

BULLETIN OF SPORTS LAW AND POLICY

We are grateful and delighted to publish your work

This document is composed of two parts: **I. Guidelines for Authors in general; II. Guidelines for Authors of Book Chapters.**

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I. Guidelines for Authors in general

AIMS

The Sports Law and Policy Bulletin aims to provide commentary, documents and critical analysis from all over the world on a wide range of topics relating to sport. The *Bulletin's* interdisciplinary approach analyses developments in legislation and case law on the one hand, while also taking into account economic, sociological, and other non-legal developments in sport.

SUBMITTING MANUSCRIPTS

All manuscripts should be submitted by e-mail to the Editorial Office of *The Sports Law and Policy Bulletin* at: info@sportslawandpolicycentre.com.

Contributors will be informed of deadlines for the submission of material for publication.

Submitted manuscripts are understood to be final and not preliminary. They must not have been published and should not be under consideration for publication elsewhere.

The policy of the *Bulletin* is to carry out a blind peer review. For this reason authors are required to submit two copies of their work, one with their names included and one without. All the references in the text that may lead to the disclosure of the authors' identity should be replaced with XXX.

The Managing Editors reserve the right to modify the style, punctuation, grammar etc. in line with these Guidelines.

Proofreading will be the responsibility of both Authors and Editors. Proofs are sent to authors for correction of typesetting errors only. Authors will be charged for any other corrections.

GUIDELINES FOR STYLE

□ SPELLING

Manuscripts should be written in **standard UK English** and with consistent spelling. Spelling should be checked electronically using the English UK spell check function. In particular, care

should be taken not to confuse English and American spellings, for example 'Organisation' should be used rather than 'Organization'.

In the main text **dates** should also be presented in English style, e.g. **18 October 1971**.

□ **CAPITALISATION**

In accordance with normal practice, all major words in a title of a work should be capitalised as well as proper nouns (names) and adjectives derived from proper nouns such as '*Italian*'. Letters in abbreviations such as EU should also be capitalised, as well as the first letter of words such as 'State' and terms such as 'Member State'.

□ **SUB-HEADINGS**

Articles may be divided into subsections using standard numbering rather than roman numerals. Sub-sections may be further sub-divided using decimal points, e.g. 1, 1.1, 1.2, 1.3...etc.

All initial sub-headings should be in font type 'small caps', e.g. 1. THE MEMBER STATES.

Subsequent section headings should be italics with only the initial letter capitalised, e.g. *1.1 Italy*.

After this, further division of sub-sections should be denoted in the following way:

1.1

1.1.1

1.1.2

1.1.3

□ **ITALICS**

Authors should employ italics with care. These should only be used in cases where a foreign (i.e. not English) word or phrase is used i.e. *ipso facto* and *et al.*

~ **LAYOUT AND SPACING**

All articles should be laid out as follows:

Text in A4 format, Times New Roman 12;

Footnotes in Times New Roman 10.

The name of the contributor should appear left justified at the head of the first page. The title of the article should also be left justified and appear two lines below the name of the contributor. The abstract should be seven lines below this and be fully justified.

Two lines should be allowed between the end of each sub-section and the heading of the next, whereas only one line should be allowed between the subheading and the beginning of the sub-section itself. Where subsequent sub-division is employed, one line should be allowed between the end of one section, the title of the second sub-heading, and the beginning of the next sub-section.

All material should be single-spaced, fully justified, and single-sided.

The initial paragraph of any section should be left justified, whereas the first line of subsequent paragraphs should be indented.

~ CITATIONS AND FOOTNOTES

Citations should not appear in the text but in footnotes.

Reference to the footnote should appear **after** the dots and commas and not before:

Ex.

The European Union is great.¹

And not

The European Union is great¹.

Footnotes should be numbered consecutively and appear at the bottom of the page.

□ **ARTICLES**

Articles in footnotes should be cited in the following way:

Initials and surname of author(s), title of article in single inverted commas, journal reference (title of journal abbreviated in italics, volume number, year of publication), page reference (without p.)

Example: M. Colucci, 'Sports Law in the European Union', *RDES*, vol. 2, 2007, 461.

Journal titles can be abbreviated according to international standard abbreviations. If the journal, which the contributor wishes to cite, is not listed in these guidelines the editorial office invites he/she to propose a suitable abbreviation.

□ **BOOKS**

Books should be cited in the following way:

Initials and surname of the author/s, title of book in italics, edition, place of publication, publisher, year, and page reference,

Example. E.F. Schumacher, *Small Is Beautiful*, New York, Harper Torchbooks, 1973, 68.

□ **INDIVIDUAL CONTRIBUTIONS TO EDITED COLLECTIONS OF PAPERS**

They should be cited in the following way: initials and surname of author, title of contribution in single inverted commas, initials and surname of editor/s, title of book in italics, place of publication, publisher, year, page reference.

E.g. B. Brooks, 'De-regulating the Labour Market: Reflections on the New Zealand Experience', in C. Engels and M. Weiss (eds.), *Labour Law and Industrial Relations at the Turn of the Century - Liber Amicorum in Honour of Prof. Dr. Roger Blanpain*, The Hague, Kluwer, 1998, 134.

Citations to cases should follow the style of the country of origin, including the date of the case, except for cases from common law jurisdictions. The name of the jurisdictions and of the review or law report in which the case is published should be included in italics. The names of the parties in cases from common-law jurisdictions should be in italics. The abbreviation 'v.' (for versus) should be in roman typeface:

E.g. HR 14-4-1989, NJ 1989,469

Lord Napier and Ettrick v. Hunter [1993] 2 WLR 42, [1993] 1 Lloyd's Rep. 197.

Cross-references should preferably not use 'above' and 'below' but rather '*supra*' and '*infra*'

II. GUIDELINES FOR AUTHORS OF BOOK CHAPTERS

Please also keep in touch with your book editor(s), they will be your main contact throughout the writing and submission process.

Your book editor(s) will be able to advise you on:

Word count

Take account of the word count stipulated by your editor. The chapter should not exceed the agreed length. Figures and tables should be included in the word count with each figure counting as 500 words and each table as 300 words.

Delivery date

If you think you may miss this, then please contact your editor as soon as possible to discuss the implications.

Please also be aware that this deadline refers to delivery of the whole chapter and that it won't be possible to make more than very minor changes to the files once you have delivered them. We need to receive all the chapters at one time so be aware that if you are late in delivering your material you will be delaying the whole book.

Consistency of style and formatting across chapters

Please check with your editor which referencing style you should use.

If your editor has provided you with a list of spelling conventions and/or other style instructions please adhere to it. It will improve the readability of the book if it looks like a coherent whole.

If you are unsure about these points please check with your editor.

Contributor Agreement

This is an agreement between you and the book's editor or directly with SLPC.

How to maximise your readership and citations

Today readers and researchers discover books through a myriad of online search engines, websites, databases and indexes. Please consider the key terms that you think interested readers will use in literature searches and incorporate them into the chapter title, abstract and key words in an appropriate way. This will help researchers find your work and increase readership and citations.

Your chapter title

Researchers using online databases often first discover a chapter of a book before discovering the book itself. The chapter title should make sense in isolation. For example, it is better to have 'Introduction to Small Business Economics' than merely 'Introduction' as the book's first chapter.

A good chapter title is concise and gives a clear indication of what the chapter is about.

Your summary, abstract and key words

We require:

1. A summary

It should contain the titles of each chapters, for instance:

Summary : Introduction - 1. Sport and European Union – 1.1. Freedom of Movement of Athletes –

2. An abstract and Keywords

The abstract should be of up to 150 words and a list of up to 6 key words/terms for each chapter with your final script. This is a requirement for the chapter to be indexed by Google Scholar.

This information is included in your book's metadata and has an important impact on the visibility of individual chapters in online searches and on the discoverability of your book as a whole.

Manuscript delivery

Deliver your files directly to your book editor, as the editor will wish to make their own checks and may wish to review the material before they collate the chapters and submit them to us.

Ensure that you have finished work on the chapter before you contemplate delivery of the material to your editor.

Your book editor needs to deliver all the material to be included in the book at the same time. Once they have passed the files to us there will be no opportunity to make changes to the text other than to make minor copy-editing corrections.

Copyright permissions

If any of your material is under copyright to a third party (including your own work) you will need to provide documentation to your book editor confirming permissions has been granted to reuse the material. Normal academic quotes or citations do not need any permissions, in accordance with the Berne Convention for the Protection of Literary and Artistic Works, which provides as follows at Article 10.1: “It shall be permissible to make quotations from a work which has already been lawfully made available to the public, provided that their making is compatible with fair practice, and their extent does not exceed that justified by the purpose, including quotations from newspaper articles and periodicals in the form of press summaries”.

Your name and affiliation/biography

All our edited books contain lists of contributors in a consistent format.

Each contributor should insert in the first footnote of her/his chapter a brief reference to her/his title and/or position and/or affiliation.

Moreover, each contributor should send a short biographical paragraph, ideally a maximum of 80 words long, that will be inserted into a Note listing all the contributors at the beginning of the book.

Please check that your name appears exactly as you would like it to appear in the book and in exactly the same format in your chapter file.