the volume number – for example:

Braham Dabscheck, ‘A sporting oxymoron: Irish amateur sport and the negotiation of collective bargaining agreements’, *Sporting Traditions* 35, 1 (2018): 35-53.

Do not provide a DOI link to the article, unless the article is published ahead of print and only available online.

Richard Cashman, ‘The Packer cricket war’, in Anthony Bateman and Jeffrey Hills (eds.), *The Cambridge Companion to Cricket* (Cambridge: Cambridge University Press, 2011), 100-15.

Reports

Organising Committee of the XVI Olympiad, Melbourne, 1956, *The Official Report of the Organising Committee for the Games of the XVI Olympiad Melbourne, 1956* (Melbourne: Government Printer, 1958).

Legislation

Olympic Games Act (Vic.) (Melbourne: Government Printer, 1955).

Judicial decisions

Blackler v. New Zealand Rugby Football League (Incorporated) [1968] NZLR 547573.

MacNamara, Carter, Beckett, Adamson, Silva, Farrer and Mundine v. New South Wales Rugby League and another [1997] NSW IR Commission, p. 123. austlii.edu.au/rugbyleague, accessed on 1 January 2019.

Newspapers

Martin Blake, ‘Collingwood’s Great Win’, *Age*, ‘Sport’, 20 August 2000.

[Note: ‘*The*’ in the title of a newspaper is omitted, except, by convention, in the case of *The Times* (London). Page numbers for newspaper articles and data are not required]

Argus (Melbourne), 27 July 1898. [Where no author or article title is recorded]

Newspaper titles (but not city of publication) are italicised.

At the first citation, the city of publication of the newspaper is to be provided, unless this is clear from the title, e.g. *Argus* (Melbourne), and *Sydney Morning Herald*.

Unpublished theses and dissertations

M. Stranger, ‘Risk taking and postmodernity: Commodification and the ecstatic in leisure lifestyles: The case of surfing’, Unpublished doctoral thesis, University of Tasmania, 2001.

Archival material

Department of Treasury, Bureau of Census and Statistics (Vic.), Agricultural, Dairying, and Pastoral Statistics, Police Collectors Books in Victoria, 1906-1956, Accession No. MP570/1, Series MP570, National Archives of Australia, Melbourne.

Citations should include all data pertaining to the appropriate document: author, title, date of creation, the name of archive (and acronym if appropriate) and the city where it is located, and details of location in the archive (such as call or series number, folder, box, etc.). For an archival document available online, the URL address is also given.

On subsequent references, only the name of the author and document is provided.

Websites and electronic data

The link provided should direct the reader to the precise location of the material cited, and the date when the source was accessed by the writer should be noted. The authors of specific articles on websites, or at least the organisation generating the website, should be listed whenever possible. Please check that the link is active. Add the full web address including http:// https://

Sydney bicycle manufacturers and importers,
<http://bicycles.net.au/forums/viewtopic.php?t=20607>, accessed on 20 January 2018.

Repeatable references

Cashman, *Paradise of Sport*, 3-5.

Mealey, ‘Controversy over team name’.

2.3.3 Tables and figures

Avoid overuse of tables, which can distract from the overall message of an article. Think about what each table is adding to the reader’s understanding of the material.

Tables should be self-contained and complement, but not duplicate, information contained in the text. Number tables consecutively in the text with Arabic numerals. The title of the table

should be concise and comprehensive, and understandable without reference to the text. Column headings should be brief.

Tables must be set out using horizontal lines only. Do not use vertical lines to separate columns.

A number and title (at the top of the table) and list of sources (at the bottom) must be provided for all tables. If footnotes are required to explain information or define abbreviations within a table, use the following symbols: †, ‡, §, ¶ (in that order), linked to Notes at the bottom of the table.

Figures are defined as diagrams, maps, graphs and illustrations. Avoid overuse of figures. Number figures consecutively in the text with Arabic numerals. All figures within an article are reproduced in black and white.

Graphs and diagrams must be drawn using a computer graphics package such as Excel. Each figure must be supplied individually on an .xls or .eps file.

Photographs and scanned images must be supplied as high resolution files (at least 300 dpi, at a minimum width of 8.6cm), saved as .eps or .tif. It is the author(s) responsibility to obtain required copyright permission to publish a figure, and supply evidence of that permission. The Editors reserve the right to omit a submitted figure from a published article.

Do not embed tables and figures in a Word document. Supply these as separate files. Use a notation such as <Table 1 here> in the text to indicate the approximate preferred position within a manuscript.

3. Book Reviews

Books for review are allocated at the discretion of the Reviews Editor. Unsolicited reviews are not accepted unless prior arrangements have been made with the Reviews Editor.

Textbooks, coaching manuals, and books not published in English are not accepted for review.

The target length for reviews is 600-1000 words per title. Only exceed the upper limit if there are good reasons for this, and advise the Reviews Editor in advance if this is the case. Word limits for Review Essays, where several works relating to a common theme are reviewed at the same time, should be negotiated in advance.

Nominal deadlines are: May issue – 1 April; November issue – 1 October. However, these deadlines are flexible, and submission of reviews is welcome at any time.

Send the review as a Word email attachment to the Reviews Editor. All reviews are subject to editing for length, clarity and style.

The review must follow the House Style Guide (listed above) for *Sporting Traditions*. Use details on the imprint page of the book to provide the following information at the head of the review: Author, title (in italics), publisher, place of publication, year of publication, numbers of Roman and Arabic pages, paperback or hardback, price (if known) in Australian dollars

(with British pounds (GBP) or US dollars when appropriate). ISBN numbers are NOT required. Please use punctuation and spacing as set out in the example below.

Lionel Frost, *Immortals: Football People and the Evolution of Australian Rules* (Brisbane: John Wiley & Sons, 2005), pp. Xv + 312, pb, 34.95AUD.

Provide your name and institutional affiliation or location at the foot of the review.

References to pages of the work under review should be made in the text, e.g. (22), not (p. 22).

Neither reviewers nor the reviews editor receive payment for their work, but reviewers are entitled to receive a copy of the book supplied by the publisher.

4. ASSH Bulletin

The *ASSH Bulletin* is a biannual publication that publishes local and amateur histories, award winning student essays, short articles and opinion pieces, book and conference reviews and provides information more generally about the progress of the Society. ASSH Bulletin articles are not peer reviewed.

Authors can use the citation style used for *Sporting Traditions* but this is not essential. To submit work to the *Bulletin*, please contact the Editor.

FINAL CHECKLIST

Before submission, please check that your paper meets the following requirements:

- ☐ Paper is double-spaced, left aligned in 12 point font, and is between 5000 and 11,000 words in length
- ☐ Unstructured abstract of up to 150 words, with up to six keywords is included
- ☐ Author email address(es) and institutional affiliation(s) is provided on a separate title page. Anonymised paper for review in separate file.
- ☐ Footnote references at bottom of each page are in required style
- ☐ Tables and figures are provided on separate pages, with required sources and permissions