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– INSTRUCTIONS FOR AUTHORS –

STADION is a multilingual, international journal on the history of sport and related subjects. The editors will accept submissions of previously unpublished results and which are in accordance with the format guidelines set out below. The following technical requirements must be complied with otherwise the manuscript will be declined or returned for revision.

Format of the text body:

1. Manuscripts should be submitted as a word document (font: "**Times New Roman**", size: **10,5**) and be no longer than **8,000 words** (line spacing: **1**) including endnotes. They can be submitted as an attachment by e-mail to laemmer@dshs-koeln.de. Please include your last name and an aspect of the title in the name of your file.
2. The names of **historical persons or authors** should not appear in the text in capitals, but in normal format. Individual phrases, the **names of organisations and institutes or areas of emphasis** to be highlighted in the text should be italics.
3. **Quotations** (size: **9,5**) longer than two lines should be separated from the text and indented **0,5 cm left**, written in single spacing. Longer quotations in less common languages should be quoted in the original form within the text and then translated into the language of the article in the endnote.
4. The use of **abbreviations** should fit the language of the article. This also applies to abbreviations within the bibliographical details (publ. or ed., vol., etc.).

5. If an article contains **photographs, diagrams or drawings**, these should be sent separately as jpg-files in a readily reproducible form (at least 150 dpi). All required permission for publishing such items must be obtained personally by the author.
6. Three **summaries or abstracts** in German (new spelling), English and French of about **15 lines each** should be enclosed with the manuscript. Foreign language summaries/abstracts must have an academic quality and thus be revised by a native academic. These summaries/abstracts are an **indispensable condition** for further consideration of the manuscript by the editor. It offers the chance to the authors that their articles occur in different international bibliographies and databanks.
7. Finally, please include your full **name**, titles, mail and email address in an **extra file**.

Format of the endnotes:

Notes should be compiled separately at the end of the text and numbered consecutively. Since there is no final bibliography, all bibliographical references should be contained within the notes. The first mention of a title should be in full, with any further mention in short form.

Examples:

Monographs:

A. GUTTMANN, *The Games Must Go On. Avery Brundage and the Olympic Movement*, New York 1984, p. 14.

Articles in collective works:

R. KOWALSKI/D. PORTER, "Cold War Football: British-European Encounters in the 1940s and 1950s", in: St. WAGG/D. L. ANDREWS (eds.), *East Plays West. Sport and the Cold War*, Oxon 2007, p. 67.

Articles in journals:

A. MORRIS, "'I can compete!' China in the Olympic Games, 1932 and 1936", in: *Journal of Sport History* 26(1999)3, p. 554.

Quotes from journals should be cited as follows: The annual set should be mentioned first, then the respective year (in brackets) and finally the number of the volume. Newspapers are quoted only by mentioning the exact date (e.g. May 30, 2011).

The second and subsequent quotations can be written in short form. Mention of the author's or editor's surname (in capitals), a short form of the title and the exact page is sufficient reference.

If you use subsequently the same source, please use *Ibid.* instead of writing the whole information twice.

Examples:

KOWALSKI/PORTER, "Cold War Football", p. 71.

GUTTMANN, *The Games Must Go On*, p. 154.

Please prefix "**cf.**" only when making quotations which convey the general content of a text, i.e.: cf. KOWALSKI/PORTER, "Cold War Football", pp. 69-71.

Please give special emphasise to the following aspects ("typical faults"):

- Besides the numbers of the notes, there are no other letters or **numbers superscript** in the text (e.g. 4th).
- Please use in French texts exclusively the French **double quotes** (« ... »), in English texts the straight double quotes ("..."), and in German texts the slightly curved ones („...“)!
- For a **quotation** within the quotation please use ('...') in English texts and (‘...’) in German and French texts.
- The **number of the notes** should be placed...
 - directly after the dot at the end of the sentence, if they are belonging to the whole sentence. Example: "The entire rite is also subject to cynical ideological manipulation."¹
 - within the sentence (before the dot) if only a few words are quoted:
Example: The entire rite is also subject to "cynical ideological manipulation"¹.
 - Both rules also concern subordinate clauses. Please differentiate between the two examples given:
Example 1: If the Olympic Games are "the closest approximation to a truly global ritual symbol system that humankind has yet generated"², then the...
Example 2: "If the Olympic Games are the closest approximation to a truly global ritual symbol system that humankind has yet generated,"² then the...
- Use the **automatic word function** to put the endnotes (so that they are linked with the corresponding number in the text).
- Concerning the **format of the endnotes**, please have a close look on the following points:
 - **Author:** A. GUTTMANN (correct) – A. GUTTMANN (wrong)
→ Use small capitals and not big capitals (word typeface).
 - **Title:** *The Games Must Go On* (correct) – *The games must go on* (wrong)
→ Please use italics and capital letters for nouns/verbs/adjectives in titles of books/journals.
 - **Place/Year:** New York 1984
→ Please in this order and without comma or point in between.
 - **Page:** p. 14 → use p. - space - number and pp. if you give more than one page.
 - End every endnote with a dot and use also a dot (no comma, no semicolon) in case you quote several books/articles.
 - Use "in:" (don't forget the double point) when you are quoting an article in a journal.