

Manuscript Submission Guidelines: *Communication and Sport*

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Communication and Sport is a peer-reviewed quarterly that publishes research to foster international scholarly understanding of the nexus of communication and sport. C&S publishes research and critical analysis from diverse disciplinary and theoretical perspectives to advance understanding of communication phenomena in the varied contexts through which sport touches individuals, society, and culture.

C&S examines both communication *in* sport and the communication *of* sport by considering sport in light of communication processes, strategies, industries, texts, and reception. C&S welcomes studies of sport and media in mass and new media settings, research on sport in interpersonal, group, organizational, and other communication contexts, and analyses of sport rhetoric, discourse, and narratives.

C&S encourages studies of sport communication and media from broad disciplinary vistas including sport studies/sociology, management, marketing, politics, economics, philosophy, history, education, kinesiology, health, as well as cultural, policy, urban, gender, sexuality, race, and ability studies. C&S is theoretically diverse, and articles featuring qualitative, quantitative, critical, historical, and other methods are equally welcome.

1. Peer review policy

Communication and Sport operates a strictly anonymous peer review process for articles. In order to ensure anonymity, all material and self-references that identify the author(s) should be removed from the manuscript, and the author name(s) should appear only on a title page in separate stand-alone document. This title page document should also include the first author's email and postal addresses, and telephone and fax numbers. Manuscripts for articles are

evaluated by at least two reviewers and the Editor and are processed through the SAGE track web based online submission and peer review system powered by ScholarOne™ Manuscripts.

2. Article types

Communication and Sport publishes research articles and commentary of varying lengths. This ranges from the standard length research papers to shorter reports and commentary.

Articles of standard length that report on original research or analysis are normally of 5000-7000 words in length, inclusive of references, notes, tables, and figures. Such research articles should include an abstract of 100 – 200 words and 5 key words must also be supplied, placed at the beginning of the article. While style and organization may vary according to theoretical and methodological traditions, these research articles normally include (1) an introduction (no heading) that clearly states the purpose and rationale for the article and places its importance in context (2) a review of literature that sets the stage for the investigation and basic approach, (3) a methodological summary that situates and details the approach and frames basic questions or hypotheses, (4) a report of results or analysis of findings, followed by (5) a discussion that emphasizes new and important observations of the study, (6) a conclusion that considers the study's limitations and implications for future research.

Articles of shorter length may report on the results of a pilot study, present and analyse a case study, or provide a brief commentary on a methodological, theoretical or ethical issue and are normally of 3000-4000 words in length, inclusive of references, notes, tables, and figures. Such articles should include an abstract of 100 – 200 words and 5 key words must also be supplied, placed at the beginning of the article. While the approach taken in these shorter articles may be varied, each submitted manuscript should introduce and situate a topic in a way that facilitates new insight about subjects that advance scholarly understanding of sport in social and cultural contexts.

3. How to submit your manuscript

Before submitting your manuscript, please read and adhere to all the guidelines and instructions to authors provided below. Manuscripts not conforming to these guidelines may be returned.

Article manuscripts are considered for publication only on the understanding that they are not simultaneously under consideration elsewhere, that they are the original work of the author(s), and that any previous form of publication and current consideration in other languages are disclosed at the time of submission. Please attach to every submission a letter confirming that all authors have agreed to the submission and that the article is not currently being considered for publication by any other journal.

Communication and Sport is hosted on SAGE track, a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Please read the Manuscript Submission guidelines for articles below, and then simply visit <http://mc.manuscriptcentral.com/commsport> to login and submit your article online.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online please visit ScholarOne [Online Help](#).

All manuscripts for Articles must be submitted via the online system.

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4. Journal contributor's publishing agreement

Before publication SAGE requires the author as the rights holder to sign a Journal Contributor's Publishing Agreement. SAGE's Journal Contributor's Publishing Agreement is an exclusive license agreement which means that the author retains copyright in the work but grants SAGE the sole and exclusive right and license to publish for the full legal term of copyright. Exceptions may exist where an assignment of copyright is required or preferred by a proprietor other than SAGE. In this case copyright in the work will be assigned from the author to the society. For more information please visit our [Frequently Asked Questions](#) on the SAGE Journal Author Gateway.

Communication and Sport and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of articles published in the Journal. Equally, we seek to protect the reputation of the Journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article is found to have plagiarised other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article (removing it from the journal); taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; banning the author from publication in the journal or all Sage journals, or appropriate legal action.

5. Declaration of conflicting interests

Within your Journal Contributor's Publishing Agreement you will be required to make a certification with respect to a declaration of conflicting interests. *Communication and Sport* does not require a declaration of conflicting interests but recommends you review the good practice guidelines on the [SAGE Journal Author Gateway](#).

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7. Acknowledgements

Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References.

All contributors who do not meet the criteria for authorship should be listed in an 'Acknowledgements' section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Authors should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

7.1 Funding Acknowledgement

To comply with the guidance for Research Funders, Authors and Publishers issued by the Research Information Network (RIN), *Communication and Sport* additionally requires all Authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit [Funding Acknowledgements](#) on the SAGE Journal Author Gateway to confirm the format of the acknowledgment text in the event of funding or state in your acknowledgments that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

8. Permissions

Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please visit our [Frequently Asked Questions](#) on the SAGE Journal Author Gateway.

9. Manuscript style

9.1 File types

Only electronic files conforming to the journal's guidelines will be accepted. Preferred formats for the text and tables of your manuscript are Word DOC, RTF, and XLS. LaTeX files are also accepted. Please also refer to additional guideline on submitting artwork below.

9.2 Journal Style

Communication and Sport conforms to the current style guidelines of the *Publication Manual of the American Psychological Association*. Quick reference to APA Style and more information about the current *Publication Manual* may be found at <http://www.apastyle.org/>

9.3 Reference Style

Communication and Sport adheres to the reference style guidelines of the *Publication Manual of the American Psychological Association*. Quick reference to APA Style and more information about the current *Publication Manual* may be found at <http://www.apastyle.org/>

If you use EndNote to manage references, download the SAGE Harvard output style by following [this link](#) and save to the appropriate folder (normally for Windows C:\Program Files\EndNote\Styles and for Mac OS X Harddrive:Applications:EndNote:Styles). Once you've done this, open EndNote and choose "Select Another Style..." from the dropdown menu in the menu bar; locate and choose this new style from the following screen.

9.4. Manuscript Preparation

The text should be double-spaced throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Text should be standard 10 or 12 point.

9.4.1 Your Title, Keywords and Abstracts: Helping readers find your article online

The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting SAGE's Journal Author Gateway Guidelines on [How to Help Readers Find Your Article Online](#).

9.4.2 Corresponding Author Contact details

Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review.

9.4.3 Guidelines for submitting artwork, figures and other graphics

For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE's [Manuscript Submission Guidelines](#).

Figures supplied in color will appear in color online regardless of whether or not these illustrations are reproduced in color in the printed version. For specifically requested color reproduction in print, you will receive information regarding the costs from SAGE after receipt of your accepted article.

9.4.4 Guidelines for submitting supplemental files

Communication and Sport does not currently accept supplemental files.

9.4.5 English Language Editing services

Non-English speaking authors who would like to refine their use of language in their manuscripts might consider using a professional editing service. Visit [English Language Editing Services](#) on our Journal Author Gateway for further information.

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10. After acceptance

10.1 Proofs

We will email a PDF of the proofs to the corresponding author.

10.2 E-Prints and Complimentary Copies

SAGE provides authors with access to a PDF of their final article. For further information please visit [Offprints and Reprints](#) on our Journal Author Gateway. We additionally provide the corresponding author with a complimentary copy of the print issue in which the article appears up to a maximum of 5 copies for onward supply by the corresponding author to co-authors.

10.3 SAGE Production

At SAGE we place an extremely strong emphasis on the highest production standards possible. We attach high importance to our quality service levels in copy-editing, typesetting, printing, and online publication (<http://online.sagepub.com/>). We also seek to uphold excellent author relations throughout the publication process.

We value your feedback to ensure we continue to improve our author service levels. On publication all corresponding authors will receive a brief survey questionnaire on your experience of publishing in *Communication and Sport* with SAGE.

10.4 OnlineFirst Publication

A large number of journals benefit from OnlineFirst, a feature offered through SAGE's electronic journal platform, SAGE Journals Online. It allows final revision articles (completed articles in queue for assignment to an upcoming issue) to be hosted online prior to their inclusion in a final print and online journal issue which significantly reduces the lead-time between submission and publication. For more information please visit our [OnlineFirst Fact Sheet](#)

11. Further information

Any correspondence, queries or additional requests for information on the Manuscript Submission process for articles should be sent to the Editor-in-Chief Lawrence Wenner via email to commsporteditor@gmail.com

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