

INTERNATIONAL CENTRE FOR OLYMPIC STUDIES

OLYMPIKA. THE INTERNATIONAL JOURNAL OF OLYMPIC STUDIES PROCEEDINGS. INTERNATIONAL SYMPOSIA FOR OLYMPIC RESEARCH

STYLE GUIDELINES

- Please review these guidelines before finalizing your manuscript.

1. Mechanics

- The author(s) name should appear on the cover page only, as manuscripts are evaluated anonymously.
- Upon acceptance, an abstract of no more than 150 words must be included with the final document.
- The entire article, including block quotations, endnotes and figure captions, should be formatted double-spaced with at least a one-inch margin on all sides. All pages must be numbered consecutively.
- Notes should be located at the end and numbered consecutively.
- Manuscripts should be saved in the the *.doc *.docx, *.rtf, or *.odt formats, and submitted by e-mail to Janice Forsyth, editor *Olympika* (janice.forsyth@uwo.ca). *Olympika* no longer accepts paper copies.

2. Images / Illustrations

The use of illustrations is encouraged. At submission stage, only an indication of suitable material is required. Images or image file will only be required upon acceptance of the manuscript.

- Authors are responsible for illustration copyright clearance. This applies in particular to illustrations reproduced from published works.
- Images, illustrations, graphs (e.g., from spreadsheets) should not be inserted into the text document; they should be submitted as separate files in their original file format. Preferred file formats: jpeg, tiff, psd, eps, pdf. Alternatively, a print (photo) may be forwarded to the editor.
- Indicate placement of an illustration in the text as follows:
“[Insert image/table/figure/ [file name] about here - Caption: [insert desired caption text here]] - Source reference: [insert source reference here].”
- Image files should not be smaller than 6in x 4in at 300 dpi (pixel dimensions: 1800 x1200px); larger-size images are acceptable.

3. In-text headings

- Only two levels of headings should be used.
- All headings are placed in a separate paragraph and centered. Use the customary numbering system to identify the heading level (“1, 1.1, 2., 2.1, 2.2, 2.3,” etc.). The numbering system serves as formatting instructions and will be removed prior to publication.

4. General citation guidelines (see the *Chicago Manual of Style*, 15th edition)

- Do not use ‘p.’ and ‘pp.’ for page references.
- ‘Ibid.’ should be used for consecutive same-source references, as per item #5.1 below. (Ibid. is not italicized.)
- Do not use ‘op. cit.’ and ‘loc. cit.’ For both journal article and book references (items #5-#8), a significant author name + short title reference as per entry #5 below, must be used instead. Author name-only references are not sufficient, even when only a single work by a given author is referenced.

5. Journal references

1. issue / year

Jean-Luc Chappelet, “From Lake Placid to Salt Lake City: The Incredible Growth of the Olympic Winter Games Since 1980,” *European Journal of Sport Science* 2 (2002), 12.

Ibid.

Ibid., 20.

... [intervening footnote] ...

Chappelet, “Lake Placid to Salt Lake City,” 13.

2. volume / issue / year

Philip Kitcher, “Essence and Perfection in Team Sports,” *Sport History Review* 110, no. 1 (1999), 43-78.

6. Books - Monographs

Holger Preuß, *The Economics of Staging the Olympics. A Comparison of the Games 1972-2008* (St. Paul, MN: Edward Elgar, 2004), 34-56.

7. Paper in edited collection

Ferran Brunet, "An Economic Analysis of the Barcelona '92 Olympic Games," in: *The Keys to Success. The Social, Sporting, Economic and Communications Impact of Barcelona '92*, eds. Miquel de Moragas and Miquel Botella (London, UK: Routledge, 2000), 150-179.

8. Edited collection

Robert K. Barney, ed., *Proceedings of the Fourth International Symposium for Olympic Research* (London, ON: ICOS, 1998).

9. Newspapers

John Smoke, "This Is New," *New York Times*, 3 March 2005.
New York Times, 3 March 2005.

10. Serial Publications

The Economist, 15 June 2004, 17.

11. PhD / Master's thesis

Thomas Michael Domer, "Sport in Cold War America, 1953-63: The Diplomatic and Political Use of Sport in the Kennedy and Eisenhower Administrations" (PhD diss., Marquette University, 1976).

Harry Halser, "Sport in the South, 1964-75: The Diplomatic and Political Use of Heat in the Nixon Administration" (Master's thesis, Raclette University, 1982).

12. Electronic Sources

- The guidelines listed above, apply; the web address is to be added. *A retrieval / access date is only required for data subject to time-sensitive alteration* (e.g., stock market quotes)
- It is preferable to copy the complete address from the web browser's address window into the end note; the web address is separated from the bibliographical entry by a semi-colon — e.g.:

Holger Preuß, "University Lecture on the Olympics" (Centre for Cultural Studies, University of Manchester, 15 March 2002); <http://www.manchester.ac.uk/acad/papers/preuss.html>.

Robert K. Barney, "Hot Air: Emergence and Dissolution in the Self-Organization of Helium-filled Balloons," *Entropy* 2, no. 1 (2009), 17; <http://www.mdpi.org/entropy/papers/e007.pdf>

Sam Levitz, "Ski Jumpers Must Clear Big Legal Hurdle to Enter 2010 Olympics, Say Experts," *The Canadian Press*, 19 April 2009; <http://www.canadaeast.com/sports/article/639962>.

"Women Ski Jumpers Out Because of Low Participation," *Associated Press*, 19 November 2008;

<http://www.google.com/hostednews/ap/article/ALeqM5iUoKJsINd4hiJvyU5BHJNTuJgEAgD94IA2580>

13. Archival Sources

- No citation system fits all cases. In general, the following sequence is preferable:
author (if applicable), title and date of item / name of collection / series title (if applicable) / reference information (call numbers) / name of repository / (location, only used once, in first citation) — e.g.:
Albert Smith, letter to his wife, 13 January 1870, Smith-Jones Collection, 142541, file 7, Public Archives of Canada, Ottawa, ON.
Alvin Johnson, Memorandum, 1937, Horace Kallen Papers, box 3a, file 36, National Archives and Records Administration.